

KNEBWORTH PARISH COUNCIL

MINUTES of the Virtual Meeting of the Parish Council held on the 13 May 2020 at 8.00 p.m.

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

In attendance: The Clerk

1. **Apologies**

There were no apologies for absence.

2. **To Receive Declarations of Interest and Dispensation**

Mr Jobling declared a business interest in a groundworks quote for the Station Pub.

3. **Minutes**

Proposed by Mrs Charter, seconded by Mr Ward and

Resolved: that the minutes of the meeting of the Parish Council held on 8 April 2020 as a true record by the Chairman.

4. **To Note the minutes of Committee Meetings**

The minutes of the Planning Committee meeting held on 8 April 2020 were noted.

5. **Station Pub**

The Council discussed a quote to provide quarterly reports on the pub. The decision was deferred until Vat status is confirmed.

Proposed by Mr Hemingway, seconded by Mr Godfrey
To allocate up to £300 for a report on the gas provision.

It was agreed to appoint a structural engineer to submit the application to building control for the staircase application.

Three quotes are to be obtained to turf the pub garden. Mr Hemingway stated that ground preparation has to be done well to provide a good surface.

Proposed by Mr Willcocks, seconded by Mr Hemingway and
Resolved: to set aside £2000 to turf the pub garden.

Proposed by Mr Farr, seconded by Mrs Charter and

Resolved: to approve the Licence to Occupy the Coach House as ancillary use to the pub

Proposed by Mr Hemingway, seconded by Mrs Charter and

Resolved: to accept the quote from Peter Wright to provide power to the Coach House.

Beverley Homes has removed the totem pole sign and will reinstall it on the western side of the car park. It has created the bed in the pub car park to provide the visibility splay for the development.

6. Clerk's Report

- 6.1 The Neighbourhood Plan group has extended its consultation until 31 May.
 6.2 Link Up has undertaken its first takeaway operation from the village hall.
 6.3 ROW has asked the council to confirm it will submit applications for two footpaths across Swangleys Farm. It was agreed these should be submitted.
 6.4 A resident has complained about the installation of the SID on Stevenage Road, adjacent to the post for the old speed sign. Herts Highways is responsible for the location of the SIDs and the clerk is to respond accordingly.
 6.5 A regular hirer would like to return from 1 June. The class size will be reduced to ensure social distancing and the hirer has requested that the hall fee be halved to reflect the smaller class size. The government has stated that the earliest public places of assembly can open is 4 July. The increased costs to sanitise the hall after use should be obtained before any reduction of hire fees are considered.

7. Finance

7.1 To receive and approve annual accounts for the year ending 31 March 2020

Proposed by Mr Godfrey, seconded by Mrs Conybeare and

Resolved: that the Accounts for the year ended 31 March 2020 be approved and signed. Unanimous.

7.2 To review the Internal Auditor's Report for 2019/20

Proposed by the chairman and

Resolved: to approve the Internal Auditor Report for the year 2019/2020.

7.3 To review and approve Annual Governance Statement 2019/20 (AGAR section 1)

The Council reviewed the Annual Governance Statement.

Proposed by Mr Godfrey, seconded by Mrs Conybeare and

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

7.4 To review and approve the Accounting Statement 2019/20 (AGAR Section 2) and the Addendum

Proposed by Mrs Conybeare, seconded by Mr Stringer and

Resolved: that the Accounting Statement for 2019/2020 and the Addendum be approved and signed. Unanimous.

The Chairman and the Responsible Financial Officer will sign the Annual Account Statement for 2019/20 at an agreed location whilst socially distancing.

7.5 To approve accounts paid from 1 April to 30 April 2020

Proposed by Mr Conybeare seconded by Mrs Harrison and

Resolved: to approve the accounts paid from 1 to 30 April 2020.

7.6 To approve quotes

There were no quotes for approval.

7.7 To approve signatories for the bank mandate

Proposed by Mr Godfrey, seconded by Mr Ward and

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

7.8 To approve regular payee schedule
The Council agreed the list of regular payees.

8. **Any Other Business**

8.1 The next meeting is scheduled for 10 June 2020.

There being no other business the meeting closed at 08.59 p.m.

Chairman _____

Date _____