

ELSTREE AND BOREHAMWOOD TOWN COUNCIL



FULL COUNCIL

MINUTES of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 11 March 2020 at 7.30pm.

Present: Cllr S Rubner (Mayor) (In the Chair)
Cllr Mrs S Parnell – Hillside (Deputy Mayor)
Cllr C Butchins – Hillside
Cllr Rebecca Challice - Cowley Hill
Cllr A Collins - Cowley Hill
Cllr V Eni – Brookmeadow
Cllr P Kaza – Kenilworth South
Cllr J Newmark - Kenilworth South
Cllr Mrs P Strack – Hillside
Cllr Mrs F Turner - Elstree
Cllr M Vince - Cowley Hill

In Attendance: H Jones – Town Clerk

Also Present: 3 Members of the Public

Cllr S Rubner in the Chair (Mayor)

64. APOLOGIES FOR NON-ATTENDANCE

Apologies for absence were received from Cllr Richard Butler - Cowley Hill (Other Business) and Cllr S Lawrence – Kenilworth North (Sick).

65. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr J Newmark	General: As a HBC Planning Member Minute 69.	Disclosable Non Pecuniary Interest
Cllr Mrs F Turner	General: As a HBC Planning Member Minute 69.	Disclosable Non Pecuniary Interest
Cllr Mrs P Strack	Minute 72 (ii) – (iv)	Disclosable Pecuniary Interest
Cllr Mrs S Parnell	Minute 72 (ii) – (iv)	Disclosable Pecuniary Interest

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision-making processes relating to those items and left the Chamber during the debate of those matters.

66. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Full Council Meeting held on 15 January 2020 be signed by the Mayor as a true record and adopted by the Council

67. MAYOR'S ANNUAL REPORT AND OUTSIDE BODIES

Mayor's Annual Report 2019/20

It was RESOLVED that:

the Mayor's Annual Report 2019/20 be approved and adopted (with the final report being included in Edition 38 of the Town Crier to be distributed to all residents in June 2020 and placed on the Town Council's website).

Outside Bodies Reports

Fairway Hall

A total of 302 hours had been booked since 15 January 2020 (with income of £7,348 generated).

Category	Hours	Income
Uncategorised	6	
Charity	14	
Children's Groups	31.5	£706
Children's Parties	38.5	£1,437
Closures	4	
Community	74	£1,578
Council Use	20	
Dance	31.5	£605
Fitness Classes	8	£152
Private Function	47	£1,985
Religious Groups	14	£281
Teenage Parties	13.5	£602

It was noted that due to the Coronavirus outbreak, hall bookings would be cancelled until further notice with deposits being refunded to hirers in full.

Leeming/Aycliffe Big Local Advisory Panel (2 Ward Members)

Councillor (1)	Cllr M Vince – Cowley Hill
Councillor (2)	Cllr S Rubner – Brookmeadow

Cllrs Mrs P Strack and S Parnell had attended the AGM on 26 February 2020 with PCSOs and Fire Service representatives in attendance. Update reports were received on “Wild Play & Wellies in the Wood” project to encourage young people to use outdoor spaces and the “Garden Pop Up” project to encourage residents to grow cooking ingredients. In April, a Half Term treasure hunt in Aycliffe Park had been organised. It was noted that whilst the planning permission for the BMX track in Meadow Park had been received, further details were awaited from Hertsmere Borough Council.

Elstree & Borehamwood Museum Group (1)

Councillor (1)	Cllr Rebecca Challice
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It was RESOLVED that:

A Collins replace R Challice as the Town Council liaison representative on the Elstree & Borehamwood Museum Group.

Cllr C Butchins reported that the Holby City project had been well received and that the Teddy's Trails (Town Council publication) written by J Cartledge was now on sale at the Museum.

Borehamwood and Elstree Twin Town Association (1)

Councillor (1) Cllr M Vince

Cllr V Eni reported on upcoming Christmas Market Trips (subject to the situation concerning the Coronavirus Pandemic).

Elstree, Borehamwood and District Community Association (2)

Councillor (1) Cllr Mrs S Parnell
Councillor (2) Cllr Richard Butler

Cllr Mrs S Parnell provided a report covering a Coronavirus Pandemic Staff Plan and plan for use of Allum Hall.

Hertsmere MENCAP (1)

Councillor (1) Cllr V Eni

Cllr V Eni reported that whilst there had been no meetings since the previous Full Council meeting, the cinema outing to watch the film "Greed" was planned for 19 March 2020.

Communities First (1 Member, 1 Standing Deputy)

Councillor (1) Cllr Mrs F Turner
Standing Deputy Cllr P Kaza

Whilst there was no report, Members asked for the Outside Body to remain as a listing for an update report at Full Council meetings.

Aldenham Country Park (1)

Councillor (1) Cllr Mrs P Strack

Cllr Mrs P Strack reported that estimated visitor numbers to Aldenham Country Park were 80,000 per year (mostly from within a 10 mile radius). Flood damage from the burst water main (Affinity Water) in Dagger Lane was still being rectified. This caused major disruption to the business. It was reported that as of mid February, the reservoir water level had dropped by 1 metre with the sluice gate remaining open entailing that drainage continued. It was further noted that Liberty Lake Leisure had proposed to build a 2metre chain fence around the land that it owned.

Maxwell Park Management Group (1)

Councillor (1) Cllr J Newmark

Whilst a meeting had not taken place it was understood that informal communication would continue between the town Council and Maxwell Park.

First Impressions Group (2)

Councillor (1) Cllr S Parnell
Councillor (2) Cllr A Collins

Cllr A Collins provided a report which covered the GTR Passenger Benefit Fund. It was disappointing to note that the proposed canopies over the stairs were not feasible and the cover over Platform 1 would be too expensive. As such, plans were in place for extra seating, better displays of information and more planting at the Railway Station.

Cllr Mrs S Parnell reported that a scheme was being investigated for a two-tier system to accommodate 100 bicycles in a bespoke cycle hub at the station (with LED lighting and CCTV coverage) – increasing the number of parking spaces for bicycles from 120 to 140.

68. FINANCIAL RISK ASSESSMENT AND POLICY DOCUMENTATION

It was RESOLVED that:

- (i) the following Council Risk Assessments and Policy Documents be adopted subject to any amendments listed below for review in 12 months by Full Council:**
 - (a) Financial Risk Assessment 2019/20 (in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year);**
 - (b) Standing Orders (as set out);**
 - (c) Financial Regulations (as set out); and**
- (ii) the Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority document be amended as follows:**

- (a) **Ca):Town Crier Sub-Committee membership to include at least one Member from each political group; and**
- (b) **D (xi): General Management Committee delegated powers to consider and determine smaller grant applications without reference to Full Council (see Minute 71below); and**
- (iii) **the recommendation to amalgamate the Transport Forum and Community Safety Meeting (alternating between daytime and evening meetings) from 2020/21 Municipal Year (on Transport Forum meeting schedule dates) onwards be considered by the General Management Committee prior to a resolution by Council.**

69. SIGNED MINUTES

It was RESOLVED that:

the signed Minutes of the following Committee meetings be received together with any recommendations not previously adopted:

A Entertainments Committee	12 November 2019
B Environment and Planning Committee	22 October 2019
C Environment and Planning Committee	26 November 2019
D Environment and Planning Committee	21 January 2020
E General Management Committee	7 November 2019
F Transport Forum	23 October 2019
G Youth Council	24 October 2019
H Youth Council	27 November 2019
I Youth Council	8 January 2020
J Youth Council	26 February 2020

70. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

		2019/20	
Page	Vch.	Date	Amount
1-2	425-442	07/01/2020	£ 23,724.42
3	443-454	15/01/2020	£ 27,757.05
4	455-463	23/01/2020	£ 5,235.87
5-6	464-487	11/02/2020	£ 17,061.51
7	488-501	24/02/2020	£ 30,845.62
		Grand Total	£ 104,624.47

[In addition to the Agenda appendices, details of all payments over £500 are published on the Town Council's website for public inspection - www.elstreeborehamwood-tc.gov.uk]

71. COMMUNITY GRANT PROCEDURES

It was RESOLVED that:

the following amendments to the Community Grant procedures and General Management Committee Terms of Reference/ Delegated Powers be adopted:

- every General Management Committee meeting be a grants application reviewing meeting (6 per year ordinary meetings) to allow greater public accessibility to Town Council grants;
- Community Grant applications for £500 or less be determined by the General Management Committee without reference to Full Council (where an application is for over £500 but the Committee recommends less, this would be referred to Council);
- hard copy supporting documents for applications referred to Full Council be included with the appendices to Council agendas;
- Applicants seeking free use of Fairway Hall be referred to the Community Grants Process (i.e. apply for funding) with exception of x2 Mayoral Charity fundraising Events, 2-day Diversity Festival, Civic Festival events and BETTA usage.

72. GRANT APPLICATIONS

It was noted and reaffirmed that the Council had agreed to a 3rd tranche of Community Grant award for 2019/20 (with every meeting of subsequent GMC meetings being capable of considering applications).

These below were considered by the General Management Committee (GMC) at its meeting on 6 February 2020 for consideration by Full Council on 11 March 2020.

It was RESOLVED that:

the Community Grant Applications referred to Full Council by the GMC meeting of 6 February 2020 be approved as set out in the report as follows:

	Applicant	Amount Sought	Purpose of Grant	Recommended by GMC on 6 February 2020	Resolved by Council 13 March 2020 with Power
(i)	Friends of St Teresa's	£1,500	Hall fixtures	£1,500	£1,500 Local Government (Miscellaneous Provisions) Act 1976 s.19

Cllr Mrs P Strack left the Chamber having declared an interest (Minute 65 above).

Cllr Mrs S Parnell left the Chamber having declared an interest (Minute 65 above).

A motion was put to remove the Mayor from the Chair of the meeting.

The Mayor brought the meeting to a close.

73. CLOSE OF MEETING

The Meeting closed at 9.10 pm entailing the following matters on the agenda were not considered and would be carried forward to a subsequent meeting (if required):

- Grant Applications (ii)-(iv)
- Actions Arising from Annual Parish Meeting
- Public Participation

Due to the ongoing uncertainty surrounding measures to help control the Coronavirus Pandemic, it was not specified as to when the next Full Council meeting would take place. The Town Clerk would keep Members informed of developments following advice from Central Government, NALC and HAPTC.

Date:.....MAYOR.....