

# KNEBWORTH PARISH COUNCIL

**MINUTES** of Annual Meeting of the Parish Council held on the 11 May 2022  
at 8.00 p.m.

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

In attendance: The Clerk and one member of the public

## 1. **Election of Chairman**

Proposed by Mr Hemingway, seconded by Mrs Cosson and

**Resolved:** Mr Willcocks be elected Chairman of the Council to hold office until the next Annual Meeting of the Council in 2023. Unanimous.

Mr Willcocks then signed the declaration of acceptance of office.

## 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 2023. Unanimous.

## 3. **Declaration 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. Apologies for lateness were received from Mr Farr.

## 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.

There were no declarations of interest.

## 6. **Public Participation**

There was no public participation.

**7. Minutes**

Proposed by Mr Stringer, seconded by Mrs Cosson and  
**Resolved:** that the minutes of the meeting of the Parish Council held on 13 April 2022 be approved as a true record and signed by the Chairman.

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

The Council noted the minutes of the planning committee held on 13 April 2022.

**9. Review of delegation arrangements to committees, sub-committees, staff and other local authorities**

Proposed by Mrs Charter, seconded by Mr Ward and  
**Resolved:** to approve the Scheme of Delegation for 2022/23

**10. Review of terms of reference of committees**

Proposed by Mr Godfrey, seconded by Mrs Cosson and  
**Resolved:** to approve the terms of reference of committees for 2022/23.

**11. Appointment of Members to Existing Committees**

11.1 Amenities

Cllrs Cosson, Hemingway, Jobling, Kugathasan and Stringer

Proposed by Mrs Cosson, seconded by Mr Hemingway and  
**Resolved:** to appoint Mr Stringer Chairman of the Amenities committee until 2023.

11.2 Planning

Cllrs Charter, Farr, Godfrey, Jobling and Ward

Proposed by Mr Godfrey, seconded by Mrs Charter and  
**Resolved;** to appoint Mr Ward chairman of the planning committee until 2023.

**12. Appointment of any new committees or working parties**

12.1 Staffing

Cllrs Charter, Hemingway and Kugathasan

Proposed by Mrs Charter, seconded by Mr Kugathasan and  
**Resolved:** to appoint Mr Hemingway chairman of the staffing committee until 2023

12.2 Working Parties

Development: Cllrs Charter, Farr, Godfrey and Ward  
 Finance: Cllrs Cosson, Kugathasan and Stringer  
 Sports Club: Cllrs Cosson, Hemingway, Jobling, Kugathasan and Stringer

**13. Review and adoption of appropriate standing orders and financial regulations.**

Proposed by Mr Ward, seconded by Mrs Charter and  
**Resolved:** to adopt Standing Orders.

Proposed by Mr Stringer seconded by Mr Ward and  
**Resolved** to adopt the Financial Regulations.

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

14.1 Knebworth House Education and Preservation Trust.

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

14.2 Knebworth Village Trust

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

14.3 Knebworth Youth Project

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

14.4 Knebworth Festival

It was confirmed that Mr Willcocks would sit on the Knebworth Festival committee.

**15. General 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 Mrs Cosson, seconded by Mrs Charter and  
**Resolved:** that the Council confirmed that it is eligible to use the Power of Competence.

**16. Review of the Council's and/or staff subscriptions to other bodies**

The Council confirmed its subscriptions to HAPTC, SLCC, CDA and CPRE.

**17. Review of the Council's policy for dealing with the press/media**

Proposed by Mrs Cosson, seconded by Mr Farr and  
**Resolved:** to approve the policy for dealing with press/ media.

It was also confirmed that Cllrs Farr, Ward and Willcocks would manage the Council Facebook page.

## 18. Meeting Schedule

The draft meeting schedule was approved.

## 19. Planning

19.1 22/01036/FPH 15 Oakfields Road Knebworth  
Erection of detached double garage

The Council **objected** to this application due to its scale, size and bulk, out of character, and contrary to NHDC emerging Local Plan policy D2 and Knebworth Neighbourhood Plan KBEEL 4

19.2 22/01044/FPH 10 Oakfields Avenue Knebworth  
Single storey rear and side extensions. Raised roof height including insertion of rooflights to side roofslopes to facilitate loft conversion. Erection of detached double garage.

The Council **objected** to this application due to its scale size and bulk, out of character, and contrary to NHDC emerging Local Plan policy D2 and Knebworth Neighbourhood Plan KBEEL 4

19.3 22/01018/FPH 79 Pondcroft Road Knebworth  
Erection of detached single storey boot room/gym/office outbuilding following demolition of existing garage.

### **No objections**

19.4 22/01173/FP 131 London Road Knebworth  
Change of use and conversion of existing first floor retail unit to one 2-bed flat

The Council **objected** to this application. It would result in the loss of another retail space within the village centre. There is also no parking provision and is therefore contrary to NHDC Local Plan policy T2. No relaxation in parking provision should be permitted due to the lack of on street parking spaces in the area.

19.5 Application Reference: 6/2022/0787/OUTLINE  
Proposed development at: Land adjacent to 52 London Road Knebworth Woolmer Green SG3 6JD

The Council **objected** to this application as outlined in the draft response.

## 20 Co-option of Members

Proposed by Mr Ward, seconded by Mrs Charter and  
**Resolved:** to co-opt Lisa Nash to the Parish Council.

Another person has expressed an interest in being co-opted, however he has not confirmed this.

## 21. Clerk's Report

21.1 The Knebworth Neighbourhood Plan had 84% support of the vote with a 49% turnout. The Plan will now be made and will have to be considered by NHDC Planning Officers when considering planning applications for Knebworth.

21.2 On 7 May the timber play equipment was set alight causing £15-£20,000 worth of damage. The clerk has notified the police and submitted an insurance claim. Mr Jobling asked that CCTV be included on the agenda at the next meeting.

**22. Finance**

22.1 To confirm signatories on bank accounts

The Council agreed that Mrs Conybeare should be removed from the bank mandate. No other signatories are to be added at the moment.

22.2 To approve the List of Payments 1 April 2022 to 30 April 2022

Proposed by Mrs Cosson, seconded by Mr Farr and

**Resolved:** to approve the accounts paid to 30 April 2022.

22.3 To approve list of regular payees

Proposed by Mrs Charter, seconded by Mrs Cosson and

**Resolved:** to approve the list of regular payees.

There being no other business the meeting closed at 9.44 p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_