

KNEBWORTH PARISH COUNCIL

MINUTES of the Virtual Meeting of the Parish Council held on 11 November 2020 at 8.00 p.m.

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

In attendance: The Clerk,

1. **Apologies**

Apologies for absence were received from Mrs Nash.

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

There were no declarations of interest.

3. **Public Participation**

None

4. **Minutes**

Proposed by Mr Godfrey, seconded by Mr Stringer and

Resolved: that the minutes of the meeting of the Parish Council held on 7 October 2020 as a true record by the Chairman.

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

The Council noted the committee minutes for
Amenities Committee meeting held on 21 October 2020
Planning Committee meeting held on 7 October 2020

6. **Allotments**

Mr Stringer apprised the Council of the training he and the clerk undertook on allotment agreements. The working party had met and produced a revised agreement and policy document.

He also reported that the site is under half an acre, although the agent had suggested that it was nearer 0.7 acre.

Proposed by Mr Stringer, seconded by Mrs Conybeare and
Resolved: to adopt the 2021 tenancy agreement.

Proposed by Mr Stringer, seconded by Mrs Charter and
Resolved: to provide a 30% concession to anyone receiving disability benefit or income support.

Proposed by Mr Stringer, seconded by Mr Godfrey and
Resolved: to become a member of the Allotment Society.

The clerk is to respond to Knebworth Allotment Society and issue tenancy agreements.

7. Highway Issues

7.1 To consider impact on the highway of the McCarthy & Stone Development

The undercroft to the McCarthy & Stone development on the High Street does not allow access to emergency vehicles or transit vans. It is not a requirement for fire engines to go on to the site as this is governed by building regulations. However access for ambulances is not covered by either planning or building regulations.

The planning application Transport Statement states that 2.565m transit vans will be able to access the site and that there will be a vertical clearance of 2.7m. The current headroom states that it is 2.3m, which does not comply with permission granted.

The clerk is to write to NHDC head of planning. Mr Godfrey is to confirm the actual height of the undercroft.

7.2 To consider and recommend a course of action regarding the barriers on London Road

Some of the barriers installed in April to help social distancing are still in place, restricting parking. People are also getting parking tickets in some areas where there are no barriers. Welwyn High Street also had parking restrictions imposed in April, but these have all been removed and the footpaths are much narrower than in Knebworth.

The clerk is to write to Stephen McPartland requesting removal of the barriers in line with Welwyn, with a copy to the Welwyn MP, who is also the Minister for Transport.

8. Clerk's Report

8.1 The tree felling has been completed on Norton Green Common

8.2. An officer from East North Herts is trying to engage Parish & Town Council before the 2021 Census.

8.3. The second lockdown has resulted in the Village Hall being closed to all but essential hire. Link Up will be continuing its service. The preschool will continue to operate from the pavilion, however all football has stopped until 2 December.

8.4. The planning application submitted to build 86 homes on the Odyssey has been approved.

8.5. Lamps & Tubes will not install the fixings on Lowe House because it is concerned that it might be liable for any damage arising. It has recommended M&S's contractor install the fixings and Lamps & tubes will undertake the 2T pull test for the three sets of catenary wires required. The clerk has asked M&S if it willing to do this. The clerk has submitted the post installation electrical test to HCC excluding this to meet the deadlines to obtain a Festive Licence.

9. Station Pub

The Council reviewed and approved the audit undertaken by Mr Rawling.

Proposed by Mr Godfrey, seconded by Mr Ward and

Resolved: to set the rent at 10% from 5 November to 2 December, with insurance and fixtures and fittings recharged.

The tenant is also to be put on notice that the rent could increase to 20% up to 50% after 2 December.

Work on the flat is progressing.

10. External Audit

The RFO will ensure that the accounts are signed prior to approval.

Proposed Mr Ward and seconded by Mr Hemingway

Resolved: To approve the Annual Governance and Accounts Return for 2020, including the external auditor's report.

11. Finance

11.1 To approve a draft budget for 2021/22

Proposed by Mrs Cosson, seconded by Mrs Conybeare and

Resolved: to recommend an Administration and Station pub budget to the next meeting

11.2 To approve accounts paid from 1 to 31 October 2020

Proposed by Mr Godfrey, seconded by Mr Jobling and

Resolved: to approve the accounts paid from 1 – 31 October 2020.

11.3 To approve quotes

Proposed by Mrs Conybeare, seconded by Mrs Cosson and

Resolved: to accept the quote of £495 from Black & White for a fire risk assessment for the Station Pub.

The clerk has yet to other quotes for car park repairs, the first is over £2600.

11.4 To approve bank reconciliation to 31 October 2020

Proposed by Mr Hemingway, seconded by Mrs Cosson and

Resolved: to approve the bank reconciliation to 31 October 2020

12. Any Other Business

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

Chairman _____

Date _____