

# KNEBWORTH PARISH COUNCIL

**MINUTES** of the Virtual Meeting of the Parish Council held on 7 October 2020 at 8.00 p.m.

---

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

In attendance: The Clerk,

1. **Apologies**

Apologies for absence were received from Mrs Charter and Mr Stringer

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

Mr Ward stated that his property is adjacent to the proposed KB1 site.

3. **Public Participation**

None

4. **Minutes**

Proposed by Mrs Conybeare, seconded by Mr Ward and

**Resolved:** that the minutes of the meeting of the Parish Council held on 9 September 2020 as a true record by the Chairman.

5. **To Note the Minutes of Committee Meetings**

The minutes of the Planning Committee meeting held on 9 September 2020 were noted.

6. **Delegation**

Proposed by Mr Willcocks, seconded by Mrs Conybeare and

**Resolved** to confirm the terms of reference of the Allotment Working Party.

Proposed by Mrs Cosson, seconded by Mr Stringer and

**Resolved** to approve delegation of urgent business

7. **Allotments**

Proposed by Mr Stringer, seconded by Mr Farr and

**Resolved:** That the recently purchased site off Watton Road, remain as temporary allotments.

Mr Stringer gave a report on the progress of the working party, which has had a few meetings, one with representatives of Knebworth Allotment Society.

The Society will only consider working with the Parish Council if management of the site is devolved to the group.

The Council agreed that it would manage the allotments

Proposed by Mr Willcocks and

**Resolved;** that the draft tenancy agreement with minor modification by the Allotment Working Party be approved.

Proposed by Mr Stringer, seconded by Mrs Conybeare

**Resolved:** To approve the draft tenancy agreement

## **8. Parking**

Station House has been converted into ten flats. The owner, RCCG, has a lease with Knebworth Village Trust for the car park off Kerr Close, which has 26 spaces. By agreement with KVT RCCG was renting out ten spaces to commuters.

With the conversion of the building, the parking spaces are being reallocated so that ten are assigned to the flats, six retained by RCCG and ten for third party rental.

The Parish Council has been asked if it would like to manage and maintain the ten community spaces. The car park has never been well used due to its location. It was suggested that it could be offered to owners of the flats in the centre of the village which are currently being built with inadequate parking provision.

The Council agreed that management of the spaces is something it does not wish to pursue at present.

## **9. Clerk's Report**

9.1. The four conifers have been felled in the recreation grounds. Two of the trees were not as healthy as they appeared.

9.2 The NHDC Local Plan additional hearings have been postponed due to a NHDC motion to review the ONS figures in the plan from 14,200 to the updated number of 11,900.

9.3. 137 London Road planning application was not called in and has been approved with 3 parking spaces provided for the four flats. NHDC SPD states there should be 7 with 6 for the retail unit. The officer's report considers it appropriate to relax the requirement to the proposed 3 spaces.

9.4. There will not be a tie in event with the light switch on due to Covid guidelines. The Council agreed that an earlier switch would be acceptable.

9.5 FOKS is to run a Christmas Raffle and asked if the Parish Council would consider making a donation.

9.6. The website has now been upgraded.

9.7 A resident has written to the Parish News regarding Christmas Lights.

## **10. Station Pub**

The Council reviewed and approved the report previously circulated.

Proposed by Mr Godfrey, seconded by Mr Ward and

**Resolved:** to set the rent at 70% for the next four weeks.

Work on the flat is progressing

**11. Finance**

11.1 To approve management accounts to 30 September 2020  
The accounts were reviewed and approved.

11.2 To approve accounts paid from 1 -30 September 2020  
Proposed by Mrs Conybeare, seconded by Mrs Cosson and  
**Resolved:** to approve the accounts paid from 1 – 30 September 2020.

11.3 To approve quotes  
The Council approved the quotes for:

British Gas to repair the pavilion heating system

Peter Wright to install emergency lighting for the external staircase and fan at the pub

Robinsons Home improvements to supply and install a 60 minute fire door in the pub

11.4 To approve bank reconciliation to 30 September 2020  
The Council approved the bank reconciliation to 30 September 2020.

**12. Any Other Business**

There being no other business the meeting closed at 21.38 p.m.

Chairman \_\_\_\_\_

Date \_\_\_\_\_