

## WELWYN PARISH COUNCIL

### MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY 28<sup>TH</sup> AUGUST 2007 AT THE PARISH CENTRE LOCKLEYS DRIVE WELWYN COMMENCING AT 7.45PM.

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#### **PUBLIC PARTICIPATION:**

One member of the public addressed the Council regarding what papers were the public allowed when attending a Council meeting. The Clerk said that they could have copies of the agenda and a copy of the Minutes once Council had approved them.

He also asked if the Council could increase the rents payable to the Council for the premises they rent out as the extra money could be used for youth activities and equipment. He was told the Finance Committee would discuss this at their next meeting.

**PRESENT:** Councillor J Roper (Chairman) and Cllrs J Blackburn, S Butler, H Hughes, C Hukin, Cllr L McLusky, P Neville, L Page and I Skidmore.

**IN ATTENDANCE:** R Findlay (Clerk to the Council) and one members of the public.

**WELCOME:** The Chairman welcomed everyone and opened the meeting at 7.47pm

**APOLOGIES:** Apologies were received from Cllrs M Benson, Mr I Colpitts (Holiday)

**2007/111            DECLARATIONS OF INTEREST:**  
No one declared an interest in any of the agenda items.

**2007/112            MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> JULY 2007:**  
After amending the minutes to change "Sidmore" to "Skidmore" It was **Resolved**, that the Minutes were a true and accurate record and duly signed by the Chairman.

**2007/113            MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 31<sup>ST</sup> JULY 2007:**

- Welwyn Hatfield Parishes meeting. The Clerk reported that she had contacted HAPTC who have agreed to convene a meeting. The Clerk suggested that each of the Council's involved take over the secretariat in rotation.
- Boundaries/Electoral update: It was reported that the Clerk had emailed and posted hard copies of the Council's recommendations to both the Boundary Commission and Welwyn Hatfield Council. No acknowledgements had yet been received. The Clerk is to follow this up.
- High Street Closure: The Clerk reported that she had been in contact with the Highways Agency and reported the comments from the Council from the emergency meeting held earlier in the month. It was reported that the work is to start on 3<sup>rd</sup> September 2007
- Welwyn Parish Guide: This Item was passed to the 'Leisure Facilities and Open Spaces Committee'.

**2007/114            ADOPTION OF REVISED CODE OF CONDUCT:**  
After discussion by Council, it was **Proposed** by Cllr Skidmore and **seconded** by Cllr Neville that:

"Welwyn Parish Council **ADOPT** the Revised **Code of Conduct**, with the **exception** of the mandatory (**Part 1, General Provisions, General Obligations**) **Paragraph 7**.

And to **INCLUDE** the mandatory:

**(Part 1, General Provisions, Personal Interests), Paragraph 12 (2)**

And to **INCLUDE** "The Ten General Principles of Public Life":

**Resolved**, this was unanimously agreed by Council.

All Councillors present at the meeting then signed the "Declaration of Acceptance of the New Code of Conduct" in the presence of the Clerk. The Clerk will arrange for the absent Councillor to sign their declarations.

'The Code of Conduct' and 'The Ten General Principles of Public Life' will be incorporated into the Councils "Policy and Procedures" Manual.

**2007/115**

**ADOPTION OF COMPLAINTS PROCEDURE;**

It was reported that the Council needed to adopt a Complaints Procedure for Councillors and the Clerk. Councillors had been given a copy NALC's Model procedures at the last meeting and the Chairman reiterated what the document contained.

**Resolved**, It was unanimously agreed to **ADOPT** the procedure, any complaints made under this procedure will be reported to Full Council only and not any Committee. The procedure will be included into the Council's "Policy and Procedures" manual.

**2007/116**

**COMMISSION FOR PATIENT & PUBLIC INVOLVEMENT IN HEALTH:**

It was reported that the "Commission For Patient & Public Involvement In Health" would like someone from the Council to join their Forum. Cllr. Skidmore said he was interested and would like to join.

**Resolved** the Clerk notify the "Commission For Patient & Public Involvement In Health".

**2007/116**

**BOROUGH, PARISH J& TOWN COUNCIL'S MEETING:**

It was reported that the Chairman would be attending the next meeting, the Clerk gave her apologies as she would be on annual leave.

The Council agreed that Clerk ask for the following to be placed on the agenda for discussion:

1. Special Expenses
2. Devolution of Services to Parish & Town Council's with Quality Status.
3. Confirmation of procedures of attending Planning Committee meetings at the Borough Council.

**2007/116**

**CDA HERTS – INVITATION**

It was reported that the Herts CDA would like to attend a meeting of the Council to discuss local action regarding Global Impact.

**Resolved**, to invite the Herts CDA to give a presentation for 30 minutes maximum to the Parish Council.

**2007/117**

**AUGUST REPORTS FROM COMMITTEES & WORKING PARTIES.**

**1. Planning & Licensing Committee.**

Cllr Hukin, Chairman of the Committee presented Minutes of the August meeting for information. There were no questions on the Minutes.

**2. Finance Committee.**

Cllr Skidmore, Chairman of the Finance Committee, presented minutes of the August meeting.

He recommended that Council agree income and expenditure for July 2007 of £ 30,409.11

**Resolved**, payments for July 2007 totalling **£ 30,409.11** were accepted by the Council.

**3. Leisure & Open Spaces Committee.**

Cllr Blackburn, Chairman of the Committee presented minutes.

It was proposed that a Working Party be set up to look at and investigate "Heritage Posts" for each of the villages within the Parish.

**Resolved,** a Working Party be put together.

It was agreed that the "Youth Working Party" be put onto the next Leisure Facilities & Open Spaces Committee's agenda for discussion.

**4. Civic Centre Working Party.**

Cllr Blackburn who acted as Chairman for the Working Party in the absence of Cllr. M Benson presented the notes of the meeting held in July. There were no questions.

**2007/118 WRITTEN REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES.**  
None were received.

**2007/119 COUNCILLORS' WRITTEN REPORTS.**  
None were received.

**EXEMPT BUSINESS**

Under Section 100A (4) of the Local Government Act 1972, for items 6, 18 and 19 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.

**2007/120 CLERKS COMPLAINT**  
The Clerk reported on the progress.

**2007/121 CIVIC CENTRE LEASE – UPDATE.**  
The progress was reported to Council.

**2007/122 FUTURE OF THE CIVIC CENTRE.**  
A Draft Business Plan was presented to Council. The concept of the plan was applauded. After discussion it was agreed that it would need to be slightly modified and would be presented at the next Council meeting for discussion and possible adoption.

**Agenda items nos. 2007/120, 2007/ 121 and 2007/122 are fully recorded in the Confidential Minutes held by the Clerk.**

**2007/123 CLOSE OF MEETING.**  
The Chairman closed the meeting at 9.42pm

Signed:.....

Chairman, Welwyn Parish Council.

Date:.....2007