

**MINUTES OF THE MEETING OF  
WELWYN PARISH COUNCIL  
HELD ON MONDAY 31<sup>ST</sup> OCTOBER 2011 AT  
THE PARISH CENTRE LOCKLEYS DRIVE WELWYN  
WHICH COMMENCED AT 7.45PM**

**PRESENT:** Councillor P Neville (Chairman) and Councillors M Benson, J Blackburn, M Castle, C Hukin, B McKay, L McLusky, B Morris, I Skidmore and A Woolgar.

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

**APOLOGIES:** Councillor J Khan

**PUBLIC PARTICIPATION:** No members of the public were in attendance

**OPENING OF THE MEETING**

The Chairman welcomed all present and opened the meeting.

**2011/136 DECLARATION OF INTEREST**

Councillor McKay declared an interest in item 2011/141 as he is a resident with no off street parking.

Councillors McKay and Woolgar declared an interest in item 2011/139 as both rent an allotment plot.

**2011/137 MINUTES OF THE COUNCIL MEETINGS HELD ON THE 26<sup>TH</sup> SEPTEMBER AND 24<sup>TH</sup> OCTOBER 2011.**

**Minute 2011/124 add after Chairman 'of Finance'**

**RESOLVED** "that the amended minutes of the Council meeting held on the 26<sup>th</sup> September 2011 and the minutes of the Council meeting held on the 24<sup>th</sup> October 2011 be approved and signed".

**Unanimously agreed.**

**2011/138 MATTERS OF REPORT ARISING FROM THE PREVIOUS MEETINGS**

**PROPOSED MANAGEMENT OF BURNHAM GREEN**

No further progress to report.

**THE FUTURE MANAGEMENT OF THE CIVIC CENTRE BEYOND 2014**

A meeting was held with the head of Corporate Property, Welwyn Hatfield Borough Council (WHBC) on Monday 10<sup>th</sup> October 2011 to discuss terms of a new lease. A full report to be given at the next Full Council meeting after consideration by the Finance Committee

**PARISH CENTRE/WELWYN SCOUTS DRAINAGE WORK**

The Council have been advised that to complete the drainage work already undertaken the last section of the drain situated behind the buildings adjacent to Austin's Funeral Directors requires repairs. Two quotations have been received to complete this work, circulated as Appendix 8 with the Agenda papers for the meeting held on the 26<sup>th</sup> September 2011. 1<sup>st</sup> Welwyn Scouts have been informed that as this section of the drain is only used by the Scouts and the Council this is a joint responsibility. The Clerk confirmed that the work could safely wait for a few months.

The Welwyn Scout Group are to demolish their existing building and re-build a new Scout Headquarters and have requested this drainage work be put on hold until their building work commences.

**2011/139**

**REPORTS OF COMMITTEES**

**Planning and Licensing:** Councillor Hukin, Chairman of the Committee presented a report of the meeting held on the 4<sup>th</sup> October 2011 and answered questions.

Mr Jon Green has resigned as Chairman of the Welwyn Planning and Amenity Group (WPAG) after serving 10 years as Chairman, Jon is also to step down as the WPAG representative on the Planning and Licensing Committee and recommends the Council co-opt the new Chairman of the WPAG Mr John Roper, onto the Planning and Licensing Committee. A letter was circulated with the Agenda as Appendix 1.

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

**RESOLVED** "that the Chairman of the Welwyn Planning and Amenity Group (WPAG) and one other member from the WPAG be co-opted onto the Planning and Licensing Committee".

**Unanimously agreed.**

**Leisure Facilities and Open Spaces:** Councillor McLusky, Chairman of the Committee presented a report of the meeting held on the 10<sup>th</sup> October 2011 and answered questions.

**Item 2011/063 To Consider Hire Charges for Council Owned facilities, playing fields and charges for the Cemetery for the year 2012/2013.**

Following discussion it was agreed that in future the Leisure Facilities and Open Spaces Committee would recommend charges for the following year to the Finance Committee. The Finance Committee would then make a recommendation to Full Council who would set charges for the following financial year.

As a decision on Allotment rents was already urgent, with the rents falling due on 1<sup>st</sup> January each year, it was proposed by Councillor Neville, seconded by Councillor Skidmore and

**RESOLVED** "that the Leisure Facilities and Open Spaces Committee's recommended increases in Allotment rents for the 2012 year be agreed".

**Unanimously agreed**

**2011/140**

**INVESTMENT STRATEGY**

The Clerk advised the best rate for a one year investment she has sourced was a Town, Parish and Community Council Fixed Rate Deposit with the Nat West Bank, from 23<sup>rd</sup> November 2011 to 23<sup>rd</sup> November 2012 at 3% gross rate per annum.

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

**RESOLVED** "that the Clerk investigate this further and report to the Finance Committee. The Finance Committee be authorised to progress an investment with the Nat West Bank if this is the best rate that can be achieved".

**Unanimously agreed.**

- 2011/141 CAR PARKING RESTRICTIONS PROPOSED BY WHBC TO INCLUDE CHARGING FOR THE USE OF HIGH STREET AND LOCKLEYS DRIVE CAR PARKS.**  
 Working Party meetings were held on 27<sup>th</sup> September, 3<sup>rd</sup> October, and 17<sup>th</sup> October 2011. The Agendas and Notes were circulated with the Agenda as Appendix 2.  
 The Chairman Councillor Neville sent letters to all Welwyn Hatfield Borough Councillors (WHBC). Copy circulated with the Agenda as Appendix 3.
- The leader of WHBC Councillor John Dean requested a meeting with the Council; the meeting is to be held at 6pm in Campus West on Monday 7<sup>th</sup> November 2011. Councillor Dean has agreed that Mr J Green (Chairman of the Parish Plan Action Group), Mr P Lee (Chairman of the Ayot St Peter Parish Meeting) and the Clerk can also attend this meeting.
- Copies of the leaflet delivered to all residents, a poster displayed in the Parish and a notice which was put on cars in the High street and Lockleys Drive car park were circulated with the Agenda as Appendix 4  
 Employment of an Independent Parking Consultant, the invoice was circulated with the Agenda as Appendix 5. It was noted that only travel expenses had been claimed.
- 2011/142 COMMUNITY TOILET SCHEME**  
 The Community Toilet Scheme agreement has been signed by the White Hart Hotel and signage to alert people to this scheme has been purchased. Councillor McKay reported permission to erect the signs on the Highway had not been obtained to date. The Clerk to pursue this matter. In the interim one sign has been erected on St Mary's Church ground.  
 A further <sup>commercial</sup> property is interested in joining the Community Toilet Scheme and Councillor McKay to pursue this matter.  
 It was agreed the scheme, as the first in the WHDC area should be advertised, possibly in the 'Life' magazine.
- 2011/143 STANDING ORDERS POLICIES AND PROCEDURES MANUAL**  
 The Chairman Councillor Neville and the Clerk reviewed the Council's Standing Orders, Policies and Procedures Manual, a copy was attached to the Agenda for the meeting held on the 26<sup>th</sup> September 2011 as Appendix 7.
- A review of Appendix G and H was undertaken by the Complaints Committee.  
**Post Meeting Note:** The minutes of that review are now available and are attached as **APPENDIX 1**  
 Revision to Standing Orders to be discussed at the next Full Council meeting.  
 Councillors are requested to bring the Agenda papers for the meeting held on the 26<sup>th</sup> September 2011 **to save re-printing a copy of the amended Standing Orders.** Deletions are marked in RED, additions are marked in GREEN
- 2011/144 ST MARY'S CHURCHYARD**  
 A request was received from a church member to trim back the tree near the front porch of the church as it was obscuring the clock from all but a very limited angle. A member of the Parochial Church Council agreed that this work was required. As the tree is in a conservation area permission to undertake this work was sought from WHBC. WHBC advised the tree now has a TPO and therefore this Council made a further application to undertake this work. A report to be made at the next Full Council meeting.
- 2011/145 PAVILION REFURBISHMENT**

Following investigation major work is required to the Pavilion drainage system. Three quotations have been received to complete the required work; quotations were circulated with the Agenda as Appendix 6.

Concern was expressed that the three quotations seem to quote for different work. Further investigations to be undertaken for discussion at the next meeting.

**2011/146 PROPOSED PURCHASE OF A SALT SPREADER**

Information received from National Association of Local Council (NALC) on the legal implications of Welwyn Parish Council purchasing a salt spreader for use by volunteer Councillors during icy weather was circulated with the Agenda as Appendix 7. A document entitled 'Dealing with Winter Gritting and Snow Clearance Guidelines from Herts. County Council, to include an agreement to mobilise a workforce during inclement weather, was tabled and is attached as **APPENDIX 2**

Councillor McKay, with the help of the Clerk, to investigate this matter further and prepare a paper for discussion at the next meeting.

**2011/147 CIVIC CENTRE CEILING FANS**

One ceiling fan in the Civic Centre main hall is not working, inspection of all three ceiling fans confirmed that all three either require repair or replacement. The company who completed all the electrical work required during the refurbishment of the Civic Centre have provided two quotations, one to repair the three fans, one to replace the three fans. Quotation was circulated with the Agenda as Appendix 8.

The Clerk to ascertain the function of the fans and to investigate whether this work could be delayed until another financial year.

**2011/148 THE CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY**

A Briefing updating NALC Policy Briefings issued in February and March 2011 was circulated with the Agenda as Appendix 9

Following discussion it was agreed that in principle the Council should as far as practical adopt this policy however this should not unduly increase the work load of the staff. The first four bullet points in Paragraph 12 of the code to be included on the web site, the remaining six bullet points are contained in the Minutes and therefore are available to download, without the requirement to incur additional staff costs.

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

**RESOLVED** "that the Council adopt the Code of Recommended Practice for Local Authorities on Data and Transparency in principle and introduce those things which are readily available and that this resolution be reviewed annually".

**Unanimously agreed.**

The Clerk to ascertain how many 'hits' there are on the Welwyn Parish Council web site.

**2011/149 PROPOSED ITEMS FOR INCLUSION IN THE BUDGET FOR THE 2012/2013 FINANCIAL YEAR**

To consider the recommendations of the Leisure Facilities and Open Spaces Committee for inclusion in the 2012/2013 Budget. Details were circulated with the Agenda as Appendix 10.

Following discussion, it was agreed the Finance Committee would review the items put forward by the Leisure Facilities and Open spaces Committee and make a recommendation to Full Council.

The Clerk to ascertain the Police Authority's policy on Police Community Support Officers (PCSO) and as the two year agreement Welwyn Parish Council entered into, to part fund a PCSO will terminate on the 31<sup>st</sup> March 2012, the cost of part funding a PCSO for the following two years.

**2011/150 TO EXCLUDE THE PRESS AND PUBLIC UNDER SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR THE FOLLOWING ITEMS ON THE AGENDA, ON THE GROUNDS THAT IT MAY INVOLVE THE LIKELY DISCLOSURE OF CONFIDENTIAL INFORMATION.**

**EXEMPT BUSINESS**

**2011/151 MINUTES OF THE FULL COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 24<sup>TH</sup> OCTOBER 2011**

**RESOLVED** "that the Minutes of the Full council Meeting (Exempt Business) held on the 24<sup>th</sup> October 2011 be approved and signed".

**011/155 CLOSE OF MEETING**

The Chairman thanked everyone for attending and closed the meeting at 10.40pm.

Signed.....Chairman, Welwyn Parish Council

28<sup>th</sup> November 2011