

BERKHAMSTED TOWN COUNCIL

Minutes of a Meeting of

BERKHAMSTED TOWN COUNCIL

Held in the Council Chamber, Civic Centre, Berkhamsted on

Monday 18 March 2019 at 7.30 pm

PRESENT:

Councillors S Beardshaw (Town Mayor)
A Armytage
D Collins
E Collins
F Earl
J Jones
P B Matthews
B Newton (Deputy Mayor)
Dr I M Reay
T Ritchie
G Stevens
G Yearwood

OTHERS PRESENT:

Mrs J Mason, Town Clerk

2 members of the public

FC 16/19 Apologies for absence

Apologies for absence were received from Cllr S Bateman, Cllr G Corry and Cllr Mrs C Green.

FC 17/19 Declarations of Interest

There were no declarations of interest.

FC 18/19 Minutes of Last Meeting

The **minutes of the Meeting of the Full Council** held on 28 January 2019 were **received and approved**. The Town Mayor therefore signed the minutes as a correct record.

FC 19/19 Town Mayor's Communications

- (i) Purdah Guidance from DBC's Mark Brookes. A hard copy is available in the Town Council office for reference by Town Councillors.

- (ii) Parish Council Elections - 2 May 2019 - Nomination Forms from DBC's Jim Doyle. Hard copies are available in the Town Council office for reference by Town Councillors.
- (iii) Hertfordshire County Council - Determined Admission Arrangements for Schools 2020/21.

FC 20/19 Public Participation

To suspend Standing Orders to **allow any member of the public present to speak.**

Standing orders were suspended to enable a query to be made regarding the 4 March Town Planning Committee meeting, the minutes of which were scheduled to be received and adopted at item FC 21/19 below. Mr O'Shea advised that he had been unaware that he could have attended to speak at that meeting regarding an application. Committee members explained the "call in" procedure together with the possibility of speaking at DBC's Development Management Committee (DMC) should the planning officer be minded to disagree with the Town Council's objection.

The Town Mayor reinstated standing orders.

STANDING COMMITTEES

To **receive and adopt** the minutes of the:

FC 21/19 Town Planning Committee

Held on: 11 February 2019
 4 March 2019

Cllr A Armytage, Chair of the Town Planning Committee, summarised key points arising from the minutes. He had also spoken at DMC on 21 February and was pleased to report that the Town Council's objections to planning application 4/02993/18/FUL, Change of Use from veterinary practice to flats at 320a High Street had been upheld. Application 4/03026/18/MFA, known as Bearroc Park Phase II, had been referred back by DMC to a future meeting and revised plans would be considered at Town Planning on 25 March.

Cllr T Ritchie, referring to minutes TP 27/19 (11 February 2019 meeting) and TP 38/19 (4 March meeting) advised that he had now obtained a copy of the deed pursuant of the s106 agreement relating to the multi storey car park. This would be discussed further at T & E on 1 April 2019 with a view to continuing to press for the necessary RTOs being implemented as soon as possible. In the meantime the Town Clerk would copy the deed to all.

Action Town Clerk

The above minutes were **received and adopted.**

FC 22/19 Finance & Policy Committee

- (i) Held on 11 March 2019

Cllr B Newton highlighted key points arising from the above minutes which, following a discussion, were **received and adopted**.

POLICY MATTERS

FC 23/19 Privacy Statement

The Privacy Statement presented and approved at F & P on 11 March 2019 was **ratified**.

FC 24/19 Review of Standing Orders and Financial Regulations

1. The proposed revisions to Standing Orders and Financial regulations, to incorporate the following items, **was approved**:

- (i) Planning Code of Practice
- (ii) Privacy statement
- (iii) Amendments to terms of reference for the Support Services Group
- (iv) Interim revisions of Financial Regulations to reflect the use of DCK Accounting Services to input data into Sage and associated duties.

The Town Clerk will circulate the finalised documentation and post it on the website in due course.

Action Town Clerk

SUB-COMMITTEES AND WORKING GROUPS

FC 25/19 Allotment Management Team

No meetings have been held. The next meeting is on Monday 29 April 2019.

FC 26/19 CIL Working Group

- (i) It was noted that the group had met on 20 February 2019 and the notes would be referred to T & E on 1 April 2019. These had been circulated to Councillors and working group members on 11 March 2019.
- (ii) In the interim, the **Town Clerk was authorised** to write to HVCCG as reflected in item 6 ii of those notes. That is, to advise the CCG that its request for CIL funding to put towards the merger of two practices at Gossoms End and improvements to patient confidentiality and disabled access at another practice, could not be granted.

FC 27/19 Castle Liaison Group, Castle Site Working Party and Berkhamsted Castle Trust (FC 110/18 22-10-18 also refers)

- (i) The future role of the Castle Liaison Group and the Castle Site Working Group following the establishment of the Berkhamsted Castle Trust

(BCT) was discussed following discussions on 1 March between Cllr P Matthews, the Town Clerk and English Heritage's Tim Cockerill.

Cllr Matthews advised that the proposed land management agreement between Berkhamsted Castle Trust and English Heritage was evolving. He was very pleased to have been appointed as the Town Council nominated Trustee and was also able to report that EH had appointed the Built Heritage Consultancy to undertake the Conservation Management Plan. It was **agreed** that in view of the developing role of BCT, whose membership replicated that of the Castle Liaison Group, there would not be any further requirement for meetings of that group following its final meeting on 28 June 2019 at 11 am. Similarly, the Castle Site Working Party had no further requirement to convene.

Action Town Clerk

- (ii) Arising from the above discussions on 1 March and also between English Heritage and BCT, the Town Clerk **was authorised** to make arrangements with the relevant trustees to transfer the current Visitor Room licence from Berkhamsted Local History and Museum Society to Berkhamsted Castle Trust. (The current licence expires on 30 September 2019.) The intention is that with effect from 1 October 2019 English Heritage would not renew the licence it currently has with the Town Council but would renew it direct with BCT, so obviating the Town Council's involvement in the licensing of the room.

Action Town Clerk

- (iii) Turning to other issues Castle related matters, Council members were sorry to note that the Illyria Outdoor Theatre Company would not be available to perform this summer. On the subject of the Castle moat, it was noted that discussions were taking place between HCC Highways and English Heritage about drainage into the moat from the road. It was hoped that a protocol would be achieved between the two parties allowing flooding to be alleviated without pollutants contaminating the moat waters.

FC 28/19 EXCLUSION OF PRESS & PUBLIC

It was **RESOLVED**

That under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential business to be transacted or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

Staffing Matters

- FC 29/19** Arising from FC 14/19 (iii), 28 January 2019 meeting, it was **RESOLVED** that the Town Clerk's pay scale range should move from LC3 (below substantive range) to LC3 (substantive benchmark range). With effect from 1 April 2019 she should therefore move from old point 42 to old point 43 (now numbered 36 and 37 respectively following the 2018 -19 National Salary Award). Her

incremental date will remain 1 April. A fuller contract of employment will also be drawn up with a notice period of three months on either side.

Action Town Clerk

FC 30/19 Sunnyside Rural Trust Lease

(i) Update

Members of the group tasked with negotiating the lease (Cllrs I Reay, G Stevens, B Newton and the Town Clerk) updated members on progress. The last meeting had been on 12 March and discussions had stalled at that point pending advice from NALC and the Town Council's solicitor. Important points of law had now been clarified and a further meeting, hopefully to finalise the lease, had been arranged for 1 pm on Monday 25 March.

(ii) To **authorise** actions agreed during discussion.

The Town Council **agreed** the proposal for a 25 year lease subject to rolling break clauses and an annual rent increase linked to CPI. The plots currently covered by the 1 year lease would, as previously agreed, be incorporated into new lease but a proportion should be subject to determination on a twelve monthly basis. This would enable more plots to be made available for rent by the general public should the waiting list for allotments increase significantly at a future date.

The group was **authorised** to conclude negotiations and refer the draft lease to the Town Council's solicitor for completion. The lease would then be signed on behalf of the Town Council by two councillors from the group and the Town Clerk. It was **noted** that SRT had agreed to pay the Town Council's legal fees for finalising and completing the lease.

Action: Town Clerk, Cllrs I Reay, G Stevens and B Newton

FC 31/19 Close of meeting

The meeting closed at 8.20 pm.

Signed.....

Date.....