

Wheathampstead Parish Council

Parish Council Meeting 25 January 2018 – 20:15

Present:	Councillors	D Johnston	Chairman
		J Booth	
		G Clark	
		D Davies	
		E Habib	
		L Halford	
		S Haynes	
		O McKenzie	
		T Reason	
		P Woodhams	
		J Warren	Clerk to the Council
		K Ly	Finance and Meetings Administrator
		Press	0
		Public	0

5463-18 Apologies

Apologies were received from Councillor Ryan (personal reasons).

The Chairman welcomed the Finance and Meetings Administrator to her first Council meeting. Introductions were made to councillors.

He reported on the death on 21 December of former councillor Niel Clements, parish councillor for some 30 years and also borough councillor. His funeral would take place at Harwood Park Crematorium on 26 January.

He further reported that Councillor Shardlow had resigned at Christmas and the vacancy advertised.

5464-18 Public Speaking

None.

5465-18 Specific Declarations of Interest & Dispensations

None.

5466-18 Minutes of Council

Councillor Woodhams proposed, seconded by Councillor McKenzie, and it was agreed that the Minutes of the meetings held on 30 November 2017 be approved.

Resolved:

To confirm the Minutes of the meetings held on 30 November 2017 to be a true and fair account and for these to be signed by the Chairman.

5467-18 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.

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Resolved:

To receive the notes and minutes of the following meetings:

Planning Committee	17 Dec, 15 Jan
Community Involvement Committee	17 Dec, 15 Jan
Maintenance Committee	8 Jan
Wheathampstead Community Safety Forum	16 Jan
Finance Committee	24 Jan

5468-18 Plans referred from Planning Committee

None.

5469-18 Budget 2017-8 and precept recommendation

The Chairman presented the budget recommendations from Finance Committee Minutes 5456-18.

He proposed, and it was agreed that the expenditure budget for 2018-19 be set as £470,320.

He further proposed, and it was agreed, that the precept be set at £250,594 for 2018-19, as recommended at Minute 5457-18 and that the Clerk notify St Albans District Council of this requirement. This represented a 4.2% increase on Band D over 2017-18. 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:

- **That the expenditure budget for 2018-19 be set as £470,320.**
- **That the precept be set at £250,594 for 2018-19, as recommended at Minute 5457-18 and that the Clerk notify St Albans District Council of this requirement**
- **To note that this represented a 4.2% increase on Band D over 2017-18. 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.**

5470-18 Bank arrangements

Following the recent co-option of three new parish councillors and appointment of a new finance and meetings administrator, the Chairman proposed, and it was agreed to amend banking arrangements. The Finance, Meetings Administrator and Clerk together with Councillors Booth, Clark, Davies, Halford, Haynes, Johnston, McKenzie, Reason and Woodhams Assistant to be included in the bank mandate. Invoices to be approved by any two

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councillors plus one officer. Online banking to be then undertaken by officers.

Resolved:

To amend bank mandates accordingly to include current staff and councillors. Other names to be removed..

5471-18 Preferred contractors list

Councillor Clark proposed, seconded by Councillor Halford, and it was agreed, that the list of preferred contractors as circulated, with the addition of Maydencroft be approved.

Resolved:

To approve the list of preferred contractors as amended.

5472-18 Insurance Review of Fidelity Guarantee

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

Resolved:

That £1million Fidelity Insurance Guarantee was approved

5473-18 Fire Risk Assessment

Deferred to a later meeting.

Resolved:

To defer consideration to a later meeting.

5474-18 Approval of Risk Register

Deferred to a later meeting.

Resolved:

To defer consideration to a later meeting

5475-18 Review and Approval of Standing Orders

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

Resolved:

To approve and adopt the Standing Orders as circulated.

5476-18 Review and Approval of Financial Regulations

Councillor Woodhams proposed, seconded By Councillor Reason, and it was agreed, that the Financial Regulations as circulated be approved and adopted.

Resolved:

To approve and adopt the Financial Regulations as circulated.

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5477-18 Policy Review and Approval

As recommended by Audit, Council annually reviewed its policy documents. To increase familiarity and for the benefit of newer councillors it was agreed to defer approval to a later meeting and each councillor to be asked to lead the review of specific policies.

Resolved:

To defer consideration to a later meeting

5478-18 Impact of General Data Protection Regulations

A report outlining the details of and anticipated impact of the General Data Protection Regulations, due to come into force on 25 May 2018 had been circulated. It was anticipated that the new regulations would have a significant effect on the way Council operated. The Clerk and several councillors were to receive further training. Budget provision had been made.

Resolved:

To note the report.

5479-18 IT and email provision

A report had been circulated recommending that all councillors be issued with council email addresses and that no personal email address would be used for council business. It was also recommended that a Network Attached Storage System be installed for local data storage.

Councillor Booth proposed, seconded by Councillor Reason, and it was agreed, that Council was in principal happy with the concept of official emails and a Network Attached Storage System, that further investigation be undertaken.

Resolved:

That Council was in principal happy with the concept of official emails and a Network Attached Storage System, and that further investigation be undertaken.

5480-18 Co-option of a new Parish Councillor

Further to Minute 5463-18 no election had been called following the notice of vacancy for a parish councillor upon the resignation of Councillor Shardlow.

Councillor Booth proposed, seconded by Councillor Clark, and it was agreed that the process for co-option as circulated and previously used be adopted. The vacancy be advertised and nominees invited to present prior to March Council.

Resolved:

To advertise a vacancy for co-option, applicants to be invited to present themselves for co-option prior to March Council.

5481-18 Project and Task Review

The list of projects and tasks was discussed.

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Resolved:

To note the report and amended priorities.

5482-18 Accounts and Finance Reports

The Chairman proposed, and it was agreed, to note the reports. The Finance and Meetings Administrator to assist in presenting further budgetary information.

Resolved:

To note the reports.

5483-18 Consultations

The Chairman proposed, and it was agreed that the Clerk submit the response to St Albans Local Plan consultation and work with Councillor Reason on the HCC library consultation and Councillor Johnston on the Minerals Plan consultation.

Resolved:

That the Clerk submit the response to St Albans Local Plan consultation and work with Councillor Reason on the HCC library consultation and Councillor Johnston on the Minerals Plan consultation.

5484-18 Training and reports on training and meetings.

Councillor Reason reported on a meeting with T&B Contractors regarding possible renovation improvements to the 'garage' in Tithe Barn Yard. She, together with the Clerk had separately met representatives from HCC, SADC and Lambert Smith Hampton to discuss the Butterfield Road site development.

Councillor Clark reported on a planning licensing training course she had attended which covered busking.

Councillors Reason and Woodhams had met with the garden designer regarding the Crinkle Crankle Garden designs.

Councillors Clark, Haynes, Halford and Ryan had met with representatives from Redbourn and Sandridge to look at Sunday bus provision. Councillor Ryan to subsequently meet representatives from the bus company, Councillor Haynes to meet Bim Afolami MP.

Resolved:

To note the reports.

5485-18 Council Assets

The Chairman proposed, and it was agreed, that the obsolete, now unused and unusable Christmas lights be written off and disposed of as ecologically as possible.

Resolved:

That the obsolete, now unused and unusable Christmas lights be written off and disposed of as ecologically as possible.

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The Chairman declared the meeting closed at 22:05

Dated this day of 2018

Chairman