



Wheathampstead Parish Council

The Memorial Hall
Marford Road, Wheathampstead, Herts. AL4 8AY

23 February 2018

To all Cllrs: **D Johnston (Chairman), J Booth, G Clark, D Davies, E Habib, L Halford, S Haynes, O McKenzie, T Reason, T Ryan, P Woodhams**

Notice of Meeting

You are hereby summoned to a **Meeting of the Parish Council** to be held in the **Hewitt Room** on **Thursday 1 March 2018 following Planning Committee at 7:30pm.**

Julia Warren
Clerk to the Council

Agenda

- 1 Apologies**
- 2 Public Speaking**
- 3 Specific Declarations of Interest**
- 4 Minutes of Council**
To approve the Minutes of the Parish Council meeting held on **30 November 2017** (attached).
- 5 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following Steering Group meetings (NPSG subject to item 9).

Maintenance Committee	12 Feb 2018
Community Involvement Committee	26 Feb 2018
Planning Committee	25 Jan 2018
Memorial Hall WG	21 Feb
Neighbourhood Plan Steering Group	5 Feb
Nomansland Joint Committee	1 Feb
Village Weekend WG	20 Feb
- 6 Plans referred from Planning Committee**
- 7 Folly Fields Junction and resident request**
Request by residents for a Speed Indicator Device &/or mirror (on Council owned Melissa Field) HCC policy (attached) is to discourage



mirrors, WPC to consider ownership, maintenance etc in line with guidance

8 Neighbourhood Plan Steering Group recommendations

Consideration of recommendations

9 Memorial Hall Working Group recommendations

Consideration of recommendations

10 Fire Risk assessment

To approve and adopt the draft fire risk assessment for the Memorial Hall as attached

11 Approval of Risk Register

Attached

12 Policy review and approval

- 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
- Document retention
- Privacy statement

13 Impact of General Data Protection Regulations

Report attached. GDPR comes into force in May 2018 and will affect the manner in which we all operate.

14 IT and email provision

To consider and agree IT provision and councillor emails – report attached

15 Railway memorabilia

A rare 'Wheathampstead' seat back sign is to go to auction. A crowd funding site has been set up to consider bidding for it as a village asset, replicas to be displayed at the station site, Wheathampstead Parish Council to consider supporting this application

16 Project and task review

Update, review and prioritisation of tasks and projects. List attached for consideration and discussion

- 17 Accounts and Finance Reports including VAT review**
Attached for consideration.
- 18 Consultations**
Notification of consultations for consideration and response the
Community Safety Partnership consultation (deadline 25 March)
- 19 Reports on training and meetings**
Attached and reports from councillors including Local Plan presentation,
Butterfield Road and s106
- 20 Exclusion of Press and Public**
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.
- 21 Council assets**