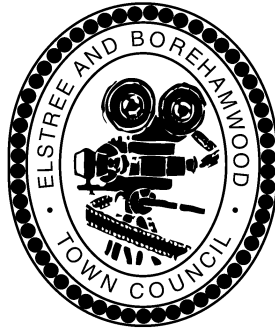


ELSTREE AND BOREHAMWOOD TOWN COUNCIL



**FULL COUNCIL**

**MINUTES** of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 16 November 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:

- D Salter - Events Officer
- T Malton - Deputy Town Clerk
- H Jones - Town Clerk

Also Present:

- Cllr M Vince (Hertsmere Borough Council)
- N Male (BETTA)
- A Grady (BETTA)
- Two representatives of St Nicolas Church, Elstree
- A Rice (Verulam Radio)
- YC M Roberts (Youth Council Chair)

### **34. APOLOGIES FOR NON-ATTENDANCE**

There were none.

### **35. DECLARATIONS OF COUNCILLORS' INTERESTS**

The following declarations of Councillors' interests were made:

<b>Committee Member</b>	<b>Minute Number</b>	<b>Nature of Interest</b>
Cllr Mrs P Strack	37 (h, i, j and k)	Disclosable Pecuniary Interest (DPI)
Cllr Mrs S Parnell	37 (j and k)	Disclosable Pecuniary Interest (DPI)
Cllr C Butchins	37(j and k)	Disclosable Pecuniary Interest (DPI)
Cllr A Coleshill	37(m)	Disclosable Pecuniary Interest (DPI)

Members declaring a Disclosable Pecuniary Interest refrained from taking part in any discussion or decision making processes relating to those items. For the period of the meeting when the matters contained in Minutes 37 (j and k) were discussed, the Deputy Mayor (Cllr E Silver) took the Chair.

### **36. MINUTES OF COUNCIL**

**It was RESOLVED that:**

**the Minutes of the Full Council Meeting held on 21 September 2016 be signed by the Mayor as a true record and adopted by the Council.**

### **37. COMMUNITY GRANT APPLICATIONS**

**It was RESOLVED that:**

**The Community Grant Applications referred to Full Council by the General Management Committee meeting of 3 November 2016 be approved as set out in the report as follows:**

	<b>Applicant</b>	<b>Purpose of Grant</b>	<b>Amount Sought by organisation in application</b>	<b>Amount Approved by Full Council</b>	<b>Authority/Statutory Power of Expenditure</b>
(a)	Community Action Hertsmere	Computer Equipment	£3,199.68	defer to 3 <sup>rd</sup> tranche	N/A
(b)	Borehamwood Women's Institute	Craft Materials	£300	£300	Local Government Act 1972 s.145
(c)	Hotshots Flyball Team	Jumps/Shelter	£600	Nil	N/A
(d)	EBLOS Musical Theatre	Hall Hire	£1,000	£500	Local Government Act 1972 s.145
(e)	Hertsmere MENCAP	Classes/Activities	£2,350	defer to 3 <sup>rd</sup> tranche	N/A
(f)	St Nicholas Church	New Clock	£4,420	Council to budget in 2017/18	Parish Councils Act 1957 s.2
(g)	All Saints Church	Lighting	£558	£558	Local Government Act 1972 s.144
(h)	Young Carers at Hertswood School	Activities Costs	£1,000	£500 (with £500 to be sought from Youth Council)	Local Government (Miscellaneous Provisions) Act 1976 s.19
(i)	Elstree & Borehamwood Community Charity	Cookery Course at Hertswood School	£1,000	£300	Local Government (Miscellaneous Provisions) Act 1976 s.19
(j)	DR96 Over 60s club	Hire of Hall/teacher	£350	£250	Local Government Act 1972 s.145
(k)	Woodcock Hill Village Green	Bench	£500	Nil	N/A
(l)	Elstree & Borehamwood Residents' Association	Free Quarterly advert in Town Crier	No Direct Grant Sought	Agreed with conditions	Local Government Act 1972 s.145
(m)	Funky Friends	Running Costs	£316.46	£316.46	Local Government Act 1972 s.145

**Conditions of grant:**

**(l) Elstree & Borehamwood Residents' Association (EBRA):** The grant would be awarded on condition that EBRA provided reciprocal publicity for public Town Council Events and relevant services at its meetings and on social media. In addition, the Council would wish EBRA to arrange a vehicle float at the 2017 Parade and a stall at 2017 (Star Wars themed) Families Day.

## **38. ENTERTAINMENTS AND EVENTS PRESENTATION**

The Council received a PowerPoint presentation from the Events Officer, D Salter, entitled “*Entertainments: Christmas and Beyond*” setting out the programme of events organised by the Town Council for the period up until and including the 2017 Civic Festival.

It was noted that the Town Clerk was organising social media training for Town Councillors in 2017 together with training for media management for local authorities. In the meantime, the Events Officer provided guidance on sharing and ‘liking’ official Town Council posts on Facebook, Twitter, YouTube and the Borehamwood Times online.

Of particular interest to the Council was the list of artistes booked for Families Day 2017:

### **“Above and Beyond**

*A colourful feast of breath-taking thrills, spins & elegant poses, suspended 10metres above your ground, with no safety net. Amazing displays of grace, strength and daring. Watch this if you dare!*

### **Joseph Peace Fire Stunt Show**

*A truly amazing and unique show featuring great patter and much audience participation. Includes the ‘Ring of Fire’ and a jaw-dropping leap through a wall of fire wearing just a pair of frilly gold shorts. Must be seen to be believed!*

### **Star Wars Theme - Stunt Performers**

*The scene is set with Imperial Stormtroopers checking guests for rebels, smugglers and droids, all with a seedy spaceport feel. They suggest you comply fully with the soldiers of the Empire, they don’t take no for an answer! This offers great photo opportunities and a chance for character interaction with the guests.*

### **Dwarf Vader & Short Troopers - Little People**

*Dwarf Vader accompanied by his cronies the Short Troopers! These classic star wars baddies seem to have shrunk slightly but are still packed full of attitude. Guaranteed to raise a smile at any event.”*

### **39. 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:**

<b>A Entertainments Committee</b>	<b>9 September 2016</b>
<b>B Entertainments Committee</b>	<b>19 October 2016</b>
<b>C Environment and Planning Committee</b>	<b>19 July 2016</b>
<b>D General Management Committee</b>	<b>14 July 2016</b>
<b>E General Management Committee</b>	<b>14 September 2016</b>
<b>F Youth Council</b>	<b>29 June 2016</b>
<b>G Transport Forum</b>	<b>13 July 2016</b>

### **40. YOUTH COUNCIL**

Members congratulated Malachai Roberts for being appointed the Youth Council Chair and for attending the Full Council meeting. Ikenna Eni was also congratulated on being appointed the Vice Chair of the Youth Council.

It was noted that there were currently eight Members of the Youth Council, with numbers set to rise as a result of the Council's publicity campaign.

Members welcomed the report that the Youth Council had laid Remembrance Day wreaths at both Elstree and Borehamwood war memorials.

The Council also expressed its gratitude to the Youth Councillors who had agreed to act as hosts for the BBC Concert Band performance on 7 December 2016.

**It was RESOLVED that:**

**the Youth Council constitution be (version November 2016) as set out in the report before Members be approved.**

### **41. COUNCIL MEETING VENUE**

It was noted that at the instruction of the General Management Committee, a County Crime Prevention Officer had been asked to conduct a safety/security appraisal of Fairway Hall and Council Offices (in particular insofar as the security arrangements surrounding Full Council meetings, Committee Meetings, hall hire and staffing the facilities were concerned).

The Committee anticipated a report arising from this survey at its meeting on 9 February 2017.

**It was RESOLVED that:**

**the item on the agenda be deferred for consideration by Full Council at its meeting on 15 March 2017.**

## **42. COUNCIL AWARD SCHEME DOCUMENTATION**

Members asked to record in the Minutes their thanks to Council staff for carrying out the administrative tasks to display the Council Award Scheme documentation for inspection by an assessor.

**It was RESOLVED that:**

- (i) the tasks to complete the Online and Offline documentation for the Quality Level Council Award Scheme be agreed and noted; and**
- (ii) Full Council on 11 January 2017 be asked to resolve “to agree and to note completion of publication online” of the following outstanding items:**

### **Criteria (Foundation)**

*Current agendas (January 2017)*

*action plan for the current year (January 2017)*

*Evidence of consulting the community (January 2017)*

*Publicity advertising council activities (January 2017)*

*Evidence of participating in town and country planning (January 2017)*

### **Criteria (Quality)**

*Councillor profiles (January 2017)*

*A community engagement policy involving two-way communication between council and community (January 2017)*

*Evidence showing how electors contribute to the Annual Parish or Town Meeting (January 2017)*

*An action plan and related budget responding to community engagement and setting out a timetable for action and review (January 2017)*

*Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins (January 2017)*

*Evidence of helping the community plan for its future (January 2017)*

### **43. REPORTS FROM OUTSIDE BODIES**

#### Leeming/Aycliffe Big Local Advisory Panel

Cllr V Eni and Cllr A Coleshill reported that a meeting with the project worker was scheduled in December 2016 and that they would report back at the next Full Council meeting. The Mayor reported that he had also met with panel members and that a new launch was anticipated soon.

*[Post Meeting Note: The meeting was attended by the Town Mayor on 9 December 2016.]*

#### Elstree and Borehamwood Museum Group

Cllr E Silver reported that the current exhibition ('Going Down the Shops') was already two thirds of the way through and had been well received by the public (especially the sweet shop and till). 830 visitors were recorded between July and September 2016. Outreach presentations had been recommenced, such as to the U3A group on the topic of Shenley in the 20<sup>th</sup> century. Visits were also planned to local schools and scouting organisations. In January 2017, an exhibition was planned on Migration. Finally, improved merchandising arrangements were noted (including a more prominent donations box on site).

#### Borehamwood & Elstree Twin Town Association

The Town Mayor reported that he had a successful and enjoyable trip to Fontenay aux Roses for the moving remembrance ceremony in the previous week. Dignitaries in France received gifts, including biscuits made by local producer Churchill's. It was noted that the Fontenay Festival was taking place between 20 to 21 May 2017 (i.e. before the Civic Festival). It was noted that BETTA's Christmas concert ('Carols by Candlelight') was taking place on 17 December 2017 at 7.00 pm at St Michael's Church.

Cllr Mrs P Strack reported that BETTA planned to hold a fundraising gala dinner in March 2017. Cllr Mrs P Strack also reported that Members were aware that Dr Wong Morrow was now well after a recent illness. A Special General Management Committee meeting had been arranged on 14 December 2016 to consider a presentation from him on how the Town Council might be involved in furthering links with overseas communities.

It was noted that Members of BETTA visited Offenburg in September 2016 for the annual wine festival. This was another successful venture to be repeated in the New Year.

### Elstree, Borehamwood and District Community Association

Cllr Mrs S Parnell reported that the AGM was scheduled to take place before the end of November 2016. It was reported that Allum Hall looked forward to hosting the Town Council's Christmas Concert performed by the BBC Elstree Concert Band on 7 December 2016.

### Hertsmere MENCAP

Cllr E Silver reported that the Christmas Party had been arranged for 10 December 2016. Members were reminded that Hertsmere MENCAP received no income other than from monies raised at events and grants. It was noted that the Jubilee Club was hosting up to 25 people per week. The adult activity programme had a variety of activities Monday to Friday with a new football session. It was noted that MENCAP was in need of a snooker table. Cllr Mrs P Strack offered to assist in seeking to obtain this item. It was reported that 46 children had attended the Noah's Ark scheme over the course of the summer. A major item of consideration for the New Year would be obtaining, if possible, a minibus.

#### **It was RESOLVED that:**

**the Town Council's records be amended to reflect that Hertsmere MENCAP raised £21,000 from the 2016 charity golf day event (a higher amount (£30,000) was reported at the previous Council meeting).**

### Community Safety Partnership (Town wide CSP)

Cllr Mrs P Strack reported that the next meeting was taking place in February 2017.

### Community Action Hertsmere (CAH)

The Mayor reported that the AGM was scheduled for 24 November 2016. Voluntary organisations were encouraged to join CAH. It was noted that a grant application from the organisation would be considered by the General Management Committee in February 2017 once updated accounts had been approved by the CAH AGM.

### Aldenham Country Park

Cllr Mrs P Strack reported that the the planning application for 150 homes opposite the reservoir on Watford Road was turned down by Hertsmere Borough Council planning committee. In October 2016, the Gosrani brothers had decided to separate the limited company from Liberty Aldenham. It is understood that they had sought advice about fencing off the lake and closing the footpath to public access.

ACPT ltd had applied to Hertfordshire County Council for the complete footpath around the lake to become a dedicated right of way. This was turned down in October



2016. ACPT was appealing against the decision with help from The Ramblers Association, the BDFA and other stakeholders. The ACPT Trustees were collecting evidence to demonstrate that an unimpeded footpath existed for at least 20 years before 1974 when the County Council took over the lease.

It was noted that the proposed Parish Plan identified working with Aldenham Renaissance for the benefit of local residents as a key initiative. Following a successful Fun Day (a joint initiative with the Town) held in October 2016, talks to hold another joint initiative in the spring were ongoing.

#### Maxwell Park Management Group

Cllr Mrs S Parnell reported that no meeting had taken place since the last Full Council but she noted that the staff at Maxwell Community Centre continued to be very busy with large numbers of bookings (indicating a continued need for the establishment to serve community needs).

#### Defibrillator Group

Cllr Mrs P Strack reported that 9 of the 10 primary schools had now received their defibrillators. It was noted that, together with Cllr Mrs S Parnell, she had attended assemblies at St Teresa's and Monksmead to raise awareness among the pupils of how lives could be saved. Dates for assemblies at other schools were being set up so the many donors to the scheme could meet the staff and pupils. Yavneh Primary opened its doors in September 2016 and it was reported that the new head, Caroline Field, was keen to ensure that Yavneh was part of this scheme. All schools had received the H&S paperwork .

It was noted that the defibrillator cabinets had been fitted at Aberford Park and Fairway Hall. The next step was to register all the boxes with the Ambulance service. Paperwork for H&S officers at each location would be issued before the end of the year.

It was noted that Elstree tennis club ran a quiz and raised £428 towards a defibrillator. Hertsmere Cllr C Clapper had agreed to match fund that amount with the defibrillator fund making up the shortfall of £128 to purchase an item.

*[Post Meeting Note: Cllr M Bright (Hertsmere Borough Council) had agreed to use WIIS monies to fund the shortfall.]*

It was reported with regret that Lawrence Stack, who initiated the campaign, was to undergo major surgery at the end of the month. All present at the meeting joined Cllr Mrs P Strack in wishing him well.

It was noted that a defibrillator located at Radlett Golf Club could, if it was appropriate to do so, be added to the Town Council's map of AED locations in the area.

#### 44. ACCOUNTS FOR PAYMENT

It was **RESOLVED** that:

the payment of accounts be confirmed as follows:

	<b>Date</b>	<b>Voucher No</b>	<b>Total payment</b>
<b>Page No.</b>			
		<b>2016/17</b>	
<b>1-2</b>	<b>06/09/2016</b>	<b>261-272</b>	<b>£25,600.47</b>
<b>3-4</b>	<b>28/09/2016</b>	<b>273-296</b>	<b>£29,569.19</b>
<b>5-6</b>	<b>17/10/2016</b>	<b>297-314</b>	<b>£26,831.49</b>
<b>7-8</b>	<b>02/11/2016</b>	<b>315-331</b>	<b>£19,487.35</b>
		<b>Total</b>	<b>£101,488.50</b>

**Note: Voucher 283 replaces Voucher 267 - banking matter**

#### 45. PUBLIC PARTICIPATION – QUESTION TIME

##### Christmas Switch On Charity Collection

Responding to a query from Cllr M Vince (Hertsmere Borough Council), Members reaffirmed the Council's decision to allow the designated Mayor's charity for 2016/17 (Elstree and Borehamwood Museum) to be the sole collector at the Switch On event on 27 November 2016.

##### St Nicholas Church Clock

Representatives of St Nicholas Church, Elstree, thanked Council Members for agreeing to include the cost of a replacement wind up clock in the draft 2017/18 budget.

**46. CLOSE OF MEETING**

The Meeting closed at 8.45 pm.

It was noted that the next Council meeting (Budget and Precept setting 2017/18) was scheduled to take place on Wednesday 11 January 2017 at 7.30 pm in Fairway Hall.

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