



# Datchworth Parish Council

Serving the communities of Datchworth, Bulls Green, Burnham Green and Hooks Cross

## Minutes of Datchworth Parish Council Annual Meeting held on Tuesday 16<sup>th</sup> May 2023 at 7:00pm at Datchworth Church Hall

**Present:** Councillors:

Dean Goodman, Charlie Groves, Mark Light, Emma Norman, Pat Perry, Andrew Wood, John Wringe  
Officer Present, Susan Hake, Clerk

Terry Philpott from Ware Town Council also present

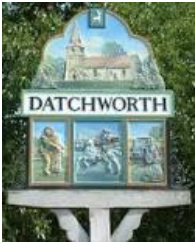
Members of public 24

- | Item No  | Item Description  |
|----------|---|
| 23/AM 1. | <p><b>To nominate the Chair to the Parish Council</b><br/>To receive the signed Declaration of Acceptance of Office to also be signed by the Proper Officer<br/><b>Resolved:</b> Cllr Andrew Wood having signed the Declaration of acceptance of Office as a Councillor prior to the commencement of the meeting was elected as Chair for this meeting and duly signed the Declaration of Acceptance of Office as Chair</p>                     |
| 23/AM 2. | <p><b>To nominate the Vice Chair</b><br/>To receive the signed Declaration of Acceptance of Office of Vice Chair to also be signed by the Proper Officer<br/>Deferred to the June meeting</p>   |
| 23/AM 3. | <p><b>To receive and accept Apologies for absence</b><br/>Apologies were received and accepted from Cllrs, Jane Dodson, Julia Florence, Sara Miller,</p>  |
| 23/AM 4. | <p><b>To receive the signed Declaration of Acceptance of Office from all Councillors and signed by the Proper Officer</b><br/>All Councillors attending the Annual Meeting plus Cllr Florence were confirmed to have signed the Declaration of Acceptance of Office as a Councillor prior to the commencement of the meeting. Outstanding Declaration of Acceptance of Office from Councillor's Dodson and Miller to be signed by 31 May 23</p> |
| 23/AM 5. | <p><b>All Councillors to complete within 28 days the Disclosable Pecuniary Interest &amp; other Interests Form to the Proper Officer/Monitoring Officer at East Herts DC</b><br/>Noted</p>  |
| 23/AM 6. | <p><b>Interests</b><br/>To receive declarations of interests from Councillors on items on the agenda<br/>Cllr Groves declared an interest as a leisure plot holder<br/>To receive written requests for dispensations for declarable interests<br/>To grant any requests for dispensations as appropriate</p>  |

Parish Clerk: Susan Hake

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

Tel: 07938 743424 Email: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk)



## Datchworth Parish Council

Serving the communities of Datchworth, Bulls Green, Burnham Green and Hooks Cross

**23/AM 7. Minutes - To approve the Minutes of:-**

Annual Meeting 28<sup>th</sup> April 2022

**Resolved:** Approved

Full Council Meeting on 25<sup>th</sup> April 2023

**Resolved:** Deferred to next meeting

**23/AM 8. Public open session – up to 15 minutes where the public can ask questions of the Council**

Members of the public raised concerns about the ditches, flooding and potholes in the Parish. It was confirmed the Parish Council have no powers to actions works and that this is the responsibility of County Council Highways and so recommended contacting the County Councillor for the area, Ken Crofton and possibly contact District Councillor Tony Stowe. It was also advised the greater number of people who report a problem the more likely action will be taken.

A member of the public enquired if there are any plans for conservation on Datchworth Green or in the area.

The Chair answered as a new Council, the previous councils paperwork will be reviewed and no plans have been made on this by the new Council.

A member of the public enquired about the Parish Council Facebook

It was noted this is due to be covered later in the agenda

A member of the public queried an item on the website is out of date.

This was noted and will be looked into.

It was confirmed the Annual Parish Meeting has been postponed and has been annotated on the Website

It was confirmed Cllr Groves held the keys for the Noticeboards

**23/AM 9. To adopt the Code of Conduct**

**Resolved:** The Council agreed to adopt the Code of Conduct

**23/AM 10. To adopt the Standing Orders**

**Resolved:** The Council Agreed to adopt the Standing Orders and review as required

**23/AM 11. To adopt the Financial Regulations**

**Resolved:** The Council agreed to adopt the Financial Regulations and review as required

**23/AM 12. To adopt the Scheme of Delegation**

**Resolved:** The Council agreed to adopt the Scheme of Delegation and review as required

**23/AM 13 To adopt all other policies recorded on the website**

**Resolved:** The Council Agreed to adopt all policies on the website and review as required

The Clerk also advised to review of Terms of Reference for Committees and Working groups

**23/AM 14 To appoint Councillors to Committees / Working Groups & agree Chairs**

a. Delegated Committees

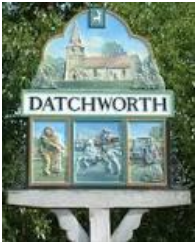
It was noted that 3 councillors are required as a minimum for a committee to be quorate  
Finance Committee

Cllrs, Charlie Groves as an existing signatory, with John Wringe, Pat Perry and Mark Light to be added as signatories and Jane Dodson as an existing signatory on completion of signing  
Acceptance of Office

Parish Clerk: Susan Hake

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

Tel: 07938 743424 Email: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk)



# Datchworth Parish Council

Serving the communities of Datchworth, Bulls Green, Burnham Green and Hooks Cross

Cllr Wringe was elected to be the Chair of the Finance Committee  
HR Committee

**Resolved:** Cllrs Light, Groves and Norman were allocated to the HR Committee with the Chair to be allocated at a later meeting.

Additional members to be allocated at a later meeting

The Clerk advised a second group of Councillors are allocated to HR Appeal panel  
Planning Committee

**Resolved:** Cllrs Goodman, Groves and Norman were allocated to the Planning Committee with the Chair to be elected at a future meeting

## b. Working Groups

Amenities & Outside Spaces (AOS) Working Group

Communications Working Group (incl website/social media/police/neighbourhood watch)

(It was noted this group will be required to discuss and move forward the Facebook actions)

Compliance, Legal, Insurance, Policies (CLIPS) Working Group

Environmental Working Group

Health and Wellbeing Working Group

(Classes are continuing to be run, Wellbeing trail of which a grant will be allocated)

Highways Champions Working Group

Leisure Plots Working Group

Trees Working Group

(Tree survey quotes need to be obtained as soon as possible)

**Resolved:** To defer the decision on these groups to a future meeting

## 23/AM 15. To appoint representatives to Outside Bodies

Burnham Green Joint Management Committee (next meeting will held in July to be Clerked by DPC (Welwyn Clerk has confirmed the Notice board purchase is on hold at present until lettering has been agreed)

Burnham Green Village Hall Committee

Datchworth Village Hall Committee

A member of Datchworth Village Hall raised concern that a representative is urgently required that one is appointed due to the turning down of a bank application being turned down

**Resolved:** Cllr Perry was elected as a representative and has declared an interest as being the Secretary of the Village Hall Management Committee but will stand down if required

Sports/Rugby Club Liaison

**Resolved:** Cllr Wood was elected as a representative and has declared an interest with the Sports Club but will stand down if required

## 23/AM 16. Finance

- a. To approve monthly April Finance Report and May payments

Two payments were queried

**Resolved:** Approval of the monthly Finance Report and May payments was approved

- b. To confirm members to sign mandate signatories for Unity Trust Bank

**Resolved:** To confirm all Finance Committee members to be signatories

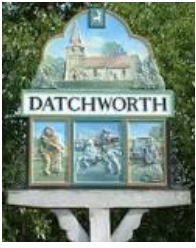
- c. To approve existing authorised bank signatories continue supporting the Council payments and banking functions until all new signatories are activated

**Resolved:** To remove Tony Stowe, James Garrod and Katy Feldman as signatories and for the outgoing Clerk to continue to support Finance input until new Clerk and signatories are activated by the Unity Trust bank

Parish Clerk: Susan Hake

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

Tel: 07938 743424 Email: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk)



# Datchworth Parish Council

Serving the communities of Datchworth, Bulls Green, Burnham Green and Hooks Cross

## 23/AM 17. Annual Governance and Accountability Return 2022/23 (AGAR)

- a. To receive and note the Internal Audit Report 2022/23  
The Clerk explained the Internal Auditor has signed the report confirming no concerns or findings have been identified  
**Resolved:** The Internal Audit Report 2022-23 was received and noted
- b. Complete and approve AGAR Section 1 of the Annual Governance Statement  
The Clerk went through each of the items 1-9 on Section 1 of the AGAR and it was noted only two councillors present at this meeting have been councillors for the municipal year 2022-23
  1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
  2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
  3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
  4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
  5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
  6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
  7. We took appropriate action on all matters raised in reports from internal and external audit.
  8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
  9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.**Resolved:** Items 1 through to 8 were agreed as a yes answer and item 9 as N/A and for Section 1 The Annual Governance Statement agreed to be approved to be signed by Chairman and Clerk at the meeting
- c. To approve AGAR Section 2 Accounting Statements (*signed by the RFO prior to being presented to the Authority for approval and to record the date of approval, minutes reference and arrange to be signed by the Chair of the meeting where the Accounting Statements were approved*)  
**Resolved:** For Section 2 of the AGAR signed by the RFO to be agreed
- d. To note and confirm the Completed Notice and dates of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return 5 June to 14 July 2023  
**Resolved:** The Notice dates were noted and confirmed to be agreed of the period for exercise of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for 5 June to 14 July 2023

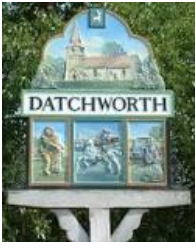
## 23/AM 18. Reports and update from Working groups

Communications update- To confirm agreement for Councillors on Communication Working group and Clerk to be administrators of face book

Parish Clerk: Susan Hake

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

Tel: 07938 743424 Email: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk)



## Datchworth Parish Council

Serving the communities of Datchworth, Bulls Green, Burnham Green and Hooks Cross

**Resolved:** To defer to a future meeting

**23/AM 19. HR** To consider and agree options for locum Clerk cover & Clerk Recruitment ad  
**Resolved:** It was proposed and agreed for Andy Short to be appointed as Locum Clerk for Datchworth Parish Council

It was proposed to discuss the details for the recruitment as PPE item to exclude the members of public and press

**Resolved** It was agreed to discuss the detail of the recruitment as PPE item 23/AM 19 HR session for the agreement of the terms for employment

**23/AM 20. Clerks Report and Correspondence**

The Clerk confirmed receipt of an email from the Bowls Club requesting the new council liaise with the Bowls Club for future planned works at the Turkey Farm

**Action:** Council to discuss further the grant funding application to include an accessible path and liaise with the Bowls Club

**Resolved:** It was proposed and agreed to hold an additional meeting at the Church Hall on Monday 22 May at mid day to include the election of the new Chair, revised date for the Annual Parish meeting

The meeting closed at 9pm

**23/AM 19. Part two PPE HR**

**Resolved:** It was agreed the start date for the Locum Clerk will be 22 May 23 at 10 hours per week on pay scale SCP 21 and pre-agreed additional hours if required, with a 1 month notice period on either side and probationary review at 3 months

**Action:** Clerk to obtain template locum contract and liaise with the Locum Clerk

DRAFT