

## Wheathampstead Parish Council

### Parish Council Meeting 29 November 2018 20:00

Present:	Councillors	T Reason	Chairman
		G Clark	
		D Davies	
		E Habib	
		L Halford	
		S Haynes	
		D Johnston	
		O McKenzie	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	2

#### **5887-18 Apologies**

Apologies were received from councillors R O'Brien and, T Ryan (personal reasons).

The Chairman reported that she had received Councillor Booth's resignation; work pressures meant that he did not feel able to contribute properly to Council business. The Clerk had notified St Albans District Council of the vacancy, which would be filled in the May 2019 elections.

#### **5888-18 Specific Declarations of Interest & Dispensations**

None.

#### **5889-18 Public Speaking**

None.

#### **5890-18 Minutes of Council**

The Chairman proposed, and it was agreed, that the Minutes of the meeting held on 1 November 2018 be approved.

##### **Resolved:**

**To confirm the Minutes of the meeting held on 1 November 2018 to be a true and fair account and for these to be signed by the Chairman.**

#### **5891-18 Minutes of Committee Meetings**

The Chairman proposed, and it was agreed, that the following draft Committee minutes and Working Group notes were received:

Wheathampstead Community Safety Forum	22 Oct 2018
Maintenance Committee	29 Oct 2018
Neighbourhood Plan Steering Group	5 Nov 2018
Planning Committee	12 Nov 2018

##### **Resolved:**

**To receipt and adopt the Committee minutes of:**

**Wheathampstead Community Safety Forum 22 Oct 2018**

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**Maintenance Committee** 29 Oct 2018  
**Neighbourhood Plan Steering Group** 5 Nov 2018  
**Planning Committee** 12 Nov 2018

### **5892-18 Plans referred from Planning Committee**

None.

### **5893-18 Neighbourhood Plan recommendations**

Councillor Johnston reported that the housing assessments were still being reviewed.

**Resolved:**

**To note the report.**

### **5894-18 Library**

No discussion – no communication received.

### **5895-18 Meetings Timetable.**

The Chairman proposed, and it was agreed, that the meetings timetable be approved.

**Resolved:**

**To approve and adopt the meetings timetable.**

### **5896-18 Fees and Charges for 2019-20**

The November Finance Committee had been cancelled, because of staff availability and this item brought direct to Full Council.

Schedules of current and prior years' charges had been circulated.

Councillor McKenzie proposed, seconded by Councillor Haynes and it was agreed to approve the fees and charges as amended for Memorial Hall hire effective from 1 January 2019. All other charges for 2019- 20 were approved effective from 1 April 2019 and for inclusion in the budgetary process.

**Resolved:**

**To approve the fees and charges as amended for Memorial Hall hire effective from 1 January 2019. All other charges for 2019- 20 were approved effective from 1 April 2019 and for inclusion in the budgetary process.**

### **5897-18 Council website**

A report had been circulated suggesting changes to the Council's website to make it easier to update and amend, and which was easier to access from all media.

Councillor McKenzie proposed, seconded by Councillor Halford, and it was agreed to accept the proposal for a new website to be built and set up by Hertscom. The Events and Communications Administrator would then upload information.

## **Wheathampstead Parish Council**

### **Resolved:**

**To accept the proposal from Hertscom to provide a new website.**

### **5898-18 Project and Task Review**

The list of projects and tasks was discussed, and updates noted. It was noted that the Parish Council had been unsuccessful to date in getting reimbursement for the cost of the porta loos at Butterfield. Assistance had been sought via district and county councillor Annie Brewster.

### **Resolved:**

**To note the report**

### **5899-18 Audited Accounts 2017-18**

It was reported that under Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and Account and Audit Regulations 2015 (SI 2015/234) parish councils were required to publish and make available for public inspection their audited accounts by 30<sup>th</sup> September. These had been returned signed by the external auditor (PKF Littlejohn) on 11 November 2018.

The external auditor had made no comment, there were no matters arising. Both Annual Return and Notice of Conclusion of Audit had been publicly displayed on the Council's noticeboard and website.

Councillor McKenzie proposed, seconded by Councillor Johnston, and it was agreed to accept and approve the audited accounts for 2017-2018.

### **Resolved:**

**To accept and approve the audited accounts for 2017-2018.**

### **5900-18 Accounts and Finance Reports**

The Chairman proposed, and it was agreed, to note the reports.

### **Resolved:**

**To note the reports.**

### **5901-18 Consultations**

None.

### **5902-18 Reports on meetings and training**

Councillor Clark reported on the Planning training delivered by St Albans District Council, new rules were in place for Highways.

### **5903-18 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 and commercial sensitivity of the business to be transacted.

## **Wheathampstead Parish Council**

### **Resolved:**

**To exclude press and public.**

#### **5904-18 Crinkle Crankle Garden**

Three quotations had been received to undertake the construction of the community garden adjacent to Moat House and Rectory Meadow and within the serpentine walls. In order to plant for the following year it was anticipated that works once approved should commence as soon as practicable.

Councillor Davies proposed, seconded by Councillor Johnston, and it was agreed to accept and approve the quotation from Jackie Gough Garden Design Ltd.

### **Resolved:**

**To accept and approve the quotation from Jackie Gough Garden Design Ltd and ask that works commence as soon as possible .**

#### **5905-18 Readmission of Press and Public**

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

### **Resolved:**

**To readmit press and public.**

**The Chairman declared the meeting closed at 22:00**

**Dated this                      day of                      2019**

**Chairman**