

# WELWYN PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 31<sup>ST</sup> OCTOBER 2006 HELD IN THE PARISH CENTRE WHICH COMMENCED AT 7.45PM

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*There were no members of the public who chose to speak in the 15 minutes allocated for 'Public Participation'*

**PRESENT:** Chairman, Councillor J Roper, J Blackburn, A Burnapp,  
S Butler, C Hukin, P Neville, C Passmore, M Rowland and I Skidmore

**ATTENDANCE:** R Findlay, Clerk,

**2006/98 APOLOGIES FOR ABSENCE:**  
Councillors M. Benson and I Wheeler, who both had other commitments.

**2006/99 MINUTES OF THE MEETING HELD ON 29<sup>TH</sup> AUGUST 2006:**  
The minutes of the meeting held on 29 August 2006 were considered by Council and accepted as an accurate and correct record then duly signed by the Chairman.

No meeting of Full Council was held in September 2006

**2006/100 MATTERS ARISING FROM THE MINUTES OF 29<sup>TH</sup> AUGUST 2006:**  
Local democracy campaign – The Chairman reported he had spoken with Michael Freeman from Welwyn Hatfield Council and has told the Chairman he will be involved with the scheme.

The Chairman also reported that there would soon be two new Youth Councillors representing Welwyn.

**2006/101 POLICE COMMUNITY SUPPORT OFFICERS (PCSO's):**  
It was reported that since the last meeting another document had been published regarding extended powers to PCSO's.

Woolmer Green Parish Council is considering the possibility of joining the PCSO scheme and would like for Welwyn Parish Council to share the cost of a PCSO.

After discussion it was resolved that the Clerk pursue guidance from NALC. Councillor Neville offered, as the representative for the Parish Council, to contact HAPTC both will report their findings to the next Full Council meeting.

**2006/102 LOCAL AUTHORITY RESOLUTION:**  
Councillor Blackburn summarised the meeting he had attended at Welwyn Hatfield Council on 24<sup>th</sup> July 2006. He proposed that the Parish Council support the 'Sustainable Community Bill'.

It was agreed unanimously, Therefore, it was **Resolved** that Welwyn Parish Council support the 'Sustainable Community Bill'. The Clerk would inform the local Member of Parliament and Borough Council. The Council thanked Councillor Blackburn for his report.

**2006/103 CLEANER WELWYN WEEK:**  
It was agreed to form a new Working Party, which would still involve non-Councillors. Councillor Burnapp suggested that the Working Party look at the possibility of a rolling campaign to educate people to keep the village clean. Councillor Blackburn volunteered to convene a new Working Party that should include a Councillor from the Oaklands, Mardley Heath Ward and Digswell Ward. He asked that names be submitted directly to him. So far, Councillor A. Burnapp, Councillor J. Roper and Councillor C. Passmore, John Green and Mark from the local florist have agreed to be involved. In the initial stage

one meeting per month was advised until it has been structured. It was also suggested that the first cleanup week be the week following the Welwyn Festival in June 2007.

2006/104

#### **REPORTS OF COMMITTEES & WORKING PARTIES:**

- **Planning Committee (September and October reports):**

Councillor Hukin reported to Full Council on the meetings.

Councillor Neville has submitted a report to the Clerk to be discussed at the next planning meeting and gave his apologies as he will be unable to attend.

Councillor Skidmore asked that 'Wendover Drive Development' be put onto the next Planning Agenda for discussion.

- **Leisure Facilities Committee (October report, no meeting had been held in September):**

CLr Blackburn reported on the meeting in the absence of the Committee Chairman. He also reported that he did Chair the meeting as the Chairman had been unavailable.

It was agreed that the Clerk, Chairman of Leisure and the Chairman of Finance arrange a meeting to discuss the Civic Centre Lease.

It was reported that the Alarm at the Civic Centre is now up and working.

The Solar Lighting at the Youth Shelter has now been repaired, Anti-Vandal Paint applied to the roof and the legal notices erected.

- **Allotment, Cemetery and Churchyard Committee: (September and October reports):**

Councillor Blackburn presented both sets of Minutes to Council.

He reported that the key element of the meeting was the new Banding Scheme for the Allotments that the Clerk had produced and had been a major exercise. It was originally thought there would be nine bands but the Clerk has brought it down to four which would eventually become three. (*A copy of the documentation was given to all Councillors*). He thanked the Clerk and Councillor Butler for her contribution to the exercise

He asked that the Council endorse the proposals within the document to introduce the new Banding Scheme with effect from April 2007.

It was agreed unanimously. **Resolved** the new Banding Scheme to be introduced from April 2007.

- **Finance Committee (September and October reports):**

The Chairman asked Full Council to accept the payments for September and October.

**September = £**

**October = £**

This was unanimously agreed by Council.

**Resolved** all payments were accepted by Council.

- **Civic Centre Working Party:**

The Clerk reported on the correspondence from Welwyn Hatfield Borough Council regarding the Lease and the request that the Parish Council pay Welwyn Hatfield Borough Council £15,000 per annum, backdated to 2004 for the lease of the Centre.

It was reported that the Parish Council have to take into account income, maintenance work, salaries for staff and the Rental fee in considering the proposal.

The Clerk has contacted the Parish Council's solicitor to ask for a copy of the agreement between the Parish Council and Welwyn Hatfield Borough Council and to ask for their advice.

It was agreed that the Clerk contact Welwyn Hatfield Borough Council to let them know of the situation.

- **Youth Working Party:**

The Chairman will notify individuals that a meeting has been arranged at the White Hill Centre for Wednesday 15<sup>th</sup> November 2006 at 7.30pm.

**2006/105**

**ACCOUNTS FOR AUDIT 2004/2005 AND 2005/2006:**

The Chairman of the Committee explained to Full Council the reason why both sets of accounts had been delayed and where the Council now was within the set timetable. *(The details of which had previously been circulated to all Councillors).*

The 'Notice of Electors Rights' has been displayed in all the notice boards.

Once the internal auditor had been agreed, the auditors account documents will be ready to be adopted and signed at the next Full Council meeting.

It was reported that Steve Vine having been appointed the Parish Councils Accountant for the duration of the auditing procedure had worked extremely well sorting out the data due to the collapse of the previous accounting programme. The Chairman reported that a new accounting package, 'Sage', had been purchased and himself and the Clerk would be receiving full training.

At this stage the Council unanimously agreed and **Resolved** to make Steve Vine the Parish Council's internal Auditor for the accounts of 2004/2005 and 2005/2006.

**2006/ 106**

**WRITTEN REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES:**

None received.

**2006/107**

**COUNCILLOR'S WRITTEN REPORTS:**

Councillor Neville reported on the unsuitability of large vehicles being directed along narrow and unsuitable lanes. Councillor Neville then asked Council that HAPTC be asked to raise the problem with NALC regarding the issue of Satellite Navigation Systems directing large vehicles along unsuitable lanes.

This was unanimously agreed by Council.

**Resolved**, the Clerk to contact HAPTC.

**2006/108**

**STAFFING UPDATE:**

The Clerk reported that two new appointments had been made. Suzanne Harrop would be joining the staff as part-time Office Administrator who would be starting on 1<sup>st</sup> November 2006. Clive Page had been appointed as Handy-person who would be due to start in two or three weeks' time. The Clerk also thanked the Chairman, Councillor Roper and Councillor Skidmore for interviewing the Handy-person applicants and helping the Clerk in the final selection.

**2006/109**

**CLOSE OF MEETING:**

The Chairman closed the meeting at 9.35pm

Signed.....Chairman

Date.....2006