

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
Tuesday 28th February 2023 at 7:00pm at Datchworth Church Hall**

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Clerk 22 February 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 refer to the Public Participation Policy on the website [Public-Participation-at-Parish-Council-Meetings-Policy-May-2022.pdf \(datchworth-pc.gov.uk\)](#)

Please send your question(s) in advance of the meeting day.

AGENDA

Item #	Item Description	Time
2421	1. To nominate a Chair for the meeting	19.00
2422	2. To receive and accept apologies for absence	19.01
2423	3. Interests	19.02
2423a	a) To receive declarations of interests from Councillors on items on the agenda	
2423b	b) To receive written requests for dispensations for declarable interests	
2423c	c) To grant any requests for dispensations as appropriate	
2424	4. Minutes - To approve the Minutes of:- a. Full Council Meeting on 26 th January 2023 b. Extra-ordinary Full Council meeting 1 February 2023	19.03
2425	5. Outstanding Actions & Updates arising (refer to list circulated)	19.05
2426	6. Public open session – up to 15 minutes where the public can ask questions of the Council.	19.15
2427	7. Finance (Cllrs. Dodson, Feldman, Garrod, Groves, Stowe)	19.30
2427a	a. To approve February 2023 Finance report and payments	
2427b	b. Levelling up funding update	
2427c	c. Leisure Plot works- agree expenditure for cost of urgent replacement tap upto £250	
2427d	d. To confirm approval to seek quotes for Leisure Plots -13 fence posts and 1 gate post	
2427e	e. To approve expenditure up to £75 for print costs/newsletter for the Annual Parish Meeting (deferred from previous meeting item 2403i)	
2427f	f. To consider upgrading DPC software to Office 365	
2428	8. Planning (Cllrs. Chapman, Dodson & Groves) To consider planning applications received (available to view on-line)	19.45
2429	9. Burnham Green (Cllrs Barker, Chapman, Dodson & Feldman) Feedback on bin from Community Ranger and agree actions	19.46

2430	10. Communications (Cllrs. Chapman, Dodson, Feldman, Garrod & Light)	19.48
2430a	a. Update from Comms	
2430b	b. To confirm one page article Parish Council achievement update for 23-24 to be shared on social media and the website.	
2430c	c. To discuss and agree revision of meeting dates to March 21 2023, April TBC and May 16 2023 due to legislation requirement for May meeting and confirm agreement of meeting dates for the Municipal year	
2430d	d. To nominate a council representative for the March 23 Parish Magazine award judging	
2430e	e. To confirm actions required for Nominations for Citizens awards	
2430f	f. Update and feedback on Report a problem page. Prev deferred item 2408c	
2430g	g. To agree establishing a Community Focus Group and agree members of the group for Terms of Reference to be agreed at the March meeting. Prev deferred item 2408e	
2430h	h. 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. NB GDPR family consent form to be issued for publicity approval. Prev deferred item 2408g	
2431	11. CLIP Group (Compliance, Legal Issues, Insurance and Policies)	19.58
2431a	a. To consider and agree Risk Assessments (RA) training options and link with the Community Ranger (prev deferred item 2407d)	
2431b	b. To consider and agree the formation of a policy outlining protocol for attending external meetings (prev deferred item 2407f)	
2431c	c. To discuss the broken sewer cover at the Bowls Club (Cllr Hill) prev deferred item 2407g	
2431d	d. To consider and agree if a full risk assessment is required to be completed of Turkey Farm to be discussed in conjunction with the Community Ranger (to include possible new padlock and number of recorded keyholders on a list) prev deferred items 2407a & h	
2432	12. Health & Wellbeing (Cllrs Barker, Feldman, Hill and Light) Feedback on Health & Wellbeing initiatives inc Health & Wellbeing Trail	19.59
2433	13. Clerks Report a. Elections update b. Communication/correspondence update c. Confirmation of Meeting group Chairs, Planning, Communications, Environmental, Health & Wellbeing, Highways Champions, Leisure Plots, Trees, AOS (Amenities & Outdoor Spaces) to be confirmed by March meeting Prev deferred item 2411	20.00