



Minutes of the meeting of the **FULL COUNCIL** held at 7.30pm on 27th September 2011, in the Douglas Hicks room, The Radlett Centre, Radlett.

Present: Councillors R Worthy (Chairman), Mrs G Balen, T Butwick, Mrs V Charrett, Mrs C Clapper, J Howley, Mrs E Samuelson, G Walton & C Wilkins.

Officers: P Evans (Clerk).

Also present were H Kassari (Herts Highways), Bor Cllrs J Graham & C Goldstein (HertsmereBC) and four members of the public.

The Council received a presentation from H Kassari on three proposed schemes at Loom Lane, The Drive & Watling Street outside the shops.

Loom Lane

Herts Highways had received several enquiries regarding the narrow part of Loom Lane between Loom Place and Watling Street. A study had been made regarding flows of traffic in the road, pedestrian safety and the impact on surrounding streets if any proposal was put forward.

Herts Highways will look to consult on making Loom Lane one way between Loom Place and Watling Street probably going downhill.

Members had some questions regarding why downhill, as opposed to uphill and would there be any traffic calming.

The Drive

Herts Highways had received many calls regarding putting yellow lines in this area. Again a study had been made regarding the impact of this on the local shops, where else would people park, and the cost of implementing the scheme within a limited budget.

A solution was proposed to extend the current waiting times to include Saturdays. This would be an easier and quicker option, as it only requires a traffic order; any other scheme would require consultations exercises and changes to road layouts which would increase the costs.

Members asked if the yellow lines could be placed on the hill as several cars parked there which was dangerous.

Watling Street

The Council had asked if the 'No Access' sign in the middle of the service road to the shops could be removed. Herts Highways stated that in order to do this a 'video safety audit' would be required. This would cost £5,000 so it was felt that this could be justified at this moment in time.

Mr H Kassari was thanked for his presentation and attendance and he then left the meeting.

56. Prayers to be led by the Chairman.

Prayers were led by the Chairman, Cllr R Worthy.



57. Apologies for absence

Apologies were received and accepted from Councillors S. Khawaja, D Lambert & N Payne.

58. Declarations of interest on any item on the Agenda – none.

59. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 1d)

Those members of the public did not wish to address the Council.

The Borough Cllrs gave a brief update on matters affecting the parish, including a consultation document on that has just been issued on Radlett Conservation Area South.

Bor Cllr C Goldstein was also asked to update the Council on the position regarding the wall that had been built at 60/62 Aldenhams Avenue.

Bor Cllr J Graham also outlined HertsmereBC plans for the café that would replace the public conveniences next to Radlett Gardens.

60. To approve and adopt the Minutes of the Full Council meeting held on the 19th July 2011.

These minutes were signed as a true record by Cllr R Worthy, and adopted by the Council.

61. To receive the Clerks Report (for information only)

This had been previously circulated and is attached for reference purposes. Cllr C Wilkins updated members on a meeting he, the Clerk and some Cllrs had attended with a senior member of TescoPLC regarding the deliveries to the local store and the problems that this caused. Several suggestions had been made and the Clerk was to follow these up.

Cllr Mrs E Samuelson added that the pavilion survey had received over 100 hits and most of the comments were positive.

62. Chairman's Announcements

Cllr R Worthy stated that he had an enjoyable lunch at the Harpenden Building Society, along with other local Mayors.

He also reminded members that the 'Mitzvah Day' 2011, was to be held at The Rose Field again, on the 20th November, and that a photographer would be attending the October meeting to update the Councillors photos for the website etc.

63. To consider proposals for Salters Field.

Members had received the report from Land Management Services regarding the project to fill in Wellhouse Dell, level Salters Field, create possible sports pitches, create a new access at the bottom of Salters Field and link a road to the existing car park, which will be extended.



Members raised concerns that the report did not answer the fundamental questions such as the income/costs of the project.

Members then discussed the project and the need to be open and transparent involving all parties that may be affected by the intentions of the Council.

After further discussion it was

Resolved;

- a) That the Clerk informs land Management Services that the Council is disappointed that the report does not include an income/costs analysis for the project.***
- b) That the Clerk obtains a topographical survey for Wellhouse Dell providing this will answer the question regarding possible income from land fill. The budget for this is £3,000 from General Reserves.***

64. To receive a report regarding the availability of rooms for Council meetings.

The Clerk had circulated this report prior to the meeting. He added that the room availability during the day was becoming increasingly difficult as the rooms were hired out by the RCT.

After a short discussion it was

Resolved that the Council prefers to use the Radlett Centre for all its meetings even if that means moving the date, and that it will only use the room at the Depot as a very last resort.

65. To fill a vacancy on the Community Development Committee.

Cllr S Khawaja had resigned from this committee due to work commitments. Cllr Mrs C Clapper was nominated by Cllr Mrs E Samuelson and seconded by several people. Cllr Mrs C Clapper accepted the nomination.

66. The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the following Committees (In accordance with Standing Order 6.4.8).

Resolved to adopt the following minutes and recommendations;

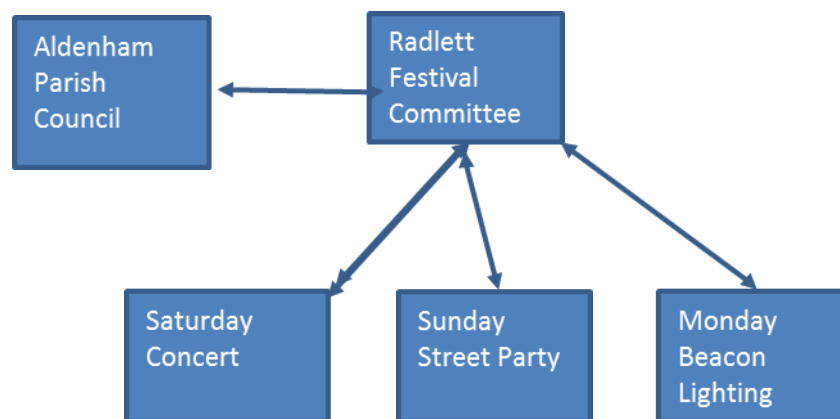
- a) Planning Committee meeting of the 18th July, 8th & 22nd August and the 5th September 2011.***
- b) Community Development Committee meeting of the 8th September 2011.***

Re: Youth Council

- (i) That the Clerk sends details of the launch meeting on October 4th to the schools, HertsmereBC (Ms F Paul) and put on facebook/website.**

Re: 2012 Celebrations

It was suggested that as the Radlett Festival Committee was experienced in these matters that it was the responsible body through which the Parish Council would channel its resources. The following structure chart would be recommended to both bodies for approval as soon as possible.



At the Full Council meeting Cllr Mrs V Charrett asked for this structure to be clarified, and after discussion it was agreed that Cllr Mrs E Samuelson, the Clerk meet with representatives of the Radlett Festival Committee to agree how the structure will work.

- (ii) That the Council adopts the structure as noted above.**
(iii) That Cllr Mrs V Charrett informs the Radlett Festival of the structure and asks for their approval.
(iv) That the Jubilee Sub Committee is disbanded after the meeting on the 15th September.
(v) That the Radlett Festival Committee advise Aldenham Parish Council what funds are required for the three events in order that APC can decide any grant it will allocate in 2011/12 and 2012/13, as no funding has so far been agreed.
(vi) That the Radlett Festival give regular updates to this Committee on progress of the Jubilee Events.

c) Communications Committee meeting of the 5th July 2011.

- (vii) That the Clerk sends a letter to Caprin asking them for a more favourable quote, for ideas on a more modern look and a sharper design. The font size was also to be looked at. A response was requested within 10 days.**
- (viii) In the future to offer the ads at a pre-determined size and rate.**

d) Parks & Open Spaces Committee meeting of the 13th July & 12th September 2011.

Re – Play Equipment at Letchmore Heath

- (ix) Remove all the bark sides as they are not DDA compliant, and the bark as well as the membrane and concrete pads below. Replace with soil and grass matting.**
- (x) Order new wear pads and replace them.**
- (xi) Repair the corrosion on the slide run out or order new parts.**
- (xii) Replace wooden parts on roof, bridge and sides.**
- (xiii) That the future of the play area will be considered again once the outcomes from the Rural Plan questionnaire are known.**
- (xiv) The groundstaff remove the entire swing structure as a matter of priority**
- (xv) The Clerk purchases a new bay of two flat seat swings from Calendonia Play at a cost of £2,195 supplied and installed with grass safety matting.**

Re – The Trees

- (xvi) That the Clerk acknowledges all offers of trees and he liaises with the Head of Grounds Maintenance regarding their suitability and where they may be placed.**
- (xvii) That the Clerk investigates the Councils eligibility for the Jubilee wood scheme.**

Re – New signs on Parish Council land

- (xviii) That the Clerk purchases the signs from SDE signs at a cost in the region of £5,000 to supply, deliver and erect the signs.**

Re – An offer from Hertsmere Borough Council to purchase land at Radlett Gardens

- (xix) That the Clerk writes a letter to Hertsmere Borough Council to reject the offer.**

Re – Football Pitch use at Phillimore Recreation Ground

- (xx) That no additional football bookings be taken on at this time.**
- (xxi) That officers talk to neighbouring parish councils to find out how often they hire out their football pitches, what level of preparation is necessary before each match and, where appropriate, ascertain what improvements we might need to carry out, and the associated costs, in order to offer the same pitch hire availability.**
- (xxii) That the Clerk responds to the applicant who wanted to hire the pitch assuring him that his application had received serious consideration and advising the reasons as to why the application had not been accepted.**

Re- To Anti-social behaviour in Phillimore Recreation Ground.

- (xxiii) To continue with the arrangement with the police until the clocks go back.**
- (xxiv) That once the clocks go back the groundstaff should lock the gate at 5pm.**

Re -- To include the Council allotments in the National Garden Scheme.

- (xxv) That the Clerk writes to the Chairman of the RHS granting him permission to make the initial application to the National Garden Scheme.**

e) Finance & General Purposes Committee meeting of the 7th September 2011.

Re—The Internal Auditors Report

- (xxvi) That the Council notes the report and agrees the action plan suggested by the Clerk.**
- (xxvii) That the Clerk and Accounts Officer and staff are thanked for their careful management of the Councils finances.**

Re -- The risk report.

- (xxviii) That the annual review has been completed and that the risk review system is effective.**

Re -- The computer and communication systems used by the Council.

- (xxix) That the Council reduces the telephone lines it has to two.***
- (xxx) That the Council amends the financial regulations to incorporate on line payments of invoices with the necessary safeguards.***
- (xxxi) That the Committee provides a budget of £5500 from Capital Reserves to purchase a new phone system and server which will be hosted in the General Managers office.***
- (xxxii) That the RCT are informed of this decision.***

Re -- The policies register.

- (xxxiii) That the Clerk produces a timetable for the review, with Crisis Management being one of the first policies to be actioned.***

Re -- The recommendations from the 'Salters Field project' working party.

- (xxxiv) That Cllr R Worthy & the Clerk sign the Heads of Terms as agreed by Full Council at its meeting of the 19th July 2011.***

f) Strategic Planning Committee meeting of the 8th September 2011.

67. To authorise the payment of accounts (schedule on the board at the meeting) (in accordance with Standing Order 6.4.10)

Resolved that all payments as appended to these minutes are approved.

68. Items of interest from Minutes of other authorities (for information only).

Cllr Mrs V Charrett updated members on the Jubilee street party; she asked if the Council would have any objection to placing G Balen updated members on the website, and asked that a statement is placed on the website stating that it was still under construction.

69. Date of next meeting. – October 25th 2011.

The Chairman then moved the following resolution;

That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst matters pertaining to employees of the council or tenders are discussed.



70. To receive and adopt the staff flexible retirement policy.

There being no further business the meeting closed at 9.34pm

Chairman Date

Payments over £500

CURRENT ACCOUNT

702896	Baines Design & Print	Printing of A4 16pp parish plan booklet	1,203.00
702897	BDO	Auditing annual return re Y/E 31/3/11	3,600.00
702902	Debenhams Ottaway	Statutory land declarations & fees	2,120.00
702903	Gristwood & Toms	Tree work at Radlett Gardens	1,098.00
702904	Hags Play	Varioline roof for multiplay at Letchmore Heath	1,256.40
		Varioline roof for multiplay at Letchmore Heath	<u>982.80</u>
			2,239.20
702906	Hertsmere Bor. Council	CPZ contribution re qtr to 31/12/11	2,553.19
		Caddy bags & garden waste bags	<u>240.90</u>
			2,794.09
702908	Herts County Council	October 2011 pension contributions	3,590.39
702909	HM Revenue & Customs	PAYE & NIC contributions - October 2011	4,518.84
702912	Radlett Centre Trust	August 11 common costs	489.17
		September 11 common costs	994.73
		Office rental charge re qtr to 30/9/11	1,499.45
		Preparations & seeds for Bowls Green	<u>560.16</u>