

# KNEBWORTH PARISH COUNCIL

**MINUTES** of the Virtual Annual Meeting of the Parish Council held on the 5 May 2021 at 8.00 p.m.

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Present: Councillors Roger Willcocks (Chairman), Adrienne Charter, Charlotte Cosson, Rosemary Conybeare, Philip Farr, Jeremy Godfrey, Steve Hemingway, Paul Jobling, Colin Stringer and Paul Ward

In attendance: The Clerk

**1. Election of Chairman**

Proposed by Mrs Charter, seconded by Mr Ward and

**Resolved:** Mr Willcocks be elected Chairman of the Council to hold office until the next Annual Meeting of the Council in 2022. Unanimous.

**2. Election of Vice-Chairman**

Proposed by Mr Hemingway, seconded by Mr Jobling and

**Resolved:** that Mr Stringer be appointed Vice Chairman of the Council to hold office until the next Annual Meeting of the Council in 2022. Unanimous.

**3. Apologies**

Apologies for absence were received from Mrs Harrison and Mrs Nash.

**4. Declarations of Interest**

Mr Farr declared that he had a pecuniary interest in 52 London Road.

**5. Minutes**

Proposed by Mrs Conybeare, seconded by Mr Godfrey and

**Resolved:** that the minutes of the meeting of the Parish Council held on 10 March 2021 and the Extraordinary meeting held on 19 March 2021 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 March 2021.

**7. To Review and Approve Council Documentation**

Proposed by Mr Ward, seconded by Mrs Charter and

**Resolved:** to approve the revised Standing Orders.

Proposed by Mr Godfrey, seconded by Mrs Conybeare and

**Resolved:** to approve the revised Financial Regulations.

**8. To Review of Terms of Reference for Committees**

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

It also agreed that a Stakeholder Working Party would be set up similar to the Acquisitions Working Party with the terms approved at the next Council meeting.

## 9. Appointment of Members to Existing Committees

### 9.1 Amenities

Mrs Conybeare, Mrs Cosson, Mr Farr, Mr Hemingway and Mr Stringer

Proposed by Mrs Conybeare, seconded by Mrs Cosson and

**Resolved:** that Mr Stringer be elected Chairman of the Amenities Committee until the next Annual Meeting of the Council in 2022.

### 9.2 Planning

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

Proposed by Mrs Charter, 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 2022.

## 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 Mr Stringer 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. Meeting Schedule

The Council approved the amended meeting schedule.

## 12. Local Council Government Code of Conduct

Proposed by Mrs Charter, seconded by Mr Hemingway and

**Resolved:** to adopt the NHDC Code of Conduct.

## 13. Christmas Lights

The Council agreed that it would defer the decision on light improvements until costs had been obtained.

There have been two expressions of interest to tie in an event with the Christmas light switch on. As the lights are publicly funded, it agreed to consult with both parties, to see if they could work together on a joint event, before making a decision.

**14. Unitary Authority**

This item was deferred.

**15. Planning****15.1 To consider Further Modifications of the NHDC Local Plan**

Proposed by Mr Ward, seconded by Mrs Conyebare and **Resolved;** to appoint Mr Griffiths to respond to the latest NHDC Local plan modifications.

**15.2 Applications**

**15.2.1** 21/01285/FPH 52 London Road Knebworth  
Single storey side extension and extension and conversion of existing detached garage roof space into a home office following demolition of existing side conservatory.

**No objections**

**15.2.2** 21/01255/FP 17 Gun Lane Knebworth  
Erection of three 3-bed dwellings following demolition of existing bungalow with associated landscaping, vehicle parking and ancillary works (revision of previously approved planning application 20/01326/FP granted 10.09.2020).

**No objections.**

**15.2.3** 21/01230/FPH 6 Sayer Way Knebworth  
Single storey front and rear extension, insertion of rooflight to existing front elevation roofslope, and insertion of entrance door and ground floor window to existing side elevation following demolition of existing rear elevation extension.

**No objections.**

**15.2.4** 21/01200/FPH 36 Oakfields Avenue Knebworth  
Two storey side extension linking the main dwelling to existing annexe and a single storey rear extension following demolition of existing rear elevation conservatory

**No objections.**

**15.2.5** 21/01266/FP 131 London Road  
Change of Use of existing retail shop (Class F2) to take away (Class Sui Generis R) including installation of steel flue duct. Proposed opening hours 11.0am to 11.00pm Monday to Sunday

**No objections.**

**15.2.6** 21/01132/FP 117 London Road Knebworth  
Change the Use of part of ground floor from Offices (Class E) to Beauty Salon (Sui Generis).

**No objections.**

## 16. Clerk's Report

16.1 The Knebworth Covid Response Team is winding up and it organised a Knebworth Tidy day on 11 April, which was extremely successful. The group gave away 80 litter pickers to volunteers. The group has asked if the Parish Council would like to take this over as an annual event.

16.2 HCC is reviewing the footpath application from Watton Road to St Martins Road. Any additional information has to be submitted by 17 May with an expected decision by the end of May.

16.3 The rocky hare, combat cableway and inclusive swing in the recreation grounds are to be repaired in the next few weeks.

16.4 The Neighbourhood Plan is out for Regulation 16 consultation which ends 9 June 2021.

16.5 A planning application has been submitted for 1500 dwelling west of Stevenage.

## 17. Finance

17.1 To review management accounts to 31 March 2021

The management accounts were reviewed and approved.

17.2 To receive and approve annual accounts for the year ending 31 March 2021.

Proposed by Mrs Cosson, seconded by Mrs Conybeare and  
**Resolved:** that the Accounts for the year ended 31 March 2021 be approved and signed. Unanimous.

17.3 To review the Internal Auditor's Report for 2020/21

Proposed by the Mrs Charter, seconded by Mr Stringer and  
**Resolved:** to approve the Internal Auditor Report for the year 2020/2021.

17.4 To agree dates for the Notice of Public Rights

Proposed by Mr Willcocks, seconded by Mrs Conybeare and  
**Resolved:** to public rights to run from 14 June 2021 to 23 July 2021.

17.5 To review and approve Annual Governance Statement 2020/21 (AGAR section 1)

The Council reviewed the Annual Governance Statement.  
Proposed by Mrs Conybeare, seconded by Mr Stringer and  
**Resolved:** to approve and sign Section 1, the Annual Return Governance Statement.

17.6 To review and approve the Accounting Statement 2020/21 (AGAR Section 2)

Proposed by Mrs Conybeare, seconded by Mr Stringer and  
**Resolved:** that the Accounting Statement for 2020/2021 be approved and signed.

17.7 To review and approve list of regular payees

Proposed by Mrs Cossons, seconded by Mr Godfrey and  
**Resolved:** to approve the list of regular payees.

17.8 To approve signatories for the bank mandate

Proposed by Mr Willcocks,  
**Resolved:** to retain the current signatories on the bank mandates.

17.9 To review and approve the List of Payments 1 March 2021 - 30 April 2021

Proposed by Mr Stringer, seconded by Mr Ward and  
**Resolved:** to approve the accounts paid from 1 March to 30 April 2021.

17.10 To approve quotes

Proposed by Mrs Cosson, seconded by Mr Stringer and  
**Resolved:** to accept the NHDC quote to provide a 660l bin for recycling in the recreation grounds.

**18. Exclude Public and Press**

Proposed by Mr Godfrey, seconded by Mrs Conybeare and  
**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.

**19. Station Pub**

The Council approved the attached report.

Proposed by Mr Stringer, seconded by Mr Willcocks and  
**Resolved:** to permit the public and press to return to the meeting.

There being no other business the meeting closed at 10.27 p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_