

**MINUTES OF THE MEETING OF  
WELWYN PARISH COUNCIL  
HELD ON TUESDAY 29<sup>TH</sup> APRIL 2008 AT  
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN  
WHICH COMMENCED AT 7.45PM**

**PUBLIC PARTICIPATION:**

Before the Chairman opened the meeting on member of the public, Mrs M. Cheng addressed the Council in regard to support of the Montessori Nursery.

The Chairman then thanked her for her comments and opened the meeting

**PROCEEDINGS OF THE COUNCIL MEETING**

**PRESENT:** Councillor J Roper (Chairman) and Cllrs M Benson, J Blackburn, S Butler, I Colpitts, H Hughes, C Hukin, L McLusky, L Page and I Skidmore.

**IN ATTENDANCE:** R Findlay (Clerk), J Lewis (Office Administrator), Jon Green (Chairman, Welwyn Parish Plan Steering Committee) and 4 members of the public.

**APOLOGIES:** Cllr P Neville (other commitments)

**2008/41 WELCOME.** The Chairman welcomed all present and declared the meeting open.

**2008/42 DECLARATIONS OF INTEREST.**  
Cllrs Colpitts and Butler declared an interest in the Parish Plan as they were members of the Steering Committee.

**2008/43 MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 25<sup>TH</sup> MARCH 2008.** It was **RESOLVED** that these were a true and accurate record and they were signed by the Chairman.

**2008/44 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 25<sup>TH</sup> MARCH 2008.**

- Invitation to Chris Conway, Chief Planning Officer of Welwyn Hatfield Borough Council to attend the Annual Parish Assembly. The Clerk reported that the invitation had been sent but no reply yet received.
- Meeting with Grant Shapps MP. The Clerk reported she had received 3 replies from Councillors and asked that any other Councillors wishing to attend advise her by 2<sup>nd</sup> May 2008.

**2008/45 PARISH PLAN FOR ADOPTION AND APPROVAL.**  
The Chairman invited Jon Green, Chairman of the Parish Plan Steering Committee, to present the 1<sup>ST</sup> draft of the Parish Plan.

Mr Green thanked the Parish Council for their support and thanked the representatives of the Parish Council for their contribution

The Clerk asked whether the Steering Committee or the Parish Council would be forming the proposed "Executive Working Group: Mr Green replied that this was due to be considered by the Steering Committee at a future meeting but he would consider input from the Parish Council.

Cllr Hughes asked whether any input had been received from 2<sup>nd</sup> Welwyn Scout Group to the plan: Mr Green replied that this would be in the final draft.

Councillors and the Clerk recorded their admiration of the quality of the draft plan and commended the Steering Committee on its report.

The Chairman thanked Jon Green and the work of the Parish Plan Steering Committee for all their hard work and for putting the very important document together. The Parish Council looked forward to working with the new Working Party in achieving the goals set out in the final document.

It was unanimously **RESOLVED** that the Council adopt the 1<sup>st</sup> draft of the Parish Plan.

**2008/46 NOMINATION FOR HAPTC EXECUTIVE COMMITTEE.**

It was unanimously **RESOLVED** that Cllr Neville be nominated by this Council to sit on the HAPTC Executive Committee.

**2008/47 FOOTPATH (*Digswell*)**

Correspondence had been received asking for support for a barrier to be placed adjacent to Welwyn Footpath 54.

It was unanimously **RESOLVED**, the Clerk writes to Hertfordshire County Council with the Parish Council's endorsement of the proposed new barrier.

**2008/48 DIGNITY AT WORK/BULLYING & HARASSMENT POLICY.**

The Clerk reported that she had received no comments to the draft policy which had previously been issued to Councillors.

It was unanimously **RESOLVED** that the Council therefore adopt the NALC/SLCC model "Dignity at Work/Bullying & Harassment Policy".

**2008/49 CLERK'S TRAINING (CiLCA)/QUALITY PARISH STATUS.**

The Clerk reported that she is currently proceeding to attain the CiLCA certificate and has a mentor. Once attained, the Parish Council will be able to apply for Quality Parish Status.

The Clerk announced that she will give a presentation to the Council on the criteria to attain Quality Parish Status at the June Council meeting.

**2008/50 APRIL REPORTS FROM COMMITTEES.**

**Planning & Licensing Committee.** Cllr Hukin, Chairman of the Committee, presented Minutes of meetings held on 1<sup>st</sup> April 2008 and 22<sup>nd</sup> April 2008 and answered questions.

**Finance Committee.** Cllr Skidmore, Chairman of the Committee, presented Minutes of the meeting held on 8<sup>th</sup> April 2008 and answered questions.

It was unanimously **RESOLVED** that the Council approves of the expenditure for the month of March 2008 totalling **£31,114.01**:

**Leisure & Open Spaces Committee.** Cllr Blackburn, Chairman of the Committee, presented the Minutes of the meeting held on 15<sup>th</sup> April 2008.

It was agreed that Part 2 of the Minutes, Exempt Business, be discussed under Exempt Business the next item on the agenda.

The Chairman then thanked the members of the public for attending. The public then left the meeting.

**EXEMPT BUSINESS**

*Under Section 100A(4) of the Local Government Act 1972 for the following items on the Agenda, the Chairman as this point excluded the public and accredited representatives of newspapers on the grounds that it involved the likely disclosure of exempt information as defined in Part 1 of the Act by virtue of the paragraph specified against the items.*

**2008/51 LEISURE & OPEN SPACES COMMITTEE (PART 2)**  
Cllr Blackburn presented Part 2 of the Minutes.

It was agreed that each proposal be voted on by show of hands.

- (a) That the Council reaffirms its commitment to established procedures, that any approach or application inconsistent with the Council's procedures will be unacceptable.

**Decision: Carried unanimously**  
(FOR = 10, AGAINST = 0, ABSTAINED = 0)

- (b) That the Council does not hire its facilities to any prospective hirer where the Clerk considers the premises to be unsuitable for that purpose.

**Decision: Carried.** (FOR = 9, AGAINST = 0, ABSTAINED = 1)

- (c) That the Clerk gives this hirer "notice to quit" and to remove all possessions by the end of July 2008.

**Decision: Carried.** (FOR = 9, AGAINST = 1, ABSTAINED = 0)

**2008/52 RECRUITMENT WORKING PARTY RECOMMENDATIONS.**

At this juncture, the Clerk left the meeting.

The Chairman presented the recommendations of the Working Party in regard to the Clerks remuneration.

**2008/53 CLOSE OF MEETING.**

The Chairman reported that he would not be standing for Chairman at the Annual meeting of the Council on 6<sup>th</sup> May 2008. He thanked Councillors for their hard work and support during his three years as Chairman to the Council.

The Chairman also thanked the Clerk for her support and hard work especially the past year which had been a challenge for the Clerk and Council as a whole.

The Chairman also thanked the Council's all the employees for their hard work, support and contribution to the Council.

The Chairman closed the meeting at 9.59pm.

Signed:.....Chairman, Welwyn Parish Council

Dated ..... 2008

**APPENDIX A**

**THE WELWYN PARISH PLAN**

**SUBMITTED FOR PARISH COUNCIL APPROVAL 29<sup>th</sup> APRIL 2008**

**1 DRAFT DOCUMENT CIRCULATED 21/4/08**

PURPOSE OF CIRCULATION TO COUNCILLORS TO INTRODUCE LAYOUT OF DOCUMENT PRE-PUBLICATION AND ALLOW FAMILIARISATION WITH ACTION PLAN PROPOSALS AND TO PROMPT ANY QUESTIONS.

PLAN BASED ON RESPONSES TO 2005 PARISH-WIDE SURVEY - 18% RESPONSE TO 3500 QUESTIONNAIRES A TYPICAL RESPONSE TO SIMILAR PARISH PLANS AND HIGHER THAN MANY COMMERCIAL SURVEYS.  
RESPONSE % FROM OAKLANDS/MARDLEY HEATH, DIGSWELL AND WELWYN VILLAGE MATCHED POPULATION DISTRIBUTION, SUGGESTING A BALANCED PICTURE OF OPINION ON ALL KEY ISSUES.

**2 WORKING PARTIES**

VOLUNTEER GROUPS ALLOCATED TO THE 7 KEY TOPICS EMERGING FROM THOUSANDS OF INDIVIDUAL QUESTIONNAIRE COMMENTS  
BUILT ENVIRONMENT  
NATURAL OPEN SPACES  
LOCAL SERVICES  
TRAFFIC  
TRANSPORT  
COMMUNITY SAFETY  
COMMUNICATIONS (YOUTH ISSUES COVERED BY P.COUNCIL COMMITTEE)

**THE PLAN DOCUMENT INTENTION TO DO 2 THINGS:-**

- (i) REMIND PEOPLE OF THE SPECIAL IDENTITY OF OUR PARISH AND ITS ACTIVE COMMUNITY
- (ii) OFFER A MENU OF PROGRESSIVE IMPROVEMENTS SETTING THE PLANS IN A PARISH CONTEXT SHOULD ADD TO THEIR UNDERSTANDING AND ACCEPTABILITY! THIS IS NOT A ONE-OFF SET OF IDEAS BUT THE START OF WHAT WILL BE AN ONGOING AND EVOLVING PROCESS. 3 YEARS AGO THE

MINUTES OF THE MEETING OF WELWYN PARISH COUNCIL HELD ON TUESDAY 29<sup>TH</sup> APRIL 2008

PARISH COUNCIL PUBLICLY LAUNCHED THE PARISH PLAN AND HAVE SUPPORTED IT BOTH FINANCIALLY AND BY THE CLOSE INVOLVEMENT OF 4 PARISH COUNCILLORS IT IS MY PRIVILEGE TO DELIVER THE FIRST EDITION OF THE PLAN TO THE COUNCIL FOR FULL APPROVAL AND ADOPTION AS OFFICIAL PARISH POLICY. FROM HERE ON THE PLAN WOULD Bg-BSHPSM^ ON THE COUNCIL'S AGENDA AS THE MAJORITY OF THE ACTION PLANS WILL BECOME THE RESPONSIBILITY OF THE PARISH COUNCIL EITHER TO MANAGE BY DIRECT ACTION OR TO SEEK ACTION BY OTHERS.

THE ACTION PLANS CONTAIN A MIX OF 'QUICK WINS' AND THE LONG HAUL AND ARE OPEN TO CHANGE IN THE LIGHT OF EXPERIENCE.

3. **ACTION PLANS**

WORKING PARTIES RESPONSIBLE FOR PRELIMINFORMAL CONTACTS WITH EXTERNAL ORGS. (HIGHWAYS, BUS AND RAIL COMPANIES, WHBC, ENVIRONMENT AGENCY, POLICE ETC.) PROPOSALS DEVELOPED EITHER READY FOR FOLLOW UP IN ACTION PLAN OR NEEDING FURTHER LOCAL CONSULTATION (ESP. TRAFFIC AND SERVICES)

4. **PARISH COUNCIL APPROVAL**

PARISH PLANS NEED TO BE ENDORSED AND ADOPTED BY PARISH COUNCILS IN ORDER TO BE TAKEN SERIOUSLY BY HIGHER LEVELS OF LOCAL GOVERNMENT –I.E. BOROUGH AND COUNTY. MANY PARISH PLANS HAVE DIFFICULTY IN BEING GIVEN ANY PRIORITY IN LOCAL PLANNING PROCESS OR EVEN GETTING NOTICED. STEERING COMM. PUT DOWN A MARKER WITH WHBC AS A MEMBER OF A TRI-PARTITE WORKING PARTY (WITH PARISH COUNCIL AND W.P.A.G.) TO MAKE INPUT TO WHBC CORE STRATEGY CONSULTATION WE NOW NEED PARISH COUNCIL FORMAL ENDORSEMENT OF THE PARISH PLAN TO LEGITIMISE AND EMPOWER THIS INPUT AND TO AUTHORISE FURTHER PROGRESS

5. **FORWARD PLANNING**

WITH PARISH COUNCIL APPROVAL, THE PLAN CAN BE PRINTED READY FOR LAUNCH AT THE PARISH ASSEMBLY ON MAY 22<sup>ND</sup>. COPY DISTRIBUTED (FREE AND BY VOLUNTEERS) TO EVERY PARISH HOUSEHOLD/BUSINESS THROUGH JUNE. RESPONSES DROPPED OFF AT DESIGNATED COLLECTION POINTS TO BE REVIEWED EXECUTIVE WORKING PARTY (PART COUNCILLORS/ PART PUBLIC) APPOINTED TO PLAN AND OVERSEE IMPLEMENTATION.

**JON GREEN**

CHAIRMAN OF THE PARISH PLAN STEERING COMMITTEE