

Minutes of the Parish Council Meeting held on Tuesday 28th February 2023 at 7:00pm at Datchworth Church Hall

Present: Councillors:-

Anne Barker, Charlie Groves, Paul Hill and Mark Light

Also present: Susan Hake, Clerk

5 Members of public

Item	Item Description	Action by
2421	1. To nominate a Chair for the meeting Cllr Light nominated Cllr Hill, seconded Cllr Barker Meeting started at 7.10pm	
2422	2. To receive and accept apologies for absence Apologies received and accepted from Cllrs. Stowe, Dodson, Chapman, Garrod, Feldman, Cllr Little was called by Cllr Light and confirmed obtained he would not be attending the meeting, reason not received	
2423 2423a t 2423b 2423c	3. Interests a) To receive declarations of interests from Councillors on items on the agenda Cllr Groves declared an interest in item 2427c and d as a councillor and not a tenant of the Leisure plots. Cllr Barker declared an interest for item 2429 as a member of Burnham Green joint management committee b) To receive written requests for dispensations for declarable interests c) To grant any requests for dispensations as appropriate None None	
2424	4. Minutes - To approve the Minutes of:- a. Full Council Meeting on 26 th January 2023 Resolved: Cllr Groves proposed Approval of the 26 January 2023 minutes, seconded Cllr Light Votes: Unanimous Motion Carried b. Extra-ordinary Full Council meeting 1 February 2023 Resolved: Cllr Groves proposed approval of the 1 Feb 2023, seconded Cllr Light Votes: For, Unanimous by those who attended Motion Carried	
2425	5. Outstanding Actions & Updates arising (refer to list circulated) Action: Timescales and priorities to be added into the Actions spreadsheet	ALL
2426	6. Public open session – up to 15 minutes where the public can ask questions of the Council. Cllr Hill to confirm if able to store the filing cabinet The extra-ordinary meeting minutes were confirmed to be on the website The Actions sheet was confirmed will be updated to include dates for completion The Burnham Green traffic calming was confirmed suitability and line of sight for a second SID or an alternative option is being looked into under 2243d Action: -Cllr Chapman to be asked to provide an update to Cllrs and made available to members of public by the next meeting	Cllr TC
2427 2427a	7. Finance (Cllrs. Dodson, Feldman, Garrod, Groves, Stowe) a. To approve February 2023 Finance report and payments Resolved: Cllr Groves proposed approval of payment, seconded, Cllr Barker Votes: For, Unanimous Motion Carried	

2427b	b. Levelling up funding update Cllr Groves confirmed the Parish Council have the opportunity to apply for funding Opportunities meeting with an officer from East Herts to be held on 6 March to discuss and explore possibilities to identify suitable options to utilise funding opportunities and funding application can be submitted and decision made on the success of the submitted application	
2427c	c. Leisure Plot works- agree expenditure for cost of urgent replacement tap upto £250 Resolved: Cllr Groves proposed up to £250 for the urgent replacement stopcock and tap need to be replaced urgently, seconded Cllr Light Votes: For, Unanimous Motion Carried Action: Cllr Groves to progress tap repair works up to £250	Cllr CG
2427d	d. To confirm approval to seek quotes for Leisure Plots -13 fence posts and 1 gate post Resolved: Cllr Groves proposed approval to obtain quotes for 14 replacement posts, one quote is £153 installation would be free of charge by Cllr Groves and plot holders Cllr Hill proposed approval to seek two further quotes, seconded Cllr Barker Votes: For, Unanimous Motion Carried	
2427e	e. To approve expenditure up to £75 for print costs/newsletter for the Annual Parish Meeting (deferred from previous meeting item 2403i) Resolved: Cllr Barker proposed expenditure up to £75 for printing of information for the Parish meeting, seconded Cllr Groves Votes: for, Unanimous Motion Carried	
2427f	f. To consider upgrading DPC software to Office 365 We have received an email to confirm our system is out of date and upgraded due increased problems with sending bulk emails, improved efficiency for sharing documents and so the RFO is currently looking into costs as a matter of urgency	
2428	8. Planning (Cllrs. Chapman, Dodson & Groves) To consider planning applications received (available to view on-line) There is a new notification of planning that will be circulated	
2429	9. Burnham Green (Cllrs Barker, Chapman, Dodson & Feldman) Feedback on bin from Community Ranger and agree actions The Community Ranger has confirmed the emptying and litter picking of the Welwyn side will add 40 minutes Action: HR to discuss and agree additional works and recharges to Welwyn PC	HR
2430	10. Communications (Cllrs. Chapman, Dodson, Feldman, Garrod & Light)	
2430a	Update from Comms Deferred	
2430b	b. To confirm one page article Parish Council achievement update for 23-24 to be shared on social media and the website. Resolved: Cllr Hill proposed confirmation of the article, seconded Cllr Light Votes: For, Unanimous Motion Carried	
2430c	c. To discuss and agree revision of meeting dates in 2023 to be March 21, April 25, May 16 2023 due to legislation requirement for May meeting followed by 27 June, 25 July, 29 September, 31 October, 28 November 2023, and 30 January, 27 February, 26 March, 25 April and 28 May 2024. The Annual Parish meeting 2023 to be held on 27 April 2023 Resolved: Cllr Hill proposed agreement of the meetings subject to confirmation of room availability, Seconded, Cllr Light. Votes: For, Unanimous Motion Carried	
2430d	d. To nominate a council representative for the March 23 Parish Magazine award judging Resolved: Cllr Barker proposed nominating Cllr Light to be made the Rep for judging the Parish Magazine awards, seconded Cllr Groves Votes: For, Unanimous Motion Carried	

2430e	e. To confirm actions required for Nominations for Citizens awards Action: To issue an email/communication to seek nominations in March for the Annual Parish meeting	Clerk
2430f	f. Update and feedback on Report a problem page. Prev deferred item 2408c Councillors are asked to give feedback on the latest version for any amendments	
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 Deferred	
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 This has been agreed via email and is included in the magazine currently going to print Action: Comms groups to meet and provide update to all councillors	Comms
2431	11. CLIP Group (Compliance, Legal Issues, Insurance and Policies)	
2431a	a. To consider and agree Risk Assessments (RA) training options and link with the Community Ranger (prev deferred item 2407d) Resolved: Cllr Hill proposes agreement for training options on risk assessments in conjunction with the Community Ranger in May. Seconded Cllr Barker Votes: For, Unanimous Motion Carried	
2431b	b. To consider and agree the formation of a policy outlining protocol for attending external meetings (prev deferred item 2407f) Defer to CLIPS meeting to incorporate suitable wording	
2431c	c. To discuss the broken sewer cover at the Bowls Club (Cllr Hill) prev deferred item 2407g Cllr Hill confirmed the area has been made safe, three quotes have been obtained for the Bowls club to look at to ensure the weight capacity will be adequate	
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 Cllr Groves explained it would not be wise to look at changing the padlock and 5 keys system until the fence has been erected around the carpark that may be progressed under the Levelling up funding. Resolved: to combine looking at the padlock as part of the levelling up funding options, seconded Cllr Barker Votes, For Unanimous Motion Carried	
2432	12. Health & Wellbeing (Cllrs Barker, Feldman, Hill and Light) Feedback on Health & Wellbeing initiatives inc Health & Wellbeing Trail Cllr Barker confirmed Digital inclusion is going well, funding is due to run out but it is hoped more will be available. The Strength and Balance class has a good number of participants and wide range of ages and mobility The Council are currently awaiting a decision and result for additional funding Elderberries have confirmed the group are no longer running Cllr Hill is obtaining three quotes for the Turkey Farm trail with the aim to have this installed in the near future Health and Wellbeing trail will include 6 stations around the Turkey Farm linked to the website Action: Health and Wellbeing to arrange a meeting in the next three weeks with assistance from Cllrs Groves and Garrod	Health & Wellbeing
2433	13. Clerks Report a. Elections update Information received from East Herts has been circulated and will be uploaded to the website with a deadline of nominations to be submitted by 4 April 23	

	<p>b. Communication/correspondence update The summary of communication/correspondence up to 23 Feb 23 was shared and noted the need to add two new emails, one of which was emailed shortly before the meeting and so has not yet been read</p> <p>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 Leisure & Plot and Highways Champions Cllr Groves Chair of both</p>	
	Meeting closed at 9.12pm	
	Summary of Meeting Actions	
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