

**A MEETING OF
WELWYN PARISH COUNCIL
To Be Held In
THE PARISH CENTRE, LOCKLEYS DRIVE, WELWYN
ON MONDAY 31ST OCTOBER 2011
COMMENCING AT 7.30PM**

7.30PM: PUBLIC PARTICIPATION: 15 MINUTES IS ALLOWED FOR THE PUBLIC TO ADDRESS THE COUNCIL

7.45PM: COUNCIL MEETING TO TRANSACT THE FOLLOWING BUSINESS

- 1. WELCOME**
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF THE COUNCIL MEETINGS HELD ON THE 26TH SEPTEMBER AND 24TH OCTOBER 2011**
- 5. 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 10th 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 26th September 2011. 1st 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 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.

6. REPORTS OF COMMITTEES

- Planning and Licensing 4th October 2011

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. Letter attached as **APPENDIX 1**

- Leisure Facilities and Open Spaces 10th October 2011

7. INVESTMENT STRATEGY

Report by the Chairman of Finance, Councillor Skidmore.

8. 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 27th September, 3rd October, and 17th October 2011. The Agendas and Notes are attached as **APPENDIX 2**

The Chairman Councillor Neville sent letters to all Welwyn Hatfield Borough Councillors (WHBC). Copy attached 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 the Parish Centre on the Monday 31st October 2011.

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 attached as **APPENDIX 4**

Employment of an Independent Parking Consultant, invoice attached as **APPENDIX 5**

9. 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. Report by Councillor McKay

10. 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 26th September 2011 as

Appendix 7. Councillors are requested to bring the Agenda papers for the meeting held on the 26th September 2011 to save re-printing a copy of the amended Standing Orders.

Deletions are marked in RED, additions are marked in GREEN

11. 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.

12. PAVILION REFURBISHMENT

Following investigation major work is required to the Pavilion drainage system. Three quotations have been received to complete the required work, quotations attached as **APPENDIX 6**

13. 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. Attached as **APPENDIX 7**

14. 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 attached as **APPENDIX 8**

15. THE CODE OF RECOMMENDED PRACTICE FOR LOCAL AUTHORITIES ON DATA TRANSPARENCY

The attached Briefing updates NALC Policy Briefings issued in February and March 2011. **APPENDIX 9**

16. 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 attached as **APPENDIX 10**

To consider including in the budget the demolition of the existing public toilets.

17. 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

18. MINUTES OF THE FULL COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 24TH OCTOBER 2011

19. MATTERS OF REPORT FROM THE FULL COUNCIL MEETING (EXEMPT BUSINESS) HELD ON THE 24TH OCTOBER 2011

20. TO DISCUSS CAR PARKING IN WELWYN IN THE LIGHT OF THE ABOVE AND OF THE MEETING DUE TO HAVE TAKEN PLACE EARLIER THIS EVENING

21. STAFFING REPORT BY THE CLERK

22. CLOSE OF MEETING

Anita S Pack
Clerk to the Council

Posted: 24th October 2011