

**Wheathampstead Parish Council  
Parish Council Meeting  
31 March 2016, 19.30h**

Present	Councillors	D Johnston G Clark A Dante D Davies E Habib L Halford S Haynes T Reason P Wilby	Chairman
		J Warren	Clerk to the Council
		Press	0
		Public	0

**4588-16 Apologies**

Apologies were received from Councillors A Brewster, J Shardlow and P Woodhams.

**4589-16 Specific Declarations of Interest & Dispensations**

Councillors Halford and Johnston declared a personal interest in Minute 4597-16 being members of the WDPS, Councillor Clark in Minute 4595-16 as District Councillor on Plans North who would take a fresh view should this be discussed by St Albans District Council, Councillor Reason in Minute 4599-16 being a trustee for James Marshall, she did not vote.

**4590-16 Public Speaking**

None.

**4591-16 Minutes of Council**

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 25 February 2016 be approved.

**Resolved To confirm the Minutes of the meetings held on 25 February 2016 to be a true and fair account and for these to be signed by the Chairman.**

**4592-16 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:

Community Involvement Committee	14 March 2016
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Planning Committee	21 March 2016
Neighbourhood Plan SG	7 March 2016
Village Weekend WG	15 March 2016
Maintenance Committee	29 February 2016
Nomansland Joint Committee	14 January 2016
Wheathampstead Community Safety Forum	17 February 2016

<b>Resolved</b>	<b>To receipt and adopt the draft minutes and notes of</b>	
	<b>Community Involvement Committee</b>	<b>14 March 2016</b>
	<b>Planning Committee</b>	<b>21 March 2016</b>
	<b>Neighbourhood Plan SG</b>	<b>7 March 2016</b>
	<b>Village Weekend WG</b>	<b>15 March 2016</b>
	<b>Maintenance Committee</b>	<b>29 February 2016</b>
	<b>Nomansland Joint Committee</b>	<b>14 January 2016</b>
	<b>Wheathampstead Community Safety Forum</b>	<b>17 February 2016</b>

#### **4593-16 Review of Risk Toolkit**

Further to Minute 4492-16 the revised format risk toolkit had been circulated.

Councillor Clark proposed, seconded by Councillor Dante, and it was agreed that the Risk Toolkit be reviewed again and submitted for adoption in April

**Resolved That the Risk Toolkit be reviewed again and submitted for adoption in April.**

#### **4594-16 Review of Emergency Plan**

The draft Emergency Plan as circulated was discussed, a few amendments approved, and it was agreed that the individuals, organisations and agencies, subject to their agreement, were appropriate. The Deputy Clerk to seek confirmation of those suggested. It was noted that this contained personal data so would not be publicly available

The Chairman proposed, and it was agreed, that the Emergency Plan as amended be approved and adopted for internal use.

**Resolved That the Emergency Plan as amended be approved and adopted for internal use.**

#### **4595-16 Planning Request**

Consideration was given to Sherrards Development proposal to landscape the verge adjacent to 2 Meads Lane and offer planting

and ten years' maintenance.

It was noted that this area was often used for informal parking and was considered a valuable amenity for the Parish being closer to the Meads than East Lane Car Park. The proposed plan was not regarded as commensurate with this use but other options may be acceptable. Councillor Reason proposed, seconded by Councillor Wilby, and it was agreed that the suggestions not be accepted but that Wheathampstead Parish Council was open to considering alternative options which included parking.

**Resolved**                    **That the suggestions not be accepted but that Wheathampstead Parish Council was open to considering alternative options which included parking.**

#### **4596-16 Amwell bridleway**

Councillors considered the potential offer for a permissive bridleway on Amwell Farm to Nomansland. It was understood that the landowner had approached HCC Rights of Way. The offer amounted to upgrading a definitive footpath to permissive bridleway allowing access for horses and bicycles to Nomansland. The land owner, at his own cost, would widen Footpath 27 to bridleway standard and potentially also permit a link path to Amwell Lane and FP61. This would extend the rights of way network and was in line with the Rights of Way Improvement Plan (RoWIP). Local residents were less keen on potential increased access. Bollards or similar would be installed to prohibit vehicular access.

Councillor Clark proposed, seconded by Councillor Habib and it was agreed to approve in principal the idea, subject to negotiation. Vehicular access was specifically not approved.

**Resolved**                    **To approve in principal the idea, subject to negotiation. Vehicular access was specifically not approved.**

#### **4597-16 WDPS request to sow wild flower seeds**

The WDPS's request to sow wild flower seeds on Parish Council owned land, beginning with the area by the apple tree opposite the Mead Hall was discussed. Councillor Reason proposed, seconded by Councillor Haynes, and it was agreed that the WDPS be thanked for their pilot planting proposal. This was agreed in principal, and would be reviewed at a future date. Approval of details to be delegated to the Chairman and Clerk.

**Resolved**                    **To approve in principal the pilot wild flower planting project by the apple tree in Meads Lane. Details to be delegated to the Chairman and Clerk, project to be reviewed at a future date.**



Council land. Councillor Dante proposed, seconded by Councillor Habib, and it was agreed that the this would set an unwanted precedent and should not be approved.

**Resolved**                    **Not to approve the request to use a metal detector on Parish Council land as this would set an unwanted precedent.**

#### **4602-16 Pump Delivery**

The head teacher of St Helen's School had requested that the School undertake Pump delivery to all homes in Wheathampstead Parish as part of their 'loving your neighbour' agenda; and that for four deliveries per annum a donation of £896 be made to the school funds. The need for timely delivery was emphasised, also the insurance and risk assessment responsibility for the school. The Chairman proposed and it was agreed that subject to a service level agreement on how the deliveries were organised, and confirmation of the School's insurance and risk assessment Wheathampstead parish Council was happy to support a trial period of 6 months starting in September 2016.

**Resolved**                    **That subject to a service level agreement on how the deliveries were organised, and confirmation of the School's insurance and risk assessment Wheathampstead parish Council was happy to support a trial period of 6 months starting in September 2016.**

#### **4603-16 Consultations**

None

#### **4604-16 Reports on training and meetings**

Written reports from the Clerk and councillors on meetings and conferences attended had been circulated and were noted. The Clerk had attended the SLCC Practitioners; Conference. Councillors Reason, Johnston and Brewster with the Clerk attended a meeting at Redbourn Leisure Centre to discuss sport and gym provision in preparation for consideration of the Memorial Hall refurbishment. The Chairman had met members of the Wheathampstead Lawn Tennis Club to discuss court provision and surface refurbishment. WLTC would bring a proposal to Council. The Chairman and Clerk attended the PSF, priorities remained as ASB in the Marford Fields area and speeding particularly on Marford Road and Lower Luton Roads. Councillor Halford had attended a cubs meeting and was delighted to present them an award from the WDPS. She reported that the cubs were keen to increase cycleways and footpaths in the parish.

**Resolved To note the reports****4605-16 Accounts for Payment and Finance Reports**

The Chairman proposed and it was agreed to note the reports

**Resolved To note the reports****4606- 16 Online Banking**

Further to Minute 4410-15

The Councillor Dante proposed, seconded by Councillor Haynes, and it was agreed that online banking be adopted for regular and general suppliers, contractors and reimbursements.

The enhanced security level would be adopted. Accounts administrator Vicky Puttock to be made a signatory to initiate payment (to be subsequently authorised by the Clerk). In the event of Mrs Puttock or the Clerk being unavailable their substitutes to be Councillor Johnston and the Deputy Clerk

For banking purposed signatories to be any two of the twelve Councillors ( A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, D Johnston, T Reason, J Shardlow, P Wilby, P Woodhams) and Mrs Puttock plus either the Clerk, Julia Warren or Deputy Clerk Louise Harrison.

Iain Begg and Niel Clements were to be removed from the signatory list.

- Resolved**
- 1 That online banking be adopted for regular and general suppliers, contractors and reimbursements.**
  - 2 The enhanced security level would be adopted.**
  - 3 Accounts administrator Vicky Puttock to be made a signatory to initiate payment (to be subsequently authorised by the Clerk). In the event of Mrs Puttock or the Clerk being unavailable their substitutes to be Councillor Johnston and the Deputy Clerk**
  - 4 For banking purposed signatories to be any two of the twelve Councillors ( A Brewster, G Clark, A Dante, D Davies, E Habib, L Halford, S Haynes, D Johnston, T Reason, J Shardlow, P Wilby, P Woodhams) and Mrs Puttock plus either the Clerk, Julia Warren or Deputy Clerk Louise Harrison.**
  - 5 Iain Begg and Niel Clements were to be removed from the signatory list. .**

**4607-16 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**

**4608-16 Contract for Services**

Councillor Halford proposed, seconded by Councillor Davies that the contract for services as circulated and discussed be approved and adopted for the finance contractor and maintenance contractor. It was further agreed that the finance contractor's quotation for services be approved.

- Resolved:**
- 1 That the contract for services as circulated and discussed be approved and adopted for the finance and maintenance contractors.**
  - 2 That VMP Computerised Accounting Services quotation for services be approved.**

**4609-16 Readmission of Press and Public**

The Chairman proposed, and it was agreed, that the press and public be readmitted

**Resolved To readmit press and public**

**The Chairman declared the meeting closed at 22.15h.**

**Dated this day of 2016**

**Chairman**