

# KNEBWORTH PARISH COUNCIL

**MINUTES** of Meeting of the Parish Council held on the 15 June 2022  
at 8.00 p.m.

---

Present: Councillors Roger Willcocks (Chairman), Adrienne Charter, Charlotte Cosson, Praba Kugathasan, Lisa Nash, Colin Stringer and Paul Ward

In attendance: The Clerk and eighteen members of the public

## 1. Apologies

Apologies for absence were received from Messrs Farr, Jobling, Hemingway and Godfrey.

## 2. Declaration of Interest

Mr Ward stated that he lived in Deards End Lane and Mr Kugathasan in Stobarts Close.

## 3. Public Participation

Mr Goodhew stated that Deards End Lane, as a through route was a problem to all Knebworth and the lane, which is in a conservation area, is being damaged as a result. Due to the level of traffic, it is dangerous to pedestrians and cyclists. Sat Nav is also directing additional traffic, which travels at dangerous speeds.

With the development of KB1 & KB2 extra pressure will be put on the lane and something needs to be done before it's too late. The residents undertook a survey and 90% agreed that the road should be closed to through traffic. The residents want to make a Neighbourhood application to close the road.

Mr Ward stated that a recent planning application said that there was no history of accidents on the lane.

Mr Nation said that there were two last year which required both ambulance and fire brigade, however he believes the police were not notified.

Other residents said that a retaining wall had been hit by a vehicle on two occasions and a paperboy knocked off his bicycle.

Mr Willocks stated that the Parish Council had no authority over road closures, it being Herts Highways responsibility. He flagged the e.gov website which outlines how to apply for a road closure.

He thanked the residents for their presentation. The members of the public then left the meeting.

## 4. Minutes

Proposed by Mr Stringer, seconded by Mrs Cosson and  
**Resolved:** that the minutes of the meeting of the Parish Council held on 11 May 2022 be approved as a true record and signed by the Chairman.

## 5. To Note the minutes of Parish Meeting

There being no minutes available this was left in abeyance

## 6. Stepping Stone Preschool

### 6.1 Licence to Operate

Proposed by Mr Stringer, seconded by Mr Ward and

**Resolved:** to approve a Licence to Operate for Stepping Stone Preschool for the school year 2022/23

Proposed by Mr Stringer, seconded by Mrs Charter and

**Resolved:** to set the fee for 2022/23 at £4,347.

### 6.2 Signage

The Council agreed that the Preschool could erect a finger post at Watton Road and a sign on the entrance to the recreation grounds from Stevenage Road.

## 7. CCTV

This was left in abeyance until Mr Jobling is able to present.

## 8. Working Parties

Proposed by Mr Stringer, seconded by Mr Ward and

**Resolved:** to approve the terms of reference of the Policies Working Party.

Proposed by Mrs Charter, seconded by Mr Ward and

**Resolved:** to approve the terms of reference of the Neighbourhood Plan Steering Committee.

The Clerk is to seek funding from Locality to commence a review of the Plan.

Proposed by Mrs Charter, seconded by Mr Stringer and

**Resolved:** to approve the terms of reference of the Review Panel.

## 9. NHDC Boundary Review.

The boundary commission is consulting on District Council wards. The aim is to ensure that each district councillor represents a similar number of residents.

Currently Knebworth has one ward which includes part of Codicote and is represented by two district Councillors. Codicote is being represented by one district councillor plus the two District Councillors from the Knebworth ward.

NHDC is holding a session on the review on 4 July. MrKugathan is to attend.

**10. Council Address**

Proposed by Mr Stringer, seconded by Mrs Charter and

**Resolved:** the change the registered address for the Parish Council to the Parish Council Office, Knebworth Village Hall, Park Lane, Knebworth SG3 6PD.

**11. Policy Review**

This was held over until the next meeting.

**12. Asset Review**

Mrs Cosson was concerned that assets are not depreciated.

The Clerk reported that depreciation is not included in the accounts, but assets can be revalued and restated in the accounts as long as they valuations are consistent.

Proposed Mr Ward, seconded by Mr Kugathasan

**Resolved:** to approve the review of the asset register.

**13. Grant Application**

Friends of Knebworth School (FOKS) has submitted an application for funds to run an enterprise scheme for year 6 pupils.

Proposed by Mrs Cosson, seconded by Mr Ward and

**Resolved:** to award FOKS a grant of £500 to run a year 6 enterprise scheme.

It was also agreed that the Parish Council would provide three hours of hall hire as a raffle prize for FOKS.

**14 Clerk's Report**

14.1 The tractor has been returned however there are still some issues with it which have to be resolved.

14.2 Residents of Pondcroft and Milestone Roads are complaining that the traffic warden does not patrol the residential area, resulting in non-residents parking. Residents have been notified that a review of the parking arrangements has been undertaken and parking bays and H bars are to be laid next week.

DC Nash has arranged meetings with the relevant officers to try to address residents' concerns.

14.3 An aerial artiste has asked if she could hold training session in the hall. The Council declined.

14.4 Police surgeries are to return to Knebworth.

14.5 The pile of vegetation in the recreation grounds was set alight on 12 June, with the fire brigade attending.

**15. Finance**

15.1 Internal Audit

The internal audit report raised several action points which were noted. Some of the actions having already been addressed.

Proposed by Mrs Cosson, seconded by Mr Stringer and

**Resolved:** to accept the internal audit report

15.2 To review and approve accounts ended 31 March 2022

Proposed by Mr Stringer, seconded by Mr Ward and

**Resolved:** that the Accounts for the year ended 31 March 2022 be approved and signed. Unanimous.

15.3 To agree dates for the notice of public rights

Proposed by Mr Stringer, seconded by Mrs Cosson and

**Resolved:** public rights are to run from 20 June 2022 to 27 July 2022.

15.4 To review and approve Annual Governance Statement 2021/22 (AGAR section 1)

The Council reviewed the Annual Governance Statement.

Proposed by Mrs Cosson, seconded by Mr Ward and

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

15.5 To review and approve the Accounting Statement 2021/22 (AGAR Section 2)

Proposed by Mr Kugathasan, seconded by Mr Ward and

**Resolved:** that the Accounting Statement for 2021/2022 be approved and signed.

15.6 To approve accounts paid

Proposed by Mrs Cosson, seconded by Mr Ward and

**Resolved:** to approve the accounts paid to 31 May 2022.

15.7 To review the bank reconciliation

Proposed by Mrs Cosson, seconded by Mr Stringer and

**Resolved:** to approve the bank reconciliation to 31 May 2022.

15.8 Quotes

The Council agreed to purchase a strimmer attachment for £129.

## 16. Station Pub

The clerk has met with contractors to look at replacement windows and a ventilation system for the pub. Not all quotes have been received. The damaged fence in the pub garden has been replaced.

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

Chairman \_\_\_\_\_

Date \_\_\_\_\_