

**Wheathampstead Parish Council
Parish Council Meeting
26 January 2017, 20.00h**

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

4958-17 Apologies

Apologies were received from Councillors A Brewster, J Shardlow and P Wilby (personal).

4959-17 Public Speaking

None.

4960-17 Specific Declarations of Interest & Dispensations

None.

4961-17 Minutes of Council

The Chairman proposed, and it was agreed that the Minutes of the meeting held on 24 November 2016 be approved.

Resolved To confirm the Minutes of the meeting held on 24 November 2016 to be a true and fair account and for these to be signed by the Chairman.

4962-17 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:

Wheathampstead Community Safety Forum	23 Nov 2016
Finance Committee	9 Jan 2017
Personnel Committee	1 Dec 2016, 9 Jan 2017
Planning Committee	19 Dec 2016
Maintenance Committee	16 Jan 2017
Community Involvement Committee	7 Dec 2016

Allotments Committee 12 Dec 2016

Resolved To receipt and adopt the draft minutes and notes of

Wheathampstead Community Safety Forum	23 Nov 2016
Finance Committee	9 Jan 2017
Personnel Committee	1 Dec 2016, 9 Jan 2017
Planning Committee	19 Dec 2016
Maintenance Committee	16 Jan 2017
Community Involvement Committee	7 Dec 2016
Allotments Committee	12 Dec 2016

4963-17 Budget 2017-8 and precept recommendation

The Chairman presented the budget recommendations from Finance Committee Minute 4929-17.

He proposed, and it was agreed that the expenditure budget for 2017-18 be set as £487,835.

He further proposed, and it was agreed, that the precept be set at £237,971 for 2017-18, as recommended at Minute 4930-17 and that the Clerk notify St Albans District Council of this requirement. This represented a 2.6% increase on Band D over 2016-17. Calculations were not based upon receipt of a grant from St Albans District Council to offset the changes to the tax base created by the Council Tax Technical Reform Changes and the Localised Council Tax Support Scheme as this was no longer available.

Resolved

- 1 That the expenditure budget for 2017-18 be set as £487,835.**
- 2 That the precept be set at £237,971 for 2017-18, as recommended at Minute 4930-17 and that the Clerk notify St Albans District Council of this requirement.**
- 3 To note that calculations were not based upon receipt of a grant from St Albans District Council to offset the changes to the tax base created by the Council Tax Technical Reform Changes and the Localised Council Tax Support Scheme as this was no longer available.**

4964-17 Bank arrangements

The Chairman proposed, and it was agreed to amend banking arrangements following the resignation of the Deputy Clerk, Louise Harrison's name to be formally removed from bank mandate. The Finance, Meetings and Administration Assistant to replace Mrs Harrison as signatory. Councillor Davies's signature to be correctly added to the mandate.

- Resolved**
- 1 To amend banking arrangements following the resignation of the Deputy Clerk.**
 - 2 Louise Harrison's name to be formally removed from bank mandate. The Finance, Meetings and Administration Assistant to replace Mrs Harrison as signatory.**
 - 3 Councillor Davies's signature to be correctly added to the mandate.**

4965-17 Preferred Contractors List

The Chairman proposed, and it was agreed, that the list of preferred contractors as circulated, with the addition of Ambush, Baldwin & Bleakley and Clymac be approved

- Resolved To approve the list of preferred contractors as amended.**

4966-17 Insurance Review of Fidelity Guarantee

As recommended by Audit, Council annually reviewed its fidelity guarantee. Councillor Reason proposed, seconded by Councillor Habib, and it was agreed, that the £1million cover was acceptable

- Resolved That £1million Fidelity Insurance Guarantee was approved.**

4967-17 Fire Risk Assessment

Councillor Reason proposed, seconded by Councillor Halford, and it was agreed that the Fire Risk Assessment for the Memorial Hall as circulated be approved and adopted. A floor plan of the building showing fire exits, break glass points and extinguishers to be included with hirers' instructions.

- Resolved To approve and adopt the Fire Risk Assessment for the Memorial Hall.**

4968-17 Approval of Risk Register

Councillor Dante proposed, seconded by Councillor Habib, and it was agreed that the Risk Register as discussed be approved and adopted.

- Resolved To approve and adopt the Risk Register as circulated and discussed.**

4969-17 Review and Approval of Standing Orders

Councillor Clark proposed, seconded By Councillor Johnston, and it was agreed, that the Standing Orders as circulated be approved and adopted.

Resolved To approve and adopt the Standing Orders as circulated.

4970-17 Review and Approval of Financial Regulations

Councillor Clark proposed, seconded by Councillor Haynes, and it was agreed, that the Financial Regulations as circulated be approved and adopted with the amendment to include the provision for online banking.

Resolved To approve and adopt the Financial Regulations as amended to include a provision for online banking.

4971-17 Policy review and approval

Councillor Reason proposed, seconded by Councillor Johnston, and it was agreed that the following policies be approved and adopted without amendment.

- Internet and Email policy
- Media protocol
- Dignity at Work/ Bullying and Harassment Policy
- Disciplinary Procedure
- Grievance Procedure
- Complaints Policy
- Whistle blowing Policy
- Anti-Bribery statement
- Code of conduct
- Conflicts of Interest
- Open spaces
- Gritting and Clearing Memorial Hall Access and Car Park
- Banner policy
- Child protection
- Pensions Discretions Policy
- Grazing
- Tree Strategy (approved 9 Jan 2017)
- Use of Parish Council Amenity Areas for Organised Events
- Grants policy
- Equality and Diversity
- Commemorative Bench policy
- Health and Safety
- Training and development policy
- FOI Publication Scheme
- Corporate identity

Grant recipients were to be asked to report back to the Community Involvement Committee

Resolved That the following policies be approved and adopted without amendment.

- **Internet and Email policy**
- **Media protocol**
- **Dignity at Work/ Bullying and Harassment**

- **Policy**
- **Disciplinary Procedure**
- **Grievance Procedure**
- **Complaints Policy**
- **Whistle blowing Policy**
- **Anti-Bribery statement**
- **Code of conduct**
- **Conflicts of Interest**
- **Open spaces**
- **Gritting and Clearing Memorial Hall Access and Car Park**
- **Banner policy**
- **Child protection**
- **Pensions Discretions Policy**
- **Grazing**
- **Tree Strategy (approved 9 Jan 2017)**
- **Use of Parish Council Amenity Areas for Organised Events**
- **Grants policy**
- **Equality and Diversity**
- **Commemorative Bench policy**
- **Health and Safety**
- **Training and development policy**
- **FOI Publication Scheme**
- **Corporate Identity**

4972-17 Councillor behaviour and Code of Conduct

Following a recent incident directed at the Clerk (Minute 4935-17) the Chairman reminded councillors of the terms of the Code of Conduct and of the need to treat staff, as others, with respect. Bullying was not acceptable, an apology should be forthcoming.

Resolved To note the report and familiarise with principles of the Code of Conduct.

4973-17 Councillor dispensation

Councillors were asked to approve a request from Councillor Shardlow to be absent from Council meetings until August 2017 because of personal study commitments.

The Chairman proposed, and it was agreed, that Councillor Shardlow's request to be absent from the majority of Council and Committee meetings until August 2017 be approved with the proviso that when her absence may jeopardise the functioning of said committee she must find a substitute attendee.

Resolved That Councillor Shardlow's request to be absent from the majority of Council and Committee meetings until August 2017 be approved with the proviso that when her absence may jeopardise the functioning of said committee she must find a

substitute attendee.**4974-17 Staff Recruitment**

Further to Minute 4934-17 It was reported that Reed Recruitment had received a number of applications for the post of Finance, Meetings and Administration Assistant. Shortlisted candidates would be interviewed on 13 February.

Resolved To note the report.

4975-17 Audio Visual System Service Level Agreement

An SLA for the AV system at an annual cost of £1860 + vat covering 2 maintenance visits plus emergency call out had been offered. Councillor Haynes proposed, seconded by Councillor Dante, and it was agreed that an SLA with annual visit plus callout be negotiated. It was further agreed that final approval of the SLA be delegated to the Clerk with Councillor Haynes.

Resolved that an SLA with annual visit plus callout be negotiated, final approval of the SLA be delegated to the Clerk with Councillor Haynes.

4976-17 Memorial Hall car park repairs

Quotations to repair the potholed surface of the Memorial Hall car park, primarily along the carpark 'extension' join had been received. The Chairman proposed and it was agreed that following receipt of an additional quotation the Clerk together with a councillor have delegated authority to proceed the works.

Resolved That following receipt of an additional quotation the Clerk together with a councillor have delegated authority to proceed the works.

4977-17 Memorial Hall rating valuation

Councillors were asked to note the 2017 revaluation of rates which represented a significant increase.

Resolved To note the revised building rating valuation for the Memorial Hall.

4978-17 Waste Recycling

The clerk was asked to look into options for litter recycling to be brought to a future meeting

Resolved To later consider potential for litter recycling within the parish.

4979-17 Review of draft facilities White Paper

Further to Minutes 4834-16 and 4844-16 and 4884-16 councillors approved in principle use of the Mill for a Heritage Centre, potentially managed by the History Society and that Butterfield pavilion was to be a football pavilion but designed with the possibility for future extension. The Tithe Barn and ex- library space in the Memorial Hall would for community use, details to be decided.

Resolved

- 1 To note the report.**
- 2 Approval in principle for the use of the Mill for a Heritage Centre, potentially managed by the History Society and that Butterfield pavilion was to be a football pavilion but designed with the possibility for future extension.**
- 3 The Tithe Barn and ex- library space in the Memorial Hall would for community use, details to be decided.**

4980-17 BT broadband cabinet location request

Councillors noted a request to site a BT broadband cabinet on Parish Council land adjacent to the B651 and Dyke Lane junction. The Nomansland Joint Management Committee had been made aware. Councillor Reason proposed, seconded by Councillor Woodhams and it was agreed, that the Clerk be authorised to enter into negotiations for any wayleave agreement.

Resolved **To note the report.**
that the Clerk be authorised to enter into negotiations for any wayleave agreement.

4981-17 Project and task review

The list of projects and tasks was discussed. New parish council noticeboards (public input sought via the Pump newsletter), open spaces signage, replacement trees (stolen/vandalised) on Marford Field by the ATP and poplars/holly oak/ willows on North Meads were prioritised

Resolved **To note the report.**

4982-17 Highways report

The Highways report and update since the meeting with officers and county councillor on 5 October had been circulated. Councillors were keen that reinstatement of the speed tables along the High Street and associated remedial works from High Street improvements be followed up. A number of items were to be referred to the newly elected county councillor after the May elections.

Resolved **To note the report**

4983-17 Accounts for Payment and Finance Reports

The Chairman proposed and it was agreed to note the reports

Resolved To note the reports.

4984-17 Consultations

It was noted that councillors were invited to a meeting at St Albans District Council to discuss changes to subsidised bus routes. Councillor Haynes proposed, seconded by Councillor Woodhams, and it was agreed, that SADC Community Engagement and Localism Portfolio holder Councillor Read and officers be invited to February Council.

Resolved To invite Cllr Read and council officers to address February Council.

4985-17 Reports on training and meetings

Councillor Woodhams had circulated a detailed report on the Community Conference he attended with the Clerk and Councillor Clark on 25 November 2016 which focussed on changing the shape of services in the District. This had presented networking opportunities and the potential to work with Oaklands College on the Crinkle Crankle Garden project. Other areas covered included the new museum in the Market Place, issues affecting the voluntary sector post financial crash and concerns of integrity after the collapse of charities such as the Kids Company from Peter Kellner Chair of NCVS; and social prescribing and a pilot scheme for a health and well-being clinic

Resolved To note the report.

4986-17 Exclusion of Press and Public

The Chairman proposed and it was agreed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

Resolved To exclude press and public.

4987-17 Tennis Club

Further to Minute 4987-16 WLTC had requested that WPC permit the use of the ATP tractor rent free. The Chairman proposed and it was agreed that free use be permitted once a month. Further use would be charged at £20 per session (reviewable).

Resolved **To advise WLTC that WPC permit free use be permitted once a month. Further use would charged at £20 per session (reviewable). a rent review was due November 2017.**

4988-17 Readmission of Press and Public

The Chairman proposed, and it was agreed, to readmit press and public.

Resolved **To readmit press and public.**

The Chairman declared the meeting closed at 21.30h.

Dated this day of 2017

Chairman