

KNEBWORTH PARISH COUNCIL

MINUTES of the Annual Meeting of the Parish Council held on the 8 May 2019 in Knebworth Village Hall at 8.30 p.m.

Present: Councillors Adrienne Charter, Philip Farr, Jeremy Godfrey, Jenny Harrison, Stephen Hemingway, Paul Jobling, Colin Stringer, Paul Ward and Roger Willcocks

In attendance: The Clerk

1. Election of Chairman

Proposed by Mr Hemingway, seconded by Mr Godfrey and

Resolved: Mr Willcocks be elected Chairman of the Council to hold office until the next Annual Meeting of the Council in 2020.

2. Election of Vice-Chairman

Proposed by Mr Hemingway, seconded by Mr Ward and

Resolved: that Mrs Harrison be appointed Vice Chairman of the Council to hold office until the next Annual Meeting of the Council in 2020.

3. Apologies

Apologies for absence were received from Mrs Conybeare and Mrs Nash.
Absent Mr Trowbridge.

4. To receive Declarations of Interest and Dispensation

There were no declaration so interest.

5. Minutes

Proposed by Mrs Harrison, seconded by Mr Godfrey and

Resolved: that the minutes of the meeting of the Parish Council held on 10 April 2019 and be approved as a true record and signed by the Chairman.

6. To Note the minutes of Committee Meetings

The council noted the minutes of the planning committee held on 10 April 2019.

7. To review Knebworth Parish Council Documentation

7.1 Standing Orders

Proposed by Mr Farr, seconded by Mr Godfrey and

Resolved: to adopt the Standing Orders

7.2 Financial Regulations

Proposed by Mr Farr, seconded by Mr Godfrey and

Resolved: to adopt the Financial Regulations.

8. To Review of Terms of Reference for Committees and Working Parties

The Council approved the terms of reference of the Planning and Amenities committees and the revised terms of the Property acquisitions Working Party.

The Finance & General Purpose Committee is to be suspended for another year with financial matters being discussed at full council meetings.

9. Appointment of Members to Existing Committees

9.1 Amenities

Mrs Conybeare, Mr Farr, Mrs Harrison, Mr Hemingway and Mr Stringer
Proposed by Mr Farr, seconded by Mrs Harrison and

Resolved: that Mr Stringer be elected Chairman of the Amenities Committee until the next Annual Meeting of the Council in 2020.

9.2 Planning

Mrs Charter, Mrs Harrison, Mr Hemingway, Mr Godfrey, Mr Jobling, Mr Stringer and Mr Ward

Proposed by Mr Willcocks, seconded by Mr Godfrey and

Resolved: that Mr Ward be elected Chairman of the Planning and Environment Committee until the Annual Meeting of the Council in 2020.

10. Review of representation on external bodies and arrangements for reporting back

10.1 Knebworth House Education and Preservation Trust.

It was confirmed that Mr Willocks would sit on the Knebworth House Education and Preservation Trust.

10.2 Knebworth Village Trust

It was confirmed that Mr Willcocks and Mrs Harrison would sit on the Knebworth Village Trust.

10.3 Knebworth Youth Project

It was confirmed that Mr Stringer would sit on the Knebworth Youth Project committee.

11. Review of Inventory of Land and Assets

The Council reviewed and approved the inventory of land and assets.

12. Review of the Council's Policy for Dealing with Press/Media

The Council reviewed and approved the social media policy.

13. Meeting Schedule

The Council reviewed and approved the meeting schedule.

14. To Receive an Update from Working Parties

Resolved: That under Section 100A (2) of the Local Government Act 1972, the Public and Press be excluded from the meeting in view of the nature of the business being transacted.

Mrs Charter gave a report on the work undertaken by the Acquisition working party. A survey is to be issued next week and she will report back to the next meeting.

Resolved: That under Section 100A (2) of the Local Government Act 1972, the Public and Press are permitted to return to the meeting following conclusion of the item of business.

15. Clerk's Report

15.1 The work on the village hall toilets has been scheduled for August.

15.2 Work on the pavilion has been scheduled for the end of July

15.3 The clerk has been contacted regarding a summer festival, however no further information on the proposals has been provided.

15.4 Mr Gilbert has confirmed that he would like to arrange an event to tie in with the Council's Christmas lights switch on, although the date has not been confirmed.

15.5 ACRE has launched a new Grant Fund with a minimum grant of £10,000 and a maximum grant of £75,000 payable.

15.6 Stevenage Borough Council is consulting on its Community Infrastructure Levy – Draft Charging Schedule.

16. Finance

16.1 To receive and approve annual accounts for the year ending 31 March 2019

Proposed by Mr Hemingway, seconded by Mr Farr and

Resolved: that the Accounts for the year ended 31 March 2019 be approved and signed. Unanimous.

16.2 To review the Internal Auditor's Report for 2018/19

The Council reviewed the Internal Audit for 2018/19; no issues were raised in the report.

Proposed by Mr Godfrey, seconded by Mr Stringer and

Resolved: to approve the Internal Auditor Report for the year 2018/2019.

16.3 To review and approve Annual Governance Statement 2018/19 (AGAR section 1)

The Council reviewed the Annual Governance Statement.

Proposed by Mrs Harrison, seconded by Mrs Charter and

Resolved: to approve and sign Section 1, the Annual Return Governance Statement. Unanimous.

The chairman signed and dated the Annual Governance Statement.

16.4 To review and approve the Accounting Statement 2018/19 (AGAR Section 2)

Proposed by Mr Ward, seconded by Mrs Harrison and

Resolved: that the Accounting Statement for 2018/2019 be approved and signed. Unanimous.

The Chairman and the Responsible Financial Officer then signed the Annual Account Statement for 2018/19

16.5 To review and approve the List of Payments 1 - 30 April 2019

Proposed by Mr Ward seconded by Mr Harrison and

Resolved: that the list of accounts paid during Accounts Period 1 2018/18 be approved

16.6 To review and approve list of regular payees

The council noted the list of regular payees.

16.7 To consider quotations

16.7.1 Replacement equipment

Proposed by Mrs Charter, seconded by Mr Godfrey

Resolved: to accept the Ernest Doe quote to supply a second hand tractor and cutting unit for £15,000.

16.7.2 Repairs and improvements to fire equipment

Proposed by Mr Willcocks and Mr Godfrey and

Resolved: to accept T&J Fire quote to replace extinguishers and update the fire alarm at the pavilion.

16.8 To approve signatories for bank mandate

Proposed by Mr Godfrey, seconded by Mr Farr and

Resolved: to retain the current signatories on the bank mandates.

17. Any Other Business

17.1 The next Parish Council meeting is scheduled for 12 June.

There being no other business the meeting closed at 10.00p.m.

Chairman _____

Date _____