

**MINUTES OF THE MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 25th JULY 2011 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor P Neville (Chairman) and Councillors M Castle, C Hukin, J Khan, B McKay and L McLusky

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

APOLOGIES: Councillors Blackburn, Benson, Morris, Skidmore and Woolgar.

PUBLIC PARTICIPATION: Welwyn Hatfield Borough Councillor J Cragg.

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2011/091 DECLARATION OF INTEREST

None were reported.

2011/092 MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THE 12th JULY 2011

The following amendments were agreed:

Minute Number 2011/086: Councillor Hukin delete on first line 'not'.

Councillor McLusky add... heart supports Option 1 but head supports Option 2.
Councillor Woolgar add... with no obvious long-term infrastructure planning'.
Add after 'that the proportion of affordable housing be increased',

'No further amendments were proposed, despite the Chairman's invitation to do so'.

RESOLVED "that the Amended Minutes of the Council meeting held on the 12th July 2011 be approved and signed".

Unanimously agreed.

2011/093 MATTERS OF REPORT ARISING FROM PREVIOUS COUNCIL DECISIONS

PROPOSED MANAGEMENT OF BURNHAM GREEN

At the Full Council meeting held on the 28th March 2011 Welwyn Parish Council agreed in principle for negotiations to proceed into entering into a partnership agreement to manage Burnham Green, which is owned by Hertfordshire County Council (HCC)

The Chairman of Datchworth Parish Council sent a letter to HCC to open up negotiations. A copy was attached to the Agenda as Appendix 1

2011/094 PUBLIC TOILETS

Councillor McKay had previously circulated to all Councillors, Welwyn Community Toilet Scheme FAQs, Welwyn Community Toilet Scheme Service Provider Agreement, Welwyn Community Toilet Scheme Summary and Welwyn Community Toilet Scheme Member Statement. This set of four papers was also tabled at the meeting and are attached as

APPENDIX 1

A copy of the proposed signs was also tabled and is attached as

APPENDIX 2

Councillor McKay advised approval of the signs by the participating businesses is to be sought. A notice will also be erected in the toilets giving information about the Public Toilet Scheme and details of who to contact if there is a problem. It was noted the telephone number for the office on page 4 of the documents is incorrect, the office number is 01438 716667.

A leaflet is to be produced giving details of the scheme and this will be put in places of high visibility and will also be distributed to local community groups.

A formal approach will be made to Hertfordshire Highways for approval and siting of the signs. Councillor McKay and the Clerk to agree final details.

Following discussion it was proposed by Councillor McKay, seconded by Councillor McLusky and

RESOLVED “that the Council adopt the Community Toilet Scheme as detailed in the set of four papers and with the proposed signs, all as tabled and that the Clerk and Councillor McKay agree the final details”.

Unanimously agreed

On behalf of the Council, the Chairman Councillor Neville thanked Councillor McKay for his hard work progressing this scheme.

2011/095

PROPOSED MEETINGS OF PARISH AND BOROUGH COUNCILLORS FOR WELWYN PARISH

Borough Councillor Julie Cragg has proposed a twice a year informal forum for all Parish Councillors representing Welwyn Parish. Council is invited to take this forward. Councillor Cragg’s e-mail exchanges with the Chairman were circulated with the Agenda as Appendix 6. Councillor Cragg thought a regular meeting to discuss local issues, especially with the new Localism Agenda would be useful to both WHBC and WPC.

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

RESOLVED “that the Council agrees with the initiative put forward by Councillor Cragg and that this will be progressed by the Clerk”.

Unanimously agreed

2011/096

REPORTS OF COMMITTEES

Planning and Licensing: Councillor C Hukin, Chairman of the Committee, presented a report of the meeting held on the 21st June and the 12th July 2011 and answered questions.

Minute Number 2011/090 The Future Development of the Frythe. Following discussion it was proposed by Councillor Hukin, seconded by Councillor McLusky and

RESOLVED “that the Council support the English Heritage in their application to ensure the main building on the Frythe site is given listed building status”.

Unanimously agreed.

Leisure Facilities and Open Spaces: Councillor L McLusky, Chairman of the Committee presented a report of the meeting held on the 27th June 2011 and answered questions.

Minute Number 2011/043 Cemetery Regulations. Copy of the regulations agreed by the Leisure Committee attached as **APPENDIX 3**

Following discussion it was proposed by Councillor McLusky, seconded by Councillor Hukin and

RESOLVED “that the Council agree the change of wording of the regulations as detailed in Minute Number 2011/043 of the Leisure Facilities and Open Spaces in order that a permanent notice can be displayed at the Cemetery”.

Vote: 4 for
1 against
1 abstention.

The motion was carried.

2011/097

PROPOSED WELWYN HATFIELD BOROUGH COUNCIL (WHBC), PARISH AND TOWN COUNCIL CHARTER

The wording of the Charter between WHBC and Town and Parish Councils was agreed at the Welwyn Hatfield Association of Local Councils (WHALC) with a recommendation that all member Councils confirm their agreement to it. The Council is accordingly asked to confirm its agreement. Copy was circulated with the Agenda as Appendix 2

It was proposed by Councillor Neville, seconded by Councillor Hukin and

RESOLVED “that the Draft Charter be adopted by the Council”.

Unanimously agreed

2011/098

CIVIC CENTRE

The steps and paved area to the side of the Civic Centre require re-building. The existing paving slabs are suitable for re-use. The company who won the tender to install the new steps, ramp and paved area in the front of the Civic Centre have submitted a quotation to complete this work. Quotation was circulated with the Agenda as Appendix 3. Following discussion it was agreed to two further

quotations reusing the existing slabs and three quotations using new materials, for discussion at the next meeting.

The Clerk to report to the company who replaced the Civic Centre front steps, ramp etc. that the paving slabs outside one of the Library windows are uneven, creating puddles in heavy rain.

2011/099

WELWYN PRECEPT INFORMATION

WHBC request the Council's views on combining Welwyn Parish Council's Precept Information with the WHBC leaflet. Paperwork was circulated with the Agenda as 4 Following discussion it was agreed that the Council want to continue to provide its own leaflet for distribution with WHBC's information however are prepared also to provide the limited information for inclusion in their leaflet also.

2011/100

REQUEST FOR GRANT AID

Heathlands Nursery, Primary and Secondary Provision, Day and Residential requesting Grant Aid with the provision of British Sign Language Courses. Paperwork was circulated with the Agenda as Appendix 5. The Council only financially support local organisation however will display posters advertising these courses, if possible in the Civic Centre by the Library entrance where they will be seen by the most appropriate public.

2011/101

COUNCIL SURGERY

At the Council meeting held on the 31st January 2011 it was agreed to consider holding a monthly surgery on the first Monday of the month in the Civic Centre from 7.30 to 8.30pm, to coincide with the Police surgery, for a trial period after the May elections. Following discussion, which noted a low attendance at the Police surgery, it was proposed by Councillor Neville, seconded by Councillor Khan and

RESOLVED "that

- a) A Council surgery be held the second Tuesday in the month at the Community Café
- b) A Council surgery be held 7 – 7.45pm before each Council meeting in the Parish Centre".

Unanimously agreed

The Clerk to draw up a rota and to publicize this initiative in the WHBC Life Magazine. The Chairman's to include details of this initiative in his article in the Parish Magazine.

2011/102

BANK MANDATE FORM

It was proposed by the Chairman, seconded by Councillor McLusky and

RESOLVED "that the Council

- a) appointed Barclays Bank PLC as the Council's bankers
- b) Accept the terms of Barclays Customer Agreement and confirm such acceptance to the Bank by completing the banks form of Appointment of Bankers.
- c) The Council authorise any individual named in section 2 (an authorised person) either individually or, if relevant, with other authorised person(s) in accordance with Section 3 to
 - Enter into any other agreements with the Bank (including banking facility agreements and indemnities) which they consider to be in the interest of the Council from time to time
 - Give instructions concerning the operation of the Council's bank accounts and otherwise communicate with the Bank in each case in writing or verbally, in accordance with Customer Agreement and
 - Register the Council for the Bank's computer and telephone banking services

The Council noted that the Bank is entitled to act on all instructions given by a User in accordance with the correct security procedures until the Council notifies the appropriate computer or telephone banking service that the user is no longer authorised to act for it.

All Councillors and the Clerk to sign the Bank Mandate forms".

Unanimously agreed

It was agreed that the Financial Regulations would ensure that only the Clerk can contact the bank on the Council's behalf.

2011/103 REPRESENTATIVES ON OUTSIDE BODIES STILL TO BE FILLED

- Governor of Oaklands Primary School
- Anglo French Twinning Association

This item was deferred to the next meeting

2011/104 WELWYN PARISH PLAN – HOUSING NEED INITIATIVE

Council is asked to endorse the Welwyn Parish Plan Committee's application to the Community Development Agency for Herts (CDA) for assistance. (Endorsement is required before the CDA will consider the application.) Paperwork was tabled and is attached as **APPENDIX 4**

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

RESOLVED "that Welwyn Parish Council confirm their support to the Welwyn Parish Plan Action Group in their request for a Full Housing Needs Survey of the civil parish of Welwyn, which includes Oaklands/Mardley Heath and Digswell".

Unanimously agreed.

2011/105 DIRECTORY OF LOCAL BUSINESSES

Arising out of a Parishioner’s suggestion at the Festival Fun Day to consider whether a Directory of Parish businesses is feasible on the lines of Kimpton Parish Council’s “Buy It In Kimpton”. Copy attached as **APPENDIX 5**

Following discussion it was proposed by Councillor Neville, seconded by Councillor McKay and

RESOLVED “that a working party consisting of Councillors Castle, Khan and McKay be set up to look into the feasibility of providing this service”.

Unanimously agreed.

2011/106 CLOSE OF MEETING

The Chairman thanked everyone for attending and closed the meeting at 9.35pm.

Signed.....Chairman, Welwyn Parish Council

26th September 2011