



Minutes of the Parish Council Meeting

Held on Tuesday 25th July 2023
at 7:00pm at Datchworth Village Hall

Present:	Cllrs. Sara Miller, Andrew Wood, Julia Florence, Dean Goodman, Charles Groves, Mark Light, Emma Norman, Pat Perry, and John Wringe.
In Attendance:	10 members of the public

Minutes

Item #	Item Description
PCM07-1	<p>To receive and accept apologies for absence.</p> <p>Apologies received from Cllrs Ken Crofton, Tony Stowe and Tom Deffley Resignation from Councillor Jane Dodson. The vacancy is advertised on the DPC website and Parish Noticeboard until 15th August</p> <p>Resolved to hold an ECPM 6pm Thursday 17th August Motion Carried</p>
PCM07-2	<p>Interests</p> <p>a. To receive declarations of interests from Councillors on items on the agenda</p> <p>Cllr Perry as trustee of Datchworth Village Hall</p> <p>b. To receive written requests for dispensations for declarable interests</p> <p>None</p> <p>c. To grant any requests for dispensations as appropriate</p> <p>None</p>
PCM07-3	<p>Minutes - To approve the Minutes of: -</p> <p>Full Council Meeting on 22nd May- Approved Full Council Meeting on 27th June – Approved subject to removing text ‘at no cost’. PCM06-13e (Planters)</p>

	<p>Reminder to Councillors read by Cllr Miller from Parish Council Toolkit and Standing Orders</p> <p><i>'Clerk to provide a draft of the minutes to the chair of the meeting as a pdf. This is an opportunity for picking up any mistakes in the content of the minutes and is not to be used by the chair as a means of re-writing the minutes'.</i></p>
PCM07-4	<p>To receive update on actions</p> <p>Open Action status updated by Clerk.</p> <p>Action: Clerk to update and upload to DPC website</p>
PCM07-5	<p>Public open session – up to 15 minutes where the public can ask questions of the Council.</p> <p>a. Members of the public asked about the legacy Facebook page, the proposed 200 house development on land between Swangleys Lane and Watton Road plus a request for an update on land at Coltsfoot – all items to be covered later in the agenda.</p>
PCM07-7	<p>Finance (Cllrs. Wringe (C), Miller, Perry, Groves and Light)</p> <p>a. To approve monthly June Finance Report and July payments</p> <p>Approved</p> <p>b. Unity Bank update (Cllr Wringe)</p> <p>Signatories in place</p> <p>c. Quarterly review of budget (Cllr Wringe)</p> <p>Budget update given by Cllr Wringe, details on DPC website.</p> <p>d. Quarterly review and approval of bank reconciliation (Cllr Wringe)</p> <p>Approved, details on DPC website.</p> <p>e. Set dates for Finance meeting (proposed 16th November, DCH)</p> <p>Finance meeting set for 16th November.</p> <p>f. Committees to set budget requirements for 2024.</p>
PCM07-8	<p>Planning (Cllrs. Goodman, Groves and Wringe)</p> <p>a. To consider planning applications received (available to view on-line)</p> <p>Planning details of the following outlined by Cllr Goodman, details on DPC website.</p> <ul style="list-style-type: none"> • Land between Watton Rd and Swangleys Lane • 1 Coltsfoot • 48 Burnham Green Rd • 111 Burnham Green Rd

	<p>Resolved to accept Planning Committee objections and approval recommendations Motion Carried Action: Clerk to send objections and comments to East and North Herts District Councils</p> <p>Planning Terms of Reference draft document adoption. Cllr Goodman reported that because no decisions can be made by email it was Resolved that the text 'by email discussion' is removed from the draft Terms of Reference Motion Carried</p> <p>Land at Coltsfoot</p> <p>Cllr Goodman presented that he had met the landowner, provided a briefing to Councillors, and liaised with the East Herts property lawyer. He intends to now consult with the Governance & Legal team and explained that he has a public duty to deal with the easement using correct procedure and then recommend the appropriate way forward to Full Council.</p>
<p>PCM07-9</p>	<p>Burnham Green (Cllrs Perry and Florence)</p> <ul style="list-style-type: none"> a. BGJMC Update- Meeting Date 6th September. Welwyn PC room booked. b. Propose there are 3 Committee members for BGJMC, any 2 of 3 to attend JMC meetings. <p>Resolved that 3 DPC Councillors will be on the BGJMC, 2 to attend Motion Carried Cllr Miller volunteered to be the DPC BGJMC representative until a new Councillor is elected/co-opted.</p> <ul style="list-style-type: none"> c. Funding for Parish 3 pane noticeboard £750 <p>Resolved To allocate £750 towards BGJMC noticeboard Motion Carried</p>
<p>PCM07-10</p>	<p>Communication (Cllrs Light (C), Wood and Wringe)</p> <ul style="list-style-type: none"> a. Parish Council logo update Cllr Wringe reported good progress was being made and designs to be presented to Councillors after the meeting. b. Facebook (Cllr Light) Community FB page Datchworth Parish FB page. The Ex-councillor who started the page has been written to regarding closure by the Parish clerk. There has been no response. A new FB page will be launched. Discussion was held whether to use the Datchworth Community page (currently with 1700 members) but preference was to have an independent DPC page which can be opened and administered by the Parish Clerk. Page to be launched after logo adoption. c. Village Diary (Cllr Light) <p>Much discussion took place around which platform to host a new village calendar. Councillors explained that the DPC website could be administered by the Parish Clerk, and this was the preferred option. Link buttons would be on other village organisation websites to link to the comprehensive new village diary.</p> <ul style="list-style-type: none"> d. Office 365, hard drive request, Cllr. shared drive (Cllr Light)

	<p>1 quote received so far for Office 365 including a shared drive, when the other 2 quotes are received, Cllr Light will report to Full Council.</p> <p>Resolved that Hard Drive to be purchased up to £80 and Clerk laptop to be backed up to ensure security of DPC information Motion Carried</p> <p>e. PC meeting dates at Burnham Green Village Hall Cllr Miller explained the PCM dates at BGVH in March and September could only be held on a Thursday due to Tuesdays not being available. Councillors' opinion after some discussion was to carry on with Tuesdays at DCH for consistency and Councillor availability. Resolved to hold meetings at DCH on Tuesdays in Sept 23 and Mar 24 rather than BGVH on Thursdays Motion Carried</p>
<p>PCM07-11</p>	<p>Governance&Legal Group (Cllrs. Perry (C), Florence, Light and Miller)</p> <p>a. Plough Car Park Working group. Cllr Florence reported that the previous Council had taken a decision to seek an exit strategy, but this had not been achieved. The current aim of the working group was to review the project afresh, simplify and make progress in a timely fashion. Resolved that Full Council to make an informed, clear decision <i>in principle</i> once they have been,</p> <ul style="list-style-type: none"> i. Updated on the status for all aspects of and options for the proposed project. ii. Appraised of the potential (financial/legal/practical) exposures to the DPC both now and in the future. Motion Carried iii. Resolved that a budget of £5000 to be allocated for potential legal costs Motion Carried <p>b. Land at Coltsfoot update (Cllr Goodman) See Planning section</p> <p>c. Datchworth Village Hall Cllr Miller explained that the matter is largely resolved with only 2 outstanding items.</p> <ul style="list-style-type: none"> i. Datchworth Village Hall official deeds will be handed over before September meeting. ii. The Official Custodian is to take over registration of the land. <p>d. Policy Gap Analysis and renewal (Cllr Perry) Cllr Perry explained there are 41 policies currently, standing orders and financial regulations are certainly required. The remainder will be reviewed with a long-term aspiration of reducing the documentation significantly to a small suite of succinct, more relevant documents.</p> <p>e. Use of Bull's Green (Cllr Miller) Resolved that in addition to casual use (by setting out tables and chairs) of the green, DPC allow the publican of The Horns to hold up to 4 events a year provided Public Liability Insurance, Temporary Events Notice and card transaction licensing requirements are adhered to. Motion Carried</p>

	<p>f. Land registry status</p> <p>Cllr Miller intends to collate a document to identify the present status of what DPC land is registered and what is outstanding.</p> <p>g. Tudor Lodge, 63 Datchworth Green re right of way.</p> <p>Cllr Miller explained DPC are still waiting for East Herts legal team to notify DPC of outstanding costs, if any, for work carried out to prepare and easement letter.</p> <p>h. Committee structure</p> <p>Cllr Perry stated work is in progress to review the most efficient structure to carry out DPC business bearing in mind the required public accessibility, agendas, minutes, and notes that are required.</p> <p>i. 2-10 Bury Lane access road potholes.</p> <p>The ownership of the access road around Painters Green and the responsibility for maintenance is unknown at present. Cllr Wood offered in the short term to fill the largest potholes with appropriate material</p>
<p>PCM07-12</p>	<p>Health & Wellbeing (Cllrs Norman (C), Florence and Miller)</p> <p>a. Special motion (Standing order 7a). To pause and enable more discussion on the resolution referred to in agenda item 2462 -Turkey Farm Trail. PCM April 2023.</p> <p>Cllr Miller listed potential areas DPC were considering investing the grant monies:- Repair or replacement of noticeboards at Datchworth Green, All Saints Church, Turkey Farm plus one at the Village Hall; additionally, to install a new location sign for the Turkey Farm.</p> <p>b. Grant for Extra Defib</p> <p>Cllr Miller has registered an interest and will apply when grant funding becomes available. After discussion ideas for placement of the extra defibrillator were the The Horns, and the All-Saints Church Hall. It was noted that the locations were identified due to the requirement for a local 240v power source.</p> <p>c. Grant for D-Day to be applied for (Cllr Miller) D Day celebration 6th June. The Health and Welfare team are looking into options and funding for a Parish wide event. The marquee can be left erected in readiness for the Village fete</p>
<p>CM07-13</p>	<p>AOS (Cllrs.Groves (C) Wood and Norman)</p> <p>a. Datchworth Green Flagpole Cllr Miller reported that the Datchworth Green flagpole planning application has been rejected due to being applied for under the wrong category. As a result, East Herts planning department has agreed to refund the planning application fee. Any future application for a 6 metre Flagpole would need to be in the 'advertising' category.</p> <p>b. Burnham Green Play Park Stumps</p>

	<p>Cllr Groves reported that this item will be carried forward to September. Cllr Wood mentioned most of the stumps have some strimmer damage.</p> <p>c. Dog bins</p> <p>Cllr Wringe confirmed we are not double paying for bins to be emptied. He reported that DPC are working in tandem with Welwyn Parish and pay a specialist to empty the dog bins at £800pa.</p> <p>d. Planters update</p> <p>Cllr Groves suggested potential sites are</p> <ul style="list-style-type: none"> • On the corner of Watton Rd and Hawkins Hall Road • On the green by the village sign on Bury Lane just before Hollybush Lane, • Pre School • Datchworth Green near the Village Sign <p>Cllr Groves to organise the planting and maintenance.</p>
<p>PCM07-14</p>	<p>Trees (Cllrs Wood (C), Goodman and Groves</p> <p>a. Draft Tree Policy review and approval</p> <p>Cllr Wood explained the Tree working group had re written the tree policy in line with <i>National Tree Safety Group's document "Common Sense Risk Management of Trees"</i> and proposed adoption.</p> <p>Resolved To adopt the updated Tree Policy Motion Carried</p> <p>Cllr Wood added that after a full day survey with qualified Tree Surgeons in support emergency tree work was identified. The emergency (red) tree work was estimated between £7000 and £10000.</p> <p>Resolved To allocate 5k from tree budget and 5k from unallocated capital budget for the emergency tree work Motion Carried</p> <p>Action: Cllr Wood to obtain 3 Quotes for emergency tree work</p>
<p>PCM07-15</p>	<p>Clerks Report</p> <p>a. Communication/correspondence</p> <ul style="list-style-type: none"> • Bowls club drain cover repair completed; sign requested opposite Turkey farm entrance. • Overgrown bushes Raffin Close To be revisited to ascertain the exact trees and bushes come under DPC ownership • Dead may trees Datchworth Green Cllr Wood reported that during his tree survey ivy around the may trees had been cut causing the tree to appear dead, in fact all four may trees are healthy • Various enquiries for Gazebo hire, DI, S&B enrolment <p>Meeting Closed 21:35</p>