

To Councillors:

Jane Dodson, Tracy Chapman, Charlie Groves, Tony Stowe, James Garrod, Natasha Burton, David Little, David Kelleher, Anne Barker and William Gilbert

You are summoned to attend the
**Datchworth Parish Council 'Virtual Meeting' on
Tuesday 27th October 2020 at 7:00pm**

Following the passing of legislation, Parish Council Meetings will be held 'virtually' during the Covid-19 Lock-Down until they are able to be held face-to-face again.

Members of the public are welcome to this 'virtual meeting' to be held on Zoom. If you would like to join us, please [click here](#) for joining details or copy and paste the following URL:

<https://us02web.zoom.us/j/4088982896?pwd=dEc1aEJBcnZjcHgzd0EyVXJLWS85UT09>

This meeting will be held in accordance with our privacy policy, which is available on our website.

We welcome any questions from members of the public, particularly those who cannot join the meeting

AGENDA

- 1. To receive and accept apologies for absence**
- 2. Declaration of Interests - To receive declarations of interests from councillors on items on the agenda**
- 3. To grant any requests for dispensations as appropriate and if necessary**
- 4. Minutes - To verify the Minutes of the Full Council Meeting on 22nd September 2020**
- 5. Actions & Updates arising from last meeting**
 - a. Ditch maintenance rota (Cllr Groves)
 - b. Flood reporting link on website (Cllr Groves)
 - c. Wi-Fi provision (to be discussed under Website & Comms Group)
 - d. Recycling Options & Datchworth Coffee (to be discussed under Website & Comms Group)
 - e. Benches & Memorial Plaque (Clerk/Cllr Groves)
 - i. Letter of thanks to Cllr Crofton re benches (Clerk)
 - ii. Agree funding for plaque (All)
 - f. Additional Play Equipment (to be discussed under TAOS)

Parish Clerk: Mrs L Crofton

**c/o Hawkins Grange Farm, Hawkins Hall Lane, Datchworth, Herts SG3 6TF
Tel: 07938 743424 Email: clerk@datchworth-pc.gov.uk**

- g. Village Green re-vamp (Management Plan – to be discussed under TAOS)
- h. Community Orchard (to be discussed under Website & Comms Group)
- i. Anti-social behaviour & Fly tipping – link to website (Clerk)
- j. Cllr to Dodson to liaise with Magazine Editor
- k. Anti-bribery Policy – update (Cllr Dodson)
- l. Datchworth Green - Environmental Committee to follow up (to be discussed under Land issues)
- m. Datchworth Climate Group Stall request (to be discussed under Website & Comms Group) (Cllr Garrod)
- n. Bury Lane – Clerk to write to resident to confirm request (to be discussed under land issues)
- o. Clerk to purchase printer/mobile telephone/submit expenses form
- p. HR Policies – HR Committee to review (Cllr Little)
- q. RFO HR Docs – to be discussed under HR
- r. EHDC Oliver Rawlings contact – Environmental Group to follow up
- s. Write to resident re plane Noise - to be discussed under Environmental
- t. BGR Pavement – Team leader to be written to (to be discussed under Clerk's Report)

6. Public open session - 15 minutes where the public can ask questions of the Council. Reminder of protocol.

7. Review of Councillor responsibilities & Committees/Groups' Terms of Reference

8. Planning - (Report to be uploaded by Monday 26th October 2020) (Cllr. Dodson)
To consider the Parish Council's response of new applications, refusals & approvals since last meeting. Responses to be recorded & any letters of objection sent to EHDC.

9. Website & Comms Group (Cllrs. Dodson/Chapman/Stowe)

- a. Renaming of Orchard
- b. Datchworth.info
- c. Pecuniary interest forms to be added to website.
- d. East Herts Funding ideas
- e. Datchworth Climate Group Stall request
- f. Datchworth Citizen Awards.
- g. Wi-Fi provision
- h. OWL/Terry Morris (Cllr Chapman)

10. Village Hall Liaison (Cllrs Dodson/Chapman)

- a. Insurance
- b. Constitution
- c. GDPR/ICO

11. Compliance, Legal, Insurance and Policies: (CLIP Group)

- a. **Bulls Green** - Easement request
- b. **Bury Lane** – Update
- c. **Plough Car Park** - Update, including legal position (Cllr Chapman)
- d. **Nutcroft** - update on lease (Cllr Stowe)

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- e. **Conservation Proposal** - To consider the request by a resident. (Cllr Dodson)

Policies/Procedures – review and approval (Cllr Dodson)

- a. Easement Procedure Policy

12. Burnham Green Joint Management Committee (Cllr Chapman)

Update on last meeting of BGJMC

13. Environmental Group

- a. London Luton Airport arrival routes airspace change consultation.
- b. Electorate concerns re flight paths/noise
- c. Recycling Options & Datchworth Coffee

14. TAOS - Trees Amenities and outdoor spaces

(Cllrs Dodson/Chapman/Garrod/Groves)

- a. Turkey Farm Trees
- b. Relocation of All Saints Primary School banner
- c. Tree Survey/Quotes – update
 - i. Approval of quote for remaining areas
- d. Grass seed repair
- e. Turkey Farm Goals
- f. Fencing
- g. Risk assessments.
- h. Repair of equipment.
- i. Replacement swing at BG
- j. Dog poo dispenser update
- k. Tree stump quote (BG)
- l. Benches & Memorial Plaque
- m. Village Green Management Plan
- n. Paving slabs by tennis courts
- o. Repair of footpath by school
- p. Bulb planting
- q. Hedge planting

15. Finance

- a. To consider and authorise payments for October in accordance with the budget
- b. Bank reconciliation review
- c. Grass cutting quote

16. HR Committee

- a. Update on employment status of RFO
- b. Consider online courses for Councillors via HAPTC
- c. Training update (Cllr Groves/Clerk)

17. Clerk's Report (Lucy Crofton)

- a) Remembrance Day
- b) Christmas Fayre update
- c) ICO investigation

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- d) Plane noise nuisance/Consultation
- e) Footpaths
- f) Letters to Village Associations re Condolence books.
- g) History of Datchworth Books/Village Shop
- h) Letter sent to Highways re BGR pavement complaint
- i) Letter to EHDC re clarification of TPO objection

18. A.O.B

Signed: Lucy Crofton (Clerk)

Date: - 21st October 2020