

Wheathampstead Parish Council

The Memorial Hall, Marford Road, Wheathampstead,
Herts. AL4 8AY
Tel: 01582 832541
Email: info@wheathampstead-pc.gov.uk



Clerk to the Council: Julia Warren

18 September 2015

To: All Councillors

Clrs: D Johnston (Chairman), A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, T Reason, J Shardlow, P Wilby, 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 24 September 2015 at 7.30pm.**

Julia Warren
Clerk to the Council

Agenda

- 1 Apologies for absence**
- 2 Specific Declarations of Interests and Dispensations**
- 3 Public Speaking**
- 4 Minutes of Council**
To approve the Minutes of the Parish Council meetings held on 27 August 2015
ATTACHED.
- 5 Minutes of Committee Meetings**
To receive the minutes of Committees and approve notes of the following
Steering group meetings.

Community Involvement Committee	2 Sept
Neighbourhood Plan SG	7 Sept
Allotments Committee	14 Sept
- 6 Use of the Memorial Hall**
St Helen's School biannual school ball is scheduled for Saturday 26 September. The hall is traditionally hired late Friday afternoon and evening for decoration, for the event Saturday evening and clear up on the Sunday. The hourly pricing structure introduced from January 2015 is disadvantageous to events which cover such a long lapsed period. A reduction in hire is sought.

Recommendation – to maintain the hourly rate but permit a further reduction to the 50% in acknowledgement of the important community benefit afforded to this local fundraiser. Details attached.

7 Gateway to Railway Platform

To consider the installation of a gateway arch to the east steps currently being installed to the railway station site. Details attached

8 Wheathampstead Parish Council logo

Councillors resolved at Community Involvement Committee to modernise the Council's wheatsheaf logo to be used on the website and on printed material. Attached are a number of suggestions to excite discussion to enable approval of parameters for the graphic designer to work to – such as shape, font, colour

9 Grant Policy

Currently WPC does not have a formalised grant policy – draft for adoption attached. This forms part of the Deputy Clerk's CiLCA training and is a requirement should WPC decide to look for participating in the Local Council Award Scheme

10 Neighbourhood Plan WG recommendations

To approve recommendations of NP WG

- Approach community members with identified skill sets to join steering group
- A variety of consultation methods employed for the Neighbourhood Plan including Pump, website, article for WDPS newsletter, social media, 'Planning for Real'© type
- Approve roles and responsibilities of clerk and deputy
- Cllr Shardlow to compile a list of evidence required
- Cllr Haynes to distil consultation information available including outstanding info from 2009 Village Plan
- Cllr Johnston to source WDPS signage statement

11 Use of Social Media

Following the training session on 16 September to recommend that WPC opens a Twitter account administered by the Clerks.

12 Fireworks

The fireworks following Music on the Meads were to be paid for and sponsored by WEB. There is a £300 shortfall. Recommendation that this is paid for by WPC from the Village Weekend Budget. (see also item 13 refers)

13 Financial regularity

To remind councillors of the need for financial control and Council's Financial Regulations. All purchase orders to be administered from the office and in accordance with the Financial Regulations as agreed in January 2015

14 Butterfield Road play area and open space

Update including consideration of service provision

15 Accounts and Finance Reports

Attached for consideration and approval. Note the audited Annual Return will be circulated as soon as it is received from the external auditor.

16 Consultations, training and meetings

Reports from councillors

Minerals consultation – consideration and approval of draft response

District Parish Conference – SADC have requested feedback – see report.