

REDBOURN PARISH COUNCIL

Minutes of Full Council meeting held on Thursday 21st June 2018 at 7.30 pm, Conference Room, Parish Centre

PRESENT: Cllrs. D Mitchell (Chair), C O'Donovan (V Chair), I Hickmott, A Gardner, S Kidd, D Bigham, T Finnigan (arrived 8.45pm), V Mead (arrived 8.45pm) and R Gray

IN ATTENDANCE: N Khanna (Clerk), C Kenny (Deputy Clerk), representative from HCC, 5 x residents for public participation

1. **APOLOGIES:** Cllrs M Maynard (Health), P Schofield (family), I Caldwell (holiday)

2. **DISCLOSURE OF INTERESTS**

None

3. **PUBLIC PARTICIPATION**

A representative from Herts County Council Transportation department addressed the Council to explain the situation with regard to bus services in Redbourn. He explained that the bus services in Hertfordshire are a commercially run service with little input from HCC. There have been a number of changes to timetables and they had received a number of complaints from residents as a result particularly for the 34/35 service from Redbourn to St Albans. HCC carried out analysis of usage of the service and found that this service was a low value for money service. If HCC were to reallocate funds from another service to this service it would need to be convinced that it was good value for money and currently due to the low usage, they could not justify this action and without additional external funding will not reinstate the service.

Cllr Mitchell asked if HCC were going to speak with Flamstead PC and Markyate PC regarding external funding and it was confirmed that they have been approached. In terms of costs, there was no fixed amount but HCC would match fund whatever external monies were given.

One resident pointed out that HCC were supposed to be encouraging use of public transport but this is becoming increasingly difficult.

It was explained that there had been a significant cut in transport budget in 2015 but for the foreseeable future, he was not aware of any planned cuts however there is no guarantee.

A resident viewed his concerns that due to rerouting of the buses, they had taken out three bus stops making journeys difficult.

Another resident asked had the social implications to the village been considered – not being able to get into St Albans or Harpenden easily – and felt that it was not a financial cost but also a social cost, e.g., isolation as there is no integrated public transport.

Cllr Mitchell felt that this may not be the right solution but would want to meet up with other Parish Councils affected and HCC to talk through alternatives to try and find a solution.

HCC will set up a forum and facilitate this to move this forward. Cllr O'Donovan said he would work alongside Cllr Mitchell in this initiative.

4. MINUTES OF PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the Full Council meeting held on 21st May 2018 were approved as a true record.

5. ACTIONS FROM PREVIOUS MINUTES

None.

6. CHAIR'S ANNOUNCEMENTS

None

7. MATTERS TO REPORT

7.1 District Councillor

8. COUNTY REPORT

None.

9. DISTRICT REPORT

The following report from Cllr Mead was read out in her absence by Cllr Mitchell:

Update on Recycling:

The household recycling rate in the St. Albans District has hit its 60% annual target for the first time hitting at 60.3% for the 12 months ending May 2018, an increase from 58.8% for the same period the previous year. Residents in the District also achieved their highest-ever monthly recycling rate of 66.9% in May.

One way that Residents in the District can help to increase the recycling rate even more, is to reduce the amount of food waste sent to landfill by: using up scraps where you can, just buying what you need and using the Council's weekly food waste collection service.

For further information about the Council's recycling and waste collection services, please go to <http://www.stalbans.gov.uk/environmentandwaste>.

St. Albans Street Festival:

A quick reminder that the annual Alban Street Festival is taking place Sunday, 24th June from 12-6pm. For more information, please go to <http://www.enjoystalbans.com/whats-on/index.html>

10. BUSINESS ITEMS

10.1 **Resignation of the Clerk/RFO and recruitment of a replacement**

Cllr Mitchell, as Chair of RPC, had accepted the Clerk's resignation.

It was received and noted that:

Councillors accepted Clerk's resignation on 1st June 2018.

Councillors discussed the recruitment process for the Clerk's replacement. The deadline for applications is noon, 29th June 2018 with interviews planned for 2nd July from 2pm onwards. The interview panel will be Chair of RPC, Vice Chair of RPC and Chair of Management and Communications.

The Clerk confirmed that he would do a hand over for the RFO role, timings to be confirmed at the point of appointment of his replacement.

ACTION: Cllr Mitchell to send out interview questions to the panel in advance along with the scoring matrix copying in Cllr Hickmott.

Councillors thanked the Clerk for his hard work during his time with the Council and were pleased with how he had moved the Council forward. They wished him well for the future.

10.2 **SADC's Local Plan**

SADC's cabinet meeting taking place tonight to discuss the LP as it appears the decision to move forward has been pushed onto the Cabinet rather than PPC.

The Rothamsted site was discussed at the last PPC meeting where they appeared keen to make it site 12 of LP but planning officials didn't want it included possibly because they wouldn't be able to add it to the LP in time. Cllr Maynard has stated that it does not rate highly due to infrastructure constraints

The next stage for LP is a Regulation 19 which assess the policies in the plan to see if they are legal and sound so it is a more technical consultation which is difficult for lay people to comment on.

SADC have only looked at sites that are 500+ in size which some developers think may be unlawful. Feedback from developers is that the proposal is not good town planning because of the size of the sites.

It was felt that SADC are trying to get the Plan done at speed so that it is done before the Government take it over. The Plan is going in front of District Council Full Council for sign off in July.

10.3 **Redbourn Neighbourhood Plan**

Cllr Mitchell reported that the Community Officer is currently processing consultation feedback and having to log all activities that have been completed during this process showing progress and timelines. A meeting of the Neighbourhood Working Party will be arranged once this is complete. They would like to try and bring back some of the original people involved in the working party.

10.4 **General Data Protection Regulations (GDPR)**

The Clerk reported that upgrades to the security levels on office computers and server had been made along with better backup systems. The Clerk is working through policies and using NALC templates as an aid.

He is still seeking clarity as to whether Cllrs need to be registered with the ICO

10.5 **Internal Audit Report**

The Clerk talked Cllrs through the 2017-18 Internal Audit report and recommendations and explained that the internal auditor is satisfied with our processes.

It was proposed by the Chair and resolved that:

The 2017-18 Internal Audit and Recommendations be received.

10.6 **Annual Governance and Accountability Return (AGAR) 2017-18**

The Clerk talked Cllrs through the 2017-18 Annual Return and explained that he was seeking their approval to submit it, with supporting reports and data, to our External Auditors PKF Littlejohn. A copy of the supporting reports and data was made available for Cllrs to view.

It was proposed by the Chair and resolved that:

The section 1 Annual governance statement 2017-18 be received and approved for submission to RPC's External Auditors, PKF Littlejohn

It was proposed by the Chair and resolved that:

The RBS accounting system annual return figures for 2017-18 be received and approved for submission to RPC's External Auditors, PKF Littlejohn

It was proposed by the Chair and resolved that:

The internal Audit report for AGAR 2017-18 be received and approved for submission to RPC's External Auditors, PKF Littlejohn

It was proposed by the Chair and resolved that:

The Section 2 Accounting Statements be received and approved for submission to RPC's External Auditors, PKF Littlejohn

It was proposed by the Chair and resolved that:

The 2017-18 Annual Return be received and approved for submission to RPC's External Auditors, PKF Littlejohn.

Cllr Mitchell thanked the Clerk for his work on this.

10.7 **Outstanding receipts due**

Cllrs considered a list of creditors which are historic debtors with little chance of being able to obtain the monies due.

It was proposed by the Chair and resolved that:

The debtors detailed on the outstanding payments list be written off to the sum of £529.00

11. FINANCE

11.1 Finance Report

There were no reports to consider

11.2 Invoices for payment

There were no invoice payments to consider

11.3 Receipts

There were no receipts to consider

12 COMMITTEES

12.1 Commons Committee

Cllr Gardner raised an issue regarding an email sent to Council by a resident voicing concerns over parking on the Common particularly by patrons of The Cricketers. It appeared that the email had not been responded to.

Cllr O'Donovan explained that the Common was only opened up during the Cricket season to accommodate the increase in volume of traffic during this time. He would ensure that the email was responded to.

It was proposed by the Chair and resolved that:

The minutes of the Commons Committee meeting held on 7th June 2018 are adopted by the meeting

12.2 Planning Committee

It was proposed by the Chair to receive:

Notice of the Planning Committee meeting schedule for 22nd May 2018 was inquorate

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 March 2018 are adopted by the meeting

It was proposed by the Chair and resolved that:

The minutes of the Management and Communications Committee meeting held on 12th June 2018 are adopted by 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 5th June 2018 are adopted by the meeting

13 WORKING PARTIES

13.1 Green Belt Defence Working Party (RAGE)

None

13.2 Neighbourhood Plan Working Party

The Community Officer is currently working through data received to formulate report. At this point, a meeting will be called.

13.3 Common car park Working Party

None

13.4 High Street Working Party

Cllr Finnigan informed the meeting that she would be talking to SADC to investigate the possibility of invoking Article 4 in the High Street. This requires that planning permission is first obtained from the local planning authority for that development if the owner/developer wishes to change use from retail to residential. In the case of conservation areas, this process allows for the consideration of the impact of the proposed development on the character and appearance of the conservation area.

13.5 Communicating with the Community Working Party

Cllr Hickmott reported that the date of the next meeting was the 3rd July 2018

14 MATTERS TO REPORT

14.1 District Councillor – Cllr Mitchell reported that District Councillor Crawley has moved out of the area but is intending to continue as our District Councillor. Following discussions, it was viewed that this was not in the best interests of Redbourn bearing in mind the challenges we are facing with regards to development. The meeting felt that we needed a strong presence at District level.

ACTION: Clerk to speak to Mike Lovelady at SADC for clarification of the situation when a District Councillor moves out of the area; is it possible to ask the District Councillor to step down?

14.2 Cllr Mead and Finnigan had attended SADC cabinet meeting this evening and reported that they will not be putting the Rothamsted site forward in the Local Plan. They are happy with the numbers they have put forward. Cllr Mead will meet with Alex Campbell, Leader of SADC to talk through Redbourn’s concerns.

14.3 Clerk thanked all Councillors for their support during his time at Redbourn Parish Council.

15 DATE OF NEXT MEETING

Thursday 19th July 2018, 7.30pm

The meeting closed at 9.45pm

Chair Date

