

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 24th November 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/88315840801?pwd=SE14YzhIRIFBYStxRkNuMkJtMGw2Zz09>

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 **27th October 2020**
- 5. Actions & Updates arising from last meeting**
- 6. Public open session - 15 minutes where the public can ask questions of the Council. Reminder of protocol.**
- 7. Additions/amends to Councillor Responsibilities & Committees/Groups**
 - a. Amend heading for Sports/Rugby Club Liaison to include Bowls/Tennis Clubs
 - b. Cllr Stowe addition to CLIP Group
 - c. Cllr Chapman to be added to Finance/HR
- 8. Planning - (Report to be uploaded by Monday 23rd November 2020) (Cllr. Dodson/Chapman/Kelleher)**
 - a. To consider the Parish Council's response to new applications, refusals & approvals since last meeting. Responses to be recorded & any letters of objection sent to EHDC.
 - b. The Horns PH - Enforcement update

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

- a. Emergency Plan (Cllr Stowe/Dodson)
- b. East Herts/Rural digest funding ideas
- c. Datchworth Citizen Awards
- d. Wi-Fi provision
- e. OWL credit card protectors (Cllr Chapman)
- f. Newsletter (feedback)

10. Village Hall Liaison (Cllrs Dodson/Chapman)

- a. Constitution
- b. GDPR/ICO
- c. Installation of electric charging points
- d. Roof update

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

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

12. Environmental Group

- a. London Luton Airport arrival routes airspace change consultation.
- b. Electorate concerns re flight paths/noise
- c. Recycling Options & Datchworth Coffee
- d. Climate Group Stall at Turkey Farm - Update

13. Burnham Green Joint Management Committee (BGJMC)

- a. Tree update from WPC
- b. Update on meeting with Highways

14. TAOS - Trees Amenities & Outdoor Spaces (Cllrs Dodson/Chapman/Garrodd/Groves)

- a. Turkey Farm Trees
- b. Tree Survey/Quotes - update
 - i. Approval of quotes for remaining areas
- c. Risk assessments.
- d. Repair of equipment.
- e. Replacement swing at BG
- f. Benches & Memorial Plaque
- g. Village Green Management Plan
- h. Repair of footpath by school
- i. Bulb planting
- j. Hedge planting
- k. Wooden signage

15. Highways (Cllr Chapman)

- a. Pavement issues along BGR
- b. Investigation of miscellaneous tree planting

16. Finance

- a. To confirm pre-authorised payments for November in accordance with the budget
- b. Bank reconciliation review
- c. Insurance - Review and Approve
- d. Fixed Asset Register - Review and Approve
- e. Financial Risk Assessment & Effectiveness of Internal Audit - Review and Approve
- f. Budget - Income & Expenditure to Year End
- g. Date for December Finance Meeting

17. HR Committee

- a. Online courses for Councillors via HAPTC
- b. Allotment Training update (Cllr Groves)

18. Clerk's Report (Lucy Crofton)

- a) Christmas Lights
- b) Cllr Norman Pearman Memorial Bench/Plaque
- c) Footpaths
- d) Letters to Village Associations re Condolence books.
- e) History of Datchworth Books/Village Shop
- f) Letter sent to Highways re BGR pavement complaint
- g) Letter to EHDC re clarification of TPO objection
- h) Letter received from resident re TPOs at Bulls Green
- i) OWL/Highways/Post Office Communication
- j) Letter to Highways re boundary along Bury Lane

19. A.O.B



Signed: Lucy Crofton (Clerk)

Date: - 18th November 2020

Item	Actions from 27 th October Meeting	By Who
5. a	Ditch maintenance rota	(Cllr Groves)
5. b	Flood reporting link on website	(Clerk)
5. i	Anti-social behaviour & Fly tipping - Link to website	(Clerk)
5. r	EHDC Oliver Rawlings contact	Environmental Group to follow up
9. a	Costings for a name plate	Clerk
9. f	Datchworth Citizen Awards -	To be discussed under Comms Group
9. h	OWL Credit Card Protectors	(Clerk)
10.b	Look further at the Village Hall Constitution	CLIP Group
10.c	GDPR/ICO Training	(Clerk)
11. a	Easement 1-7 Coltsfoot Lane	CLIP Group
11. c	Forward proposals re PCP to Wellers Hedleys	Cllr Chapman
13. a	London Luton Airport Consultation – Clerk to post website address on DPC website	Clerk
13. b	Write to resident re plane Noise	to be discussed by Environmental
14. a & c	Chase up tree surveys/quotes	Clerk
14. g	Risk Assessments – Cllr Liaison	Cllrs Dodson & Groves
14. h	Repair of Play Equipment	(Cllr Garrod/Groves)
14. i	Additional Play Equipment/Replacement Swing at BG	(to be discussed under TAOS)
14. l	Benches & Memorial Plaque	(Clerk/Cllr Groves)
14. m	Management Plan for Village Green	TAOS Group
14. n	Write to Tennis Club re repairs	Clerk
14. o	Repair of Footpath by School	(Cllr Groves)
15. b	Bank Reconciliation Process	Finance Cmte
15. c	Grass Cutting quotes	Clerk
17. b	Write to Mr & Mrs Collingridge re electricity	Clerk
17. c	ICO Investigation – publish findings	Clerk/Cllr Chapman
17. f	Write to Village Assoc'ns re Condolence books	Clerk
17. g	History of Datchworth Books update (Bala)	Cllr Groves
17. i	TPO Objection 8 Raffin Close – write to EHDC	Clerk
18. d	Sign up to Zoom for 20% discount	Clerk

- Shaded items are on the agenda for discussion

Actions outstanding	By Who
Wi-Fi provision	Website & Comms Group
Recycling Options & Datchworth Coffee	(to be discussed under Website & Comms Group)
Review HR Policies	HR Committee