

**Minutes of the Parish Council Meeting held on  
Thursday 26<sup>th</sup> January 2023 at 7:15pm at Burnham Green Village Hall**

**Present: Councillors:**

Anne Barker, Tracy Chapman, Katy Feldman, James Garrod from item 2402,  
Charlie Groves, Paul Hill, Mark Light and David Little.

Also present:

S Hake, Clerk

4 members of the public attended.

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.

**Resolved:** Cllr Hill proposed agreement for the discussion of items 2407b and 2407c to be held under Press and Public be excluded, seconded Cllr Barker

Cllr Little requested the votes be recorded.

**Votes:** For 5, Cllrs Hill, Garrod, Chapman, Barker, Groves Against, 1, Cllr Little, Abstain, 1, Cllr Light

- | <b>Item No</b> | <b>Item Description</b>  |                       |
|----------------|--|-----------------------|
| <b>2397</b>    | <b>1. To nominate the Chair for the meeting</b><br><b>Resolved:</b> Cllrs Hill and Groves were nominated to chair the meeting.<br><b>Votes:</b> for Cllr Hill 2, Votes for Cllr Groves 4<br>Cllr Groves to Chair the meeting   | <b>Motion Carried</b> |
| <b>2398</b>    | <b>2. To receive and accept apologies for absence</b><br>Apologies received from Cllrs Dodson and Cllr Stowe   |                       |
| <b>2399</b>    | <b>3. Interests</b>  |                       |
| <b>2399a</b>   | To receive declarations of interests from Councillors on items on the agenda<br>Declarations received from Cllrs Barker, Feldman and Chapman relating to Burnham Green Joint Management Committee<br>Declaration also received from Cllr Dodson relating to business association for companies supplying tree quotes |                       |
| <b>2399b</b>   | To receive written requests for dispensations for declarable interests<br>None   |                       |
| <b>2399c</b>   | To grant any requests for dispensations as appropriate<br>None   |                       |
| <b>2400</b>    | <b>4. Minutes - To approve the Minutes of:-</b><br>Full Council Meeting on 29 <sup>th</sup> November 2022<br><b>Resolved:</b> Cllr Groves propose approval for the minutes held on 29 November 2022, seconded Cllr Hill<br><b>Votes:</b> For, 5 Abstained, 2 as did not attend                                       | <b>Motion Carried</b> |
| <b>2401</b>    | <b>5. Outstanding Actions &amp; Updates arising (refer to list circulated)</b><br>Updates were received for complete and removal of actions<br><b>Action:</b> Clerk to update Outstanding Actions Summary<br>Cllr Garrod joined the meeting at this point  |                       |
| <b>2402</b>    | <b>6. Public open session – up to 15 minutes where the public can ask questions of the Council</b>   |                       |
| <b>2402a</b>   | Drawings of plans submitted to the District Council for Datchworth Sports and Social Club were shared at the meeting.  |                       |

- 2402b** The Council received confirmation from the Climate Action group there would be no liability to the Council for displaying the 4 stickers on bins in the locality and agreement was made each of the stickers to be shared across the Parish in each of subsequent areas, Sports and Social Club, the Village Hall, Datchworth Green and by the Primary School.
- 2403 7. Finance (Cllrs. Dodson, Feldman, Garrod, Groves, Stowe)**
- 2403a** To approve December & January payments  
**Resolved:** Cllr Feldman proposed approval of the December and January payments, seconded, Cllr Hill  
**Votes:** For, 7, Against 1, **Motion Carried**
- 2403b** To review and approve amendments to the Financial Risk Assessment & Effectiveness of Internal Audit (changes made to pages 3-4) *Deferred from previous meeting*  
**Resolved:** Cllr Feldman proposed approval of the amendments to the Financial Risk Assessments and Effectiveness of Internal Audit, seconded Cllr Hill  
**Votes:** For, 7 Against 1 **Motion Carried**
- 2403c** To review and adopt the Scheme of Delegation *Deferred from previous meeting*  
**Resolved:** Cllr Hill proposed adoption of the reviewed Scheme of Delegation, seconded Cllr Feldman  
**Votes:** For, Unanimous **Motion Carried**
- 2403d** To review and readopt the amended Financial Regulations (pages 8 & 11) *Deferred from previous meeting*  
**Resolved:** Cllr Chapman proposed adoption of the amended Financial Regulations, seconded Cllr Little  
**Votes:** For, Unanimous **Motion Carried**
- 2403e** To confirm Quarterly bank reconciliation review (Cllr Stowe)  
The quarterly bank reconciliation was confirmed to have been signed by Cllr Stowe
- 2403f** To agree Quarterly budget review  
**Resolved:** Cllr Groves proposed agreement of the quarterly budget, seconded Cllr Chapman  
**Votes:** For 7, Abstained 1 **Motion Carried**
- 2403g** To agree options and expenditure for phones for Clerk and Community Ranger phones/sim Cards  
**Resolved:** Cllr Chapman proposed agreement for expenditure up to £350 for a replacement Clerk phone and Sim card for the Community Ranger, seconded Cllr Hill  
**Votes,** For, Unanimous **Motion Carried**
- 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.  
**Resolved:** Cllr Chapman proposed agreement of expenditure of £52.00 for the Parish Council Website to undertake amendments or works to allow links and QR codes for newsletter e-requests, seconded Cllr Feldman  
**Votes:** For, 7, Against, 1 **Motion Carried**
- 2403i** To agree expenditure for a Parish Council Newsletter to be issued  
**Deferred**
- Request to extend the meeting**  
**Resolved:** At 9pm Cllr Groves proposed councillors agree to extend the meeting to 10pm, seconded Cllr Feldman  
**Votes:** Unanimous **Motion Carried**
- 2403j** To agree & approve forecast budget 2023/24  
**Resolved:** Cllr Groves proposed agreement and approval of the revised forecast budget 2023/24 to incorporate the small increase of the phone budget and the election costs, seconded Cllr Hill. Cllr Little requested the vote be recorded  
**Votes,** For 7, Cllrs Barker, Chapman, Feldman, Garrod, Groves, Hill, Light, Against, 1, Cllr Little
- 2403k** To agree & approve Precept for 2023/24  
**Resolved:** Cllr Groves proposed agreement and approval of the Precept of £52,971 that will be an increase of £15,606 seconded Cllr Hill. Cllr Little requested the vote be recorded  
**Votes,** For 7, Cllrs Barker, Chapman, Feldman, Garrod, Groves, Hill, Light, Against, 1, Cllr Little

**2404 8. Datchworth Village Hall Liaison (Cllr Dodson)**

**2404a** Car Park - Drainage easement – legal update

In the absence of Cllr Dodson, the Clerk confirmed the Council solicitor has still not received the requested surveyor drawings in relation to the works completed in the car park.

**2405 9. Burnham Green (Cllrs. Barker, Chapman, Dodson & Feldman)**

**2405a** Burnham Green Joint Management Committee – Responsibilities under the lease

Cllrs Barker, Chapman and Feldman attended the meeting held on the evening of Wednesday 25 January 23. Both Welwyn PC and Datchworth PC lease the area from Herts County Council. An audit of all current items located on Burnham Green was made in addition in addition to the Welwyn Clerk obtaining confirmation from HCC for responsibility of the trees on the leased area. Contribution for any further items will be discussed and agreed with the Village Hall Committee. Welwyn PC have offered to contribute towards the Datchworth PC Community Ranger bin emptying and litter picking on the Green if agreed.

Further clarification is needed from HCC to clarify that all trees, not just roadside trees will be the responsibility of HCC. Welwyn Clerk to progress

**Resolved:** Cllr Barker proposed accepting the Welwyn PC contribution offer in Principle subject to further discussion with the Community Ranger and costings, seconded Cllr Chapman.

**Votes:** For, 7, Abstained, 1

**2406 10. Planning (Cllrs. Chapman, Dodson & Groves)**

**2406a** To consider planning applications received (**available to view online**)

Cllr Chapman confirmed the access objection to the Burnham Green Caravan Park has been submitted. The Sports and Social Club Planning Application notification has now been received from East Herts DC.

**2407 11. CLIP Group (Compliance, Legal Issues, Insurance and Policies)  
(Cllrs Barker, Chapman, Dodson, Hill and Stowe)**

**2407a** Agree new padlock purchase for Turkey Farm Gate and agree number of keyholders

**Deferred** -To be incorporated with Risk Assessment

**2407b** To discuss and consider charitable status of Village Hall **(PPE)**

**To be discussed in the PPE session**

**2407c** Update on land adjacent to 10 Datchworth Green including letter received from resident regarding proposed legal action against Datchworth Parish Council **(PPE)**

**To be discussed in the PPE session**

**2407d** To consider and agree Risk Assessments (RA) training options

**Deferred-** Cllr Hill offering to provide RA training and to link with Community Rangers

**2407e** To consider and agree approval of the draft easement subject to a surveyor's report (Datchworth Green access road to the Sports Club)

**Resolved:** Cllr Hill proposed agreement for approval of draft easement in Principal subject to a Surveyor's report, seconded Cllr Groves

**Votes:** For, 7, Abstain, 1

**Motion Carried**

**2407f** To consider and approve a policy outlining protocol for attending external meetings

**Deferred-** To incorporate the requirement for Two Councillors or one Councillor and the Clerk to meet with external parties

**2407g** To discuss concerns raised about the broken sewer cover from the Bowls Club and agree actions going forward (Cllr Hill)

**Deferred-**Cllr Hill has arranged for the area to be cordoned off and is liaising with the Bowls Club for responsibility

**2407h** To consider and agree if a full risk assessment is required to be completed of Turkey Farm in conjunction with the Community Ranger

**Deferred** – Cllr Hill to discuss with Community Ranger

**2408 12. Communications (Cllrs. Chapman, Dodson, Feldman, Garrod & Light)**

**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.

- Resolved:** Cllr Groves proposed approval of the publication of all Councillor email addresses as per the requirement of the Local Council Award Scheme and subject to an established protocol/policy being adopted. Seconded Cllr Hill  
**Votes:** For, 7, Abstain, 1
- 2408b** Update from Comms (TC)  
**Deferred**
- 2408c** Update and Feedback on website report a problem  
**Deferred**
- 2408d** To consider options following receipt of request for funding from Datchworth resident Scout. Cllr Chapman offered to draft a response letter  
**Action:** Cllr Chapman to draft the response letter for the Scout funding request to incorporate the offer from the Climate Action Group to support fund raising at the Turkey Farm
- 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  
**Deferred**
- 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  
**Deferred**
- 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  
**Deferred** – NB GDPR family consent form to be issued for publicity approval
- 2409** **13. Health & Wellbeing (Cllrs Barker, Hill and Light)**
- 2409a** To confirm Cllr Feldman as a member of the Health and Wellbeing Working Group  
Cllr Barker explained the need to additional support to the group as a priority  
**Resolved:** Cllr Chapman proposed Cllr Feldman join the group, seconded Cllr Hill  
**Votes:** For, Unanimous **Motion Carried**
- 1409b** To confirm agreement for applications of further funding to be sought  
**Resolved:** Cllr Chapman proposed agreement of applications for further funding to be sought, seconded Cllr Hill  
**Votes:** For, Unanimous **Motion Carried**
- 2410** **14. Trees (Cllrs Dodson, Garrod and Chapman)**
- 2410a** To confirm Cllr Chapman as a member of the Trees Working group  
**Resolved:** Cllr Groves proposed Cllr Chapman join the Trees working group, seconded Cllr Feldman  
**Votes:** For, Unanimous **Motion Carried**
- 2410b** To agree actions on trees reported to DPC by concerned members of public  
**Refer to 2410d**
- 2410c** To agree expenditure of tree and survey works for the Village Green up to £5000 plus Vat  
**Resolved:** Cllr Chapman proposed agreement for expenditure of tree and survey works for the Village Green up to £5000 plus VAT, seconded Cllr Garrod  
**Votes:** For, 7, Abstained, 1 **Motion Carried**
- 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  
**Resolved:** Cllr Chapman proposed agreement for a notice letter to be issued for the required felling of trees following concerns raised by the resident to be a Health & Safety concern, seconded Cllr Groves  
**Votes:** For, Unanimous **Motion Carried**
- 2411** **15. Council Meeting Groups Confirmation of Chairs**
- 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  
**Deferred**

**2412 16. Clerk's Report**

**2412a** Letter received from resident re potholes on access road near the whipping post

**Noted**

**2412b** Request for outstanding expense claims to be submitted from the RFO ASAP

**Noted**

**2412c** Polite reminder for all groups to provide reports and agenda items before deadline

**Noted**

**Meeting Closed at 9.59pm**

**Resolved:** Cllr Groves requested approval to extend meeting time for the PPE items, seconded Cllr Garrod

**Votes:** For, 7, Abstain, 1

**Motion Carried**

**2407b PPE and 2407c PPE** Cllr Groves requested Cllr Little turn off the voice recorder but as Cllr Little refused to turn off his voice recording the meeting was abandoned and closed at 10.15pm  
**Deferred**

**Full Council Meeting 26 January 2023 Action Summary**

**2401 5. Outstanding Actions & Updates arising (refer to list circulated)**

Updates were received for complete and removal of actions

**Action:** Clerk to update Outstanding Actions Summary

**2408 12. Communications (Cllrs. Chapman, Dodson, Feldman, Garrod & Light)**

**2408d** To consider options following receipt of request for funding from Datchworth resident Scout.

**Action:** Cllr Chapman to draft the response letter for the Scout funding request to incorporate the offer from the Climate Action Group to support fund raising at the Turkey Farm