

**MINUTES OF THE MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 29th MARCH 2010 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor J Blackburn (Chairman) and Councillors M Benson, S Butler, I Colpitts, C Hukin, R McKay, L McLusky, P Neville, H Ober and I Skidmore

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

APOLOGIES: Councillor A Blackett

PUBLIC PARTICIPATION: One member of the public was present.

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2010/024 DECLARATION OF INTEREST:

Councillor Colpitts declared an interest in item 2010/030 (2) Welwyn Sports and Social Club,

2010/025 MINUTES OF THE COUNCIL MEETING HELD ON 22nd FEBRUARY 2010.

RESOLVED” that the Minutes of the Council meeting held on the 22nd February 2010 be approved and signed”.

Unanimously agreed.

2010/026 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 22nd FEBRUARY 2010.

2010/017 Special Expenses. Further clarification to be sought re the charging of departmental overheads which were incurred by Finesse Leisure Partnership, and not WHBC therefore should not be a Special Expenses item. Also why the Handside facilities expenses had been subsumed into other sites.

2010/027 PROPOSED ITALIAN MARKET – ST MARY’S CHURCHYARD

St Mary’s Church has been asked if they would host an Italian Market as a trial on Friday 30th April partly in St Mary's Churchyard and partly in New Church House. The Church confirmed this would not contravene any Diocesan regulations and request the Parish Council supportive this enterprise. The Church think it would be good thing for the village and further help traders by bringing outsiders into the village. Clearly if it is successful, they might want to hold similar markets in the future. Information was tabled which advised the Parish Council’s permission is not required, a copy is attached as

APPENDIX 1

Following discussion, it was proposed by Councillor Blackburn, seconded by Councillor Benson and

RESOLVED “that the Parish Council fully support the hosting of an Italian Market in St. Mary’s Churchyard and in the new Church house”.

Unanimously agreed

2010/028 REPORTS OF COMMITTEES

Planning and Licensing Committee. Councillor C Hukin Chairman of the Committee, presented a report of the meetings held on the 23rd February and 16th March 2010 and answered questions.

N6/2010/0211/S73B Four Oaks 1-4 Great North Road, Welwyn. Removal of conditions 1 (caravans used for residential purposes only) 2(permission only whilst children are in full time education) and 3 (no more than four caravans) from planning permission N6/2001/11/FP. Councillor Hukin advised the Committee had objected to the removal of these conditions. However a further application is awaited. It was noted that the Council would need to be vigilant with this site.

Proposed Planning Application for the Clock Hotel site. Councillor Hukin advised that the original application had been for a care home for 100plus occupants. The Planning Committee considered this to be overdevelopment of the site as there was insufficient amenity space etc on the site. This application however had been withdrawn and a replacement application is awaited. Councillor Hukin requested, as there was no guidance in the Parish Plan, that the Council debate the issue of whether a large care home would be appropriate at this location. It was noted such a development would not fit with Hertfordshire County Council's (HCC) Policy on the provision of adult care in the County. This item to be included on the April Full Council Agenda.

Leisure Facilities and Open Spaces Committee. Councillor L McLusky, Chairman of the Committee, presented a report of the meeting held on the 8th March 2010 and answered questions.

2010/039 Civic Centre. A meeting with WHBC Officers and WHBC Mandy Perkins and Welwyn Parish Council (WPC) scheduled for earlier today had been cancelled. Councillor Perkins advised that WHBC request a letter be sent to the Chief Executive in the first instance to open up negotiations re the future of the Civic Centre once the existing lease expires in 2014. Following discussion it was agreed the Acting Clerk in consultation with the Chairman would respond to this request.

2010/029 INTERNAL AUDIT REPORT

A second interim internal audit was undertaken on the 23rd February 2010, the report was circulated with the Agenda as Appendix 1. The Acting Clerk advised all the points raised had been resolved. The year end internal audit is to take place on the 25th May 2010.

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

RESOLVED "that the second internal audit report be accepted"

Unanimously agreed.

2010/030 REVIEW OF RENTS RECEIVED FROM TENANTS OF COUNCIL OWNED PROPERTY

1. Welwyn and District Bowls Club Lease

The Bowls Club advised they considered 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 was circulated with the Agenda as Appendix 2. It was noted that the Parish Council own the existing building which had been extended by the Bowls Club. The Council had given a £ 10,000 grant towards this work.

The Original valuation was circulated as Appendix 2a

Following discussion it was proposed by Councillor Blackburn, seconded by Councillor Skidmore and

RESOLVED “that a decision on the rental of the lease be deferred until the Accounts and membership (by post code) had been received from the Bowls Club”.

Unanimously agreed.

The Bowels Club to be included on the Asset Register.

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. Report to be made in due course.

2010/031 REVIEW OF STANDING ORDERS

The National Association of Local Councils has forwarded a revised Model Standing Orders.

The Chairman and the Acting Clerk are to review the document for discussion at the next meeting.

However one significant change to Standing Orders is the ability for Council's to now receive Agenda's, to include all paperwork by email, as long as the 'three days clear' rule is adhered to. The 'three days clear' rule has changed and cannot now include a Sunday. The three days clear rule cannot

- include the day the Agenda is delivered, (Welwyn Parish Council(WPC) Wednesday)
- the day of the meeting (WPC Monday)
- Or a Sunday.

WPC deliver Agenda's on a Wednesday preceding the Monday meeting therefore currently comply with this rule

Following discussion it was agreed to discuss revisions to Standing Orders at the next meeting.

2010/032 ASSET REGISTER 2010-2011

An inventory of the Council's Property Portfolio, including building contents, machinery and plant was undertaken and a revised Asset Register was circulated with the Agenda as Appendix 3. Following discussion the following points were agreed:-

- that the Bowls Club and land in Digswell owned by the Parish Council would be included on the Asset Register.
- All items with a value of under £ 100 be deleted from the Asset register
- An inventory of all equipment to include equipment with a value of under £ 100 be kept.

Revised Asset Register attached as

APPENDIX 2

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

RESOLVED “that the amended Asset Register be adopted”.

Unanimously agreed.

2010/033

RISK ASSESSMENTS FOR COUNCIL OWNED PROPERTY

Risk assessments have been undertaken of the Parish Centre, Whitehill Centre, Pavilion, Civic Centre, Ottway Walk and Ottway Walk car parks, the Cemetery and the Allotment site. Copies were circulated with the Agenda as Appendix 4.

Whitehill Centre Risk Assessment. Following discussion it was agreed to discuss staff security issues at the Whitehill Centre with the Crime Prevention Officer.

Annual Portable Electrical Testing (PET) of equipment in all Council owned buildings was undertaken in 2009 at a total cost of £ 313.20. It was proposed by Councillor Benson, seconded by Councillor Colpitts and

RESOLVED “to approve the Risk Assessment documents for all Council owned buildings and property as detailed in Appendix 4 of the Agenda”.

Unanimously agreed.

2010/034

APPLICATION FOR GRANT AID

Application for use of the Civic Centre free of charge from the Goat Players, 27th and 28th November 2010, plus rehearsal time of 10hours. Total concession requested £ 772.

The application was circulated with the Agenda as Appendix 5.

The Goat Players were granted use of the Civic Centre free of charge in 2009. Total concession £ 435. A report was circulated with the Agenda as Appendix 6.

Following discussion, this item was deferred to the next Full Council meeting to enable further information to be researched

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.

2010/035

MINUTES OF THE COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 22nd FEBRUARY 2010.

RESOLVED” that the Minutes of the Council Meeting (Exempt Business) held on the 22nd February 2010 be approved and signed”.

2010/037

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

Signed.....Chairman, Welwyn Parish Council

Dated 26th April 2010

