

# KNEBWORTH PARISH COUNCIL

Serving the community since 1894

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28 April 2021

To; Councillors Charter, Conybeare, Cosson, Farr, Harrison, Hemingway, Godfrey, Jobling, Nash, Stringer, Willcocks, Ward

You are summoned to the **Annual Meeting of the Parish Council** to be held virtually on **Wednesday 5 May 2021 at 8.30 p.m.**

Yours sincerely

Claire Graham (Mrs)  
Parish Clerk

*To assist in the speedy and efficient dispatch of business, members requiring further information on issues included in the Agenda are requested to enquire prior to the meeting.*

## AGENDA

### 1. Election of Chairman.

To elect a Chairman of the Council to hold office until the election of a successor at the next Annual Meeting of the Council and sign the Declaration of Acceptance of Office

### 2. Election of Vice - Chairman.

To appoint a Vice-Chairman of the Council to hold office until the appointment of a successor at the next Annual Meeting of the Council

### 3. Apologies

To receive and accept apologies for absence.

### 4. To receive Declarations of Interest and dispensation

### 5. Minutes

To resolve that the minutes of the meeting of the Council held on 10 March 2021 and the extraordinary meeting held on 19 March 2021 be signed as a correct record.

### 6. To Note the minutes of Committee Meetings

Planning and Environment Committee meeting held on 10 March 2021

### 7. To review and approve Knebworth Parish Council Documentation

7.1 Standing Orders

7.2 Financial Regulations

### 8. To Review of Terms of Reference for Committees and Working Parties

### 9. Appointment of Members to Committees

To receive nominations to standing committees and appointment of chairmen.

### 10. Review of representation on external bodies and arrangements for reporting back

10.1 Knebworth House Education and Preservation Trust. (Chairman)

10.2 Knebworth Village Trust (Chairman and Vice Chairman)

10.3 Knebworth Youth Project

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## 11. Meetings

To consider the implications of the return to face to face meetings from 7 May 2021 and to agree dates, times and place of Council and Committee meetings.

## 12. Local Council Government Code of Conduct

To consider adoption of the NHDC code of conduct

## 13. Christmas Lights

To consider lights for Christmas 2021

## 14. Unitary Authority

To consider the pros and cons of a unitary authority

## 15. Planning

15.1 To consider Further Modifications of the NHDC Local Plan

### 15.2 Applications

15.2.1 21/01285/FPH 52 London Road Knebworth

Single storey side extension and extension and conversion of existing detached garage roof space into a home office following demolition of existing side conservatory

15.2.2 21/01255/FP 17 Gun Lane Knebworth

Erection of three 3-bed dwellings following demolition of existing bungalow with associated landscaping, vehicle parking and ancillary works (revision of previously approved planning application 20/01326/FP granted 10.09.2020).

15.2.3 21/01230/FPH 6 Sayer Way Knebworth

Single storey front and rear extension, insertion of rooflight to existing front elevation roofslope, and insertion of entrance door and ground floor window to existing side elevation following demolition of existing rear elevation extension

15.2.4 21/01200/FPH 36 Oakfields Avenue Knebworth

Two storey side extension linking the main dwelling to existing annexe and a single storey rear extension following demolition of existing rear elevation conservatory

15.2.5 21/01266/FP 131 London Road

Change of Use of existing retail shop (Class F2) to take away (Class Sui Generis R) including installation of steel flue duct. Proposed opening hours 11.0am to 11.00pm Monday to Sunday

## 16. Clerk's Report

To receive a report from the clerk

## 17. Finance

17.1 To review management accounts to 31 March 2021

17.2 To receive and approve annual accounts for the year ending 31 March 2021

17.3 To review the Internal Auditor's Report for 2020/21

17.4 To agree dates for the notice of public rights

17.5 To review and approve Annual Governance Statement 2020/21 (AGAR section 1)

17.6 To review and approve the Accounting Statement 2020/21 (AGAR Section 2)

17.7 To review and approve the List of Payments 1 March 2021 - 30 April 2021

17.8 To review and approve list of regular payees

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17.9 To approve signatories for bank mandate

17.10 To consider quotes

## **18. Exclusion of Public and Press**

## **19. Station Pub**

To receive a report on the status of the site and approve any necessary work.