

KNEBWORTH PARISH COUNCIL

MINUTES of the Annual Meeting of the Parish Council held on the 9 May 2018 in the Knebworth Village Hall at 8.00 p.m.

Present: Councillors Rosemary Conybeare, Jeremy Godfrey, Jenny Harrison, Stephen Hemingway, Paul Jobling, Colin Stringer, Paul Ward and Roger Willcocks

In attendance: The Clerk plus two members of the public

1. Election of Chairman

Proposed by Mr Ward, seconded by Mrs Conybeare and

Resolved: Mr Willcocks be elected Chairman of the Council to hold office until the next Annual Meeting of the Council in 2019. Unanimous.

2. Election of Vice-Chairman

Proposed by Mr Hemingway, seconded by Mrs Conybeare and

Resolved: that Mrs Harrison be appointed Vice Chairman of the Council to hold office until the next Annual Meeting of the Council in 2019. Unanimous.

3. Declarations of Acceptance of Office

The declaration of acceptance of office of the newly elected councillors were accepted and approved.

4. Apologies

There were no apologies for absence.

5. Chairman's announcements

Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.

6. Minutes

Proposed by Mr Hemingway, seconded by Mrs Harrison and

Resolved: that the minutes of the meeting of the Parish Council held on 11 April 2018 and be approved as a true record and signed by the Chairman.

7. To Note the minutes of Committee Meetings

The council noted the minutes of the planning committee held on 11 April 2018.

8. Public Participation

There was no public participation.

9. To Review of Terms of Reference for Committees

The Council approved the revised terms of reference of the Planning and Amenities committees.

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

10. Appointment of Members to Existing Committees

10.1 Amenities

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

Resolved: that Mr Stringer be elected Chairman of the Amenities Committee until the next Annual Meeting of the Council in 2019.

10.2 Planning

Mrs Conybeare, Mrs Harrison, Mr Godfrey, Mr Jobling, Mr Stringer and Mr Ward
Proposed by Mrs Conybeare, 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 2019.

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

11.1 Knebworth House Education and Preservation Trust.

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

11.2 Knebworth Village Trust

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

11.3 Knebworth Youth Project

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

12. To review Power of Competence

The Council confirmed that it meets the eligibility criteria to use the Power of Competence.

- (i) Two thirds of the council is elected.
- (ii) The clerk has obtained a Certificate in Local Council Administration
- (iii) The clerk has passed the Circa section 7 on the general power of competence.

Proposed by Mr Hemingway, seconded by Mrs Conybeare and

Resolved: that the Council confirmed that it is eligible to use the Power of Competence.

13. Meeting Schedule

The meeting schedule was reviewed and approved.

14. Planning

14.1 18/00989/FP Park Gate House Park Lane Old Knebworth

Creation of vehicular crossover

No objection

14.2 To review response of the Planning Issues raised with North Herts District Council

The Council had not received a response from District Cllr Levett. The clerk it to register a complaint with NHDC.

14.3 To receive an update on planning decision Station Pub

NHDC has refused the application for the Station Pub. The main reasons for refusal were that the development would result in the loss of most of the pub garden,

prejudicial to the retention and development of an important community facility and inadequate parking provision.

Market Homes Ltd is reviewing its options with the site, an appeal can be lodged up to six months after a decision. It was highlighted that the Red Cow in Dunmow had planning permission granted two years ago and work has not started. Compulsory purchase is an option should the pub site remain as it is. The name of Market Homes Knebworth has changed and the clerk is to check the deeds.

Mr Ward is a member of the SOSPub committee which is considering the next steps. It has a plan to purchase the pub and raise a mortgage.

At the Parish Meeting the chairman asked residents if the opportunity arose if they would support the Parish Council buying the pub. There was support for this.

The Parish Council can borrow money from the PWLB and has access to funds. The Council discussed further the Parish Council's willingness to purchase the pub to ensure it remains a community asset. More research is required to understand the business and funding requirements.

Proposed by Mr Godfrey, seconded by Mrs Conybeare and

Resolved: that in principle the Council will borrow money to enable the pub to function as a community asset.

14.4 To receive an update on the planning decision for Entech, Woolmer Green

The second planning application for development of the Entech site to accommodate 70 dwellings has been refused by WHBC. An appeal is to be heard later in the year.

15. Co-option of Members

Four vacancies have arisen out of the uncontested election.

Proposed by Mr Willcocks, seconded by Mr Hemingway and

Resolved: to co-opt Mr Farr and Ms Nash on to the Council.

Three other people have expressed an interest in being co-opted but have not put this in writing. The Council hopes to co-opt to fill the remaining two vacancies at its next meeting.

16. Bank Mandate

Proposed by Mr Ward, seconded by Mr Hemingway and

Resolved that Dr Fothergill should be removed from the bank mandate for the Barclays and Lloyds bank accounts and Mr Stringer added.

17. Clerk's Report

17.1 There have been a few complaints about the litter in the recreation grounds.

17.2 District Council Deakin Davies has asked why the Parish Council does not have a bigger social media presence. This is to be discussed at a full council meeting.

17.3 The Council did not approve an agent liaising on its behalf for work on Norton Green Common.

17.4 The Highways Engineer has still not resolved the problem with the data retrieval from the SID. He believes the sign will be moved in the summer.

17.5 The clerk has applied for a Parish Paths Partnership grant to help fund a parish walks leaflet.

17.6 Mr Godfrey and the clerk attended a Planning Seminar

17.7 There has been a request to hold a Fun Day in the recreation ground on 30 June 2018.

18. Internal Audit 2017/18

The Council reviewed the Internal Audit for 2017/18; no issues were raised in the report.

Proposed by Mr Ward, seconded by Mrs Harrison and

Resolved: to accept the internal audit report.

19. Governance Statement

The Council reviewed the Annual Governance Statement.

Proposed by Mrs Harrison, seconded by Mr Hemingway and

Resolved: to approve and sign the Annual Return Governance Statement.

The chairman signed and dated the Annual Governance Statement.

20. Annual Accounts 2017/18

Proposed by Mr Ward, seconded by Mr Hemingway and

Resolved: that the Accounts for the year ended 31 March 2018 be approved and signed.

Proposed by Mr Hemingway, seconded by Mr Stringer and

Resolved: that the Accounting Statement for 2017/2018 be approved and signed.

The Chairman and the Responsible Financial Officer then signed the Annual Account Statement for 2017/18.

21. Accounts

21.1 Proposed by Mrs Harrison seconded by Mr Godfrey and

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

21.2 Proposed by Mr Willcocks, seconded by Mr Hemingway and

Resolved: to accept the quote from Lamps & Tubes Illuminations for Christmas Lights improvements.

22. Any Other Business

22.1 Mrs Harrison complained that members of the football club was parking along the eastern fence line of the access road.

The next Parish Council meeting is scheduled for 13 June.

There being no other business the meeting closed at 10.30p.m.

Chairman _____

Date _____