

**Minutes of Parish Council Meeting held on
Tuesday 28th June 2022 at 7:00pm at Datchworth Church Hall**

Present: Councillors Anne Barker, Tracy Chapman, Jane Dodson, Katy Feldman, Charlie Groves, Paul Hill, Mark Light, David Little and Tony Stowe.

Also present Sue Hake, Clerk, one member of the public

Item #	Item Description	Action By
2321	1. To receive and accept apologies for absence Apologies received and accepted from Cllr Garrod	
2322a	2. Interests a) To receive declarations of interests from Councillors on items on the agenda Declarations received from Cllr Groves in reference to item 13 Leisure plots, as a councillor, also Cllr Feldman and Barker for Burnham Green Village Hall	
2322b	b) To receive written requests for dispensations for declarable interests None	
2322c	c) To grant any requests for dispensations as appropriate None	
2323	3. Minutes - To approve the Minutes of Full Council Meeting on 24th May 2022 Cllr Little requested the declaration on item 2317d be removed Resolved: Cllr Stowe proposed approval of the minutes subject to one amendment, seconded Cllr Groves Votes For 8, abstain 1 due to non-attendance Motion Carried	
2324	4. Outstanding Actions & Updates arising (refer to list circulated)	
2325	5. Public open session – up to 15 minutes where the public can ask questions of the Council. The public open session was brought forward for the member of public to speak. The member of public explained that the reason for making contact with the Council was in relation to seeking access over Datchworth Green to his property. He was asked to put a request in writing to the Clerk of the Council	
2326	6. Datchworth Village Hall Liaison (Cllr Dodson) a. Car Park - Drainage easement – update ACTION: Cllr Chapman to liaise with Clerk re Query on easement cost	TC/ Clerk
2327	7. Burnham Green (Cllrs. Barker, Chapman, Dodson & Feldman)	
2327a	a. To consider and agree locations of new benches, bins, planters and A frame benches Resolved: Cllr Chapman proposed a bench, bin and planter for Burnham Green in black and an A frame in brown for the Play park, seconded Cllr Groves Votes For, Unanimous Motion Carried ACTION: Cllr Chapman to progress orders with suppliers	TC

2327b	<p>b. To agree change of one planter to an A frame picnic table for additional £65 and approve additional cost for soil. Resolved: Cllr Chapman proposed the extra £65 be approved for the A Frame, and additional cost for soil, seconded Cllr Dodson Votes For Unanimous Motion Carried Action: Cllr Chapman to progress with suppliers</p>	TC
2328 2328a 2328b	<p>8. Health and Well-being (Cllrs. Barker, Hill & Light) Updates on: a. Digital Inclusion Cllr Barker shared the extremely positive feedback she has received about the sessions to the Council and highlighted the confidence attendees now have. There will be an Inset day on 6 September 22 to decide on new subjects to cover.</p> <p>Cllr Dodson expressed thanks to Cllr Barker for overseeing the success of the project b. Grant Application to East Herts DC Cllr Light provided feedback about plans discussed by the group that could be purchased if a grant application up to £5k is agreed by East Herts District Council. Looking at responses to the recent survey to date, it was thought a Fitness Trail could be installed at locations around the Turkey Farm as phase one in the Parish, with a further hub in Burnham Green at a later date. Cllr Barker explained low impact exercises came a close second. ACTION: Cllr Hill to share the basic proposal as a word file to councillors and email Cllr Stowe for approval, in order to submit the application which needs to be in by the 5th July.</p> <p>Resolved: Cllr Hill proposed agreement for the grant application if permitted to be submitted by the District Council, seconded Cllr Light Votes For 7, Abstained 2 (1 due to conflict of interest) Motion Carried</p>	PH
2329 2329a 2329b 2329c 2329d	<p>9. Trees, Amenities and Outdoor Spaces (TAOS) (Cllrs Chapman, Dodson, Garrod & Groves)</p> <p>a. To confirm appointment of Chair of TAOS Committee Cllr James Garrod Confirmed</p> <p>b. Turkey Farm Path Condition of the path to the Bowls club needs attention as it is uneven and difficult to maintain. The bowls club installed the path ACTION:- Bowls Club to be contacted to request the removal of the stones as a matter of urgency. Clips to draft a letter for the Clerk to issue.</p> <p>c. Dog poo bin required on junction of Hawkins Hall Lane/Brookbridge Lane ACTION: Environmental group to obtain costs for dog poo bin and cost of emptying for next meeting. Clerk to put onto next agenda</p> <p>d. Consider removal of EHDC recycling bin from Turkey Farm. Cllr Stowe proposed relocating the bin to the other side of the entrance. Ground needs to be levelled off. Resolved: Cllr Light proposed to re-site the recycling bin to the opposite side of entrance, seconded Cllr Groves Votes: For 8, Against 1 ACTION: East Herts DC to be asked to relocate next time it is emptied by Clerk and TC to liaise with Clerk so that she can notify Salvation Army</p>	<p>CLIPS / Clerk</p> <p>Env group/ Clerk</p> <p>TC/ Clerk</p>

2329e	<p>e. Lectern for Community Orchard - incorporate as part of the Health and Wellbeing grant. Also reported, an issue of fruit being removed in large quantities from an individual not resident to the Parish. ACTION: Notice to be created and displayed with wording- Residents only- please only take what you need.</p>	TAOS /Clerk
2329f	<p>f. Turkey Farm – keys & parking by play equipment. Is a Policy required? Cllr Chapman raised H&S concerns as it appears that the Bowls club are permitting cars to cross the area from the Car Park to the Bowls Club through the play area. ACTION: CLIPS complete a risk assessment for the access CLIPS to arrange meeting with Bowls Club</p>	PH CLIPS
2329g	<p>g. Replacement of surfacing for play equipment on the Village Green ACTION: Quotes are required for bonded mulch TAOS</p>	TAOS
2329h	<p>h. Replacing old swing seats on the Village Green ACTION Quotes are required -TAOS</p>	TAOS
2329i	<p>i. Replacement of swing chains on Village Green ACTION Quote for replacement swing chains on Village Green</p>	TAOS
2329j	<p>j. Replacement of bearing on roundabout from Wicksteed Quote received; updated quotes required. ACTION: get updated quote from Wickstead.</p>	TAOS
2329k	<p>k. Tree removal at Nutcroft Noted: Wendy Ellis away until the 5 July ACTION- to be followed up upon return</p>	TC
2329l	<p>l. Removal of play equipment in Nutcroft Cllr Groves struggling to obtain quotes TC suggested dog play may want to use the rubber ACTION: CG to meet contractor to look at the work Further discussion queried whether the equipment could be repaired rather than removed subject to comments following annual inspection. ACTION: Quotes to repair the equipment TAOS</p>	CG TAOS
2329m	<p>m. Consider possibility of re-allocating areas on TAOS Committee TC suggested possibility to split into Trees and open spaces and Amenities Leave as it is and bring to next meeting ACTION: Clerk to put on next agenda for discussion</p>	Clerk
2329n	<p>n. Update on Tree works following Tree Survey TC will be finished by end of July a ACTION: to be c/f to July meeting</p>	Clerk
2329o	<p>o. Removal of Maple Tree in Turkey Farm ACTION: Quote for Maple tree removal Turkey Farm C/F to JULY meeting Also discussed: ACTION: Tree in Burnham Green to be discussed at TAOS meeting ACTION: Take photo and send to Welwyn Parish Council</p>	Clerk TAOS TAOS
2329p	<p>p. Statutory signs – approval of wording ACTION: C/f Cllr Garrod</p>	JG
2329q	<p>q. Noticeboards/Tree identification boards ACTION: C/f Cllr Garrod</p>	JG

2330	<p>10. Planning (Cllrs. Chapman, Dodson & Groves) To consider planning applications received (available to view on-line) 111 Burnham Green- objection sent by DPC No further comments on planning applications</p>	
2331 2331a	<p>11. Finance (Cllrs. Dodson, Feldman, Garrod, Groves, Stowe) a. To consider and authorise payments for June 2022 in accordance with the budget and note receipt of income. The payment made to PKF Littlejohn for investigative works had been made. It was noted if the payment had not been actioned expediently the Council would have been liable for a further penalty charge as all charges raised must be paid promptly. Resolved: Cllr Dodson proposed to accept and approve payment list, seconded Cllr Groves Votes: For, all except Cllr Little against Motion Carried</p>	
2331b	<p>b. Consider the Final External Auditor Reports & Certificates for 2019/20 and 2020/21 Noted It was further noted that PKF Littlejohn advised that all reported items requested to be investigated by a member of the public have been dismissed. The MOP has no right of appeal.</p>	
2331c	<p>c. To note the amendments to Sections 1 and 2 of the AGAR for 2021/22 Noted</p>	
2331d	<p>d. To review and adopt the Scheme of Financial Delegation Resolved: Cllr Dodson proposed adopting the document under the revised name of "Scheme of Delegation, seconded Cllr Stowe Votes: For 9 Cllr Little against Motion Carried</p>	
2331e	<p>e. To confirm approval of the £200 grant request from the Church for the Jubilee celebration Resolved: Cllr Dodson proposed confirmation of approval for the £200 grant request from the Church for the Jubilee celebration, seconded Cllr Hill Votes: For, Unanimous Motion Carried</p>	
2332 2332a 2332b 2332c 2332d	<p>12. CLIP Group (Compliance, Legal Issues, Insurance and Policies) (Cllrs Barker, Chapman, Dodson, Hill and Stowe) Review and adoption of Policies:- a. To review and adopt the Access to Information Policy (formerly FOI Policy) b. To review and adopt the GDPR Policies & Consent c. To review and adopt the Information Security Policy d. To review and adopt the Records Management Policy Cllr Little challenged if the Council could discuss the amendment for the Standing Orders and that the time permitted for the meeting to continue had passed. Cllr Dodson advised that the meeting started a couple of minutes late, so the meeting was still in progress. Resolved: Cllr Chapman proposed suspending standing orders to continue the remaining items on the agenda, seconded Cllr Hill Votes: For 8 Against Cllr Little Motion Carried Resolved: Cllr Dodson proposed Cllr Little leave the meeting due to his disruptive behaviour, seconded Cllr Groves. Votes: For, all (except Cllr Little) Cllr Little was advised that if he remained in the meeting, he would not be entitled to vote. Resolved: Cllr Dodson proposed adopting the policies 12 a-d of this agenda, seconded Cllr Barker, Votes: For, Unanimous Motion Carried</p>	

Parish Clerk: Susan Hake

c/o: Datchworth Parish Council, Datchworth Village Hall, 52 Datchworth Green, Herts SG3 6TL

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2332e	e. To review and adopt the revised Standing Orders ACTION: To defer to next meeting with at least five councillors to email the proper officer/clerk to request a special motion for the retraction of the previous meeting resolution to adopt the standing orders to enable the amended new information to be included for review and adoption at the next meeting	Cllrs / Clerk
2332f	f. To discuss encroachment on Bulls Green Common Land and agree actions going forward. Cllr Little left the meeting at this point Cllr Light provided feedback on the continued unauthorised use of Bulls Green including Marquee erection for a wedding function. TC has spoken to the licensing officer and the PH may have possibly breached Section 136 of the Licensing Act 2003. ACTION: TC and Clerk to look at Deeds and CLIPS to contact Landlord to discuss incursion. Resolved: Cllr Hill proposed that if there is an infringement, Clips will proceed with contacting EHDC Licensing officer, seconded TC, Votes: For, Unanimous Motion Carried	TC /Clerk
2333	13. Leisure Plots Committee (Cllrs. Barker, Groves & Stowe) Feedback on	
2333a	a. Leisure Plots Annual Meeting – 26 th June (Cllr Groves) Cllr Groves reported 10 out of 14 tenants attended the meeting.	
2333b	b. Fencing/Hedging for LPs. Cllr Groves confirmed quotes for fence are being obtained and that Commons grants may be available. So far, Cllr Groves has obtained quotes of £10.5k plus VAT and £8500 including VAT for rabbit proof fencing 600mm below ground level. ACTION: Further quotation to be obtained and brought back to next meeting	CG
2334	14. Confirmation of amendments for Allocation of Councillor Responsibilities	
2334a	a. Cllr Chapman to be added to the Communications Committee Resolved: Cllr Dodson proposed Cllr Chapman return to the Communications Committee, seconded Cllr Groves Votes: For, Unanimous Motion Carried Noted: Cllr Stowe is an ex officio member of the Finance Committee	
2334b	b. Cllr Hill to be added to the Plough Car Park Working Group Resolved: Cllr Dodson proposed Cllr Hill be confirmed as member of Plough working group, seconded Cllr Light Votes: For, Unanimous Motion Carried ACTION: Clerk to update Committee list and re-circulate ACTION: Clerk to update website	Clerk Clerk
2335	15. Highways Committee (Cllrs Chapman, Groves & Hill) a. SIDS Camera – update Cllr Chapman confirmed that the SIDS camera had been ordered and that we are now awaiting installation date possibly in August or September if this year. ACTION TC to enquire about SID in Burnham Green	TC
2336	16. Communications a. Request received from Elderberries for someone to run the group ACTION: Clerk to write to Parish Vicar to request if Church can assist Cllr Light may also raise when seeing the Vicar	Clerk
2337	17. Clerk's Report	
2337a	a. Gazebo loan request from Pre-school Noted generally suggested photo be taken before dismantling and returning ACTION – Agreement to be amended and put on next agenda for re-adoption	JD / Clerk

2337b	<p>b. Whipping Post Railings update The railings have kindly been painted by the History Society but unfortunately there was no communication with DPC as the owners of the village green/Whipping post.</p> <p>ACTION: Letter to be issued to thank History Society for doing the work but could they ensure that DPC are notified in advance of any works/actions on any Parish Council owned property.</p>	Clerk
2337c	<p>c. Terms of reference The Clerk requested that all Chairs of Committees and Working groups need to forward copies of their Terms of Reference to ensure each group has a current, adopted document with the aim to amalgamate all TOR's into one document so that it can then be shared on the website</p> <p>ACTION: TOR's to be sent to Clerk and amalgamated</p> <p>Meeting closed at 10pm</p>	Chairs / Clerk

Item	Meeting Date	Action(s) arising	Person/Group Responsible
	B/F to 24-5-22	P1/2	
2294a	24-5-22	Replacement of surfacing for swings on the Village Green – Further quotations required-	Clerk /TC
2294b	24-5-22	Replacement of old seats on swings on the Village Green –	Clerk/TC
2294c	24-5-22	Nutcroft – removal of old swings – Further quotations required	CG
2294d & 2313b	24-5-22	Statutory signs – approval of wording	JG
2294e –2313c	24-5-22	Noticeboards/Tree identification boards – Further quotations required	JG
2294f	24-5-22	-Approval of quotes for removal of trees in Nutcroft -Cllr Chapman to liaise with EHDC	TC/Clerk
2294ii	24-5-22	Removal of Maple Tree in Turkey Farm – Further quotations required	TC/Clerk
2294iii	24-5-22	– Removal of stump on Village Green – Further quotations required	TC/Clerk
2297a	24-5-22	Decision on donation to Ukrainian Charity	Cllrs Confirmed
2298g	24-5-22	Councillors/Clerk to submit photos for ID badges & website & bios for website –some still O/S	Cllrs Light/Hill Confirmed
2299a	24-5-22	Friends of Datchworth – Cllrs to meet and discuss	Cllrs – TC CLIPS agenda
2300c	24-5-22	Registration of unregistered land – costings required	TC/Clerk meeting Saturday
2300d	24-5-22	Registration of unregistered land – Cllrs to meet and discuss	Cllrs
2300e	24-5-22	Unauthorised access in Nutcroft – Cllr Stowe to investigate	TS
2302	24-5-22	Advertise vacant Leisure Plots N/A only 20b ½ plot is the only vacant plot that needs to be cleared first so not required	Clerk/JD CG

- Shaded actions are itemised on the agenda.

Item	Meeting Date	Action(s) arising	Person/Group Responsible
	24-5-22	P2/2	
2312	24-5-22	To cancel Hall Bookings for July and August to restart in September.	Clerk, Cllr Barker Completed
2312	24-5-22	To provide link of Ukrainian Charities to Cllr Barker for learner donations	Cllr Light Confirmed
2313a	24-5-22	Cllr Hill offered to contact a company who make used rubber into pellets	Cllr Hill Not Viable-high cost
2313a	24-5-22	To obtain quotes for removal of Nutcroft swings and concrete NB/Repairs may be possible rather than removal, costs to be obtained	Cllr Groves
2314	24-5-22	To write a letter of objection for planning application	Cllr Garrod - Confirmed
2314	24-5-22	Will review planning application and make a decision by Friday	Planning Committee Confirmed
2316	24-5-22	To publicise date for Exercise of Public Rights	RFO-Clerk/CG to put onto notice board by Wednesday
2316c	24-5-22	To make amendments to the Financial Regulations	RFO
2317a	24-5-22	To inform Susannah of the agreement in Principle of £200 grant	Cllr Dodson Confirmed
2317a	24-5-22	Grant application approval item to be included on the next meeting agenda	Clerk Confirmed
2317a	24-5-22	Plough Car Park Working Group – write Terms of Reference	Cllr Light-PCPWG Confirmed
2317a	24-5-22	Plough Car Park Working Group to agree date to review options	PCPWG Confirmed
2317d	24-5-22	Liaise with EHDC re GDPR policies etc.	Cllr Dodson Confirmed
2317r	24-5-22	Update T&C of Gazebo hire and recirculate	Cllr Dodson Confirmed
2318	24-5-22	Upload update to Facebook	Cllr Barker Confirmed
2318	24-5-22	Update the website	Cllr Dodson Confirmed
2319a	24-5-22	Forward Leisure Plot holder details to Clerk to issue email on letter headed document for Annual Meeting 26th June.	Cllr Groves To forward plot holders- CG issued
2319a	24-5-22	Issue the Annual Meeting Letter	Clerk -CG completed
2320a	24-5-22	Contact landlord of The Horns to obtain further information about use of Bulls Green	Cllr Light -Clerk to put onto next agenda
2320b	24-5-22	Inform the School PTA of the fete banner decision	Cllr Dodson- Confirmed
2317b	24-5-22	Agree future meeting date(s).	PCPWG -TBC tomorrow
		NB add DRAFT car park Terms of ref to be circulated	New item

Item	Meeting Date	Action(s) arising	Person/Group Responsible
	B/F from 28-6-22	P1//1	
2326a 6	28-6-22	Datchworth Village Hall Liaison (Cllr Dodson) Car Park - Drainage easement – update ACTION: Cllr Chapman to liaise with Clerk re Query on easement cost	TC/ Clerk
2327 a/b 7	28-6-22	7 ACTION: Cllr Chapman to progress bench,bins,planters,A frame bench, soil orders with suppliers	TC
2328b 8	28-6-22	ACTION: Cllr Hill to share the basic proposal for grant fund application as a word file to councillors and email Cllr Stowe for approval, in order to submit the application which needs to be in by the 5 th July.	PH
2329b 9	28-6-22	Turkey Farm Path ACTION:- Bowls Club to be contacted to request the removal of the stones from Turkey Farm path as a matter of urgency. Clips to draft a letter for the Clerk to issue.	CLIPS / Clerk
2329c 9	28-6-22	ACTION: Environmental group to obtain costs for dog poo bin and cost of emptying for next meeting. Clerk to put onto next agenda	Env group/ Clerk
2329d 9	28-6-22	ACTION: East Herts DC to be asked to relocate next time it is emptied by Clerk and TC to liaise with Clerk so that she can notify Salvation Army	TC / Clerk
2329e 9	28-6-22	ACTION: Notice to be created and displayed at Community Orchard with wording- Residents only-please only take what you need.	TAOS / Clerk
2329f 9	28-6-22	ACTION: CLIPS complete a risk assessment for the access at Turkey Farm CLIPS to arrange meeting with Bowls Club	PH /Clips
2329g 9	28-6-22	Replacement of surfacing for play equipment on the Village Green ACTION: Quotes are required for bonded mulch TAOS	TAOS
2329h 9	28-6-22	Replacing old swing seats on the Village Green ACTION Quotes are required -TAOS	TAOS
2329i 9	28-6-22	Replacement of swing chains on Village Green ACTION Quote for replacement swing chains on Village Green	TAOS
2329j 9	28-6-22	Replacement of bearing on roundabout from Wickstead Quote received; updated quotes required. ACTION: get updated quote from Wickstead.	TAOS
2329k 9	28-6-22	Tree removal at Nutcroft Noted: Wendy Ellis away until the 5 July ACTION- to be followed up upon return	TC
2329l 9	28-6-22	Removal of play equipment in Nutcroft ACTION: CG to meet contractor to look at the work ACTION: Quotes to repair the equipment TAOS	CG TAOS

2329m 9	28-6-22	Consider possibility of re-allocating areas on TAOS Committee TC suggested possibility to split into Trees and open spaces and Amenities Leave as it is and bring to next meeting ACTION: Clerk to put on next agenda for discussion	Clerk
2329n 9	28-6-22	Update on Tree works following Tree Survey TC will be finished by end of July a ACTION: to be c/f to July meeting	Clerk
2329o 9	28-6-22	Removal of Maple Tree in Turkey Farm ACTION: Quote for Maple tree removal Turkey Farm C/F to JULY meeting Also discussed: ACTION: Tree in Burnham Green to be discussed at TAOS meeting ACTION: Take photo and send to Welwyn Parish Council	Clerk TAOS TAOS
2329p 9	28-6-22	Statutory signs – approval of wording ACTION: C/f Cllr Garrod	JG
2329q 9	28-6-22	Noticeboards/Tree identification boards ACTION: C/f Cllr Garrod	JG
2332e 12	28-6-22	To review and adopt the revised Standing Orders ACTION: To defer to next meeting with at least five councillors to email the proper officer/clerk to request a special motion for the retraction of the previous meeting resolution to adopt the standing orders to enable the amended new information to be included for review and adoption at the next meeting	Clerk
2332f 12	28-6-22	Bulls Green Common Land ACTION: TC and Clerk to look at Deeds and CLIPS to contact Landlord to discuss incursion.	Clips Clerk
2333b 13	28-6-22	Leisure Plots fencing ACTION: Further quotation to be obtained and brought back to next meeting	CG
2334b 14	28-6-22	Car park working group ACTION: Clerk to update Committee list and re-circulate ACTION: Clerk to update website	Clerk Clerk
2335a 15	28-6-22	ACTION TC to enquire about SID in Burnham Green	TC
2336s 16	28-6-22	Request received from Elderberries for someone to run the group ACTION: Clerk to write to Parish Vicar to request if Church can assist	Clerk
2337a 17	28-6-22	Gazebo loan request from Pre-school, Noted generally suggested photo be taken before dismantling and returning ACTION – Agreement to be amended and put on next agenda for re-adoption	JD/ Clerk
2337 b 17	28-6-22	ACTION: Letter to be issued to thank History Society for doing the work but could they ensure that DPC are notified in advance of any works/actions on any Parish Council owned property	Clerk
2337 c 17	28-6-22	ACTION: TOR's to be sent to Clerk and amalgamated	Chairs / Clerk