

KNEBWORTH PARISH COUNCIL

MINUTES of the Meeting of Knebworth Parish Council held on Wednesday 12th June 2024 at Knebworth Village Hall at 8.00 p.m.

Present: Councillors Roger Willcocks (Chairman), Alexander Hurwitz, Colin Stringer, Charlotte Cosson, Jeremy Godfrey, Adrienne Charter, James Cameron
 In attendance: Jodee White (Clerk), Jacqueline Veater (Planning Consultant).

No	Item	Action
1.	<p>Apologies</p> <p>Apologies for absence were received and approved from Cllrs Jobling and Ward.</p>	
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest declared.</p>	
3.	<p>Public Participation</p> <p>None</p>	
4.	<p>To approve the minutes of the previous Parish Council meeting</p> <p>Proposed by Cllr Hemmingway and seconded by Cllr Stringer and Resolved: that the minutes of the meeting of the Parish Council on 8 May 2024 be approved as a true and accurate record and signed by the Chairman.</p>	
5.	<p>To note the minutes of Committee meetings</p> <p>The Council noted the minutes of Staffing Committee held on 19th March 2024.</p>	
6.	<p>Review and Approval of the Scheme of delegation and Terms of Reference Document.</p> <p>The Scheme of delegation and Terms of Reference Document was distributed as appendix 1.</p> <p>It was suggested that another committee was required to comply with the Parish Council Licensing agreement. It was formally agreed that the Parish Council in full constitutes the Licensing Committee. It was agreed that decisions re licensing can be delegated to the Clerk and persons whom the Clerk delegates.</p> <p>It was proposed by Cllr Charter and seconded by Cllr Hemmingway and Resolved: to approve the Scheme of delegation and Terms of Reference Document.</p>	
7.	<p>Review and adoption of Knebworth Parish Council Documentation</p> <p>The Parish Council <i>Standing Orders</i> were distributed as appendix 2. It was proposed by Cllr Hemmingway and seconded by Cllr Cosson and Resolved: to approve the Parish Councils Standing Orders</p> <p>The Parish Council's <i>Financial Regulations</i> were distributed as appendix 3. The Committee requested that in Item 5.15 that it was stated as £5000 or above. Clerk to amend.</p> <p>It was proposed by Cllr Cosson and seconded by Cllr Farr and Resolved: to approve the Parish Council's Financial Regulations.</p>	Clerk

8.	<p>To review and approve Hire Fees for Knebworth Football Club for 2024/25 season.</p> <p>The Football Club agreement for the 24/25 season was discussed at the amenities committee meeting on the 5th of June 2024. The Committee recommended the amended agreement for approval by the full Parish Council. It was proposed by Cllr Farr and seconded by Cllr Hurwitz and</p> <p>Resolved: to approve the recommendation of the amenities committee and to approve the Football Club hire agreement for the 24/25 season.</p>	
9.	<p>To receive an update on the KB4 Site, Knebworth - 23/01552/OP</p> <p>Jacqueline Veater, the Parish Council's Planning Consultant, was in attendance to give an update on the written response to the KB4 Site. Her written response was distributed to all Councillors prior to this meeting.</p> <p>With regards to Paragraph 7 the consultant advised that she had looked at the local plan and SP9 says that there is no specific requirement for a strategic master plan for KB1, 2 and 4 sites. The Policies for the individual sites say that a transport assessment to consider the cumulative impacts of traffic from the three sites upon key junctions and rail crossing points, for all users, and securing necessary mitigation or improvement measures is required.</p> <p>The applicants traffic generation calculations for the morning and evening peak only identified 4 additional movements (3 to the station and one from the station in the morning and 1 to the station and 3 from the station in the evening peak) due to KB4.</p> <p>Regarding the B197 roundabout leading to Stevenage from Knebworth the consultant advised an additional 182 movements would account for a 20% increase from the traffic movements identified in the survey in 2019.</p> <p>The Council agreed that paragraph 7 could be removed and replaced with the pointers which showed there would be many more trips than those identified to and from the station. They said that there would be more than 4 movements due to the development as lots of children use the train for school and many are being sent to school in Hitchin which is not possible to get to by public transport. The school buses also pick up and drop off at the station.</p> <p>Regarding paragraph 13 it was agreed that KB4 should be contributing to this.</p> <p>There was a query over paragraph 14 and if this was going to be a pedestrian zone.</p> <p>Paragraphs 25 & 26 were agreed as ok. The subject of a relief road was discussed and agreed that it would need to be revisited as there is some indication that there would be many of the community that would be against this.</p> <p>With regards to reviewing the Neighbourhood plan it was agreed to complete the draft amendments to the plan, without mention of the possibility of a new road. This would change many aspects of the plan and more detailed work on the proposal is required. It was already voted on to have an in-principal enquiry to investigate options on a relief road. A steer for the neighbourhood plan needs to be done with members of the public involved.</p> <p>The deadline with regards to submitting the Council's response is the 16th of June. The Consultant will send the Clerk an updated version of the response document for distribution to the planning officer.</p>	

10.	<p>To receive the Clerks report</p> <p>Works on the war memorial were due to start on the 17th of June but this has been delayed.</p> <p>A refund of £1327.50 refund of VAT was deposited to the Unity bank account on the 15/05/2024. The next VAT return is due in 2 months' time so likely to be smaller, which is to align submissions with the financial year.</p> <p>A change in supplier of water to Parish Council facilities was discussed at the Amenities committee meeting on the 5th of June and recommended to change supplier and to a fixed rate tariff and this will be actioned by the Clerk.</p> <p>The boot sale that took place on the 18th of May made a total of circa £200 for the Parish Council funds and some good community engagement was had.</p> <p>A request to clean the roof of the pavilion has been made by a resident and views to support this request were aired. Clerk to arrange.</p> <p>The warranty on the Clerk and Deputy Clerk Dell laptops is due to expire on the 20/05/07. It was the view of the Council that these warranties did not need to be renewed.</p> <p>The Clerk has enrolled on the CiLCA course and is due to start in September 2024. The cost of the course is £300 plus SLCC fees of circa £450 for submitting your work on their portal. There are also books as resources that will need to be purchased e.g. Arnold Baker Local Council Administration 13th edition; 20% Member discount Reduced price from £164.99 to £131.99 £120.15 + Delivery. The Council were in support of the training for the Clerk and of the purchase of the resources required.</p> <p>Insurance on the tractor has been renewed at £375.27</p> <p>Work is due to start on the pond on the 13th of June and the resident who is impacted by the work has been contacted.</p> <p>The solar panel meter reading for period to 31st May 2024 has been submitted.</p> <p>A new noticeboard for Station Approach was discussed at the amenities committee meeting on the 5th of June 2024 and an update was provided.</p> <p>HCC have now published their official response to a resident's petition about widening the London Road shopping area.</p>	<p>Clerk</p> <p>Clerk</p>
11.	<p>Finance</p>	
11.1	<p><i>To review and approve the internal auditors report for 23/24</i></p> <p>The Clerk advised that she had responded to all comments from the Internal Auditors report. It was noted that the Internal Auditors report requires the Council to formally acknowledge that the budget for 2024/25 was set at a figure of £195,893 and that the precept demanded from NHDC was £192,359 plus £3534.09 with a total payment of £195893.09 from NHDC. The Clerk will respond to say that the Financial Regulations have been reviewed at this meeting and the budget figures also formally minuted at this meeting. With the above noted it was proposed by Cllr Hemingway and seconded by Cllr Stringer and</p> <p>Resolved: to approve the internal auditors report.</p>	<p>Clerk</p>
11.2	<p><i>To review and approve the Annual Governance Statement 2023/24 (AGAR section 1)</i></p> <p>The Clerk read out the assertions within the Annual Governance Statement (AGAR Section 1) for Councillors to agree to or otherwise.</p>	

	The Council answered yes to all sections except assertions 4 & 5. Actions have been taken as per item 11.1 to enable the Council to be able to answer yes to these assertions for the 24/25 year. The statement was completed and signed by the Chair of the Parish Council and RFO and will be sent to the external auditor.	
11.3	<p><i>To review and approve the Accounting Statement 2023/24 (AGAR Section 2)</i></p> <p>The Accounting Statement 2023/24 (AGAR Section 2) as per appendix 8 was reviewed and approved as an accurate record.</p> <p>It was proposed by Cllr Charter and seconded by Cllr Godfrey and</p> <p>Resolved: to approve the Accounting Statement 2023/24 (AGAR Section 2)</p>	
11.4	<p><i>To review and approve the dates of the public rights of notice</i></p> <p>The dates of the public rights of notice document were distributed in appendix 9. It was proposed by Cllr Charter and seconded by Cllr Godfrey and</p> <p>Resolved: to approve the dates of the period for the exercise of public rights.</p>	
11.5	<p><i>To approve the list of payments 1 to 31 May 2024</i></p> <p>The list of payments 1 to 31 May 2024 was distributed in appendix 10. It was proposed by Cllr Godfrey and seconded by Cllr Hurwitz and</p> <p>Resolved: to approve the list of payments 1 to 31 May 2024.</p>	
11.6	<p><i>To approve the bank reconciliation for 1 to 31 May 2024</i></p> <p>The bank reconciliation for May 2024 was distributed in Appendix 11</p> <p>It was proposed by Cllr Stringer and seconded by Cllr Cosson and</p> <p>Resolved: to approve the bank reconciliation 1 to 31 May 2024.</p>	
11.7	<p><i>To review the list of regular payees</i></p> <p>The list of regular payees was distributed in appendix 12.</p> <p>The Clerk was requested to check the payment to Castle and Affinity Water</p> <p>With the above noted it was proposed by Cllr Godfrey and seconded by Cllr Hemmingway and</p> <p>Resolved: to approve the list of regular payees.</p>	Clerk
11.8	<p><i>To review and approve a new bank account</i></p> <p>Proposals that had been given were not accepted by the Parish Council. It was agreed that Cllr Stringer will collaborate with the Clerk to investigate options for the Parish Council's banking arrangements and report back to the Council.</p>	Clerk/Cllr Stringer
11.9	<p><i>To receive and review quotations</i></p> <p>It was requested that the Clerk get an up-to-date quotation for the preferred supplier for the Station Pub first floor windows and present this for approval back to the Parish Council.</p> <p>A quote for installation of a hive system at the Village Hall was distributed as appendix 15. It was proposed by Cllr Godfrey and seconded by Cllr Stringer and</p> <p>Resolved: to approve the quote from Sam Brunton to install a new hive system.</p>	

12.	<p>Exclusion of members of public and press</p> <p>It was proposed by Cllr Stringer and seconded by Cllr Hurwitz 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.</p>	
13.	<p>Staff Update</p> <p>The Clerk gave a verbal update on staffing.</p>	
14.	<p>Update on lease negotiation for the Station Pub</p> <p>The PC met with the tenants on the 23rd of May 2024 to try and finalise the lease agreement and maintenance matrix. Cllr Willcocks distributed an email on the 29th of May for review prior to sending onto the Council's solicitors. Solicitors have confirmed the headline terms and associated letters and lease of 80 months without the need to register. The information was sent to the tenants and has since received agreement from the tenants. The matter is now awaiting solicitors on both sides to do the required work. The matrix of repairs still needs to be looked at as this does not form part of the lease. Cllr Charter and Willcocks agreed to look at this matrix.</p>	
15.	<p>Inclusion of members of the public and press</p> <p>It was proposed by Cllr Ward and seconded by Cllr Stringer and Resolved: to readmit members of the Public.</p>	
16.	<p>To consider any other business</p> <p>The Clerk was requested to add the Settle Group and work required by this group around the village to the next Parish Council meeting agenda.</p>	Clerk

The meeting closed at 10.21pm

Chairman: _____

Date: _____