

**MINUTES OF THE MEETING OF  
WELWYN PARISH COUNCIL  
HELD ON MONDAY 21<sup>ST</sup> JUNE 2010 AT  
THE WHITEHILL CENTRE OTTWAY WALK WELWYN  
WHICH COMMENCED AT 7.45PM**

- PRESENT:** Councillor J Blackburn (Chairman) and Councillors M Benson, A Blackett, S Butler, I Colpitts Hukin, R McKay, L McLusky and I Skidmore
- IN ATTENDANCE:** A S Pack (Clerk to the Council)
- APOLOGIES:** Councillor P Neville
- PUBLIC PARTICIPATION:** Hertfor5dshire County Councillor (HCC) Richard Smith and HCC Officer Roxanne Glaud

**OPENING OF THE MEETING**

The Chairman welcomed all present and opened the meeting.

**2010/051 DECLARATION OF INTEREST:**

Councillor Colpitts declared an interest in item 2010/056 (2) Sports and Social Club

**2010/052 MINUTES OF THE COUNCIL MEETING HELD ON 24<sup>TH</sup> MAY 2010.**

**RESOLVED** that the Minutes of the Council meeting held on the 24<sup>th</sup> May 2010 be approved and signed".

**Unanimously agreed.**

**2010/053 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 24<sup>TH</sup> MAY 2010.**

There were no matters arising

**2010/054 REPORTS OF COMMITTEES**

**Leisure Facilities and Open Spaces Committee.** . Councillor L McLusky Chairman of the Committee, presented a report of the meetings held on the 7<sup>th</sup> June 2010 and answered questions.

**Whitehill Centre Refurbishment Programme**

A refurbishment programme of the interior and exterior to include relaying the pavings at the front of the building has been approved by the Leisure Facilities and Open Spaces Committee at a cost of approximately £ 26,000. Further inspections of the Centre has identified that additional work is required to replace flooring in the small hall, entrance lobby and the toilets plus a replacement of kitchen furniture

Replacement of kitchen units	£ 2,855
Replacement of flooring in the small hall and lobby	£ 3,448
Replace flooring in the toilets and kitchen	£ 1,070

**Total additional cost**

**£ 7,373**

It was proposed by Councillor McLusky, seconded by Councillor Benson and

**RESOLVED** "that the additional works listed above at a total cost of £ 7. 373 be approved".

**Unanimously agreed**

#### **Improvements to Mardley Heath nature reserve**

Councillor McLusky advised that talks commenced approximately 4 years ago re remedial work to the Nature Reserve. A meeting was held in her house 2 years ago to discuss the project however no further communication has occurred since this date. Details of the work were found on the Welwyn Hatfield Borough Council (WHBC) website copy attached **APPENDIX 1**

Works commenced without any notice to residents or the Parish Council which created a health and Safety hazard for users of the area. Following complaints a notice was erected two days ago. giving a telephone number to contact at the Countryside Management Services Offices. Councillor Blackett advised the Friends of Mardley Heath had not been consulted either. As the Friend Group conduct maintenance work on a monthly basis this was unacceptable. It was agreed a letter of complaint would be sent to WHBC, Countryside Management Services with a copy to HCC Richard Smith. The Clerk in consultation with Councillor McLusky to prepare a letter. raising concern regarding the lack of communication re the commencement of works on Mardley Heath

**Planning and Licensing Committee.** Councillor C Hukin Chairman of the Committee, presented a report of the meetings held on the 8<sup>th</sup> June 2010 and answered questions.

**Finance Committee.** Councillor I Skidmore, Chairman of the Committee, presented a report of the meetings held on the 14<sup>th</sup> June 2010 and answered questions.

#### **2010/055 STATEMENT OF ACCOUNTS 2009.2010**

The Statement of Accounts was circulated with the Agenda as Appendix 1

- 1 To approve the statement of accounts for Welwyn Parish Council as detailed in section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2010 circulated with the Agenda as Appendix 1b.

It was proposed by Councillor Skidmore, seconded by Councillor Benson and

**RESOLVED** "that the Council approves the statement of accounts for Welwyn Parish Council as detailed in Section 1 of the Annual Return for the year ended 31<sup>st</sup> March 2009

**Unanimously agreed.**

2. To approve the Annual Governance Statement of Welwyn Parish Council for the year ended 31<sup>st</sup> March 2010 as detailed in Section 2 of the Annual return circulated with the Agenda as Appendix 1c.

It was proposed by Councillor Skidmore, seconded by Councillor Benson and

**RESOLVED** “that the Council approves the Annual Governance Statement for Welwyn Parish Council as detailed in Section 2 of the Annual Return for the year ended 31<sup>st</sup> March 2010”.

**Unanimously agreed.**

- 3 To approve the information contained in the Intermediate Audit Questionnaire for the year ended 31<sup>st</sup> March 2010 as detailed in Appendix 1d.

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

**RESOLVED** “that the Council confirms that the information contained in the Intermediate Audit Questionnaire for the year ended 31<sup>st</sup> March 2010 is correct”.

**Unanimously agreed.**

4. The Council to approve the Final Internal Audit Report for the year 1<sup>st</sup> April – 31<sup>st</sup> March 2010 circulated with the Agenda as Appendix 1e.

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

**RESOLVED** “ that Full Council approves the Final Internal Audit Report from Auditing Solutions Ltd and notes that in Section 4 of the Annual Return, the Internal Auditor confirmed that in all significant aspects, the control objectives were achieved throughout the financial year to a standard adequate to meet the Council’s needs

**Unanimously agreed**

5. The Council to note the Clerk’s response to the first, second and final Internal Audit Reports circulated with the Agenda as Appendix 1f

It was proposed by Councillor Skidmore, seconded by Councillor Colpitts and

**RESOLVED** “that Full Council notes the Clerk’s response to the first, second and Final Internal Audit Reports for the year ended 31<sup>st</sup> March 2010”..

**Unanimously agreed...**

**2010/056**

**REVIEW OF RENTS RECEIVED FROM TENANTS OF COUNCIL OWNED PROPERTY**

**1. Welwyn and District Bowls Club Lease**

The Bowls Club advised they consider the valuation undertaken by Brown and Lee Chartered Surveyors, had not made allowances for the fact the existing club house had been enlarged and improved by the Bowls Club since the lease was granted. This could reduce the rental charge for the lease. Following discussion with Brown and Lee Chartered Surveyors, a meeting was held between Brown and Lee Chartered Surveyors and the Bowls Club on site to resolve this issue. The Parish Council awarded a grant of £ 10,000 to the Bowls Club in 1989 towards renovation of the Club House which will also affect the valuation. Brown and Lee Chartered Surveyors revised report to include a revised valuation report plus the original valuation report were circulated with the Agenda of the Full Council meeting held on the 29<sup>th</sup> March 2010.

Following a meeting with the Bowls Club and discussion at the Full Council meeting held on the 24<sup>th</sup> May 2010, Brown And Lee Chartered Surveyors have been requested to provide additional supporting information to their report and the Bowls Club have been requested to provide a copy of their accounts and a list of members by post Code. Response awaited from Brown and Lee Chartered Surveyors and from the Welwyn and District Bowls Club.

**2. Sports and Social Club Lease**

The Sports and Social Club Lease is due for renewal March 2010. The Sports and Social Club have agreed that Brown and Lee Chartered Surveyors undertake a professional valuation. Brown and Lee Chartered Surveyors have been instructed to undertake the valuation. A response from Brown and Lee Chartered Surveyors was tabled and is attached as

**APPENDIX 2**

The Clerk to obtain details of annual inflation figures from the Central Statistics Office, to enable the rent to be calculated.

**2010/057 TO APPROVE AN APPLICATION FOR BORROWING APPROVAL FROM COMMUNITIES AND LOCAL GOVERNMENT**

The Council to approve an application to the PWLB to cover the cost of refurbishing its property portfolio to include the

- i. Civic Centre refurbishment programme
- ii. Whitehill Centre refurbishment programme
- iii. Pavilion refurbishment programme
- iv. A donation towards replacing the Whitehill Play area
- v. A donation towards the Ottway Walk Playing Field Play area
- vi. Refurbishment of the Ottway Walk Car Park area

Financial details were circulated as Appendix 2

It was proposed by Councillor Blackburn seconded by Councillor Benson and

**RESOLVED** "that an application for borrowing approval to complete the above works at a total cost of £ 400,815 be submitted to the Communities and Local Government Department via Hertfordshire Association of Parish and Town Council's (HAPTC)".

**Unanimously agreed**

**EXEMPT BUSINESS**

**Under Section 100A (4) of the Local Government Act 1972 for the following items 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 the Act by virtue of the paragraph specified against the items.**

**2010/058 MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 24<sup>th</sup> MAY 2010**

**RESOLVED**" that the Minutes of the Council Meeting (Exempt Business) held on the 24<sup>th</sup> May 2010 be approved and signed".

**2010/059 SPINDLEBURY COTTAGE**

**RESOLVED** "that Spindlebury Cottage be sold".

**2010/061 CLOSURE OF MEETING**

The Chairman thanked all present and declared the meeting closed at 10.05pm

Signed.....Chairman, Welwyn Parish Council

26<sup>TH</sup> July 2010.