

Wheathampstead Parish Council

Parish Council Meeting

26 April 2018 – 19:30

Present:	Councillors	D Johnston	Chairman
		J Booth	
		G Clark	
		D Davies	
		E Habib	
		L Halford	
		S Haynes	
		O McKenzie	
		R O'Brien	
		T Reason	
		T Ryan	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	1

5607-18 Apologies

Apologies were received from Councillors O McKenzie for late arrival. The Chairman welcomed newly elected parish councillor Ruby O'Brien and thanked everyone for their support over his six years as Council Chairman. This was the last meeting he would chair prior to the Annual Council Meeting where he would not stand as re-election as chairman.

5608-18 Public Speaking

Iain Begg spoke of the Crinkle Crankle Garden which was gifted to the Village in 2011; progress on design appeared to have stalled. He aired his concerns that the garden was gifted for the benefit of all residents of the Parish, a decision he had supported as a councillor, and asked that current councillors in making decisions about the future layout act on behalf of the majority of the village rather than being overly influenced by the closest residents.

The Chairman advised that the garage adjacent to the Crinkle Crankle Garden had now been cleared and would be made watertight and secure, and that garden design plans had been approved in principal by Council and would be shared with residents, for feedback, at the Annual Parish Meeting on 16 May.

Councillor McKenzie arrived during this item.

5609-18 Specific Declarations of Interest & Dispensations

None

5610-18 Minutes of Council

Councillor McKenzie proposed, seconded by Councillor Habib and it was agreed that the Minutes of the meetings held on 29 March 2018 be approved.

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Resolved:

To confirm the Minutes of the meetings held on 29 March 2018 to be a true and fair account and for these to be signed by the Chairman.

5611-18 Minutes of Committee Meetings

Notes and minutes of working group and committee meetings had been circulated for information. The Chairman proposed, and it was agreed that these be received.

Resolved:

To receive the notes and minutes of the following meetings:

Maintenance Commttee	26 March
Nomansland Joint Committee	5 April
Community Involvement Committee	9 April
Planning Committee	10 April
Neighbourhood Plan Steering Group	16 April
Finance Committee	23 April

5612-18 Plans referred from Planning Committee

The Chairman of Planning Committee reported that Plan 5/2017/3601 65 The Hill, recommended by Wheathampstead Parish Council for refusal, had received planning approval by St Albans District Council.

5613-18 Neighbourhood Plan Steering Group recommendations

There were no recommendations for approval, however councillors noted that copies of the draft plan would be available at the Annual Parish Meeting on 16 May. A3 project summaries would be on display detailing proposed policies and details of the sites submitted in the call for sites.

Resolved:

To note the report.

5614-18 Memorial Hall Working Group update

It was reported that the deadline for responses to the strategic brief was 27th of May. The Working Group would meet the following week to progress the project.

Resolved:

To note the report.

5615-18 Storage requests

The request received, and circulated to all councillors, from the Wheathampstead Community Groups to renovate and store 'Santa's sleigh' in the Forge was discussed. The sleigh was constructed on a boat trailer and moderately moveable, it had previously been stored in a private garage. Councillors acknowledged the need of local groups for storage space, also that the Amwell Local Fundraisers

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had temporarily been using the garage in the Tithe Barn Yard to store a large variety of items. Now that the building was to be refurbished and made secure for storage of Council property (to avoid external storage charges) the shed had just been cleared and ALF had been asked to relocate their belongings.

The Chairman proposed, and it was agreed, to permit the WCG, as requested, to allow John Burgess to use the Forge to refurbish the sleigh for a period up to two months, namely to the end of June (prior to Village Weekend on 7-8 July).

Councillor Haynes proposed, seconded by Councillor Ryan, and it was agreed that both ALF and WCG be asked to seek alternative long term arrangements for storage.

Resolved:

- **To permit the WCG, as requested, to allow John Burgess to use the Forge to refurbish the sleigh for a period up to two months, namely to the end of June (prior to Village Weekend).**
- **That both ALF and WCG be asked to seek alternative long term arrangements for storage.**

5616-18 Asset purchase and disposal

Following the regular service of the kitchen cookers the gas reports showed exceedingly high emission levels when both ovens were tested on full. The extractor fan being unable to remove the emissions the facilities were passed to be unsafe, hirers were being advised that the kitchen facilities were currently limited. Solutions could be a higher specification extractor fan plus inlet, or replacement with one or more 'domestic' appliances.

Councillor Reason proposed, seconded by Councillor Woodhams, and it was agreed that a domestic 'Rangemaster dual fuel professional range cooker' as discussed be purchased, that the commercial cookers be written off and offered on EBay for sale, and use of the cooker be monitored.

Resolved:

- **To write off the two commercial cookers**
- **To offer the commercial cookers for sale on EBay**
- **To purchase a domestic 'Rangemaster dual fuel professional range cooker'**
- **To monitor use of the replacement cooker.**

5617-18 IT provision

Discussions had taken place and detailed reports from two providers had been circulated.

Councillor McKenzie proposed, seconded by Councillor Habib, and it was agreed that the quotation for services from Hertscom be accepted. It was noted that this included assistance for all requiring help with set up

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Councillor Booth proposed, seconded by Councillor Haynes, and it was agreed that the Egnyte system for file sharing and data storage be installed.

Resolved:

- **To accept the quotation for services from Hertscom**
- **That the Egnyte system for file sharing and data storage be installed.**

5618-18 Policy review

As recommended by Audit, Council annually reviewed its policy documents. Further information on the General Data Protection Regulations was to be sought in relation to the internet and email policy. The Chairman proposed, and it was agreed, that the media policy as discussed, be approved:

Resolved:

To approve and adopt the Media Policy

5619-18 Impact of General Data Protection Regulations

Sample documents had been circulated. It was noted that a privacy statement for hirers had been produced and adopted since November 2017. The Chairman proposed, and it was agreed, that to approve and adopt amended versions based on those of St Albans District Council and from NALC for Data Protection Policy and Privacy notices and summary of individuals' rights.

The requirement to appoint a Data protection Officer was discussed. Councillor Reason proposed, seconded by Councillor Ryan, and it was agreed to appoint LCPAS (Local Council Public advisory Service) as Data Protection Officer

Resolved:

- **To approve and adopt amended versions based on those of St Albans District Council and from NALC for Data Protection Policy and Privacy notices and summary of individuals' rights.**
- **To appoint LCPAS (Local Council Public advisory Service) as Data Protection Officer.**

5620-18 Project and Task Review

The list of projects and tasks was discussed and priorities noted. Signs to be put on noticeboards advising that the Parish Council was considering reducing the number of noticeboards as many were in poor repair and appeared barely used. Each noticeboard would have a sign advising that it would be removed in two months, and a response awaited to the consultation as to which boards people favoured keeping.

Volunteer award badges were discussed. It was agreed that a large number of green badges be disseminated 'immediately', nominations to be sought for these. Gold badges should be restricted to six individuals in year one, to be presented at the Annual Parish Meeting. It was agreed that in 2018 recipients be:

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Julie Bell, Andy Ellis, David Law, Nonwe Maw, Marion Oxley and Norman Whitwood.

Resolved:

- **To note the report.**
- **To initiate removal of underused noticeboards**
- **To disseminate the first tranche of green volunteer award badges immediately**
- **To award Gold Award badges at the Annual Parish Meeting to Julie Bell, Andy Ellis, David Law, Nonwe Maw, Marion Oxley and Norman Whitwood**

5621-18 Accounts and Finance Reports

The Chairman proposed, and it was agreed, to note the reports.

Resolved:

To note the reports.

5622-18 Consultations

The Chairman proposed, and it was agreed that no response be made to the Water Resources Management Plan Consultation.

Resolved:

No response be made to the Water Resources Management Plan Consultation.

5623-18 Training and reports on training and meetings.

Councillors Haynes and Johnston and the Clerk had attended the St Albans and District Association of Local Council meeting where the leader of Hertfordshire County Council, Councillor David Williams, had given a high level review of operations. Various concerns were raised by Wheathampstead and other parishes including highway matters, the proposed Katherine Warington School and effective working with the County Council.

Councillor Halford had attended the St George's Day Parade.

Resolved:

To note the reports.

The Chairman declared the meeting closed at 22:10

Dated this day of 2018

Chairman