

**Wheathampstead Parish Council
Parish Council Meeting
30 April 2015, 19.30h**

Present	Councillors	D Johnston	Chairman
		I Begg	
		A Brewster	
		G Clark	
		D Davies	
		L Halford	
		S Haynes	
		T Reason	
		P Wilby	
		P Woodhams	
		J Warren	Clerk
		Public	1
		Press	0

4088-15 Apologies

Apologies were received and accepted from Councillors A Brewster (late arrival), N Clements and J Shardlow (personal reasons).

4089-15 Specific Declarations of Interest & Dispensations

Councillor Clark, being District Councillor member of the Plans North Committee of the District Council Planning Authority and also a member of the Licensing Committee, declared an interest in Minute 4093-15. The way she votes at Parish Council will not necessarily be the way she votes at District Council.

4090-15 Minutes of Council

The Chairman proposed and it was agreed that the Minutes of the meeting held on 26 March 2015 be approved.

Resolved **To confirm the Minutes of the meeting held on 26 March 2015 to be a true and fair account and for these to be signed by the Chairman.**

4091-15 Report from County Councillor Maxine Crawley

Councillor Crawley had sent apologies that she was unable to attend. Her written report had been circulated and was received. It covered progress updated on the Butterfield Road play area, dealings with Persimmon, lease progression and handover of the site to WPC.

Other items covered were the HCC library feasibility study and confirmation that the DfE had approved the Harpenden Secondary School Trust proposal to establish a secondary phase Free School in Harpenden. HCC would be working with the EFA

and HSST, and monitoring the need for school places. Details would be updated monthly on their website.

A meeting between Cllr Crawley, WPC and highways representatives had been scheduled for 3 June which would include consideration of Highways Locality Budget priorities. Councillors requested that indicative prices for traffic works be given to improve their context for decision making.

4092-15 Land adjacent to Lower Luton and Manor Roads

Further to Minute 4055-15 it was noted that the landowner had been served notice for dividing the land and for permanent access by SADC planning enforcement. It was suggested that a fence or posts installed across the new hard access on HCC land may deter vehicular access and at minimal cost. In principal WPC was prepared to contribute up to £500 towards installation of such a barrier. This may perhaps come from the county councillor's locality budget .HCC had confirmed that there was no definitive right of way here.

Councillor Begg proposed, seconded by Councillor Reason, and it was agreed, that the Clerk write to HCC asking them to install posts/ fence on their land to prevent the inadvertent creation of a permissive right of way.

Resolved Clerk to request HCC to install posts or a fence to prevent the creation of an inadvertent right of way.

4093-15 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:

Annual Parish Meeting	18 March 2015
Nomansland Joint Committee	19 March 2015
Maintenance Committee	13 April 2015
Planning Committee	20 April 2015
Community Involvement Committee	27 April 2015
Bury Green Triangle WG	28 April 2015

**Resolved To receipt and adopt the draft Minutes of Annual Parish Meeting 18 March 2015
Nomansland Joint Committee 19 March 2015
Maintenance Committee 13 April 2015
Planning Committee 20 April 2015
Community Involvement 27 April 2015**

**Committee
Bury Green Triangle 28 April 2015
WG**

4094-15 May Council meetings

It was noted that 11 nominations were received for 12 councillor positions on the Parish Council for an election on 7 May. All nominees were therefore elected unopposed.

The Annual Council meeting was scheduled to take place on 11 May. All councillors must sign the declaration of acceptance of office prior to the meeting.

Councillor Begg proposed, seconded by Councillor Woodhams, and it was agreed that the Annual Council meeting be immediately followed by the May monthly Council meeting and councillor induction session.

Resolved That the Annual Council meeting be immediately followed by the May monthly Council meeting and councillor induction session.

4095-15 Farewell and thank you

Further to Minute 3988-15 the farewell presentation event to mark Cllr Clements 42 years of service to WPC would take the form of a cheese and wine celebration on 14th May at the Memorial Hall. People who had worked with him over the years were being invited to attend.

A more informal farewell to Cllr Begg, also standing down at the forthcoming election, would follow this Council meeting.

Resolved To note and agree the arrangements.

4096-15 Memorial Hall plans

Further to Minute 4045-15 it was reported that Councillors Johnston, Haynes and Reason had met a lighting designer, and quotations for acoustic work had been sought/obtained. Councillor Begg proposed, seconded by Councillor Halford, and it was agreed that the Clerk and Chairman use available data to prepare a plan to access grant funding from Jarvis for refurbishment of the Main Hall.

**Resolved To note the report
Chairman and Clerk to submit a plan to
Jarvis to access grant funding to refurbish
the Main Hall.**

4097-15 Land Agent response

Further to Minute 3980-15 and 4047-15 a formal response from the land agent had been circulated. His advice was noted, the covenants would be retained

Resolved To follow professional advice, retain covenants and consider agree acceptable extension work.

Councillor Brewster arrived

4098-15 Local Council Award Scheme

This new scheme was created in 2014 to encourage and recognise achievement and improvement in Local Councils. It covered governance, community engagement and council improvement. Three levels of 'quality' were identified according to specified criteria. A registration fee of £50, plus accreditation fees depending on level sought foundation/quality/quality gold £50/£100/£200 applied which had not been budgeted for. The Chairman proposed, and it was agreed, that the Clerk review the criteria to identify in principal WPC's current position and any 'shortcomings' for consideration at a later council meeting.

Resolved To consider at a future meeting.

4099-15 Wheathampstead Cricket Club Lease

It was noted that the 30 year lease expired in October 2015. Councillor Reason proposed, seconded by Councillor Davies, and it was agreed that the Clerk contact Wheathampstead Cricket Club and request that they pay any legal expenses associated with renewal of the lease.

Resolved To contact Wheathampstead Cricket Club to renew their lease, and request that WCC pay any legal expenses associated with renewal of the lease.

4100-15 Bench Audit

It was noted that WPC's bench policy included an annual review, wash and brush up of all Council benches with maintenance as required. It was agreed that a map was circulated for annotation to ensure that the list was comprehensive. It was noted that Mr Burgess had agreed to undertake maintenance in 2015 of several 'golden benches' in the centre of the Village. Thanks was recorded for this. It was hoped other individuals would also volunteer. Councillor Haynes proposed, seconded by Councillor Brewster, and it was agreed that the Clerk work with Mr Burgess to produce a specification and appropriate risk assessment for each job.

- Resolved**
- 1 To circulate a map of the parish to locate and identify benches.**
 - 2 To thank Mr Burgess for his work maintaining the 'golden' benches.**
 - 3 Clerk to work with Mr Burgess to produce a specification and appropriate risk assessment for each job.**

4101-15 Butterfield Road

Further to Minute 4091-15 and 4053-15 the Clerk reported that HCC's land agent had contacted her regarding outstanding matters in respect of the Butterfield Road site. The content of his email had been circulated. He sought confirmation of matters to be resolved with Persimmon by June and asked for any omissions.

This was agreed to be positive news and real progress for which he was to be thanked. The Chairman proposed, and it was agreed that for completeness, he be asked to add in:

- Clear fencing and detritus around play area
- Finish off the play area –SADC wished to ensure the outstanding items identified in the RoSPA inspection were dealt with and sought a meeting.
- Fencing, gate and kerb at entrance to the car park – this was the issue of the appropriate position of dropped kerbs for non vehicular access and also the point that the current dropped kerb if opened out would allow cars to drive around the gate!
- Drop bollards to footpath

Resolved **To note the report, thank the land agent and request the following additions for completeness:**

- **Clear fencing and detritus around play area**
- **Finish off the play area –SADC wished to ensure the outstanding items identified in the RoSPA inspection were dealt with and sought a meeting.**
- **Fencing, gate and kerb at entrance to the car park – this was the issue of the appropriate position of dropped kerbs for non vehicular access and also the point that the current dropped kerb if opened out would allow cars to drive around the gate!**
- **Drop bollards to footpath**

4102-15 Glebe allotments – inappropriate use

It was reported that a fenced off woodpile had appeared on Glebe allotments easterly boundary. This was unauthorised and

inappropriate on an allotment field and made access for maintenance to the hedging boundary extremely difficult. Councillor Begg proposed, seconded by Councillor Clark, and it was agreed that the Clerk write to near neighbours and allotment tenants asking that they remove any items in their ownership by 1 June. After this point the Council would remove and dispose of all items.

Resolved Clerk write to near neighbours and allotment tenants asking that they remove any items in their ownership by 1 June. After this point the Council would remove and dispose of all items.

4103-15 Terms of Reference – Station Sidings Working Group

Councillor Begg proposed, seconded by Councillor Haynes, and it was agreed that the terms of reference of the Station Sidings Working Group as circulated be approved and adopted

Resolved To approve and adopt the terms of reference for the Station Sidings Working Group.

4104-15 Terms of Reference –East Lane Car Park Working Group

Councillor Begg proposed, seconded by Councillor Brewster, and it was agreed that the terms of reference of the East Lane Car Park Working Group as circulated and amended be approved and adopted

Resolved To approve and adopt the terms of reference for the East Lane Car Park Working Group

4105-15 Accounts for Payment and Finance Report

The above reports were reviewed and noted.it was further noted that the internal audit inspection was partially complete.

Resolved To note the reports.

4106-15 Exclusion of Press and Public

Councillor Begg proposed, seconded by Councillor Woodhams, 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.

4107-15 Consultations, training and meetings

The Chairman reported on a meeting held with Jarvis to which all councillors had been invited. Draft pre submission plans were shown for initial comment. Issues identified for further consideration included building height, entrance and Green Belt factors.

Resolved To note the report.

4108-15 Readmission of Press and Public

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

Resolved To readmit press and public.

4109-15 Consultations, training and meetings

Councillor Clark and the Clerk had attended the Wheathampstead Community Safety Forum on 15 April, a useful meeting for which the notes would shortly be available and circulated.

The Clerk had attended the SADALC meeting on 21 April. Format and content for the parish conference on 18 June was discussed including the 'prevent' agenda for safer venue booking, recommended to parishes and by which principal authorities were legally bound. Councillor Windle, chairman of SADALC was stepping down as councillor. Priorities, issues and achievements of all participating councils were shared.

Resolved To note the reports.

The Chairman declared the meeting closed at 21.45h.

Dated this day of 2015

Chairman

Councillor Begg was thanked for his support and service for the Parish Council including as Council Chairman. Those present adjourned to thank him and celebrate with him.