

## **BERKHAMSTED TOWN COUNCIL**

Minutes of the meeting of

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Held in the Council Chamber, Civic Centre, Berkhamsted on

**Monday 19 December 2016 at 7.30 pm**

### **PRESENT:**

Councillors	T Ritchie	Town Mayor
	Mrs C Green	Deputy Town Mayor
	A Armytage	
	S Bateman	
	S Beardshaw	
	E Collins	
	G Corry	
	F Earl	
	B Newton	
	Dr I M Reay	
	G Stevens	
	G Yearwood	

**OTHERS PRESENT:** Mrs J Mason, Town Clerk

### **OPENING MATTERS**

#### **FC 105/16 Apologies for absence**

Apologies for absence were received from Cllr J Ashbourn, Cllr D Collins and Cllr P Matthews

#### **FC 106/16 Declarations of Interest**

There were no declarations of interest regarding items on the agenda.

#### **FC 107/16 Minutes of Previous Meeting**

The minutes of the meeting of the Full Council held on 26 September 2016 were approved as a correct record and were duly signed as such by the Chairman.

#### **FC 108/16 Town Mayor's Communications**

The following were received by the Council:

- (i) The Royal British Legion Poppy Appeal 2016: Thank you cards advising that a total of £320.35 was raised in Berkhamsted.

- (ii) The Hospice of St Francis News Update December 2016 (circulated to councillors 9 December 2016).
- (iii) December 2016 newsletter of the Berkhamsted Citizens (circulated to councillors 12 December 2016).
- (iv) Latest news and information from Sunnyside Rural Trust (circulated to councillors 12 December 2016).
- (v) RAF Halton closure – Extract from press release attached.

#### **FC 109/16 Public Participation**

To suspend Standing Orders to allow any member of the public present to speak: No members of the public were present.

#### **STANDING COMMITTEES**

The minutes of the following meetings were received and adopted:

#### **FC 110/16 Town Planning Committee**

Held on: 10 October 2016, 31 October 2016, 21 November 2016, 12 December 2016

Cllr Armytage reported that there had been no particularly contentious applications although it was noted that applications for change of use at licensed premises could be of concern. The Town Clerk gave an update on progress with discussions about the impact of the introduction of paperless planning by Dacorum Borough Council.

#### **FC 111/16 Transport & Environment Committee**

Held on: 14 November 2016

Cllr Beardshaw gave a resume of discussions regarding the parcel of land adjacent to the Castle site. The phasing of traffic lights at the junction with the High Street, Kings Road and Lower Kings Road was still causing delays (TE 73/16 refers) and it was agreed that the Town Clerk should chase up the County Council as to whether the anticipated work had been carried out.

#### **FC 112/16 Finance & Policy Committee**

Held on 5 December 2016

Cllr Newton reported on the key issues covered at the meeting.

#### **WORKING GROUPS**

#### **FC 113/16 Allotment Management Team**

The minutes of the 17 October 2016 meeting were received and adopted.

## **Canal and Riverside Partnership**

**FC 114/16** The notes of the 30 November 2016 meeting were received and adopted.

## **Berkhamsted Parochial Charities**

**FC 115/16** Following the resignation of a Town Council nominated member, it was agreed to refer the appointment of a replacement to Cllr D Collins.

## **Governance Working Group**

**FC 116/16** The disciplinary, capability, sickness absence and grievance policies and procedures previously agreed by the Governance Working Group on 13 September 2016 were **adopted**. As suggested at that meeting, the documents were discussed with staff at the 18 October 2016 staff meeting.

## **WEST HERTS HOSPITALS**

**FC 117/16** The draft letter to David Gauke MP expressing the Town Council's disappointment that the Herts Valley Clinical Commissioning Group has ruled out the relocation of Watford Hospital services to a Greenfield site was discussed.

It was **RESOLVED** that subject to further amendments, to be finalised by e-mail, the letter would be signed by the Town Clerk and countersigned by the Town Mayor.

## **FINANCIAL MATTERS**

**FC 118/16** **Christmas Lights 2017**

It was **noted** that both Berkhamsted Town Hall Trust and Berkhamsted and District Chamber of Commerce have each pledged a donation of £500 towards Christmas lights and the work required to install feeder columns in the High Street.

**FC 119/16** **Councillor Allowances, Travel and Subsistence**

- i. To **note** that following recent informal discussions within the Town Council, the Town Clerk has confirmed through NALC that Parish and Town Councillors may be paid allowances in respect of travelling and subsistence. This power is not constrained by parish boundary considerations.
- ii. It was **RESOLVED** that the Town Clerk should prepare guidance specific to the Town Council for adoption at a future meeting. This guidance should also include the procedure regarding the provision of stationery and other office supplies for council business use.

**FC 120/16 Section 1 of the Public Bodies (Admission to Meetings) Act 1960, exclusion of the press and public.**

Not applicable as no members of the public were present.

**FC 121/16 Civic Centre Lease – January 2016 for a four year term**

It was **RESOLVED** that, following discussions with Dacorum Borough Council regarding service charges and DBC’s agreement to cap such charges, the Town Mayor and Cllr G Stevens are authorised to sign the lease on behalf of the Town Council once the promised final version is received. In the interim the Town Clerk will seek clarification on the impact of clause 15 “Joint and several liability”.

**FC 122/16 Land Ownership – Land adjacent to Normandy Drive and Dellfield Allotment Site**

Cllr Ritchie advised that a meeting would be held with DBC representatives in the New Year to discuss ownership and registration of the site. In the meantime it was **RESOLVED** that the Town Clerk would seek further legal guidance from the Council’s solicitor and consider the various options open to the Council in the light of this advice.

**FC 123/16 Staffing matters**

It was **RESOLVED** that the Town Warden should move from salary point 18 to salary point 19 with effect from 1 January 2017 which is the anniversary of his appointment to point 18 LC1 Substantive Benchmark range. The Town Clerk would write to the Town Warden confirming this change.

**FC 124/16 The meeting closed at 8.36 pm.**

Signed.....

Date.....