

**Wheathampstead Parish Council
Parish Council Meeting
29 October 2015, 19.30h**

Present	Councillors	D Johnston D Davies L Halford S Haynes T Reason J Shardlow P Wilby P Woodhams	Chairman
		S Wood J Warren	District Cllr Clerk to the Council
		Press Public	0 1

4350-15 Apologies and introductions

Apologies were received and accepted from Councillors A Brewster (SADC meeting), G Clark, A Dante and E Habib (personal reasons).

4351-15 Specific Declarations of Interest & Dispensations

None.

4352-15 Public Speaking

Mr Meyer spoke in support of his application to HCC to alter part of the route of FP29 at Mackyre End. The revised route took the path further from his home affording him greater privacy and security. Efforts had been made to minimise difference of path lengths and retain views.

4353-15 Minutes of Council

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 24 September 2015 be approved.

Resolved To confirm the Minutes of the meetings held on 24 September 2015 to be a true and fair account and for these to be signed by the Chairman.

4354-15 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:

Maintenance Committee	28 Sept
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Neighbourhood Plan SG	5 October
Planning Committee	19 October
Bury Green Garden WG	1 October
Village Weekend WG	13 October

Resolved	To receipt and adopt the draft minutes and notes of	
	Maintenance Committee	28 Sept
	Neighbourhood Plan SG	5 October
	Planning Committee	19 October
	Bury Green Garden WG	1 October
	Village Weekend WG	13 October

4355-15 FP29 Variation of part of footpath

Details of the proposed variation to part of FP29 had been circulated (see also Minute 4352-15). The majority of those present had visited the site and were familiar.

Councillor Reason proposed, seconded by Councillor Halford, and it was agreed, that the response to HCC be:

“Wheathampstead Parish Council has no objection to the change of route of FP29 as proposed providing assurances are given that this is not part of a ‘change of use creep’. Ie: The plot of land between the footpath and house remains agricultural, and that suitable covenants are put in place to protect this.”

Resolved	That the response to HCC be that:“
	“Wheathampstead Parish Council has no objection to the change of route of FP29 as proposed providing assurances are given that this is not part of a ‘change of use creep’. Ie: The plot of land between the footpath and house remains agricultural, and that suitable covenants are put in place to protect this.”

4356-15 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.
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4357-15 Consideration of Maintenance Contractor Contract

Further to Minute 4327-15 the Clerk and Councillors had met with

the Maintenance Contractor to discuss his contract. A draft contract had been circulated along with a report from the Clerk. Modifications were agreed including that it was not appropriate to pay contractor's mileage costs. Mileage necessary to carry out contracted works should be included in the overall cost quotation. It was agreed that the contract would run from 1 October to 31 March and tenders be sought from 1 January 2016. A final 'proof' copy to be confidentially circulated to councillors prior to presentation to the Maintenance Contractor.

Councillor Shardlow proposed, seconded by Councillor Wilby, and it was agreed that the modified contract be approved 1 October – 31 December 2015 and that tenders be sought from 1 January 2016.

The Chairman proposed from the Chair, and it was agreed, that the Clerk be offered formal apologies for Council not paying enough attention to the contract and taking the Clerk's concerns regarding HMRC rules on contractor/employee status seriously enough.

- Resolved**
- 1 The modified contract be approved 1 October – 31 December 2015.**
 - 2 That tenders be sought from 1 January 2016.**
 - 3 That the Clerk be offered formal apologies for Council not paying enough attention to the contract and taking the Clerk's concerns regarding HMRC rules on contractor/employee status seriously enough.**

4358-15 Readmission of Press and Public

Resolved To Readmit press and public

4359-15 Members' Allowances

It was reported that it was a requirement of The Local Authorities (Members' Allowances) (England) Regulations 2003 that any Town or Parish Council which proposed to pay a parish basic allowance and/or a travelling and subsistence allowance to any of its members must refer its proposals to a parish remuneration panel for consideration and to have regard to any recommendations which a panel may make.

SADC had asked whether WPC were considering introducing a Scheme of Members' Allowances for 2016/17 so that the Parish Remuneration Panel for St Albans District could meet beforehand to consider any proposals which a Town or Parish Council puts forward to introduce or vary a Scheme of Members' Allowances for 2016/17.

To date Wheathampstead Parish Council had agreed that no allowances be taken, but this decision must be annually reviewed and budgetary provision made as appropriate. Councillors were asked to consider paying allowances for 2016-17, a report had been circulated.

Councillor Wilby proposed, seconded by Councillor Shardlow, and it was agreed that no allowances be paid to Wheathampstead Parish Councillors for 2016-17 but that £300 be added to the hospitality budget towards the Christmas celebration.

- Resolved:**
- 1 That no allowances be paid to Wheathampstead Parish Councillors for 2016-17.**
 - 2 That £300 be added to the hospitality budget towards the Christmas celebration.**

4360-15 UK Power work - Baxendale

It was reported that UK Power planned works to replace aging power pylons the week commencing 23 November. Footpath closure was required and access to Parish owned land (allotments and grazing field). The Clerk and Chairman of the Allotments Committee had met with contractors on 21 October to agree the works.

Resolved To note the report.

4361-15 Lights Up – Road Closure

Quotations for road closures for the Lights Up event on 26 November had been received. The Chairman proposed, and it was agreed, that Quote one be accepted, £650.

Councillor Haynes briefed those present on preparations.

- Resolved**
- 1 To note the report.**
 - 2 To accept quote one £650 for road closure**

4362-15 Neighbourhood Plan

The Chairman proposed, and it was agreed, that the recommendations of Neighbourhood Plan Steering Group be approved:

- To develop a vision statement based upon the Village Plan
- To obtain evidence extracted from the Village Plan for the basis of future consultation
- Emphasis to move from 'Village' to 'Parish'
- To review the quotation provided by Alison Eardley for provision of guidance to the NPSG

- Resolved** **That the recommendations of Neighbourhood Plan Steering Group be approved:**
- **To develop a vision statement based upon the Village Plan**
 - **To obtain evidence extracted from the Village Plan for the basis of future consultation**
 - **Emphasis to move from 'Village' to 'Parish'**
 - **To review the quotation provided by Alison Eardley for provision of guidance to the NPSG**

4363-15 ATP marking

Costs had been received for temporary marking of additional lines on the Artificial Turf Pitch which needed to be undertaken in the spring to allow drying. Councillor Shardlow proposed, seconded by Councillor Haynes, and it was agreed that :

This was not a cost WPC could cover this year. However if WWFC wanted linemarking undertaken then WPC was happy that this could be invoiced to in a similar way to the aerating of the football pitches was.

- Resolved** **That if Wheathampstead Wanderers wished to have additional linemarking of the ATP then WPC was happy that this be invoiced to them in a similar way to the aerating of the football pitches.**

4364-15 Butterfield Road play area and open space

A verbal update report was given. The Chairman proposed and it was agreed that Persimmon be asked to install a 'Radar' gate/ access for disabled users by the car park to Butterfield Playing Fields.

- Resolved:** **That Persimmon be asked to install a 'Radar' gate/ access for disabled users by the car park to Butterfield Playing Fields.**

4365-15 Nomansland car park

Consideration of parking by West End Farm had been referred by the Nomansland Joint Committee. Agreed to defer to a future meeting, councillors to familiarise themselves with the site.

- Resolved** **To defer to a future meeting.**

4366-15 Annual Return 2014-15

The Annual Return had been received on 1 October 2015 from BDO the external auditors. Notice of completion of audit had been posted as legally required. Copies of the Annual Return and Matters Arising had been circulated.

Regarding the internal audit checks – WPC had put the Marford Playing Fields into Trust with Fields in Trust thus some years back was advised to 'tick' the box saying we have a trust fund. It was not however a trust fund with money in it, rather a means to secure the fields against development. The internal auditor ticked the not applicable box regarding WPC fulfilling responsibilities re Trust Funds. The instantly accessible PSDF investment was treated as a current asset. Reports had been received from Arlingclose Treasury Advisors to over 50% of principal authorities and CIPFA professionals.

The Chairman proposed, and it was agreed, that the audited accounts returned by the External Auditor be approved and accepted. The matters arising were noted.

Resolved **That the audited accounts for 2014-15 returned by the External Auditor be approved and accepted.**

4367-15 Accounts for Payment and Finance Reports

The circulated reports were reviewed and noted.

Resolved **To note the reports.**

4368-15 Additional time

The Chairman proposed and it was agreed that the meeting be extended beyond 22.30hours so that business may be concluded. Standing Order 1z to be suspended.

Resolved **To suspend Standing Order 1z and continue the meeting beyond 22.30h.**

4369-15 Death of a Senior Figure Head - policy

St Albans District Council had requested details of parish council policies to incorporate into their revised protocol. A draft version had been circulated.

Councillor Shardlow proposed, seconded by Councillor Halford, and it was agreed, that when the time came Wheathampstead Parish Council would select the most suitable way of commemorating the event, dependent upon who had died, and guided by SADC.

Resolved **That when the time came
Wheathampstead Parish Council would
select the most suitable way of
commemorating the event, dependent
upon who had died, and guided by
SADC.**

4370-15 Consultations, training and meetings

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

These included:

Code of conduct

NALC Star Councils Awards presentation

New cllrs

SLCC conference

CSE Autumn conference

Nomansland Joint Committee

St Albans District Association of Local Councils

Standards Committee

Crinkle Crankle Garden

Maintenance Contractor

Conservation officer

Highways

The Old Mill

Resolved **To note the reports.**

The Chairman declared the meeting closed at 22.45h.

Dated this day of 2015

Chairman