



Minutes of the meeting of the **FULL COUNCIL** held at 7.45pm on 29th September 2009, in the Douglas Hicks Room, The Radlett Centre, 1 Aldenham Avenue, Radlett.

Present: Councillors R Worthy (Chairman), Mrs G Balen, Mrs A Baker, T Butwick, Mrs V Charrett, J Howley, D Lambert, N Payne, Mrs E Samuelson, Mrs E Wackrow and C Wilkins.

Officers: Peter Evans (Clerk)
Mrs J Adams (Deputy Clerk)

Also present were three parishioners.

394. Prayers to be led by the Chairman

Prayers were led by the Chairman, Councillor R Worthy.

395. Apologies for absence

Apologies were received and accepted from Cllr Mrs C Clapper,

396. Declarations of interest on any item on the Agenda – None.

397. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 6.4.5).

Cllr R Worthy suspended standing orders so that members of the public could address the Council regarding agenda item 11.

The Rabbi informed Members that he was speaking on behalf of both synagogues and that he had also spoken to the Lubavitch. He stated that they all were of the opinion that a Menorah placed in Radlett would be an important step in forging good relationships between the various faiths, especially if this could be placed next to the Christmas tree during Hanukkah. The Rabbi was thanked for his comments, and Councillors asked several questions before standing orders were then resumed. The item regarding the Menorah was then moved forward in order that those present would hear the Councils decision.

398. To receive a request to place a 'Menorah' in the Radlett Gardens during Hanukkah

Members felt that the placement of the Menorah in Radlett Gardens last year was not ideal. The Rabbi's suggestion of the Radlett Centre was deemed the first option, or outside the Post Office, where there was a source of electricity. After further discussion regarding siting, fencing and the height of the Menorah it was

Resolved that the Clerk liaises with Rabbi Abel to ensure that all legal obligations are met regarding placement of the Menorah in a site near the Christmas tree at the Radlett Centre.

399. To receive a recommendation from the Recreation Grounds Committee regarding the Community Shelter which Hertsmere Borough Council wish to place in the Phillimore Recreation Ground.

Cllr C Wilkins gave some background information to the project to members, and he confirmed that a consultation event for local residents had been held earlier in the month at which they voiced their concerns, and also the positives of the scheme. It was then

That this Council permits Hertsmere Borough Council to build a Community shelter in Phillimore Recreation Ground.

400. To approve and adopt the Minutes of the Full Council meeting held on Tuesday 28th July 2009 (in accordance with Standing Order 6.4.1)

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

401. To receive the Clerks Report (for info only).

This had been previously circulated and is attached for reference purposes.

402. To receive such communications as the persons presiding may wish to lay before the Council (in accordance with Standing Order 6.4.6)

The Chairman informed members that, following the joint councillors meeting, Borough Councillor C Goldstein had written to the Waste portfolio holder at Hertsmere, requesting that the street cleaner in Radlett is transferred to Aldenham Parish Council.

He also asked members to inform him of any highway issues as he and the Clerk were meeting the area officer soon.



The Chairman had also been asked to look into a matter of Council owned trees impacting on neighbouring property which he passed on to the Clerk.

**403. To respond to questions from Councillors
(in accordance with Standing Order 6.4.7 – info only)**

Cllr C Wilkins asked when the Council will be discussing the proposal received earlier that evening in a closed session. It was agreed to place this on the agenda for the October meeting.

Cllr Mrs G Balen informed members that the 'Taxi Voucher' scheme had received a good response, and that enquiries were being made of the Borough Councillors for further funding.

404. To receive the final report from the 'Bikers on Track' working party regarding the placement of a motorcycle training facility on the 'Picnic Field'.

The Clerk had previously circulated a report plus a copy of the last minutes of the working party. Cllr T Butwick added that the only real options were the use of the 'Picnic Field' or nothing at all.

Concerns were raised regarding how to ensure that the facility benefits the parishioners of Aldenham Parish. It was agreed that this would need to be stipulated in the terms of operation.

After further discussion it was

Resolved;

- a) That the Council agrees to lease the 'Picnic Field' to Community Action Hertsmere for seven years for the purpose of creating a an off-road motorcycle track, primarily for the benefit of young people in Hertsmere.***
- b) That as an addendum to the lease there is a schedule as to how the group will operate, and this will include a clause that states that preference for users will be given to residents of Aldenham Parish.***
- c) That Aldenham Parish Council have a nominated member on the operating board/management committee.***

405. Members of the following committees confirmed and approved the minutes of their meetings

9th September 2009 - Recreation Grounds Committee

All members of the committee present agreed that these were correct. These minutes were then signed as a true record by Cllr C Wilkins.

14th September 2009 - Publications Committee

All members of the committee present agreed that these were correct. These minutes were then signed as a true record by Cllr Mrs G Balen.

16th September 2009 - Finance & General Purposes Committee

All members of the committee present agreed that these were correct. These minutes were then signed as a true record by Cllr J Howley.

406. To receive and adopt the minutes of the following Committees (In accordance with Standing Order 6.4.8).

These minutes had been previously circulated.

Resolved to adopt the following minutes and recommendations;

a) Boundaries and Planning Committee meeting of the 20th July, 10th August & 7th September 2009.

b) Recreation Grounds Committee meeting of the 9th September 2009.

Regarding whether to accept the design for the Community Shelter which Hertsmere Borough Council wish to place in the Phillimore Recreation Ground.

Resolved:

(i) That this committee recommends that this structure is placed at Phillimore Recreation Ground subject to further public consultation.

(ii) That HertsmereBC send a letter to all local residents to Phillimore Recreation Ground detailing the proposals, drawing their attention to where further details can be obtained and to steer them to Aldenhams Parish Council with any observations.

Regarding a report on the site visit to the Rose Field and to decide on any further action to be taken in this area.

Resolved:

- (iii) The ground staff install a strong fence along the lines that are obvious currently.**
- (iv) That the remaining area on parish council land is cleared of all debris, and either returned to the owners (if known) or disposed of.**
- (v) That a regular inspection is made by the Clerk or other appointed officer to ensure that no damage or further encroachment is made in this area.**

Regarding making a recommendation to HertsCC on the use of Section 106 monies allocated to Aldenham from the Wall Hall development.

Resolved:

- (vi) That the Clerk informs HertsCC (owners of the said land) of the plans for improvements at Aldenham Green.**
- (vii) That the Clerk requests that the section 106 monies are released from Hertsmer BC to Aldenham Parish Council.**

Regarding formulating a policy on filming on Parish Council land.

Resolved:

- (viii) That all approaches for hire of any land owned or leased by Aldenham Parish Council must be directed to the Clerk.**
- (ix) That all charges are based upon the appropriate rate for the industry.**
- (x) All hirers must complete an application form for hire, must indemnify the Council from any public liability claim made against it due to the actions of the hirer, at the time and within three months of the hire.**
- (xi) That a copy of the insurance schedule is sent with the hire agreement and that public indemnity insurance must be at least £10m.**
- (xii) That all land will be re-instated to its former condition, or else the deposit is forfeited.**
- (xiii) That a deposit of £500 is lodged with the council when the application for hire is made.**

To decide on a response to the HertsCC consultation document – 'Proposal to make changes to Public Rights of Way in Shenley, Elstree & Borehamwood.

- (xiv) Resolved that the Clerk informs HertsCC that the Council has no objections to these proposals.**

Regarding increasing the uses for Cobden Hill and Wellhouse Dells.

(xv) Resolved that the Clerk obtains cost of a feasibility study on a possible educational site in the Dells.

To set the fees for the Parish Council Allotments for 2009/10, and review the tenancy agreement.

(xvi) Resolved:

aa. The following sentence is added "At least two thirds of the plot must be under cultivation (not grass or other ornamental use) at any one time'.

bb. That the fees remain at £25 for a whole plot, and £15 per half plots.

cc. That in future any free plots are let only as half plots.

Regarding a request to extend the football pitch at the MUGA on Phillimore Recreation Ground.

(xvii) Resolved:

dd. That in principle the Committee supports the extension of the football pitch at the MUGA in order to increase its usage.

ee. That the Clerk contacts funding authorities to see if grants are available.

ff. That the Committee add this project to its 'wish list' when it considers the 2010/11 budget proposal.

c) Publications Committee meeting of the 14th September 2009.

d) Finance & General Purposes Committee meeting of the 16th September 2009.

Regarding policy on Earmarked Funds.

(xviii) Resolved:

	2008/9	2009/10
War Memorial Renovation	£ 5,000	£ 5,000
Phillimore Rec Play Area Contingency	£10,000	£ 15,000
Hertsmere Loan Repayment	£24,000	£ 30,000
Radlett Gardens Project	----	£ 20,000
Trees	---	£ 15,000
Rec Ground Pavilion	---	£ 10,000
General Reserves		£182,188



An amendment was proposed and agreed that the Trees amount be increased to £30,000 and General Reserves reduced to 167,188.

Regarding a response to the Internal Auditors Report.

(xix) Resolved to adopt the following;

<u>Rec. No.</u>	<u>Recommendation</u>	<u>Response</u>
<u>Maintenance of Accounting Records and Bank Reconciliations</u>		
<u>R1</u>	<i>The debtor of £900 in respect of the accrued interest received should be written back into the ledger against the interest subsequently received.</i>	<u>This will be completed by Kathy Clague by end of October.</u>
<u>Review of Regulatory Framework</u>		
<u>R2</u>	A copy of the approved cheque payment lists should be attached to the relevant minutes of the Council.	<u>This is now in place, and signed by Cllr R Worthy.</u>
<u>Review of Payments</u>		
<u>R3</u>	A consistent approach should be made to the recharges to The Radlett Centre Trust in order that the Council may reclaim all possible VAT.	<u>This is an ongoing matter, eventually all bills will be invoiced to RCT.</u>
<u>R4</u>	The Council should identify a minimum capitalisation figure and use a consistent approach to identifying expenditure on assets, detail of which should be added to the asset register.	<u>The recommendation is that this is £1000, anything under does not go on assets purchased.</u>
<u>Assessment and Management of Risk</u>		
<u>R5</u>	<i>All a Consideration should be given to raising the fidelity guarantee insurance cover to £600,000.</i>	<u>This could be carried out, but the reason we have above this figure at the year end is because of the £68,800 section106 grant.</u>
<u>Budgetary Control and Reserves</u>		
<u>R6</u>	Consideration should be given to the establishment of further specific reserves for future planned developments.	<u>This has been completed by the 5yr planning sub-committee and is allocated separately in the accounts.</u>
<u>R7</u>	The unspent balance of the Section 106 grant should be identified as a specific earmarked reserve.	<u>Completed in new package.</u>
<u>Asset Registers</u>		
<u>R8</u>	<i>The Council should ensure that detail of assets owned by the Council and their values, as identified on the asset register, are updated annually to ensure consistency with the detail on the insurance schedule.</i>	<u>Completed.</u>

Regarding a section 137 grant application from Radlett Churches Council of £200 towards production of a 'Welcome Pack' delivered to all newcomers to Radlett and Aldenham.

(xx) Resolved that a section 137 grant of £200 be made to Radlett Churches Council towards production of the 'Welcome Pack' but the Clerk to ask the Church as to why there is no income from the synagogues, and that any future application must also be accompanied with a balance sheet.

Regarding the next steps following the Councils decision to not sell 28 Elm Walk, and the effect on essential works at the property and the funding of the new depot project.

(xxi) Resolved;

gg. That £8000 is allocated from reserves towards the repairs.

hh. That the Clerk obtains three quotes for repairs to the patio, kitchen floor and windows.

Regarding the 'Depot' project,

(xxii) Resolved;

ii. The Clerk provides the Committee with costs for borrowing £150-200,000 from the public works loan board.

jj. That the Clerk asks the builders to attend a meeting at which they can present their ideas.

To receive and adopt the drugs and alcohol policy

(xxiii) Resolved that the policy be adopted.

407. Finance.

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

It was resolved that all payments as appended to these minutes are approved

- b) To receive a quarterly report from the RFO.

The Clerk had previously circulated this report. Members agreed that the amount of funds available on instant access was unnecessarily high, and it was then

Resolved that the Clerk to look at investing approximately £100,000 in a higher account, and report the findings to the F&GP Committee.



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

Cllr Mrs E Samuelson reported that she had attended the Radlett Crime Reduction Group meeting. She stated that crime was down, but that there were still problems in one local road, and that she was liaising with County Councillor C Clapper regarding this matter.

409. Date of next meeting.

27th October 2009 at 7.30pm.

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 are discussed.

410. To receive and adopt the confidential minutes of the following Committee (In accordance with Standing Order 6.4.8).

- 9th September 2009 - Recreation Grounds Committee
- 16th September 2009 - Finance & General Purposes Committee

There being no further business the meeting closed at 10.00pm

Chairman

Date