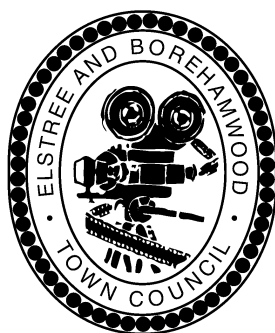


## ELSTREE AND BOREHAMWOOD TOWN COUNCIL



### FULL COUNCIL

**MINUTES** of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 15 June 2022 at 7.30pm.

Present:

- Cllr Mrs S Parnell – Hillside (Mayor)
- Cllr C Butchins – Hillside (Deputy Mayor)
- Cllr S Rubner – Brookmeadow
- Cllr R Butler - Cowley Hill
- Cllr R Challice - Shenley Road
- Cllr V Eni – Brookmeadow
- Cllr S Lawrence - Kenilworth North
- Cllr J Newmark - Kenilworth South
- Cllr Mrs P Strack – Hillside
- Cllr Mrs F Turner - Elstree
- Cllr M Vince - Cowley Hill

In Attendance:

- N Male – BETTA
- A Grady – Borehamwood Brass
- D Salter – Entertainments Officer
- H Jones – Town Clerk

**Cllr Mrs S Parnell in the Chair (Mayor)**

#### 15. APOLOGIES

**It was RESOLVED that:**

**apologies for absence be received and approved in respect of Cllr A Collins (Other Business) and Cllr P Kaza (Foreign Travel).**

#### 16. DECLARATIONS OF INTEREST

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr Mr S Parnell	25. Woodcock Hill Village Green	Disclosable Personal Interest (DPI) Member of WHVGA
Cllr Mrs P Strack	25. Woodcock Hill Village Green	Disclosable Personal Interest (DPI) Member of WHVGA
Cllr C Butchins	25. Woodcock Hill Village Green	Disclosable Personal Interest (DPI) Member of WHVGA

## 17. MINUTES

**It was RESOLVED that:**

**the Minutes of the Annual Council Meeting held on 11 May 2022 be signed by the Mayor as a true record and adopted by the Council.**

## 18. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The motion was proposed by Cllr C Butchins, seconded by Cllr J Newmark and unanimously approved as follows:

**It was RESOLVED that:**

**the recommendation from Environment and Planning Committee in relation to use of Top Sliced (Town Council CIL) expenditure be approved as follows:**

<b>Scheme</b>	<b>Amount Approved by Full Council</b>	<b>Conditions</b>
<b>Improvements to Car park, visitor access and Arsenal Ladies TV area</b>	<b>£125,000 to From Boreham Wood Football Club  (Coded to CIL EMR 329)</b>	<b>On condition HBC award the full element sought by the Football Club from that authority (£150,000)</b>

## **19. ANNUAL RETURN AND INTERNAL AUDIT**

**It was RESOLVED that:**

- (i) It be noted that the Certificate of Exemption 2021/2022 did not apply to Elstree and Borehamwood Town Council;**
- (ii) the Annual Accounts 2021/2022 be approved and adopted;**
- (iii) the Annual Internal Auditor Report (Final) for the year 2021/2022 be approved noting no recommendations for adoption;**
- (iv) Section 1 of the Annual Governance Statement 2021/22 be approved and adopted for submission to the External Auditor before 30 June 2022;**
- (v) Section 2 of the Annual Governance Statement 2021/22 be approved and adopted for submission to the External Auditor before 30 June 2022;**
- (vi) The dates for the public rights period be agreed as 13 June – 22 July 2022 for inspection of AGAR and accounts 2021/22; and**
- (vii) Auditing Solutions Ltd be appointed as Internal Auditor to the Council for the municipal year 2022/23.**

## **20. OUTSIDE BODIES**

**It was RESOLVED that:**

- (i) Cllr R Butler replace Cllr M Vince as the Council's liaison representative on the Twin Town Outside Body and**
- (ii) the written reports from Outside Bodies be received as follows:**
  - Aldenham Country Park Advisory Panel**
  - Hertsmere MENCAP**
  - Elstree and Borehamwood Museum Group**

## 21. NALC MODEL STANDING ORDERS – APRIL 2022

It was RESOLVED that:

- (i) Standing Orders be updated to incorporate the relevant updated clauses in the NALC model (April 2022) relating to Financial Controls and Procurement (Model 18), Responsibilities to Provide Information (Model 20) and Responsibilities Under Data Protection Legislation (Model 21); and
- (ii) the Mayoral Attendance policy be updated to reflect that the Council should not, generally, be asked to pay for the Mayor, Deputy Mayor or Past Mayors to attend civic engagements but where a Member chooses to do so despite a fee, then this should be paid for by that individual using the Members' Allowance (and that Organisations seeking financial assistance from the Town Council should be encouraged to apply for a Community Grant).

## 22. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

		2021/22	
Page	Vch.	Date	Amount
1-2	449-471	14 March 2022	£33,803.68
3-4	472-491	29 March 2022	£6,761.02
5	492-504	31 March 2022	£2,107.52
		Sub-Total	£42,672.22
		2022/23	
Page	Vch.	Date	Amount
6-7	1-32	13 April 2022	£58,795.88
8	33-46	25 April 2022	£13,415.19
		Sub-Total	£72,211.07
		Grand Total	£114,883.29

[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](http://www.elstreeborehamwood-tc.gov.uk)]

## 23. SIGNED MINUTES

It was RESOLVED that:

- (i) the following Committee signed Minutes be adopted and included in the Council Minute Book:

Entertainments Committee  
5 April 2022

Environment and Planning Committee  
11 April 2022

General Management Committee  
28 April 2022

Transport and Community Safety Forum  
30 March 2022

Youth Council  
2 March 2022

- (ii) it be reaffirmed that the following amendments be made to the Entertainments Committee Membership for the 2022/23 Municipal Year:

Position on Entertainments Committee	Member	Replaced by
Committee Member	Cllr S Lawrence	Cllr Mrs F Turner
Vice Chair	Cllr V Eni	Cllr Mrs F Turner

with the following resulting Membership:

### ENTERTAINMENTS (8)

Chair	Cllr P Strack
Vice-Chair	Cllr Mrs F Turner
Mayor (ex officio)	Cllr S Parnell
Deputy Mayor (ex officio)	Cllr C Butchins
Councillor (1)	Cllr S Rubner

Councillor (2)  
Councillor (3)  
Councillor (4)

Cllr V Eni  
Cllr R Challice  
Cllr P Kaza

#### **24. BOREHAMWOOD MARKET**

It was **RESOLVED** that:

- (i) Standing Orders be suspended in order to allow a motion without notice to be considered; and**
- (ii) the following motion proposed by Cllr J Newmark and seconded by Cllr Mrs S Parnell be approved with unanimous support:**

*“Elstree and Borehamwood Town Council is deeply concerned about the decision of Hertsmere Borough Council to close Borehamwood Street Market. We call upon the Borough Council to pause this decision to allow for formal consultation with local residents (which has not yet taken place) and consultation with the Town Council about possible solutions. Post-COVID economic regeneration is a shared key priority for both Town and Borough. This should begin with serious efforts to reinvigorate and renew our main shopping parade. A modern, vibrant properly managed and promoted market could be critical to achieving this. Council instructs the Town Clerk to write to the Economic Development Portfolio Holder at HBC setting out these concerns and seeking an urgent meeting to discuss them.”*

#### **25. WOODCOCK HILL VILLAGE GREEN**

The Following Members declared an interest in Minute 25 and left the Chamber:

Cllr Mrs s Parnell  
Cllr P Strack  
Cllr C Butchins

With Council’s Agreement, Cllr S Rubner took the Chair.

It was **RESOLVED** that:

- (i) Standing Orders be suspended in order to allow a motion without notice to be considered; and**
- (ii) the following motion proposed by Cllr S Rubner and seconded by Cllr Mrs J Newmark be approved with unanimous support:**

*“an application be submitted to Hertsmere Borough Council for the purpose of registering Woodcock Hill Village Green as an Asset of Community Value”*

Members who had declared an interest returned to the Council Chamber.

Cllr Mrs S Parnell resumed the Chair.

**26. PUBLIC PARTICIPATION – QUESTION TIME**

The Council received much appreciation from the Members of the Public present on the success of the Jubilee Celebrations. In particular, the Entertainments Officer D Salter was singled out for praise in co-ordinating the events over the long weekend. In addition, the Party in the Park event organised by the Rotary Club of the Studios was noted as a great success and the work of Nick Male and Andy Grady in helping with this and other events over this period was applauded.

**27. CLOSE OF MEETING**

The Meeting closed at 8.35pm.

It was noted that the next meeting of Council was scheduled for Wednesday 7 September 2022 at 7.30 pm at Fairway Hall.

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