

To Councillors:

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

You are summoned to attend the

**Parish Council Meeting to be held on
Thursday 26th January 2023 at 7:00pm at Burnham Green Village Hall**

S Hake
Clerk
20 January 2023

The public are welcome to join this meeting. Whilst the Government has relaxed COVID regulations, all authorities are advised to hold meetings whilst acting cautiously. In order to ensure that we can still hold meetings with due care, if you would like to join us, please email our clerk to advise of your attendance: clerk@datchworth-pc.gov.uk. We welcome questions from members of the public, particularly those who cannot join the meeting. **Please send your question(s) ahead of the meeting.**

To move that under Section 100(A)(4) of the local Government Act 1972, the press and public be excluded from the meeting during the discussion of item **2407b** and **2407c** of the agenda, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 12A of the said Act of the following description: in that it provides details of confidential Legal Matters.

AGENDA

Item No	Item Description	Time
2397	1. To nominate the Chair for the meeting	19:00
2398	2.. To receive and accept apologies for absence	19.02
2399	3. Interests	
2399a	To receive declarations of interests from Councillors on items on the agenda	19.02
2399b	To receive written requests for dispensations for declarable interests	
2399c	To grant any requests for dispensations as appropriate	
2400	4. Minutes - To approve the Minutes of:- Full Council Meeting on 29 th November 2022	19.03
2401	5. Outstanding Actions & Updates arising (refer to list circulated)	19.05
2402	6. Public open session – up to 15 minutes where the public can ask questions of the Council	19.15
2403	7. Finance (Cllrs. Dodson, Feldman, Garrod, Groves, Stowe)	19.30
2403a	To approve December & January payments	
2403b	To review and approve amendments to the Financial Risk Assessment & Effectiveness of Internal Audit (changes made to pages 3-4) <i>Deferred from previous meeting</i>	
2403c	To review and adopt the Scheme of Delegation <i>Deferred from previous meeting</i>	
2403d	To review and readopt the amended Financial Regulations (pages 8 & 11) <i>Deferred from previous meeting</i>	
2403e	To confirm Quarterly bank reconciliation review (Cllr Stowe)	
2403f	To agree Quarterly budget review	
2403g	To agree options and expenditure for phones for Clerk and Community Ranger phones/sim Cards	
2403h	To agree expenditure of £52.00 for the Parish Council Website to undertake amends or works to allow links and QR code for newsletter e-requests.	
2403i	To agree expenditure for a Parish Council Newsletter to be issued	

2403j	To agree & approve forecast budget 2023/24	
2403k	To agree & approve Precept for 2023/24	
2404	8. Datchworth Village Hall Liaison (Cllr Dodson)	19.55
2404a	Car Park - Drainage easement – legal update	
2405	9. Burnham Green (Cllrs. Barker, Chapman, Dodson & Feldman)	19.57
2405a	Burnham Green Joint Management Committee – Responsibilities under the lease.	
2406	10. Planning (Cllrs. Chapman, Dodson & Groves)	19.58
2406a	To consider planning applications received (available to view online)	
2407	11. CLIP Group (Compliance, Legal Issues, Insurance and Policies) (Cllrs Barker, Chapman, Dodson, Hill and Stowe)	20.00
2407a	Agree new padlock purchase for Turkey Farm Gate and agree number of keyholders	
2407b	To discuss and consider charitable status of Village Hall (PPE)	
2407c	Update on land adjacent to 10 Datchworth Green including letter received from resident regarding proposed legal action against Datchworth Parish Council (PPE)	
2407d	To consider and agree Risk Assessments training options	
2407e	To consider and agree approval of the draft easement subject to a surveyor's report (Datchworth Green access road to the Sports Club)	
2407f	To consider and approve a policy outlining protocol for attending external meetings	
2407g	To discuss concerns raised about the broken sewer cover from the Bowls Club and agree actions going forward (Cllr Hill)	
2407h	To consider and agree if a full risk assessment is required to be completed of Turkey Farm in conjunction with the Community Ranger	
2408	12. Communications (Cllrs. Chapman, Dodson, Feldman, Garrod & Light)	20.20
2408a	Recommendation To approve the publication of all Councillor email addresses as per the requirements of the Local Council Award Scheme. Subject to an established protocol/policy.	
2408b	Update from Comms (TC)	
2408c	Update and Feedback on website report a problem	
2408d	To consider options following receipt of request for funding from Datchworth resident Scout	
2408e	To agree establishing a Community Focus Group and agree members of the group for Terms of Reference to be agreed at the February meeting	
2408f	To consider and agree the acceptance of a donation for a Parish Flag subject to agreement of a cost and feasibility study and agreement of an appropriate location	
2408g	To consider and agree template in principle for writing article for Parish magazine and agree deadline for working groups to feedback content to the group by the end of each month	
2409	13. Health & Wellbeing (Cllrs Barker, Hill and Light)	20.35
2409a	To confirm Cllr Feldman as a member of the Health and Wellbeing Working Group	
1409b	To confirm agreement for applications of further funding to be sought	
2410	14. Trees (Cllrs Dodson, Garrod and Chapman)	20.40
2410a	To confirm Cllr Chapman as a member of the Trees Working group	
2410b	To agree actions on trees reported to DPC by concerned members of public	
2410c	To agree expenditure of tree and survey works for the Village Green up to £5000 plus Vat	
2410d	To agree for a notice letter to be issued for the felling of trees following concerns raised by residents to be a health and safety concern in the Parish	
2411	15. Council Meeting Groups Confirmation of Chairs	20.50
2411a	Finance (Cllr Groves), HR (Cllr Dodson), Clips (Compliance, Legal issues, Insurance & Policies) Cllr Chapman Planning, Communications, Environmental, Health & Wellbeing, Highways Champions, Leisure Plots, Trees, AOS (Amenities & Outdoor Spaces) to be confirmed at February meeting	
2412	16. Clerk's Report	20.53
2412a	Letter received from resident re potholes on access road near the whipping post	
2412b	Request for outstanding expense claims to be submitted from the RFO ASAP	
2412c	Polite reminder for all groups to provide reports and agenda items before deadline	