

**MINUTES OF THE MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 31st JANUARY 2011 AT
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN
WHICH COMMENCED AT 7.45PM**

PRESENT: Councillor J Blackburn (Chairman) and Councillors M Benson, A Blackett, S Butler, I Colpitts, C Hukin, L McLusky, P Neville, B Morris and I Skidmore

IN ATTENDANCE: A Pack (Clerk to the Council)

APOLOGIES Councillor B McKay

PUBLIC PARTICIPATION No members of the public were present

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2011/001 DECLARATION OF ACCEPTANCE OF OFFICE

Mr William Morris read out and signed his Declaration of Acceptance of Office, witnessed by the Clerk, and took a seat as a Councillor in the Council Chamber.

2011/002 DECLARATION OF INTEREST:

There were no declarations of interest.

2011/003 MINUTES OF THE COUNCIL MEETING HELD ON 20TH DECEMBER 2010

RESOLVED that the Minutes of the Council meeting held on the 20th December 2010 be approved and signed.

Unanimously agreed.

2011/004 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 20TH DECEMBER 2010

There were no matters arising.

2011/005 REPORTS OF COMMITTEES

Planning and Licencing: Councillor C Hukin, Chairman of the Committee, presented reports of meetings held on the 4th and 25th January 2011, and answered questions.

1-4 Great North Road. Welwyn Hatfield Borough Council to be requested to advise if planning permission was applied for and granted for a bungalow which has recently been built on this site

2011/006 COUNCIL TAX LEAFLET 2011/2012

A draft Council Tax leaflet was circulated with the Agenda as Appendix 1. Several minor alterations were agreed. A revised leaflet is attached as

APPENDIX 1

2011/007 PROVISION OF PUBLIC TOILETS IN WELWYN.

Progress report to be made at the next meeting by Councillor B McKay.

2011/008 ST MARY'S CLOSED CHURCHYARD

A tree survey was undertaken of trees in the closed churchyard, to update the original survey which was undertaken in 1998. The original survey circulated with the Agenda as Appendix 2

The trees are in a conservation area and required planning permission prior to the commencement of any work. Welwyn Hatfield Borough Council (WHBC) Tree Officer's report and approved contractors list was circulated with the Agenda as Appendix 3.

Three quotations to complete the work were circulated with the Agenda as Appendix 4

Following discussion it was agreed that the recommendations of the tree officer be accepted which includes felling the tree labelled 'T2' Silver Birch.

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

RESOLVED "that the quotation from Ashley trees to include the additional cost of removing the Silver Birch tree labelled 'T2' be accepted".

Unanimously agreed.

**2011/009 CIVIC CENTRE
THE FUTURE MANAGMENT OF THE CIVIC CENTRE BEYOND 2011.**

A meeting was held with the Head of Corporate Property, WHBC on the 15th October 2010. The Chairman advised that the Head of Corporate Property had no authority to discuss transfer of ownership of the Civic Centre; this matter would need to be discussed with the Leader of the Council, Councillor J Dean. It was agreed that the Chief Executive of WHBC should be included in any meetings with Councillor Dean. The Head of Corporate Property agreed however to look into the provision of a long lease, possibly 125 years when the existing lease for the Civic Centre terminates in 2014. The Clerk to pursue this matter.

A meeting has been scheduled to take place on the 21st February 2011 with Welwyn Hatfield Borough Councillor John Dean, the Chief Executive Michel Saminaden, the Chairman Councillor John Blackburn, the Chairman of the Finance Councillor Ian Skidmore and the Clerk. The meeting is to commence at 5.30pm. A report to be made at the next meeting.

FRONT ENTRANCE STEPS

The front entrance steps have become unsafe due to frost damage and age and the area leading to the Civic Centre has become uneven with some loose slabs, creating a trip hazard. In the process of obtaining quotations to repair these areas, it transpired, the steps no longer conform to building regulations and will require re-building. Specification was circulated with the Agenda as Appendix 5.

As only one quotation had been received to date this item to be placed on the next Leisure Facilities and Open Spaces Committee Agenda for discussion.

2011/010 TO CONSIDER WHO WILL UNDERTAKE THE ROLE OF CHAIRMAN FOR THE 2011/2012 YEAR

The Chairman, Councillor Blackburn advised he had undertaken the role of Chairman for three years and wished to stand down in May 2011. Councillor Blackburn requested all Councillors consider whether they would undertake this role for the 2011/2012 year.

2011/011 CONSIDER HOLDING AN EVENING COUNCIL SURGERY ONCE A MONTH IN THE CIVIC CENTRE

Councillor Butler suggested that the Council consider holding a Council surgery once a month on a Monday evening in the Civic Centre to coincide with the Police Surgery, which is held on Monday evenings on the Civic Centre... Following discussion it was agreed to hold monthly surgery from 7.30 – 8.30pm on the first Monday evening in the month, in the Civic Centre, to coincide with the Police Surgery. The trial period to commence after the May 2011 elections and to be advertised on the web site. A rota of one Councillor per surgery to be prepared.

2011/012 CASUAL VACANCY.

The Chairman Councillor Blackburn advised that Councillor A Blackett had tendered his resignation from the Council as his family had re-located. On behalf of the Council, Councillor Neville thanked Councillor Blackett for his service to the Council during his period as a Councillor. Councillor Blackett had been an asset to the Council during a difficult period which was very much appreciated.

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

RESOLVED “that a casual vacancy will not be advertised as the Council Elections are to be held in May 2011”.

Unanimously agreed

2011/012 CLOSE OF MEETING

The Chairman thanked all present and declared the meeting closed at 8.50pm.

Signed.....Chairman, Welwyn Parish Council

28TH February 2011