



## **FULL COUNCIL**

**MINUTES** of a meeting held at Fairway Hall, Town Council Offices, Brook Close, Borehamwood, WD6 5BT on Wednesday 22 March 2023 at 7.30pm.

### **In attendance.**

Cllr Sandra Parnell – Hillside (Mayor)  
Cllr Richard Butler – Cowley Hill  
Cllr Rebecca Challice – Shenley Road  
Cllr Alpha Collins – Cowley Hill  
Cllr Victor Eni – Brookmeadow  
Cllr Prabhakar Kaza – Kenilworth South  
Cllr Jeremy Newmark – Kenilworth South  
Cllr Simon Rubner – Brookmeadow  
Cllr Pat Strack – Hillside  
Cllr Farida Turner – Elstree  
Cllr Michelle Vince – Cowley Hill

### **Also, in attendance.**

Karen Crowhurst – Locum Clerk  
Tracey Malton – Acting Clerk  
Dan Salter – Entertainments Officer/communications  
Jenny Simon – Admin Assistant

**Members of the public attended.** Approximately 20.

## MINUTES

**64. Apologies:** To receive any apologies for non-attendance. At the time of agenda despatch, apologies were received from Cllr C Butchins, (other business).

Apologies were received from Cllr Clive Butchins. Cllr Sam Lawrence was absent.

The Mayor made the following announcement.

Due to “purdah” rules, no party-political participation was allowed or would be broadcast. Any party-political comments will be redacted from the recording.

The Mayor introduced the Locum Clerk Karen Crowhurst who provided a background regarding her experience.

Cllr Newmark proposed a Motion to suspend Standing Orders and queried why an Extraordinary meeting has not been called in response to a letter sent to the Mayor by 2 Members of the Council. The purpose of calling an Extraordinary Meeting was to discuss NHS provision funded by CIL. Cllr Newmark proposed that the Council gives £30,000 of Community Infrastructure Levy funds to support the NHS to be able to retain Manor View practice as the practice is a priority for residents who are patients there.

The Mayor stated that a letter was handed to a non-officer member of staff on 16 March 2023, which she received on 17 March 2023 – not 7 working days before this meeting asking for this to be on the Agenda.

Cllr Butler seconded the Motion as this process has been carried out at previous meetings.

Cllr Eni recommended that time be given to the clerk so that advice could be sought.

The Locum Clerk advised that this item is not on the agenda where ideally this type of motion should be made. The Clerk read from the Town Council Standing Orders part 10 Motions at a meeting that do not require written notice. The Clerk highlighted item 10. XV to suspend a particular standing order (unless it reflects mandatory statutory requirements).

Cllr Newmark requested the motion proceed and requested a named vote be recorded.

The Mayor stated she will respond to the letter the next day.

The Motion to suspend Standing Orders was voted on:

**For:** Cllr’s Richard Butler, Alpha Collins, Prabhakar Kaza, Rebecca Challice, Michelle Vince and Jeremy Newmark (6)

**Against, None.**

**Abstentions:** Cllr’s Simon Rubner, Victor Eni, Farida Turner, Pat Strack, and Sandra Parnell P(5).

The Motion was carried:

Cllr Strack expressed concerns as Manor View Practice had a short-term lease and would be sold for development. The building would soon be unfit for purpose and other premises were sought in Elstree Way or Theobald Street – but they wanted to stay in the vicinity. The owners have been offered £6 million for development £30k was a substantial amount to spend on a temporary facility.

Cllr Newmark stated that the practice was a critical service for residents, even short term – and of immense benefit. The building had been neglected. HBC had been asked to make it an Asset of Community Value. A CIL grant would pave the way for this.

Cllr Strack said that the NHS would only develop one site – Manor View or Schopwick. Another new building is needed. Cllr Rubner said that the lease is only for 4.5 years. Cllr Kaza said that, in terms of saving lives and medical care, it was worthwhile. There are 10k patients and no money to mend the boiler.

Cllr Eni said that the £30k should be spent well and asked for an amendment to the motion to include that if awarded the lease should have at least 4.5 years to run. Cllr Collins said that one life saved would be worthwhile.

The Motion to allocate £30k to the CIL bid was carried 6 (yes) – 5 (abstained). The amendment was not carried 5 – 6.

**RESOLVED** To allocate £30,000 of Community Infrastructure Levy to support the retention of Manor View Practice.

During the discussions above, Assets of Community Value were explained. Cllr Vince asked for Asset of Community Value status for the former Canon Public House site and former Directors Arms be registered by the Council. The meeting moved to a vote. All were in favour except Cllr Eni who abstained.

**65. Declarations of Interest: To:**

- a) receive declarations of interest from Councillors on items on the agenda.

There were no declarations of interests.

- b) receive written requests for dispensations for declarable interests; and

No written requests were received.

- c) grant any requests for dispensation as appropriate.

There were no dispensation requests for consideration.

**66. Minutes:** To approve and adopt the Minutes of the Full Council (Special Meeting) held on Monday 13 February 2023.

It was **RESOLVED to** approve and adopt the Minutes of the Full Council (Special Meeting held on Monday 13 February as a true and accurate record of the meeting. The Minutes were then signed by the Mayor.

**67. Outside Bodies:** To receive verbal reports from Members serving on Outside Bodies as follows:

Leeming/Aycliffe Big Local Panel  
Elstree & Borehamwood Museum Group  
Borehamwood & Elstree Twin Town Association  
Elstree, Borehamwood and District Community Association  
Hertsmere MENCAP  
Aldenham Country Park  
Maxwell Park Management Group  
First Impressions Group

Members noted the written reports received.

**68. Financial Risk Assessment and Policy Documentation:** To resolve to adopt:

- (i) Financial Risk Assessment 2022/23 (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).

For certain reasons it was agreed to defer adopting the Financial Risk and Policy Document as it requires further work.

- (ii) Standing Orders.

It was agreed to defer considering the Standing Orders until the Annual Statutory Meeting. To be held on the 15<sup>th</sup> of May

- (iii) Financial Regulations.

It was agreed to defer considering the Financial Regulations until the Annual Statutory Meeting to be held on the 15<sup>th</sup> of May.

- (iv) Council, Committee, Sub-Committee and Forum Terms of Reference and Delegated Authority.

This item was deferred.

- (v) Youth Council Constitution 2022 (under review)

This item was deferred.

- (vi) Fundraising and Sponsorship Strategy and Procedure.

This item was deferred.

- (vii) Markets Policy.

This item was deferred.

## **69 Community Grants:**

No Community Grants recommended.

## **70 Community Infrastructure Levy (CIL): (current balance £194,588.24):**

Members noted the current balance. Cllr Eni reminded Members that this will now be reduced by £30,000.

No recommendations received.

## **71 Swimming Costs and Business Funding:**

To receive report.

Cllr Newmark said there had been a long-standing cross-party consensus to make swimming lessons accessible to local schoolchildren by providing funding for transport. There was no prior discussion regarding this item on the agenda, brought forward by the now outgoing Clerk. The matter was put on Facebook and discussed on social media. Concerns were expressed about the item being on the agenda. It was agreed by all present that the Report should be withdrawn as incorrect.

It was also agreed for the General Management Committee to investigate the tabling of this item on the agenda.

During this item Cllr Butler and Cllr Challice declared an interest as users of the school swimming pool scheme for children.

The Mayor said that the Conservative Group supports the funding of swimming lessons transport and stood by the budgetary provision of £31,000.

- 72. Signed Minutes:** To note the signed Minutes of the Committee meetings to form part of the official Council Minute Book (as agreed by Full Council to be viewed by Members on Town Council website in place of hard copies).

General Management Committee - 17 November 2022

Members **noted** the General Management Committee Meeting minutes of the meeting held on 17 November 2022.

Entertainments Committee – 15 November 2022

Members **noted** the Entertainments Committee Meeting Minutes of the meeting held on 15 November 2022.

Environment and Planning Committee – 20 October 2022

Members **noted**.

Youth Council – 23 November 2022  
18 January 2023

Members **noted** these signed Minutes.

- 73. Accounts for Payment:** To confirm the payment of accounts, as approved, as follows:

		2022/23	
Page	Voucher No	Date	Amount
1	412-439	14/11/2022	£37,795.60
2	440-459	23/11/2022	£5,564.58
3	460-475	29/11/2022	£11,078.83
4	476-508	13/12/2022	£71,674.60
5	509-527	21/12/2022	£8,788.95
6-7	528-566	13/01/2023	£60,219.18
8	567-580	24/01/2023	£2,619.32
9	581-592	02/02/2023	£7,371.19
10	593-608	13/02/2023	£32,367.38
11	609-628	20/02/2023	£8,789.62
12	629-636	28/02/2023	£925.17

**GRAND TOTAL      £247,194.42**

- 74. Internal Audit Report 2022/23 (Interim):**

The Annual Internal Audit (Interim) report be approved noting no recommendations for adoption.

**RESOLVED** – To note the Interim Internal Audit Report presented.

- 75. Public Participation – Question Time:** Fifteen minutes of the Meeting will be given over to questions from Members of the Public relating to Town Council Business.

A note on Public Questions: Where no clear and concise answer can be provided on the evening to any particular question raised, the Member of Public will be notified that he/she will be provided with a written response within five working days of the meeting answering the query in full or clearly stating what, if any, action the Council is undertaking. In some instances, it may be necessary to obtain advice before answering questions or to refer matters to the Committee of the Council with the pertinent Terms of Reference.

The Mayor asked for the camera to be turned off. After seeking no objections from members of the public to be recorded to the webcast, the camera was turned back on.

MOP 1 – At the Annual Parish Meeting he asked about Elstree Borehamwood Town Council's deficit and queried how much the Council was losing. The member of the public was asked to email the Locum Clerk with his query.

MOP 2– Given the questioning of Boris Johnson and other matters regarding the cost-of-living crisis etc how should Elstree Borehamwood Town Council keep young people interested in politics? The Mayor responded advising that Elstree Boreham Wood Town Council should and does encourage young people to take part in local politics.

MOP 3– Should the misleading report on Swimming Funding warrant a retraction from the Conservative Group? The Mayor said that the Conservative Group, as with the opposition, supported school swimming.

MOP 3 – What was the opinion of Elstree Borehamwood Town Council on the extension of ULEZ to outer London. Cllr Butler said this was planned by Boris Johnson as Mayor of London. Cllr Eni asked why Elstree Borehamwood Town Council residents should have to pay to drive to Barnet Hospital?

- 76. Close of Meeting:**

There being no further business, the meeting closed at 8.55pm

The next meeting of Full Council (Mayor Making Annual Council for the Municipal Year 2023/24) is scheduled for Monday 15 May 2023 at 7.30 pm at Fairway Hall.

Signed Mayor: \_\_\_\_\_ Date: \_\_\_\_\_