

REDBOURN PARISH COUNCIL

Minutes of Full Council meeting held on Thursday 15th MARCH 2018 at 7.30 pm, Conference Room, Parish Centre

PRESENT: Cllrs. D Mitchell (Chair), C O'Donovan (V Chair), I Caldwell, T Finnigan, D Bigham, S Kidd and P Schofield

IN ATTENDANCE: N Khanna (Clerk)

1. **APOLOGIES:** Cllrs M Maynard (Health), V Mead (District meeting), I Hickmott (Health), A Gardner (Health) and R Gray (Family)

2. **DISCLOSURE OF INTERESTS**
None

3. **PUBLIC PARTICIPATION**
None

4. **MINUTES OF PREVIOUS MEETING**

It was proposed by the Chair and resolved that:

The minutes of the Full Council meeting held on 15th February 2018 were approved as a true record.

5. **ACTIONS FROM PREVIOUS MINUTES**
None.

6. **CHAIR'S ANNOUNCEMENTS**
None

7. **MATTERS TO REPORT**
7.1 Christmas lights in the High Street
7.2 High Sheriff's Award
7.3 Office opening hours

8. **COUNTY REPORT**
County Cllr Annie Brewster sent the report below, which was read out by Cllr Mitchell:

1. The Secretary of State has confirmed that he sees no reason to call in the decision to approve the Katherine Warrington School planning application.

2. SADC have taken over weed control responsibility in the district from HCC for a trial period. This will be co-ordinated with Veolia regarding road sweeping.

3. County Cllr Webster has allocated some of her Locality Budget to the following:

- Bowls Club deep clean - £1,500*
- Folk on the Common - £500*
- Fun Run - £500*
- Library - £500*

9. DISTRICT REPORT

None.

10. BUSINESS ITEMS

10.1 SADC Local Plan

Cllr Mitchell reported that the SADC Planning Policy Committee (PPC) had on Tuesday 13th March 2018. Cllr Finnigan said that she had watched the recording of the meeting and SADC were considering getting to the Regulation 19 Consultation phase within 7-8 months.

SADC had been following the latest government guidelines indicating 913 dwellings per year should be built in St Albans District. However, if they completed the new Local Plan by the end of this year, then the previous figure of around 700 would be appropriate under the outgoing NPPF guidelines. However, the PPC decided that accelerating the plan process might lead to mistakes and then further delay, so they decided to keep the 913 target and complete next year as planned using the new NPPF.

Approximately 150 sites have been offered up as part of the 'call for sites'. SADC will now need to assess/consider these to reduce the number and identify the strategically viable sites.

SADC are very happy with the volume of responses they received from the consultation, which were around twice as many as the previous one.

SADC are part of the South West Herts group of Councils that have come together to address the 'duty to cooperate' element that the previous Local Plan failed on.

Cllr Mitchell reminded Cllrs that the Crown Estate were holding an exhibition of their 'master plan' for Cllrs on Thursday 22nd March 2018 at 5.30pm at the Parish Centre.

Cllr Finnigan said that SADC had stated that they had a fair representation of the district on the PPC panel to discuss sites put forward in the 'call for sites'. Cllrs discussed this and felt it would be good for their to be a Redbourn representative on the panel, given the scale of development proposed locally.

10.2 HCC's response to SADC's 'Call for Sites'

Cllr Mitchell reported that Herts County Council had put forward land at the Flamsteadbury play area for the development of 30-40 homes. The SADC Planning Policy Committee suggested this site may not be progressed as the site was not big enough to be strategic.

10.3 Redbourn Neighbourhood Plan

Cllr Mitchell reported that the Community Officer was still compiling feedback from the consultation. The working party will meet again once the feedback has been compiled and analysed.

10.4 Rothamsted

Cllrs reviewed a public notice from Rothamsted Research stating that they had applied for consent to conduct a field trial of genetically modified *Camelina sativa* under section 111 of the Environmental Protection Act 1990.

Cllrs discussed this and had no objections to it.

10.5 Grounds Maintenance contract

The Clerk reported that whilst we had hoped to have gone to tender for the Grounds Maintenance contract by now, other priorities meant this had been delayed. The tender process is dependent on the implementation of GIS mapping software, a big project, but the Facilities Officer had been diverted to urgent building works at the museum and Parish store. In the interim, the Clerk recommended extending our current Grounds Maintenance contract for a further year, at the current rates.

It was proposed, seconded and resolved that:

The current Grounds Maintenance contractor be engaged for a further year from 1st April 2018, at the same hourly rate. This is to allow time for the implementation of GIS mapping software to enable RPC to go to tender for the Grounds Maintenance contract.

10.6 CPRE

Cllrs considered entering the CPRE Rural Living Awards 2018 competition.

Cllr Kidd offered to lead on this and submit the applications, with support from other Cllrs. Cllr Kidd said he would contact Cllr Mead for some advice in the first instance

Action: Cllr Kidd

10.7 General Data Protection Regulation (GDPR)

The Clerk reported that LCPAS had been in for one day to carry out the Council's Personal Information Audit (PIA) and would be in again on 16th March 2018 to finish off. This will generate an action plan for RPC to follow to get us to GDPR compliance by 25th May 2018.

The Clerk reported that RPC will also need to appoint a Data Protection Officer (DPO) by that date.

10.8 Community Champion 2018

The Chair asked Cllrs to help find nominations for the 2018 Community Champion award. Cllr Mitchell said he would add information to the website and the Clerk was asked to publicise this via the website, noticeboards and social media.

Action: Cllr Mitchell / Clerk

10.9 Museum

Cllr Mitchell reported that the Management and Communications Committee had recommended to Full Council that the museum be given permission to go forward and apply for Planning Permission to install the Red House portico in the grounds of the museum.

It was proposed by the Chair and resolved that:

The Redbourn Museum trustees were given RPC support for them to proceed to the Planning Permission stage for the installation of the Red House portico in the grounds of Redbourn museum.

11. FINANCE

11.1 Finance Report

The Clerk presented Cllrs with the Income and Expenditure and Balance Sheet reports dated 12th March 2018, clarifying that they reflected transactions reconciled to 31st January 2018.

It was proposed by the Chair and resolved that:

The Income and Expenditure report dated 12th March 2018 reflecting reconciled accounts to the 31st January 2018 be received.

11.2 Invoices for payment

The Clerk presented Cllrs with the list of payments (Current account – Cash Book 1) for January 2018.

It was proposed by the Chair and resolved that:

The List of Payments (Current account – Cash Book 1) report dated 12th March 2018 showing payments for January 2018 be received.

The Clerk presented Cllrs with the list of payments (Petty Cash – Cash Book 2) for the period 1st April 2017 to 31st January 2018.

It was proposed by the Chair and resolved that:

The List of Payments (Petty Cash – Cash Book 2) report dated 12th March 2018 showing payments for the period 1st April 2017 to 31st January 2018 be received.

11.3 Receipts

The Clerk presented Cllrs with the list of receipts (Current account – Cash Book 1) for January 2018.

It was proposed by the Chair and resolved that:

The List of Receipts (Current account – Cash Book 1) report dated 12th March 2018 be received.

The Clerk presented Cllrs with the list of receipts (Petty Cash – Cash Book 2) report dated 12th March 2018 showing payments for the period 1st April 2017 to 31st January 2018.

It was proposed by the Chair and resolved that:

The List of Receipts (Petty Cash – Cash Book 2) report dated 12th March 2018 showing receipts for the period 1st April 2017 to 31st January 2018 be received.

12 COMMITTEES

12.1 Commons Committee

It was proposed by the Chair and resolved that:

The note of the cancelled Commons Committee scheduled for 1st March 2018 be adopted by the meeting.

12.2 **Planning Committee**

It was proposed by the Chair and resolved that:

The note of the inquorate Planning Committee scheduled for 13th February 2018 be adopted by the meeting.

The minutes of the meeting held on 13th March 2018 were not available in time for the meeting.

12.3 **Management and Communications Committee**

It was proposed by the Chair and resolved that:

The minutes of the Management and Communications Committee meeting held on 13th February 2018 are adopted by the meeting

The minutes of the meeting held on 13th March 2018 were not available in time for the meeting.

12.4 **Finance and Policy Committee**

None to receive.

13 **WORKING PARTIES**

13.1 **Green Belt Defence Working Party (RAGE)**

None

13.2 **Neighbourhood Plan Working Party**

None.

13.3 **Common car park Working Party**

None

13.4 **High Street Working Party**

Cllr Finnigan reported that the Working Party planned to next meet on the 4th April 2018.

14 **MATTERS TO REPORT**

- 14.1 **Redbourn High Street Xmas lights** – Cllrs received a report from the Redbourn Xmas Market organisers outlining the costs of extending the Xmas light display along the High Street. Two quotes, with a number of options were received, the cheapest of which was to rent lights over a 3-year period at a cost £15k+. Cllrs discussed this and felt that the cost and logistics of this scheme was too large for them to be able to support, either with resources or financially.

Cllrs were grateful for the hard work that the organisers had put into creating the report and expressed their continued support of the Xmas Market.

- 14.2 **Parish Centre office opening hours** – The Clerk requested Cllrs consider reducing the opening hours of the office to the public. The office would still be open every day, but this would allow longer periods of time for staff to work without interruptions. Frequent unscheduled visitors have a big impact on productivity, given 3 x staff are part-time and one is full time.

The Clerk suggested the office be open to the public 10-2pm from Monday to Thursday and 10-1pm on Friday, as it is now. Cllrs were supportive of this and asked the Clerk to add this to the agenda for the next Management and Communications Committee meeting.

Action: Clerk

14.3 **High Sherriff's visit** – Cllr Bigham reported that the High Sherriff would be visiting the Redbourn Care Group on 27th March 2018, after they recently won a CPRE award. Cllr Bigham asked if the Parish Centre could be used free of charge, to host a welcome event for his visit. The event was primarily for the Care Group, but Cllrs were also invited to attend and meet the High Sherriff. Cllrs discussed this and did not object to this.

15 DATE OF NEXT MEETING

Thursday 19th April 2018, 7.30pm

The meeting closed at 9.15pm

Chair *Date*