

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 15th June 2016 at 7.30pm.

Present: Cllr C Butchins (Hillside Ward) (Town Mayor)
Cllr E Silver (Kenilworth Ward) (Deputy Mayor)
Cllr C Barker (Brookmeadow Ward)
Cllr R Butler (Cowley Hill Ward)
Cllr A Coleshill (Cowley Hill Ward)
Cllr V Eni (Brookmeadow Ward)
Cllr G Franklin (Cowley Hill Ward)
Cllr Mrs A Mitchell (Elstree Ward)
Cllr Mrs S Parnell (Hillside Ward)
Cllr S Rubner (Brookmeadow Ward)
Cllr G Silver (Kenilworth Ward)
Cllr Mrs P Strack (Hillside Ward)
Cllr Mrs F Turner (Elstree Ward)

In Attendance: H Jones – Town Clerk

Also Present: M Eni (BETTA)
A Grady (BETTA)
N Male (BETTA)
J Haistead (BETTA)
S Capocci (VIC)
L Stack (EBRA)

16/0689/FUL - Boreham Wood Football Club, Meadow Park, Broughinge Road, Borehamwood WD6 5AL

Prior to the commencement of the meeting, the Town Mayor made an announcement to four Members of the public who had attended the meeting in order to make representations concerning the above planning application.

The Town Council's response to the application was read out and copies of it provided to the residents who departed before the meeting started:

Construction of 2 floodlit artificial grass football pitches with alterations to associated car parking & vehicle site entrance

Observation - The Committee felt that the application was not suitable for the purpose of Town Council community events (Fireworks Night and Families Day).

Meadow Park was identified as the largest green space in the centre of Borehamwood and that its reduction in size and any loss of trees should be avoided.

Members felt that the additional pitches could pose a nuisance to neighbouring properties in terms of noise and floodlighting.

Some Members suggested that the Football Club consider approaching the owners of the Haberdasher's site (former rugby pitches) on Croxdale Road in order to ascertain whether additional football provision could be secured at that location as an alternative proposal.

11. APOLOGIES FOR NON-ATTENDANCE

There were none.

12. DECLARATIONS OF COUNCILLORS' INTERESTS

The following declarations of Councillors' interests were made:

Committee Member	Minute Number	Nature of Interest
Cllr C Butchins	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr Mrs S Parnell	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr Mrs P Strack	Min. 19 (iii) - WHVG Grant	Disclosable Pecuniary Interest
Cllr R Butler	Min. 20 voucher 16/17 11	Disclosable Pecuniary Interest
Cllr R Butler	Min. 20 voucher 16/17 64	Disclosable Pecuniary Interest

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items.

13. MINUTES OF COUNCIL

It was RESOLVED that:

the Minutes of the Annual Council Meeting held on 11 May 2016 be signed by the Mayor as a true record and adopted by the Council.

14. REPORTS FROM OUTSIDE BODIES

Leeming/Aycliffe Big Local Advisory Panel

Cllr V Eni reported that induction meeting had taken place on 21/23 March 2016 with Updates being provided for the new members. He had received no communication since March 2016. It was noted that representatives of the Leeming/Aycliffe Big Local Advisory Panel had been asked to provide details of the types of meeting that Town Councillors were invited to and their roles on the group.

Borehamwood Museum Group

Cllr E Silver reported that panels were being designed for the next Museum exhibition scheduled to be launched on 5 July 2016, "Going Down the Shops!". It was noted that a Father's Day activity was planned for 18 June 2016 using the seaside cut out. The Museum had an information stall at the Pre-Festival event and would be represented on Families Day. The History Walk was planned for 3 July 2016 with details listed in the Town Crier magazine (meeting behind the Ibis hotel at 2.00pm).

Borehamwood & Elstree Twin Town Association

Cllr Mrs P Strack reported that the trip to Fontenay-Aux-Roses between 3 and 5 June 2016 had been successful. The group was small but enjoyed a very good deal at their hotel and swift transport by Eurostar. It was noted that the Mayor of Fontenay would visit during the Civic Festival in 2017, possibly to be accompanied by a small jazz band. It was proposed that the visit should include a meal, trip to Hatfield House, local Brewery, Elstree Studios and for the Jazz band to play on Families Day. It was noted that BETTA would have a stall at Families Day 2016. Those wishing to attend the trip to Offenburg (23-26 September 2016 including the wine festival) were encouraged to contact BETTA as soon as possible in order to secure a place.

Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council meeting and, therefore, the report would be provided to Members at the next meeting on 21 September 2016.

Hertsmere MENCAP

Cllr E Silver reported that the Christmas Party had taken place on 10 December 2015. Whilst the accounts indicated a current deficit of £30,000, it was envisaged that this would be recouped on the Golf Day and that the finances were, therefore, in a solid position. It was noted that a potential benefactor was unable to award money to Hertsmere MENCAP because of the lack of a will and the importance of writing such a document was highlighted for those wishing to leave money to charitable

organisations. The organisation still sought local volunteers who could register interest via the MENCAP website (<http://www.mencap-ebr.org.uk/vacancies.html>).

Community Safety Partnership

Cllr Mrs P Strack reported that the next CSP meeting was scheduled for 20 June 2016 at 6.30 pm at the Civic Offices.

Community Action Hertsmere (CAH)

Cllr C Butchins reported that the AGM had been postponed until a later date. Since the last meeting CAH had been represented at the Pre-Festival Event, an 'Older Peoples Day' at Allum Hall and Potters Bar Foodbank event. In addition a two day customer care training course was held at Allum Hall in May. At the end of June, a four day training course 'Improving Your Chances' was to be held at the Civic Offices. Hertsmere Dragon's Apprentice was scheduled to commence in September subject to the outcome of discussions with local schools. In partnership with Affinity Sutton, CAH was chosen by Tesco customers to receive £12,000 in funding in order to bring into life the Borehamwood Sensory Garden project. On 16 June 2016 between 1.30pm and 3.00pm a volunteer 'speed matching' event at Farriers Way Community Centre would help volunteers to find their ideal opportunities and for local organisations to promote volunteering roles.

Aldenham Country Park

Cllr Mrs P Strack reported that Liberty Aldenham had submitted a pre-planning application to Hertsmere Borough Council on 13 May 2016 for 150 homes on their land off the Watford Road with a full planning application to be submitted in due course. The Gosrani Brothers arranged a meeting for stakeholders at the Sailing Club on 10 June 2016 attended by representatives of ACPT Ltd, Aldenham Renaissance, Green Belt Society, Sailing Club and an Elstree Resident from EVPS. The intention was to set up a Community Interest Company to allocate funds for the purpose of improving facilities on site.

Maxwell Park Management Group

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council meeting and, therefore, the report would be provided to Members at the next meeting on 21 September 2016.

First Impressions Group

Cllr Mrs S Parnell reported that a new partnership between Thameslink and the First Impressions project group had been unveiled at the opening of two new station welcome panels supported by the Town Council. It was noted that Thameslink had

also installed two-tier bicycle racks with space for 50 more bicycles at Elstree and Borehamwood Station. The Mayor of Elstree and Borehamwood, Cllr C Butchins attended the unveiling on 27 May 2016 with Cllr Mrs S Parnell and a number of other representatives from First Impressions, the BBC, Thameslink, Elstree and Borehamwood Town Council and Hertsmere Borough Council.

Defibrillator Group

Cllr Mrs P Strack reported that the Defibrillator Group had met at the Town Council on 13 June 2016. It was agreed that at sites where the Town Council had had an involvement, defibrillators would be accompanied by a maintenance manual to be issued to the relevant health and safety officers of each organisation and that all requisite installation measures and training (especially for schools) would be properly carried out. It was noted that the defibrillators at Allum Hall and Aberford were to be mounted outside of the premises. The Allum Hall item was placed in the office. L Stack was investigating the possibility of placing a defibrillator in Keystone Passage. Cllr Mrs F Turner congratulated the Group on their work. It was noted that a report had been received that the defibrillator at Hertsmere Borough Council had been used which indicated the importance of the items in the community.

15. SIGNED MINUTES AND DELEGATED ACTION

It was RESOLVED that:

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

A Entertainments Committee	1 March 2016
B Environment and Planning Committee	16 February 2016
C Environment and Planning Committee	15 March 2016
D Environment and Planning Committee	19 April 2016
E General Management Committee	11 February 2016
F General Management Committee	11 April 2016
G Youth Council	10 February 2016
H Youth Council	16 March 2016
I Transport Forum	24 February 2016

16. ANNUAL RETURN 2015/16

It was RESOLVED that:

- (i) the Annual Return (Year ending 31 March 2016) (Section 1 – Annual Governance Statement 2015/16) be received and the Mayor and Clerk**

of the Council/RFO be duly approved to sign and submit to the External Auditors;

- (ii) the Annual Return (Year ending 31 March 2016) (Section 2 – Statement of Accounts 2015/16) be received and the Mayor and Clerk of the Council/RFO be duly approved to sign and submit to the External Auditors;**
- (iii) the dates for the notice of audit: Notice of electors’ rights to see accounts Friday 10 June to Thursday 21 July 2016 (increased from 14 days to 30 days) be received and approved; and**
- (iv) it be noted that the annual return be submitted to External Auditor (BDO) together with supporting documentation by 11 July 2016.**

17. GENERAL POWER OF COMPETENCE

It was noted that a Full Council minute was required to resolve to adopt the General Power of Competence for, *inter alia*, the purpose of continuity of the Business Forum, any grant awards agreed by Council outside of the scope of the Grants Policy 2016/17 and for any expenditure of CIL monies which satisfied the relevant criteria in accordance with the Localism Act 2011 (or any other lawful purpose agreed by Council).

It was noted that all thirteen Council Members had been elected in the 2015 May Elections and that the Town Clerk was CiLCA qualified with the relevant General Power of Competence component section.

It was RESOLVED that:

- (i) authorisation be hereby made for Elstree and Borehamwood Town Council to be entitled to exercise the General Power of Competence contained in the Localism Act 2011;**
- (ii) it be hereby affirmed that Elstree and Borehamwood Town Council met the statutory criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in order to invoke (i) above; and**
- (iii) the eligibility of the General Power of Competence be next reaffirmed, subject to the approval of Members, at the Annual Council Meeting 2017.**

18. REVIEW OF COUNCIL POLICIES

It was RESOLVED that:

- (i) **the Financial Regulations (Policy Document) 2016/17 before Members containing revisions to the tendering process as recommended by Internal Auditors for compliance with Public Contracts Regulations 2015 be adopted subject to an amendment to clause 18.1 to read:**

“18.1 It shall be the duty of Full Council to review the Financial Regulations of the Council every year at the March meeting (or at any other time during the course of the year, as appropriate).”; and

- (ii) **the Standing Orders (Policy Document) 2016/17 before Members be adopted without amendment.**

19. COMMUNITY GRANT APPLICATIONS

It was noted that the total budget available for Community Grants in the 2016/17 year was £10,000.

It was further noted that Community Grant applications with a recommendation of a “nil” award would not be referred to Full Council but were eligible for reapplication at a later tranche of awards in the 2016/17 year.

The Town Mayor reported that the subsequent tranches of grant awards were as follows:

- To apply for 2nd round grant awards applications must be submitted by Thursday 20 October 2016.

For consideration by the General Management Committee in on 3 November 2016.

With recommendation to Council on 16 November 2016.

- To apply for a 3rd round grant award applications must be submitted by Wednesday 4 January 2017.

For consideration by the General Management Committee in on 9 February 2017.

With recommendation to Council on 15 March 2017.

It was RESOLVED that:

- (i) **a new Budget Heading be approved for the 2017/18 year for a Budgeted Grant to Elstree Screen Heritage of £1,000; and**

- (ii) the recommendations arising from the General Management Committee of 25 May 2016 (Minute GMC 15/16 04) concerning applications for the 1st tranche of Community Grants awarded by the Town Council in 2016/17 be approved as follows:

	Organisation	Amount	Power
(a)	Hertsmere Inclusive Theatre	£380 Film and Fun Day event costs	Local Government Act 1972 s. 145
(b)	Elstree Screen Heritage	£1,250 Railway Station Forecourt signage/panel improvements	Local Government Act 1972 s. 144
(c)	Woodcock Hill Village Green (WHVG)	£500 Contribution to Beacon and interpretive board(s)	Local Government Act 1972 s. 145 Local Government Act 1972 s. 144

20. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the payment of accounts be confirmed as follows:

Page No.	Date	Voucher No	Total payment
		2015/16	
1	10/02/2016	424-438	£24,173.02
2	22/02/2016	439-453	£5,027.90
3	10/03/2016	454-473	£32,184.54
4	31/03/2016	474-488	£7,149.62
		Sub Total	£68,535.08

2016/17

5	06/04/2016	1-9	£11,136.59
6	15/04/2016	10-19	£20,611.03
7	29/04/2016	20-34	£7,249.42
8	12/05/2016	35-61	£33,341.56
9	23/05/2016	62-82	£5,761.81
		Sub Total	£78,100.41
		Total	£146,635.49

21. PUBLIC PARTICIPATION – QUESTION TIME

Public Questions

Responding to a query raised by L Stack, Cllr V Eni clarified a misunderstanding concerning a comment he had made at the Annual Council meeting on 11 May 2016.

Festival Publicity

Responding to a query raised by L Stack, it was noted that the Festival programme was available for inspection on the Town Council’s website and social media pages. In addition, the programme had been placed in all eight of the Town Council notice boards and additional copies of the Town Crier centrefold had been printed for distribution at Elstree and Borehamwood train station and at the reception desks of local organisations.

Bandstand

Responding to a query raised by N Male, Cllr Mrs P Strack reported that it was not possible for a bandstand to be built on Woodcock Hill due to the consents of landlords being required. Some Members queried whether alternative sites such as Maxwell Park could be considered. Others felt that a portable bandstand might be a solution to the problem.

22. CLOSE OF MEETING

The Meeting closed at 8.15 pm.

It was noted that the next Council meeting was scheduled to take place on Wednesday 21 September 2016 at 7.30 pm in Fairway Hall.

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