

# KNEBWORTH PARISH COUNCIL

**MINUTES** of the Meeting of the Parish Council held on the 13 June 2018 in the Knebworth Village Hall at 8.35 p.m.

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

In attendance: The Clerk

**1. Apologies**

There were no apologies for absence.

**2. 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.

**3. Minutes**

Proposed by Mr Hemingway, seconded by Mrs Harrison and **Resolved:** that the minutes of the meeting of the Parish Council held on 9 May 2018 and be approved as a true record and signed by the Chairman.

**4. To Note the minutes of the Parish Meeting**

The council noted the minutes of the Annual Parish Meeting held on 3 May 2018.

**5. Public Participation**

There was no public participation.

**6. Co-option of Members**

Proposed by Mr Stringer, seconded by Mrs Conybeare and **Resolved:** to co-opt Mr Trowbridge and Mrs Charter on to the Council.

**7. Matters Arising from previous meetings**

**7.1 Planning Issues raised with NHDC**

Mr Ward reported that NHDC has agreed to some of the recommendations. However it was disappointing that it has not looked at the procedures. The clerk is to seek clarification on how NHDC defines major development as the planning portal suggests that development of 10 plus dwellings is a major application. The council discussed asking NHDC to consider applications being called in by Parish Councils. This option was withdrawn several years ago because of vexatious requests made by some Parish Councils and it was unlikely that NHDC would revert. Demolition work has started on the Chas Lowe site, although a Construction Management Plan has not been submitted to NHDC, as required by the planning permission granted. The clerk has contacted NHDC and County Councillor Thake.

NHDC has sent an enforcement officer to site and has reported that demolition work is to start on 25 July. A construction management plan is to be submitted by 15 June. The officer considers that the contractor has not breached planning control yet. The clerk is to contact NHDC regarding any potential breaches of planning permission and copy McCarthy & Stone and the contractor.

The NHDC officer, also recommended that the Parish Council should have a costed list of requirements for s106 funding. He also highlighted that HCC has to request public realm improvements under s274. Mr Ward is to discuss this with CC Thake.

#### 7.2 Station Pub

The clerk is to produce a document on the process to borrow sufficient funds to be able to submit a bid for the Station Pub, if Market Homes decides to sell.

### 8. Matters arising from the Parish Meeting

#### 8.1 To consider safety measures for Deards End Lane

The clerk has written to Network Rail and CC Thake regarding the breach of the weight limit on the bridge. No response has been received. Mr Ward reported that he has seen several Lorries exceeding the weight limit cross the bridge to access the Golf Club. He is to obtain photographic evidence.

#### 8.2 Provision of seats

The clerk has asked Rev. Pye about siting a seat on St Martins Green. This has to go through various church procedures before a decision can be made.

#### 8.3 Overgrown footpaths

Overgrown footpaths should be reported to Herts County Council. Mrs Harrison is to include an item in the Parish News.

### 9. Issues raised through correspondence

#### 9.1 Parking provision at the recreation grounds

9.1.1 A resident has complained that too many commuters are parking on the access road, making it difficult to take her disabled grandson to the park. Mrs Harrison is to undertake a parking survey of the area.

9.1.2 A resident has complained that their boundary fence has been damaged by vehicles parking on the access road and has asked the Council to consider additional measures to mitigate the problem. The resident considers that they should not have to keep funding repairs to their fence caused by third parties. The Council agreed that unfortunately it is an accident for which it is not responsible.

#### 9.2 Tree work proposed by Network Rail

Details of proposed tree work undertaken by Networks Rail had been previously circulated. This will have a visual impact on Knebworth as the railway, through the village, is on an embankment. However this may limit the amount of work, due to vegetation and tree roots helping to stabilise the bank.

#### 9.3 Litter Old Knebworth Lane

A resident has complained about litter and broken fences on Old Knebworth Lane. It transpires that this is in Stevenage Borough.

#### 9.4 Save our Green Belt

The Save Our Green Belt Campaign is fundraising to lodge a judicial review. The Council agreed that it would not provide any additional funding.

### 10. Neighbourhood Plan

The Neighbourhood Plan group has obtained funding for a planning consultant and technical support for design codes and master planning. A lead is still required for one group and landowners are to be engaged to move forward positively.

**11. Office**

The clerk is undertaking a car park survey as requested by the planning officer. Proposed by Mr Godfrey, seconded by Mrs Conybeare

**Resolved:** to accept the quote of £550 for a quantity surveyor to cost the office proposal.

**12. Social Media Policy**

Due to the time, this was left in abeyance

**13. GDPR**

Proposed by Mr Hemingway seconded by Mrs Conybeare and

**Resolved:** to approve the privacy policy.

It was also agreed that all councillors would use a standard parish council email address.

**14. Clerk's Report**

- 14.1 Six volunteers took part in the annual village litter pick.
- 14.2 Eight people attended the dragonfly walk held at Norton Green Common
- 14.3 The saleable timber has been removed from Norton Green Common.
- 14.4 Remedial ditch work is still required, the clerk is to have a meeting with an officer from Stevenage Borough Council.
- 14.5 WHBC is consulting on the provision of Wheelchair Accessible Vehicles Hackney Cabs in the borough. It is not related to Private Hire trade.

**15. Accounts**

15.1 Proposed by Mrs Harrison seconded by Mr Godfrey and

**Resolved:** that the list of accounts paid during Accounts Period 2 2018/19 from 1-31 May 2018 be approved.

15.2 There were no quotes for approval.

15.3 To note review of bank reconciliations

Mr Stringer reported that he had reviewed the bank reconciliations for the previous three months and all were in order.

15.4 Proposed by Mr Ward, seconded by Mrs Conybeare and

**Resolved:** to open a 90 day business account with the Hampshire Trust Bank and place £85,000 on deposit.

**16. Any Other Business**

16.1 Mrs Conybeare reported that the garden waste collection scheme was failing with bins not being emptied at all located in certain areas of Knebworth. There were also complaints that the food waste bins, once emptied, were left open and upside and people were concerned that this would attract rats. Ms Nash stated that she had been looking into this.

16.2 It was agreed that CCTV and the Social media policy would be discussed at the next meeting.

The next Parish Council meeting is scheduled for 11 July.

There being no other business the meeting closed at 10.25p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_

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