

**MINUTES OF THE MEETING OF
WELWYN PARISH COUNCIL
HELD ON MONDAY 29th JUNE 2009 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, R McKay, L McLusky, P Neville and I Skidmore.

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

APOLOGIES: Councillor H Ober

PUBLIC PARTICIPATION: One member of the public attended the meeting.

OPENING OF THE MEETING

The Chairman welcomed all present and opened the meeting.

2009/083 DECLARATION OF ACCEPTANCE OF OFFICE.

Mr Ashley Blackett signed his Declaration of Acceptance of Office, witnessed by the Acting Clerk, and took a seat as a Councillor in the Council Chamber

2009/084 DECLARATION OF INTEREST:

Councillor Colpitts declared an interest in item 10 as he is a member of the Parish Plan Action Group

2009/085 MINUTES OF THE COUNCIL MEETING HELD ON 26TH MAY 2009.

RESOLVED that the Minutes of the Council meeting held on the 26th May 2009, be approved and signed".

Unanimously agreed.

2009/086 MATTERS ARISING FROM THE MINUTES OF THE COUNCIL MEETING HELD ON 26TH MAY 2009

Minute No 2009/077. The meeting of the Welwyn and Hatfield Association of Local Councils has been re-scheduled and is to take place on the 15th September 2009 in the Civic Centre commencing at 8pm. All Councillors are invited to attend the meeting which is being hosted by Welwyn Parish Council

2009/087 REPORTS OF COMMITTEES

Planning and Licensing Committee. Councillor M Benson, Chairman of the Committee, presented a report of the meeting held on

the 1st June 2009 and answered questions. The election of the Chairman and Vice Chairman for the 2009/2010 year had been deferred to the next meeting as Councillor Hukin was not in attendance.

Minute No. 2009/050 Proposed Development in Fulling Mill Lane. Councillor Hukin requested this item be deferred and put on the next Planning and Licensing Committee Agenda for further discussion. Following debate of this issue, it was proposed by Councillor Benson, seconded by Councillor McKay and

RESOLVED “that the decision of the Planning and Licensing Committee be upheld.”

Vote: 10 for
1 abstention

Carried

Leisure Facilities and Opens Spaces Committee. Councillor McLusky, Chairman of the Committee, presented a report of the meeting held on the 8th June 2009, and answered questions.

Minute No 2009/052 Cleaner Villages Week. The Chairman advised due to an error on one of the posters advertising the Walk About events there would now be two Welwyn Village Walkabout evenings. The first on the 30th June 2009 commencing at 7.30 from the Parish Centre and the second on the 1st July commencing at 7pm again from the Parish Centre.

Councillor Hukin reported that he has received a complaint that rubbish is being left at the top end of the Cemetery and requested the siting of a bin in this area. It was agreed to investigate this matter at the forthcoming Cemetery Walkabout.

Minute No 2009/033 Waiting Room at the Cemetery. Councillor Colpitts advised he had also suggested a person who would be interested in submitting ideas to the Committee about the future use of the Waiting Room. Following discussion, Councillor Colpitts agreed to contact Mr Trigg on the Council’s behalf.

Minute No 2009/048 Fruit tree and Leylandii overhanging Orchard Road Allotment site. Councillor Neville was very pleased to see an amicable solution had been achieved.

2009/088 FINANCE REPORT

Councillor Skidmore advised that in the absence of a Finance Committee meeting, an interim Financial Report had been produced. Circulated with the Agenda as **Appendix 1**

A Report on the Year End Accounts for the period 1st April 2008 – 31st March 2009 was tabled and is attached as **APPENDIX A**

Mr. Howard of RBS Solutions gave a report on the closing of the accounts for 2008/09 and the installation and management of the new Omega Software package. The Year End Accounting procedure for 2008/09 had been completed successfully and training on the new package was to take place the next day.

The Acting Clerk gave a report on the Payroll Accounting Package for 2008/09 and advised the correct legislation was in use for the 2009/10 year, and answered all questions raised.

Councillor Skidmore assured the Council that a robust Accounting and reporting procedure would be put in place and reported to the Finance Committee and the Council at the appropriate intervals.

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

RESOLVED "that it be officially recorded in the Minutes that the Acting Clerk, Anita Pack has been appointed the Acting Clerk/Responsible Financial Officer of the Council until the recruitment process can be completed".

2009/089 TO ACCEPT THE 2008/09 STATEMENT OF ACCOUNTS

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

RESOLVED" that

- a) the Council approves the statement of accounts for Welwyn Parish Council as detailed in section 1 of the Annual Return for the year ended 31st March 2009.

Unanimously agreed

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

RESOLVED" that

- b) the Council approves the Annual Governance Statement for Welwyn Parish Council as detailed in Section 2 of the Annual Return for the year ended 31st March 2009.

Unanimously agreed

Following discussion it was agreed that an Internal Audit would be undertaken at least twice during the 2009/2010 year.

2009/090 PARISH PLAN ACTION GROUP REQUEST FOR FUNDING

Councillor Butler requested the Parish Council's support for the Parish Plan Action Groups application for funding from the Welwyn Hatfield

Borough Council's (WHBC) Community Chest Budget, for funding to enable the production of a Senior Citizens Digest called "Everything Within"

Following discussion it was proposed by Councillor Butler, seconded by Councillor Blackett and

RESOLVED "that Welwyn Parish Council fully supports the Parish Plan Action Groups request for funding from the WHBC Community Chest Budget to enable the production of "Everything Within", a Senior Citizens Digest.,

2009/091 WELWYN FESTIVAL 2009.

Review the Council's involvement in the 2009 Festival.

The Chairman advised this year's event had been the biggest and most successful to date. The Parish Council stand had been manned by the Chairman Councillor Blackburn and Councillors Butler, McKay, and McLusky

The stand had been erected by the staff who had to take down the stand at the end of the day in the pouring rain. The Chairman wished to record the Council's thanks to the staff for their much appreciated help during the week and on the family fun day, and to the Councillors involved in the event.

Issues raised at the 2009 Festival

There had been no significant issues raised during the event

EXEMPT BUSINESS

Under Section 100A (4) of the Local Government Act 1972 for the following item 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 Schedule 12A of the Act by virtue of the paragraph specified against the item.

2009/92 MINUTES OF THE MEETING HELD ON THE 26TH MAY 2009

RESOLVED" that the Minutes of the meeting held on the 26th May 2009 be approved and signed".

Unanimously agreed

2009/094 The Chairman thanked all present and declared the meeting closed at 9.25pm

Signed.....Chairman, Welwyn Parish Council

Dated 27th July 2009