

KNEBWORTH PARISH COUNCIL

Serving the community since 1894

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6 May 2022

To; Councillors Charter, Cosson, Farr, Hemingway, Godfrey, Jobling, Kugathasan, Stringer, Willcocks, Ward

You are summoned to the **Annual Meeting of the Parish Council** to be held in **Village Hall, Knebworth** on **Wednesday 11 May 2022** at **8.00 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 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. Declaration of Acceptance of Office

To receive declaration of acceptance of office from members

4. Apologies

To receive and accept apologies for absence.

5. Chairman's Announcements

Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest which requires they leave the room under the Code of Conduct, can speak on the item, but must leave the room before the debate and vote.

6. Public Participation

To receive petitions, comments and questions from members of the public

7. Minutes

To resolve that the minutes of the meeting of the Council held on 13 April 2022 be signed as a correct record.

8. To Note the minutes of Committee Meetings

Planning and Environment Committee meeting held on 13 April 2022

9. Review of delegation arrangements to committees, sub-committees, staff and other local authorities

10. Review of terms of reference of committees

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- 11. Appointment of Members to Existing Committees**
- 12. Appointment of any new committees or working parties**
- 13. Review and adoption of appropriate standing orders and financial regulations;**
- 14. Review of representation on external bodies and arrangements for reporting back**
 - 14.1 Knebworth House Education and Preservation Trust. (Chairman)
 - 14.2 Knebworth Village Trust (Chairman and Vice Chairman)
 - 14.3 Knebworth Youth Project
- 15. General Power of Competence**

To confirm eligibility to exercise the general power of competence
- 16. Review of the Council's and/or staff subscriptions to other bodies;**
- 17. Review of the Council's policy for dealing with the press/media**
- 18. Meeting Schedule**

To set the dates, times and place of Council and Committee meetings for the Council year.
- 19. Planning**
 - 19.1 22/01036/FPH 15 Oakfields Road Knebworth
Erection of detached double garage
 - 19.2 22/01044/FPH 10 Oakfields Avenue Knebworth
Single storey rear and side extensions. Raised roof height including insertion of rooflights to side roofslopes to facilitate loft conversion. Erection of detached double garage.
 - 19.3 22/01018/FPH 79 Pondcroft Road Knebworth
Erection of detached single storey boot room/gym/office outbuilding following demolition of existing garage.
 - 19.4 22/01173/FP 131 London Road Knebworth
Change of use and conversion of existing first floor retail unit to one 2-bed flat
 - 19.5 Application Reference: 6/2022/0787/OUTLINE
Proposed development at: Land adjacent to 52 London Road Knebworth Woolmer Green SG3 6JD
- 20. Co-option of Members**

Section 21 of the Representation of the People Act 1985 gives the Parish Council the power of co-option to fill vacancies remaining unfilled following an ordinary election.
- 21. Clerk's Report**
- 22. Finance**
 - 22.1 To confirm signatories on bank accounts
 - 22.2 To approve the List of Payments 1 April 2022 to 30 April 2022
 - 22.3 To approve list of regular payees