

**MINUTES OF THE MEETING OF THE
WELWYN PARISH COUNCIL
HELD ON TUESDAY 29TH MAY 2007 AT 7.45PM
AT THE PARISH CENTRE LOCKLEYS DRIVE WELWYN**

There were no members of the public who wished to speak during the time allocated for Public Participation.

Present: Chairman, Councillor J Roper and Councillors M Benson, J Blackburn, H Hughes, C Hukin, L. McLusky, P Neville, L Page and I Skidmore.
(One Vacancy)

In Attendance: R Findlay (Clerk) and one member of the public

APOLOGIES: Councillor, S Butler (Holiday)

2007/66 COUNCIL VACANCY

It was reported that the Clerk had put up notices requesting applications for persons to apply to the Council to fill the vacancy of a Councillor. The closing date is 24th June 2007 and applications will be considered at the meeting of Council on 26th June 2007. Applicants will then be invited to the Council meeting on 31st July 2007 when a decision will be made.

2007/67 DECLARATION OF INTERESTS

No Councillors made any Declarations of Interest.

2007/60 MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON THE 8TH MAY 2007

The minutes which had previously been circulated to Councillors were considered and agreed they were an accurate and correct record. It was **Resolved** that the Council accepts the minutes ten they were duly signed by the Chairman.

2007/61 MATTERS ARISING FROM THE MINUTES OF 8TH MAY 2007

There were no matters arising from the minutes.

2007/62 MATTERS ARISING FROM THE ANNUAL PARISH ASSEMBLY HELD ON 24TH MAY 2007

The Clerk went through the items raised at the Annual Parish Assembly.

Christmas Lights: It was reported that the Welwyn Festival Group might be interested in the purchasing of new Christmas Lights.

Youth Shelter: The Clerk reported that anti-vandal signs are replaced when they are vandalised. It was suggested that a sign could be painted along the (top) front of the shelter. The Clerk also reported that the graffiti had been etched into the polyurethane panel on the back of the shelter.

Digswell Playing fields: The history and background was explained to new Councillors. It was agreed to continue with the persuance of managing Digswell Playing fields with the Borough Council.

Oaklands Play area: It was agreed to pursue looking for land in the area and pass this item to the Leisure Facilities and Open Spaces Committee for discussion.

Initials.....

- Parking within the Parish: It was agreed that some parking problems would be solved if the White Hill Centre Car park were used more often.
- Civic Centre Lease: It was agreed this item had been reported as fully as possible at the Assembly.
- Website: It was agreed to look at managing the website by looking at other possibilities.
- Parish Guide: This item is to be passed to the Leisure Facilities and Open Spaces Committee for discussion.

The Chairman reported that the Annual Assembly had been a successful meeting, there were many attendees and that the time given for presentations was a good idea in involving the community. It was suggested that other organisations are invited to give presentations next year. The Clerk will look into this. It was noticed that no one representing the Police and the local businesses were in attendance and hoped that next year they would attend.

The Chairman thanked the Clerk and staff for their work in making the evening successful, the Councillors for their support and the Welwyn Film Society for again attending.

It was suggested that the Councillors' address be shortened next year to allow extra presentations and more time for questions from the floor if needed. It was also suggested that the Chairman's report and Financial report could be printed out in advance of the meeting and handed out to the attendees.

2007/63 REVIEW OF THE COUNCIL'S STANDING ORDERS

The Clerk had reviewed the Standing orders of the Council and the Council's Financial Standing Orders and put forward the suggestions she had received. As shown below:

- **Addition:** Meeting of the Council Standing Order 2 **APPROVED**
- **Amendment:** Closure or Suspension of Business. Standing Order 45 **APPROVED**
- **Amendment:** Standing and Other Committees and Bodies. Standing Order 53 **APPROVED**
- **Amendment:** Standing and Other Committees and Bodies. Standing Order 54 **APPROVED**
- **Addition:** Public Participation/Public Question Time. Standing Order 64 **APPROVED**
- **Deletion:** Public Participation/Notification & Circulation **APPROVED**
- **Amendment:** Standing Committees of the Council and Terms of Reference: A1 **APPROVED**
- **Amendment:** Standing Committees of the Council and Terms of Reference: Planning Committee – Title Change **APPROVED**
- **Amendment:** Standing Committees of the Council and Terms of Reference: Leisure Committee – Title Change **APPROVED**

Initials.....

- **Deleted:** Standing Committees of the Council and Terms of Reference: Allotment, Cemetery & General Purpose Committee. (Incorporated into the Leisure Facilities & Open Spaces Committee) **APPROVED**
- **Addition & Amendment:** To Leisure Facilities & Open Spaces Committee's Terms of Reference. (c) Addition. (e) Part deleted **APPROVED**
- **Standards relating to Contracts (C8):** (a) & (b)) deleted. (c) Addition. **APPROVED**
- **Standards relating to Contracts (C10):** Deletion and Amendment. **APPROVED**
- **Addition: Code of Conduct for Councillors:** General Obligations: No.7 **APPROVED**

The Local Authorities Order (Model Code Of Conduct) Order 2007, which came into force on 3rd May 2007 has yet to be adopted by the Council and will be discussed at the next Council meeting.

Therefore, it was noted that the suggestions for Standing orders No. 67 & 68 will be considered at that meeting.

2007/64 REVIEW OF THE COUNCILS FINANCIAL STANDING ORDERS

The Finance Committee recommended that the Council accept the amendments to 3.4 and 6.2.

- **Financial Regulations – Budgetary Controls (D3):** 3.4 Addition. 6.2 Addition. **APPROVED**

2007/65 REPORTS FROM COMMITTEES AND WORKING PARTIES

Planning & Licensing Committee: The Chairman, Cllr Hukin presented the minutes of the Committee to Council for information. Cllr. Hukin handed over to Cllr. Skidmore who reported on the presentation at the meeting of the Welwyn Planning and Amenity Group.

It was agreed to discuss the formation of a Planning Working Party to work with the group and with the Borough Council. This is to be discussed at the next Planning & Licencing Committee meeting. It was also agreed to invite Jon Green to all the future meetings. The Chairman to liaise with the Clerk.

Leisure Facilities & Open Spaces Committee: The new Chairman of the Committee, Cllr. Blackburn presented Hukin presented the minutes of the Committee to Council for information. It was also reported that Cllr. Benson has been elected Vice Chairman of the Committee.

Finance Committee: The Chairman, Cllr Skidmore reported on the meeting, which had been held earlier in the evening.

It was recommended to Council that they accept the expenditure of **£22,130.05** for the month of April 2007. This was **Unanimously** agreed.

It was also recommended to Council that they accept the expenditure of **£25,606.10** for the month of May 2007 to date. This was also **Unanimously** agreed.

Initials.....

The Council also recommended that copies of the Contractors schedules be given to Councillors of the Leisure Facilities and Open Spaces Committee for information.

The Clerk was asked to check the cost to the Council for the cleaning of the Councils "Welwyn Parish Council" mats. The Clerk reported that this task could now be completed by the Handy man and she will check the contract.

The Chairman of the Council thanked the Chairmen for their Committee reports.

2007/66 TO RECEIVE WRITTEN REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

There were no reports received.

2007/67 COUNCILLORS WRITTEN REPORTS

Cllr. Skidmore reported to Council on a meeting to discuss the Parking problems on Digswell. (*Appendix1*)

2007/68 SINGLERS MARSH

Cllr. Skidmore reported on the present situation regarding Singlers Marsh. It was agreed that this item be delegated to the Leisure Facilities & Open spaces Committee for discussion.

2007/69 CIVIC CENTRE LEASE UPDATE

The Clerk reported the next step was to speak with the Council's solicitor together with the Chairman of Finance.

2007/70 HAPTC NEW COUNCILLORS WORKSHOP

The Clerk asked Councillors to let her know as soon as possible if they would like to attend the workshop on 12th June 2007 at the Civic Centre, as places would probably be limited. If Councillors could not attend that workshop there are other dates available at other venues, the Clerk will send out details.

2007/71 NALC CONFERENCE

This event is to be held on Bournemouth from 5th – 7th October 2007. Councillors were informed that it was a very informative event. The Clerk will send out the details and Councillors should contact the Clerk if they are interested in attending.

2007/72 CLOSE OF MEETING

The Chairman thanked everyone for attending the meeting and closed the meeting at 9.34pm

Signed:.....Chairman of the Council

Date: 26th June 2007