

REDBOURN PARISH COUNCIL

Minutes of Full Council meeting held on Thursday 19th APRIL 2018 at 7.30 pm, Conference Room, Parish Centre

PRESENT: Cllrs. D Mitchell (Chair), I Caldwell, T Finnigan, D Bigham, S Kidd, P Schofield, V Mead, I Hickmott, A Gardner and R Gray

IN ATTENDANCE: N Khanna (Clerk) and 2 x residents (Item 11.4)

1. **APOLOGIES:** Cllrs C O'Donovan (V Chair - Holiday), M Maynard (Health),

2. **DISCLOSURE OF INTERESTS**

None

3. **PUBLIC PARTICIPATION**

It was agreed that Item 11.4 be brought forward on the agenda.

11.4 **To consider a grant application from the Xmas Market organisers**

This grant application had previously been heard by Cllrs at the March 2018 Finance and Policy Committee meeting, but Cllrs had requested more information on the organisers reserve funds and their plans for it. The representatives explained that the reserves had been built up over time to help fund a Xmas light display in Redbourn High Street.

The Xmas Market organisers had carried out a considerable amount of work to understand the feasibility of a Xmas light display in the High street. Cllrs had felt they were unable to support it financially or with resources, as the schemes identified were just too large and unrealistic.

Following this discussion, the representatives withdrew their 2018-19 grant application. Cllrs said they would be very happy to receive another application later in the year if another project was identified. Cllrs thanked the organisers of the Xmas Market for all their hard work. Cllrs also recognised that the Xmas Market was a key part of the Redbourn calendar and this had been highlighted in the work done by the High Street Regeneration Working Party.

4. **MINUTES OF PREVIOUS MEETING**

It was proposed by the Chair and resolved that:

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

5. **ACTIONS FROM PREVIOUS MINUTES**

None.

6. **CHAIR'S ANNOUNCEMENTS**

Cllr Mitchell reminded Cllrs that the Annual Parish Meeting was to be held on 9th May 2018 and the Chairs of each Committee should begin preparing their summary speeches. Cllr Mitchell also invited

the Communicating with the Community and High Street Regeneration Working parties to say a few words. Cllrs Hickmott and Finnigan said they would provide updates on these working parties.

Cllr Mitchell also reminded Cllrs that the Annual Meeting of the Parish Council was to be held on 14th May 2018.

7. MATTERS TO REPORT

- 7.1 HCC's proposal for the library service
- 7.2 SADALC

8. COUNTY REPORT

None

9. DISTRICT REPORT

Awaiting report from Victoria.

10. BUSINESS ITEMS

10.1 SADC Local Plan

Cllr Mitchell reported that the SADC had now processed feedback from their Regulation 18 consultation and recent call for sites. Many new sites have been put forward in the call for sites.

On the 22nd May 2018, SADC's Planning Policy Committee (PPC) will be discussing and planning which sites to include in the Local Plan.

Cllr Mitchell said he had asked our planning consultants to cost a response to SADC's Regulation 19 consultation.

Cllr Mitchell reported that he understood the Crown Estate are still progressing with their master plan to develop their land in and around Redbourn.

Key issues for Redbourn remain over the lack of infrastructure to support the development to the east of Hemel (west Redbourn) and the potential for long slip roads providing access to and running parallel to the M1. A new M1 Junction 8 in Hemel Hempstead is already planned to replace the existing one.

Cllr Bigham raised concerns over hospital access for the new home owners of these large new developments.

Cllr Schofield asked how the new areas identified in the call for sites were being assessed. Cllr Mitchell said that originally, land identified had been assessed by an independent green belt review. However, this time, SADC's planning department would be assessing the sites identified. A discussion followed, and concerns were raised around whether environmental impacts would be carried out and whether SADC's planners were qualified and independent enough to assess sites.

Cllr Mead then provided the following report, following her attendance at SADC's PPC meeting held on 17th April 2018:

Awaiting report from Victoria

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

Cllr Mitchell reported that following Herts County Council's submission of land at the Flamsteadbury play area for the development of 30-40 homes, he understood it was unlikely to proceed as sites needed to provide scope for 500+ homes to be considered strategic.

10.3 **Redbourn Neighbourhood Plan**

Cllr Mitchell reported that the Community Officer had compiled feedback from the recent Regulation 14 consultation. SADC had also now confirmed that a Strategic Environmental Assessment (SEA) was required – a quote for this had previously been received in the region of £4-5k.

Cllr Mitchell suggested the working party discuss this expense and make a recommendation to Full Council and Cllrs supported this approach.

ACTION: Cllr Mitchell

10.4 **Review of Effectiveness of Internal Audit arrangements**

The Clerk reported that the Council needed to review the effectiveness of its internal audit arrangements. Cllrs asked for this to be added to the agenda of the next Management and Communications Committee meeting.

ACTION: Clerk

10.5 **2018-19 Council Calendar of Meetings**

The Clerk presented Cllrs with the latest draft 2018-19 meetings calendar. Cllrs raised a concern that the Planning Committee meeting scheduled for 22nd May 2018 clashed with SADC's PPC meeting.

It was proposed by the Chair and resolved that:

The 2018-19 Council Calendar of Meetings be adopted, subject to any changes required to move the Planning Committee dates to accommodate SADC's PPC and Plans North meetings.

10.6 **Annual Governance and Accountability Return 2017-18 – Section 1**

The Clerk withdrew this item.

Cllrs asked that this be added to the agenda for the next Finance and Policy Committee.

ACTION: Clerk

10.7 **General Data Protection Regulation (GDPR)**

The Clerk provided Cllrs with the latest report from the ICO relating to public authorities.

The Clerk reported that he was working through the action plan received, following the Personal Information Audit (PIA).

10.8 **Community Champion 2018**

Cllr Mitchell reported that a few nominations had been received and invited Cllrs to be part of the panel to decide a winner. Cllrs Mead, Bigham and Caldwell offered to sit on the panel with Cllr Mitchell.

Cllr Mitchell said he would set up a mutually convenient time to meet and assess the nominations.

Action: Cllr Mitchell

10.9 **Unauthorised developments and encampments**

The Clerk reported that NALC had asked for Council input to help shape their response to the Government's consultation on powers for dealing with unauthorised developments and encampments. Cllrs Caldwell, Finnigan and Bigham offered to formulate a response and submit, after sharing with all Cllrs via email.

ACTION: Cllrs Caldwell, Finnigan and Bigham

It was proposed by the Chair and resolved that:

The Cllrs Caldwell, Finnigan and Bigham should formulate a draft response to NALC's request for input to formulate their response to the Government's consultation on unauthorised developments and encampments. Cllrs Caldwell, Finnigan and Bigham were authorised to submit their response, once they had shared their draft with all Cllrs

11. **FINANCE**

11.1 **Finance Report**

The Clerk reported that there were no finance reports to receive as he was working on the year end accounts.

11.2 **Invoices for payment**

The Clerk reported that there were no finance reports to receive as he was working on the year end accounts.

11.3 **Receipts**

The Clerk reported that there were no finance reports to receive as he was working on the year end accounts.

11.4 **To consider a grant application from the Xmas Market organisers**

See above under Item 3.

12 **COMMITTEES**

12.1 **Commons Committee**

It was proposed by the Chair and resolved that:

The minutes of the Commons Committee meeting held on 5th April 2018 are adopted by the meeting

12.2 **Planning Committee**

The minutes of the meeting held on 17th April 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 10th April 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**

It was proposed by the Chair and resolved that:

The minutes of the Finance and Policy Committee meeting held on 27th March 2018 are adopted by the meeting

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 were working on a 'vision' for the High Street. Cllr Finnigan reported that she had been in touch with SADC regarding missing signage in the High Street that if replaced, may help improve parking congestion.

The working party had also drafted a notice requesting residents be more considerate when parking around the village. The notice also had the SADC's parking enforcement phone number to report vehicles parked illegally. Cllrs were happy for this to go in the noticeboards but suggested the SADC phone number be made more prominent. Cllr Finnigan to make the amendment and send the final draft to the Clerk.

ACTION: Cllrs Finnigan

13.4 Communicating with the Community Working Party

Cllr Hickmott reported that they had reviewed feedback from 16 key community representatives. General feedback was that the Parish Newsletter was hugely appreciated. Cllr Mitchell confirmed that the newsletter was currently produced twice a year.

Cllr Hickmott reported that he was looking into electronic noticeboards that could be located in the High Street and the Parish Centre.

Cllr Hickmott reported that some help was required regarding technology and social media and that any recommendations that arose could result in changes to working practises for the office staff.

The working party were also exploring what changes were required to strengthen the Parish Council's website presence.

Cllr Hickmott reported that the working party felt a review of the organisations that currently had a Cllr representative should be carried out. A conversation would then ensue to discuss and review a Cllr's role as an organisation representative.

14 MATTERS TO REPORT

- 14.1 SADALC** – Cllr Mitchell reported that he had attended the recent SADALC meeting held on 17th April 2018. He asked other representatives for feedback on their approach if they had recently updated their websites. Cllr Mitchell shared that RPC had recently received Big Lottery Funding for an outdoor gym and that RPC were working on their GDPR compliance. Cllr Mitchell also shared

that SADC had confirmed they were no longer receiving the Localised Council Tax Support Grant from Government and so were unable to pass it on.

Cllr Mitchell reported that the Leader of Herts County Council had attended the meeting and briefly summarised his presentation.

14.2 **HCC’s proposal for the library service** – Cllr Caldwell reported that Herts County Council (HCC) were currently holding a consultation to get feedback on their proposal to run the library service as ‘Public Service Mutual Model’. If delivered, this had the potential for the library service to be removed from HCC control. This would be discussed further at HCC Full Council in the autumn.

15 **DATE OF NEXT MEETING**
Thursday 17th May 2018, 7.30pm

The meeting closed at 9.36pm

Chair Date