

**Wheathampstead Parish Council  
Parish Council Meeting  
26 May 2016, 19.30h**

Present	Councillors	P Woodhams	Chairman
		G Clark	
		A Dante	
		D Davies	
		E Habib	
		L Halford	
		S Haynes	
		T Reason	
		J Shardlow	
		P Wilby	
		J Warren	Clerk to the Council
		Press	0
		Public	0

Prior to the commencement of the meeting a minute's silence was held to remember Sue Johnston who had passed away earlier the same day. Sue had been a great support to the Parish Council in a number of ways and was instrumental in success of the Heritage Trail.

In the absence of the Council Chairman, Councillor Johnston, Vice Chairman Councillor Woodhams took the chair.

**4650-16 Election of Chairman**

Councillor Reason, seconded by Councillor Haynes, nominated Councillor Johnston as Chairman. He was duly elected. He had previously confirmed that he was prepared to stand for this office. It was noted that he would sign the acceptance of office at the earliest opportunity.

**Resolved To elect Councillor Johnston as Chairman of Wheathampstead Parish Council for 2016-17**

**4651-16 Election of Vice Chairmen**

Councillor Clark, seconded by Councillor Shardlow, nominated Councillor Woodhams as Vice Chairman. He was duly elected.

Councillor Clark, seconded by Councillor Halford, nominated Councillor Brewster as Honorary Vice Chairman. She was duly elected.

**Resolved To elect Councillor Woodhams as Vice Chairman of Wheathampstead Parish Council for 2016-17.**

**To elect Councillor Brewster as Honorary Vice**

### **Chairman of Wheathampstead Parish Council for 2016-17.**

In the absence of the Chairman the Vice Chairman took the Chair

#### **4652-16 Apologies**

Apologies were received from Councillors A Brewster and D Johnston.

#### **4653-16 Specific Declarations of Interest & Dispensations**

None

#### **4654-16 Minutes of Council**

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 28 April 2016 be approved.

**Resolved To confirm the Minutes of the meetings held on 28 April 2016 to be a true and fair account and for these to be signed by the Chairman.**

#### **4655-16 Minutes of Committee Meetings**

The Chairman proposed, and it was agreed, that the following draft Committee minutes and working group notes were received and adopted:

Neighbourhood Plan SG	9 May 2016
Village Weekend WG	10 May 2016
Annual Parish Meeting	11 May 2016
Planning Committee	24 May 2016

**Resolved To receipt and adopt the draft minutes and notes of**

<b>Neighbourhood Plan SG</b>	<b>9 May 2016</b>
<b>Village Weekend WG</b>	<b>10 May 2016</b>
<b>Annual Parish Meeting</b>	<b>11 May 2016</b>
<b>Planning Committee</b>	<b>24 May 2016</b>

#### **4656-16 Review of Delegated Powers**

The Chairman proposed, and it was agreed, that delegated powers as currently set out in standing orders and financial regulations be approved.

**Resolved To approve delegated powers as currently set out in standing orders and financial regulations.**

#### **4657-16 Review of Committees, Working Groups and their Terms of Reference**

The list of current committees and working groups, and their terms of reference, had been circulated and was discussed.

The Chairman proposed, and it was agreed that all committees and working groups review their terms of reference and these be then referred back to Council or parent committee for approval.

**Resolved To approve committees and working groups. Their terms of reference to be reviewed by committee/working group and referred back to Council or parent committee for approval**

**4658-16 Appointment to Committees and Working Groups & Election of Committee Chairmen/Vice Chairmen**

Members considered membership of Parish Council committees and working groups and agreed the following appointments.

It was agreed that the Bury Green Garden Working Group had achieved its goal, the garden was opened on 12 May, so would be disbanded.

**Resolved 1 The following Committee appointments were approved**

<b>Allotments</b>	<b>Cllrs Clark, Habib, Haynes, Shardlow, Woodhams</b> <b>Chairman: Cllr Haynes</b> (proposed Cllr Clark, seconded Cllr Shardlow) <b>Vice Chairman: Cllr Shardlow</b> (proposed Cllr Davies, seconded Cllr Dante)
<b>Community Involvement</b>	<b>Cllrs Clark, Dante, Davies, Habib, Halford, Haynes, Johnston, Reason, Woodhams.)</b> <b>Chairman: Cllr Halford</b> (proposed Cllr Clark, seconded Cllr Davies) <b>Vice Chairman: Cllr Habib</b> (proposed Cllr Dante, seconded Cllr Halford)
<b>Finance</b>	<b>All Councillors</b> <b>Chairman: Cllr Davies</b> (proposed Cllr Halford, seconded Cllr Dante) <b>Vice Chairman: Cllr Johnston</b> (proposed Cllr Haynes, seconded Cllr Davies)
<b>Maintenance</b>	<b>Cllrs Clark, Dante, Habib, Halford, Haynes, Johnston, Reason, Shardlow, Woodhams</b> <b>Chairman: Cllr Reason</b> (proposed Cllr Halford,

	seconded Cllr Habib)
	<b>Vice Chairman: Cllr Woodhams</b>
	(proposed Cllr Dante, seconded Cllr Clark)
<b>Personnel</b>	<b>Cllrs, Davies, Halford, Johnston &amp; Reason</b>
	<b>Chairman: Cllr Johnston</b>
	(proposed Cllr Davies, seconded Cllr Haynes)
	<b>Vice Chairman: Cllr Davies</b>
	(proposed Cllr Dante, seconded Cllr Reason)
<b>Plans</b>	<b>Cllrs Clark, Clements, Davies, Habib, Halford, Shardlow, Wilby</b>
	<b>Chairman: Cllr Clark</b>
	(proposed Cllr Habib, seconded Cllr Halford)
	<b>Vice Chairman Cllr Shardlow</b>
	(proposed Cllr Haynes, seconded Cllr Wilby)
<b>2</b>	<b>The following Working Group appointments were approved</b>
<b>Christmas lights</b>	<b>Cllrs Clark, Dante, Habib, Haynes, Johnston, Shardlow, Wilby</b>
<b>Crinkle Crankle Garden</b>	<b>Cllrs Brewster, Halford, Johnston, Reason, Shardlow &amp; Woodhams</b>
<b>East Lane Car Park Facilities Management</b>	<b>Cllrs Habib, Johnston &amp; Reason</b> <b>Cllrs, Halford, Haynes, Johnston, Reason, &amp; Woodhams</b>
<b>Memorial Hall Refurbishment</b>	<b>Cllrs Clark, Dante, Habib, Haynes, Johnston &amp; Reason</b>
<b>Neighbourhood Plan</b>	<b>Cllrs Habib, Halford, Haynes, Johnston, Reason, Shardlow, Woodhams and Wilby</b>
<b>Pump Website</b>	<b>&amp; Cllrs Clark, Halford, Johnston, Shardlow &amp; Woodhams</b>
<b>Station Platform</b>	<b>Cllrs Dante and Johnston</b>
<b>Village weekend</b>	<b>Cllrs Dante, Habib, Halford, Haynes, Johnston, Reason, &amp; Woodhams</b>

#### **4659-16 Appointment to Outside Organisations**

The following appointments and nominations to outside organisations

were made/confirmed.

<b>Resolved</b>	<p><b>The following appointments /nominations were approved</b></p> <p><b>James Marshall Foundation &amp; Wheathampstead United Charities</b></p> <p><b>Nomansland Joint Committee Scouts</b></p> <p><b>St Albans District Association of Local Councils WEB</b></p>	<p><b>Cllr T Reason &amp; Cllr N Clements</b> (appointed 2013 to 2017)</p> <p><b>Mrs A Atton</b> (appointed 2015 to 2019)</p> <p><b>Mrs L Harrison</b> (Appointed to replace Mrs J Turner deceased, to 2017) (Proposed by Cllr Haynes, seconded Cllr Habib)</p> <p><b>Cllrs Johnston &amp; Shardlow</b> (Proposed by Cllr Davies, seconded Cllr Dante)</p> <p><b>Cllr Halford</b> (Proposed by Cllr Reason, seconded Cllr Habib)</p> <p><b>&amp; Cllr Johnston</b> (Proposed by the Cllr Haynes, seconded Cllr Halford)</p> <p><b>Cllrs Halford &amp; Haynes</b> (Proposed by the Cllr Reason, seconded Cllr Shardlow)</p>
-----------------	--	--

#### **4660-16 Review of membership of bodies**

The list of memberships was reviewed including membership fees and benefits. Councillor Shardlow proposed, seconded by Councillor Halford, and it was agreed that membership of the following bodies be re approved. Lifetime membership of the St Albans Footpaths Society was to be sought :

- Campaign to Protect Rural Britain
- Chartered Institute of Public Finance and Accountancy
- Community Development Agency for Herts
- Community & Voluntary Services
- Hertfordshire Association of Parish & Town Councils
- Institute of Local Council Managers
- Local Councils' Advisory Service
- National Association of Local Councils
- National Society of Allotment & Leisure Gardens
- Open Spaces Society
- St Albans & District Association of Local Councils
- St Albans Footpaths Society
- Society of Local Council Clerks

<b>Resolved</b>	<p><b>Following a review membership of the following bodies was approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Campaign to Protect Rural Britain</b></li> <li>• <b>Chartered Institute of Public Finance</b></li> </ul>
-----------------	--

**and Accountancy**

- **Community Development Agency for Herts**
- **Community & Voluntary Services Hertfordshire Association of Parish & Town Councils**
- **Institute of Local Council Managers**
- **Local Councils' Advisory Service**
- **National Association of Local Councils**
- **National Society of Allotment & Leisure Gardens**
- **Open Spaces Society**
- **St Albans & District Association of Local Councils**
- **St Albans Footpaths Society (life membership)**
- **Society of Local Council Clerks**

**4661-16 Public Speaking**

None.

**4662-16 Hall use request**

Members considered a request to use the Hall and Hewitt Room 3.45- 8.15 pm Monday by a dance class from September 2016. The music would be classical so assumed quieter and less intrusive to users of the Green Room than a previous Zumba class in hall. An obvious impact was that all council meetings, including committee, working group and Neighbourhood Plan steering group meetings would be in the Green Room.

Councillor Shardlow proposed, seconded by Councillor Clark, and it was agreed that a 3 month trial be permitted.

**Resolved To permit a three month trial from September 2016**

**4663-16 Internal Audit Report**

The Internal Auditor's report for 2015-16 had been received and circulated. Actions from 2014-15 were satisfactorily completed. For 2015-16 no major concerns were raised, the recommendation, rated as low risk, was to refine the Council's risk register inherent scoring and update some content to distinguish between actual controls already operating, and any additional actions that were considered necessary to further reduce risk likelihood or impact. The recommendation was made that training for officers and Members be explored

Councillor Reason proposed, seconded by Councillor Shardlow, and it was agreed, that the report be received and as recommended the risk register be refined during the year. Training was to be made

available to all.

**Resolved**                    **That the report be received and as recommended the risk register be refined during the year. Training was to be made available to all.**

**4664-16 Appointment of Internal Auditor for 2016-7**

Councillor Reason proposed, seconded by Councillor Shardlow, and it was agreed, that GreenbiRo Ltd be reappointed as Internal Auditor for 2016-7.

**Resolved**                    **That GreenbiRo Ltd be reappointed as Internal Auditor for 2016-7.**

**4665-16 Staff pay**

It was noted that the National Joint Council for Local Government Services (NJC) had reached agreement on a national salary award for 2016-18. Details had been circulated. Staff were contracted under NJC conditions. The 1% pay award increase was to be implemented immediately and backdated to 1 April 2016

**Resolved**                    **To note the agreement**

**4666-16 Football Foundation Grant- goals**

It was reported that the application to the Football Foundation for a grant of £648 towards replacement of unsafe goalposts was successful.

**Resolved**                    **To note the successful application**

**4667-16 Accounts for Payment and Finance Reports**

The Chairman proposed and it was agreed to note the reports

**Resolved**                    **To note the reports**

**4668-16 Consultations**

Councillor Shardlow agreed to prepare a draft response to St Albans District Council Detailed Local Plan polices consultation for the Neighbourhood Plan Steering Group to consider.

Feedback to present to the HAPTC County Officer regarding matter of concern to local councillors was requested by 31 May.

**4669-16 Reports on training and meetings**

Written reports from the Clerk and councillors on meetings and conferences attended had been circulated and were noted.

The Clerk had attended NALC Digital Councils and described the mindset change required to include digital. She had also met with Cityscape to discuss artwork for interpretation boards for various open spaces.

Councillor Brewster had attended the residents' meeting called by Chamonix Estates for the Old School Drive Estate.

Councillor Halford had attended meetings with the Scouts and WEB (with Councillor Haynes).

Councillors Halford and Reason had met with WDPS to discuss the Teddy Bears' Picnic to celebrate the Queen's 90<sup>th</sup> birthday.

**Resolved                      To note the reports**

**The Chairman declared the meeting closed at 21.30h.**

**Dated this                      day of                      2016**

**Chairman**