



Minutes of the Parish Council Meeting

Held on Tuesday 27th June 2023

at 7:00pm at Datchworth Village Hall

Present:	Cllrs. Sara Miller, Andrew Wood, Julia Florence, Dean Goodman, Charlie Groves, Mark Light, Emma Norman, Pat Perry, and John Wringe.
In Attendance:	9 members of the public

Minutes

Item #	Item Description
PCM06-1	To receive and accept apologies for absence Apologies were received and accepted from Cllr.Jane Dodson
PCM06-2	Interests a. To receive declarations of interests from Councillors on items on the agenda Cllrs Miller and Perry as trustees of Datchworth Village Hall Cllr Wood as Sports Club Chairman. b. To receive written requests for dispensations for declarable interests c. To grant any requests for dispensations as appropriate No requests for dispensations.
PCM06-3	Minutes - To approve the Minutes of:- ECPM 22 May 2023 - approved.
PCM06-4	To receive update on actions None.

<p>PCM06-5</p>	<p>Public open session – up to 15 minutes where the public can ask questions of the Council.</p> <p>a. A member of the public spoke highly of the Digital Inclusion and Strength and Balance classes, and a social aspect to the future trail was requested.</p> <p>b. A member of Datchworth Climate Action Group spoke about broadening the scope and appeal of the climate group and would like to hold an event on Datchworth Green on the morning of Saturday 2nd September, in collaboration with other local community groups. If the event goes well, the regular monthly event may be re-located there.</p> <p>The concept received broad consent, to be confirmed in next month’s meeting.</p> <p>c. A member of the public asked about Communications and Facebook - to be covered in the agenda, later.</p>
<p>PCM06-6</p>	<p>Election of committees</p> <p>Resolved Proposal to rename Compliance, Legal, Insurance and Policies (CLIP) to Governance and Legal. Proposed Cllr Miller, seconded Cllr Wood. Motion Carried</p> <p>Resolved Proposed by Cllr Perry, seconded Cllr. Florence that committee members and chairs based on self-nominations by each councillor are as follows:-</p> <p>Amenities & Outdoor Spaces including Leisure Plots: Cllrs. Charlie Groves (Chair), Andrew Wood and Emma Norman</p> <p>Burnham Green Joint Management Committee: Cllrs. Julia Florence and Pat Perry</p> <p>Governance and Legal: Cllrs.Pat Perry (Chair) Cllrs. Julia Florence, Mark Light, Sara Miller</p> <p>Comms: Cllrs.Mark Light (Chair), Cllrs. Andrew Wood and John Wringe</p> <p>Finance: Cllrs.John Wringe (Chair) Cllrs Charlie Groves, Mark Light, Sara Miller and Pat Perry</p> <p>Health & Wellbeing: Cllrs.Emma Norman (Chair), Cllrs Julia Florence and Sara Miller</p> <p>Human Resources: Cllrs.Sara Miller (Chair), Cllrs. Julia Florence, Charlie Groves, Mark Light and Emma Norman</p> <p>Planning: Cllrs. Dean Goodman (Chair), Charlie Groves and John Wringe</p> <p>Trees: Cllrs.Andrew Wood (Chair), Cllrs. Dean Goodman and Charlie Groves.</p> <p>Motion Carried.</p>

<p>PCM06-7</p>	<p>Finance (Cllrs Wringe (Chair), Groves, Light, Miller, Perry)</p> <p>a. Monthly May Finance Report and June payments - approved. Cllr Wringe confirmed the monthly report is loaded to the DPC website, and gave the following analysis: Month's income: £1806 Month's Expenditure: £7568, 76% of which was grass cutting and salaries. Bank Balances (deposit and current combined): £60,700.</p> <p>b. Unity Bank signatories expected to be resolved by them within a few days.</p>
<p>PCM06-8</p>	<p>Planning Cllr. Goodman (Chair), Groves, Wringe.</p> <p>a. To consider planning applications received (available to view on-line)</p> <p>92 Burnham Green Road 33 Burnham Green Road Sports Club Home Farm, 76 Burnham Green Road No objections to the Planning Committees' recommendations.</p> <p>b. 3/23/0891/FUL-Change of use of Lane to a Caravan Site for up to 5 Residential Caravans, Club Cottage Caravan Park, Burnham Green Road Resolved Recommendations circulated to the council, proposed by Cllr Goodman, seconded Wringe, approved unanimously. Motion Carried.</p> <p>c. Harwood Park Crematorium. Agreed to discuss and vote as a Planning Application recently received. Proposed structure is double the area and higher than the current building. Cllr Goodman has prepared and circulated a proposed response. Resolved Proposed Cllr Goodman, seconded Cllr Norman, agreed unanimously. Motion Carried.</p> <p>d. Luton Airport Expansion. DPC submitted a response to the Inquiry Office, by which it still stands, before the consultation deadline of 23rd June. Our response will add to a weight of opinion by many local interested parties.</p>
<p>PCM06-9</p>	<p>Burnham Green (Cllrs. Florence and Perry)</p> <p>a. BGJMC - no meeting yet, expected in July. Meeting Dates 3rd Wednesday in month, Welwyn Councillors preference is 3 per year.</p> <p>Action Clerk: Acquire and share details of the next BGJMC meeting.</p>

<p>PCM06-10</p>	<p>Communications (Cllrs Light (chair), Wood and Wringe)</p> <p>a. To review options and develop plans to adopt/continue using a logo for use by the Parish Council on internal and external communications. (Cllr Wringe). In order to compare options of retaining old logo (at a cost of £150) or redesigning the logo and brand identity, Cllr Wringe offered to contact a professional designer to suggest fresh branding at no cost.</p> <p>Action Cllr Wringe: to commission a no-cost logo and brand identity design and present findings at the next meeting.</p> <p>b. Facebook discussions (previous page and new launch) (Cllr Light). Whilst community Facebook page is well used (e.g. for agenda of the parish meeting), we also need our own account, and under the control of the clerk which has previously caused issues for the council.</p> <p>Action Clerk to investigate potential GDPR infringements re use of FB.</p> <p>Action Cllr Light and Clerk to set up new Facebook account, under the clerk's control, and to consider how best to create relevant content.</p> <p>c. Village Diary (Cllr Wood). Cllr Wood proposed the creation of a village-wide diary, to be used across the DPC webpage and Datchworth.com, to encourage residents to know about and attend local events. All Councillors supported this idea.</p> <p>Action: Comms team to consider.</p> <p>d. d. Office 365, hard drive request, Cllr. shared drive (Cllr Light). Cllr Light reiterated the urgent need for a central repository for all council documents which will enable Councillors to understand the activity and decisions made by each of the committees/working groups, and the whole council. A lack of document control in the past has made the access to necessary information (including minutes of meetings) difficult for incoming councillors.</p> <p>Action Cllr Light: research costs and scope and make recommendations at the next council meeting.</p> <p>Action Clerk: To define the requirements of committees and working groups to record minutes.</p> <p>The council resolved to keep and circulate minutes and comprehensive notes from meetings, and to keep PPE to a minimum.</p>
<p>PCM06 11</p>	<p>Governance and Legal (Cllrs.Perry (chair), Florence, Light and Miller)</p> <p>a. Plough Car Park Working group (Cllr. Miller) We need a working group to review all currently available documents, interview, investigate, analyse and make recommendations to the full council. People who've expressed an interest in joining the working group are Cllrs Florence, Light, Perry and Wringe. Cllr Groves reminded us of the outstanding legal action, and a member of the public stated that the donor's counsel had been instructed and a brief drafted, but that he wished to meet with the new council to find a solution. That member of the public also volunteered some additional documents, which he'll send to the clerk.</p> <p>Resolved Cllr Wood proposed for working group of Cllrs Florence, Light, Perry and Wringe to be set up, Cllr Wringe seconded. Motion Carried.</p>

b. Land at Coltsfoot update (Cllr Goodman)

Cllr Goodman has circulated a report, based on all available documents and a conversation with the resident, but some gaps in legal data remains and so further investigation is required by Cllr Goodman to gain clarity on the ownership of the land and propose a way forward.

- c. To discuss and agree the way forward re the custodian trusteeship of Datchworth Village Hall in order to resolve the legal conflict and ICO appeal. (Cllr Miller who, with Cllr Perry, will abstain from voting)

In order to resolve both the legal and the ICO matter to minimise risk, cost and reputation of the council,:

- d. **Resolved** Cllr Norman proposed and Cllr Wood seconded to vote on the proposal that DPC has no objection to DVH transferring the Custodian trustee for the charity, currently held by DPC, to the Official Custodian at the Charity Commission.
Motion Carried

- e. Resolved Cllr. Florence proposed and Cllr. Light seconded to vote on defusing the outstanding ICO appeal against DPC by correcting inaccuracies previously supplied to the ICO, particularly around the ownership and management of the hall, and the governance, procedures and duties of the management committee. **Motion Carried.**

f. Policy Gap Analysis and renewal (Cllr Miller)

Many policies need reviewing and updating, the most pressing of which is to ensure ex-Councillors have their access to emails terminated as soon as they are no longer in office. In May of this year, an ex-councillor kept her access, with the knowledge of the chair and clerk, for 15 days (9th-24th May). The new policy/standing order will be draft by G&L and submitted to full council for approval.

Action Clerk: to define the rules for documents, emails and data retention, and whether any records can be deleted (either in term or upon leaving office).

g. Encroachment on Bull's Green (Cllr Groves)

Cllr. Groves reported that Brad Wheeler (EHDC enforcement) previously confirmed that public liability insurance and a pavement license is required for the publican of the Horns to use the green. After some discussion, we agreed that, provided the publican can provide evidence of sufficient public liability insurance, and once we have checked both he and the council are acting within the law, we will support the pub in his use of the green.

A member of the public raised the issue of glasses being left on the green, and we agreed to speak to the publican to ensure this matter is resolved.

Resolved Cllr Light proposed and Cllr Wood seconded: To re-look at the law (including licensing) that applies to the publican and the council, and in principle to support the Horn's safe use of the green. To ask the publican to resolve the glasses issue. **Motion Carried.**

- f. Land Registry - awaiting an update from EHDC legal department. Carried forward to next meeting.

h. Dates of future parish council meetings were agreed to be at 7pm on Tuesdays:

Date	Venue
27 th June 2023	Datchworth Church Hall (DCH)
25 th July 2023	DCH
26 th September 2023	Burnham Green Hall (BGH)
31 st October 2023	DCH
28 th November 2023	DCH
30 th January 2024	DCH
27 th February 2024	DCH
26 th March 2024	BGH
30 th April 2024	DCH
28 th May 2024	DCH

Action: Clerk to publish on DPC website

h. Tudor Lodge, 63 The Green.

We are still awaiting legal costs from EHDC but will write to the resident as soon as we receive them.

PCM06-12 Health & Wellbeing (Cllrs TBD)

a. Feedback on Health & Wellbeing initiatives inc Health & Wellbeing Trail (Cllr Light)

Cllr. Florence gave positive feedback on the Digital Inclusion classes and reported that they will receive funding (albeit possibly via a different route) for another year. There will be a summer break after 18th July, back in September, when a campaign to encourage uptake will take place.

b. To consider and approve quote for Health and Wellbeing trail. Cllr Miller outlined the current position and asked the H&W group to review the funding and proposal and feed back to the full council at the next meeting.

Action: H&W group to review the funding and proposal to feedback to Full Council

PCM06-13 AOS (Cllrs. TBD)

a. Bowls club drain cover update (Cllr.Wood). Cllr.Wood confirmed that the drain covered is being repaired in the next two weeks.

b. Datchworth Green Flagpole (Cllr.Miller). Following some input from residents, Cllr. Miller suggested we gather local opinion on whether people would like a flag pole on the green. Cllr. Wringe reported that the supplier will give a full refund if we cancel within a week, and we can re-order at any time. Cllr.Miller reported that if the planning permission application goes ahead, we will get no refund. If it is cancelled, we will not get a refund but will be able to re-submit at no cost between now and 27th March 2024.

Resolved. Proposal for Cllr. Miller to speak to the donor re progress of the planning permission and resolve it to the donor's satisfaction (and if necessary for the council to absorb the planning fees) and for the flagpole order to be cancelled and refunded.

Motion Carried.

c. Burnham Green Play Park Stumps (Cllr.Groves) Cllr.Groves reported that the stumps need replacing or removing and offered to remove the stumps and fill the hole, which all agreed with thanks.

	<p>Action: Cllr.Light to talk to Chris Wilkins re whether the stumps are used.</p> <p>d. Dog waste bins cost (Cllr.Groves) Cllr.Groves reported that DPC pay EHDC to empty the bins at £650 but we also pay an independent company to empty both the rubbish and dog waste bins.</p> <p>Action Cllr Wringe to look into whether we're paying twice and resolve. Action Cllr Groves to investigate the status of the inside of the bins and report back.</p> <p>e. Planters (Cllr Miller) Cllr.Groves we have 4 planters and the plan is for one at each entrance to the village. He has spoken to a charity who will plant, weed and water them at no cost. Other suggestions were a community herb garden or put them near the school and/or Pre School for the children to tend. Project to be passed to AOS team for consideration and report back to the full council.</p> <p>Action AOS Committee to report back to FC - planter location and maintenance plan.</p> <p>f. Tennis Club disabled access (Cllr.Wood). In order to enable a disabled member of the tennis access to the court, a new surface needs to be built.</p> <p>Resolved. Cllr. Norman proposed, and Cllr.Miller seconded: to allow the tennis club to install, at their cost, a 'grasscrete' to facilitate access, as per the agreed plan. Motion Carried.</p>
<p>PCM06-14</p>	<p>Trees (Cllrs TBD)</p> <p>a. Update from informal group meeting (Cllr.Goodman)</p> <p>There was some discussion over the requirements for tree inspections and surveys. Cllr Wringe confirmed that the insurance company does not require a yearly survey. :</p> <p>Resolved. Cllr.Miller proposed and Cllr.Florence seconded for Cllr.Wood to appoint a competent person or tree surgeon to review the last tree survey report to ensure that the trees (particularly those marked red and amber) are safe. Motion Carried.</p> <p>Action For Cllr. Wringe to investigate the payments for tree surveys and works. Action: Cllr.Wood to review last tree survey to ensure trees marked red and amber are safe.</p> <p>Resolved. For G&L and the Tree Committee to jointly review the tree policy and report back to full council. Motion Carried.</p> <p>Action: Tree Committee to review The DPC tree policy and report to Full Council .</p>

PCM06-15

Clerks Report

a. Communication/correspondence

Bios completed.

Report a problem DPC website, 4 links repaired.

Laptop Virus protection purchased, £29, next year £119pa TBD.

A member of the public asked for the 'Bed Post' signs, on entry to the village, be repaired and reinstated. We confirmed we would look into this and will either get them repaired or will report back to the Full Council.

Action: Clerk to review 'Bed Post' Signs and to report to Full Council

Cllr. Miller closed the meeting at 9:34pm