

**MINUTES OF A MEETING OF
WELWYN PARISH COUNCIL
HELD ON TUESDAY 29th JULY 2008 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor J Blackburn (Chairman), and Councillors S Butler,
I Colpitts, C Hukin, L McLusky, P Neville, J Roper and I Skidmore.

IN ATTENDANCE: A .S Pack (Acting Clerk to the Council)

APOLOGIES: Councillors M Benson and L Page.
R Findley due to compassionate leave.

PUBLIC PARTICIPATION: There was one member of the public present at the meeting.

2008/79 OPENING OF MEETING: The Chairman welcomed all present and opened the meeting.

The Chairman proposed that Item (3) Confidential Minute of the Meeting held on the 27th May 2008 be discussed as item (14a) as this matter relates to Exempt Business.

Unanimously Agreed.

2008/80 DECLARATIONS OF INTEREST: Councillors S Butler and P Neville declared a personal interest, as Trustees of the Digswell Village Hall, in items relating to Digswell Village Hall.

2008/81 MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 24th JUNE 2008.

Minute no 2008/69. On the forth line insert Councillor S Butler.

Minute no 2008/72. On the forth line delete Councillor L. McLusky

Minute no 2008/72. On the last line delete Councillor J. Roper and insert Councillor I Colpitts

RESOLVED: that the Minutes of the Council meeting, as amended, held on the 27th May 2008 be approved and signed.

Unanimously Agreed.

2008/82 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 24th JUNE 2008.

Minute no 2008/71. Councillor S. Butler reported that during the delivery of the Parish Plan, residents in Oak lodge, off Digswell Lane advised they were not receiving any of the information sent to Digswell Residents, although their properties are recorded as in the Digswell Ward on the Electoral Map. Following discussion Councillor S. Butler agreed to investigate this matter with the effected residents and the Electoral Office.

The Chairman requested all long standing Councillors to advise the Clerk of any other boundary changes that have taken place in Welwyn Parish in the past,

2008/83 COUNCIL VACANCY

As Dr. H. Ober had applied to fill the casual vacancy on the Welwyn Parish Council, the Chairman asked him to leave the room whilst this matter was discussed.

Dr. H Ober had written two letters to the Council dated the 9th and 21st July, expressing his reasons for wishing to become a Parish Councillor. Both were copied to all Councillors.

Following discussion, it was proposed by Councillor P Neville, seconded by Councillor I Colpitts and

RESOLVED: that Dr. H Ober be co-opted to serve as a Parish Councillor until the next elections.

Unanimously agreed.

Dr. H Ober rejoined the meeting and thanked the Council for co-opting him as a Councillor, a role he is looking forward to performing.

The Clerk to prepare the necessary forms for Dr H. Ober to complete. The Declaration of Office to be signed at the next Council meeting. After which Dr Ober can take up the role as a Parish Councillor.

2008/84 PARISH PLAN UPDATE

3,600 copies of the Parish Plan have been distributed in the Parish with the help of many volunteers, with special thanks to the Digswell Residents Association and the Neighbourhood Watch Team. Residents were requested to read the Plan and feed back any comments. This period is drawing to a close and the Steering Committee is to meet early in August to discuss the comments received and plan a way forward. The Parish Council having accepted the Plan will be involved in the implementation stage with the help of members of the community.

It was confirmed that all the Borough and County Councillors had received a copy of the Parish Plan as well as CDA for Hertfordshire.

2008/85 WELWYN FESTIVAL FUN DAY UPDATE

The Welwyn Parish Council stand was manned all day by Councillors and Jon Green from the Parish Plan Steering Committee. There were many questions from residents mainly about the Parish Plan. A note was kept of all the issues raised and the Chairman is to review this list with the Clerk. The Chairman thanked all Councillors who had helped to man the stand.

Following discussion it was noted that the Parish Council stand was not visible enough. This could be improved next year by installing a plasticised banner in front of the stall.

2008/86 SPECIAL EXPENSES

The Special Expenses for 2008/09 attributed to Welwyn Parish (minus £ 18,610), while welcome, are not supported in detail by the Welwyn and Hatfield Borough Council (WHBC) letter of 16th January 2008 to the Clerk. The items debited to Welwyn under the heading "Open Spaces", totalling £ 47,660, appear to have been omitted in the final calculation by WHBC.

Following discussion it was agreed to request a meeting with WHBC to discuss in detail Special Expenses, specifically relating to the 3 designated Nature Reserves located in the Parish, and also to raise the aforementioned error with them at the meeting.

2008/87 NALC – 'Place Matters Conference'

Details of the above conference were circulated to all Councillors with the Agenda. Following discussion, it was agreed that only one Welwyn Parish Council representative should attend the NALC – 'Place Matters Conference' Any Councillor who would like to attend this event was requested to advise the Clerk and Chairman as soon as possible.

2008/88 CDA FOR HERTFORDSHIRE – Nomination for Director/Trustee

Details of the CDA for Hertfordshire's request for nominations for Director/ Trustees for the organisation were circulated with the Agenda. The Chairman requested anyone interested to contact the Clerk. either for further information or to put their name forward.

2008/89 JUNE REPORTS OF COMMITTEES & WORKING PARTIES.

Planning and Licensing Committee. Cllr C. Hukin, Chairman of the Committee, presented a report of the meeting held on 1st July 2008, and answered questions.

Councillor C. Hukin requested the following item be placed on the next Full Council Agenda:

The proposed co-option onto the Planning and Licensing Committee of the Welwyn Tree Warden and representatives of the Planning and Amenity Group.

This item also to be placed on the next Planning and Licensing Committee Agenda for discussion prior to the Full Council meeting.

Leisure Facilities and Open Spaces Committee. Councillor L. McLusky, Vice Chairman of the Committee presented a report of the meeting held on the 8th July 2008, and answered questions.

Finance Committee. Cllr I Skidmore, Chairman of the Committee, presented a report of the meeting held on 16th July 2008 and answered questions. .

The Chairman, Councillor I Skidmore asked that the Council approve expenditure for the month of June totalling a gross expenditure of £ 27,096.52, (£ 25,332.48 net).

RESOLVED: The Council accepted the gross expenditure of £ 27,096.52, (£ 25,332.48 net)

2 Abstentions re the Digswell Village Hall Grant

All other expenditure unanimously agreed

Councillor I Skidmore advised the Council not to spend any money on items which were not essential until the Parishes finances are clearer as the year progresses. A meeting between the Clerk and Councillor I Skidmore is to be arranged to look at the year's budget in detail.

2008/90 QUALITY PARISH STATUS SCHEME

A copy of a paper detailing the changes to the Quality Parish Scheme was tabled for all Councillors. The Chairman advised he had attended a Herts. Association of Parish and Town Councils (HAPTC) meeting to discuss the changes to the Quality Parish Scheme recently which was very informative. The Chairman is to meet with the Clerk to discuss in detail the implications of these changes to Welwyn Parish Council re qualifying as a Quality Council. The Chairman would also be discussing the Clerk's progress in obtaining the required qualifications for the Clerk.

The Chairman advised the process of registering as a Quality Council would require additional work and involvement of Councillors and the Clerk.

2008/91 CLERKS REPORT TO COUNCIL Re: Committee meetings

This item was deferred to the next meeting

EXEMPT BUSINESS.

Under Section 100A (4) of the Local Government Act 1972 for the following item on the Agenda, the Chairman at 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 Schedule 12A of the Act by virtue of the paragraph specified against the item.

2008.92 CONFIDENTIAL MINUTE OF THE MEETING HELD ON THE 27TH MAY 2008

RESOLVED: that the Minutes of the Council Meeting, Exempt Business, held on the 27th May 2008 be approved and signed.

2008/95 CLOSURE OF MEETING.

The Chairman thanked all present and declared the meeting closed at 9.25 pm.

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

Dated: .26th August 2008

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PRESENT: Councillor J Blackburn (Chairman) and Councillors S Butler, I Colpitts, C Hukin, L McLusky, P Neville, J Roper and I Skidmore.

IN ATTENDANCE: A .S Pack (Acting Clerk to the Council)

APOLOGIES: Councillors M Benson and L Page
R Findley due to compassionate leave.

2008.93 CONFIDENTIAL MINUTE OF THE MEETING HELD ON THE 27TH MAY 2008

The Clerks note to the meeting of the 24th June 2008 is attached as **APPENDIX 1**

The Acting Clerk advised that any item relating to Exempt Business, including the Minutes of the Exempt Business section of the meeting, and should not be included on the Full Council Agenda in the public session. This creates difficulties for Councillors as they cannot question the minutes in Public session.

On the 24th June 2008 the Agenda included Minutes of the Exempt Part of the meeting held on the 27th May 2008, which unfortunately had not been circulated to all Councillors. The Chairman, Vice Chairman and Councillor I Colpitts had however received a copy of these Minutes and advised Councillors that they were a true record of the meeting and reflected the decision recorded in the Public part of the Minutes. To regulate this matter, the Minutes recorded this in the Exempt section of the Minutes for accuracy.

RESOLVED: that the Minutes of the Council Meeting, Exempt Business, held on the 27th May 2008 be approved and signed.

Unanimously agreed.

2008/93 REPORT FROM THE COMPLAINTS COMMITTEE

The Chairman of the Complaints Committee, Councillor I Colpitts advised that a meeting was held on the 26th June and the content of the letter from Ms Lucas was discussed in detail. It was unanimously agreed that on all points except one there was no basis for a complaint and on the outstanding point more information was needed. It was agreed the Chairman would draft a letter. A further meeting was held on the 1st July as further information was available. Again it was unanimously agreed that there was no basis for complaint on any of the points raised.

The letter was agreed, sent to the Clerk, who copied the letter onto Welwyn Parish Council headed paper. Councillor I Colpitts then signed the letter. Copy of the letter attached as **APPENDIX 2**

2008/94 SOLICITORS LETTER

The Chairman was unsure what this item referred too, therefore the Clerk to include on the next Full Council Agenda if required.

CONFIDENTIAL

2008/95 CLOSURE OF MEETING.

The Chairman thanked all present and declared the meeting closed at 9.25pm.

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

Dated: .26th August 2008