

WOOLMER GREEN PARISH COUNCIL

Minutes of the Annual Meeting of the Council held 14 May 2019

Present: Cllrs A Gribble (Chairman), P Corke (Vice Chairman), T Dix, S Hall, R Horton, G Pinney.

In attendance: Mrs J. Pearce (Clerk).

- 1.1 To elect a Chairman for 2019/20:** Proposed Cllr Hall, seconded Cllr Dix nominating Cllr Gribble as Chairman. Resolved: Cllr Gribble is appointed Chairman for 2019/20.
- 1.2 To receive the Chairman's Declaration of Acceptance of Office.** Cllr Gribble signed the Declaration of Acceptance of Office.
- 1.3 To elect a Vice-Chairman for 2019/20:** Proposed Cllr Gribble, seconded Cllr Hall nominating Cllr Corke as Vice-Chairman. Resolved: Cllr Corke is appointed Vice-Chairman for 2019/20.
- 1.4 To co-opt a new member:** Resolved: To co-opt Rob Horton onto the Parish Council.
- 1.5 To receive apologies for absence:** None.
- 1.6 To receive Registers of Interest:** Cllrs Gribble & Hall handed their Register of Interest to the Clerk. Other members will complete their Registers of Interest within 28 days.
- 1.7 To appoint councillors to the following specific responsibilities:**
 - Cllr Gribble: Transport, Young Persons Liaison & Staffing Committee.
 - Cllr Corke: Staffing Committee.
 - Cllr Dix: Grounds.
 - Cllr Hall: Finance, Staffing Committee & Allotments Liaison.
 - Cllr Horton: Planning & Environment.
 - Cllr Pinney: Hall & Community.
- 1.8. To review internal control procedures for 2019/20:** Cllrs reviewed all risks and policies. Amendments to Financial Regulations were discussed to be approved at the next meeting. Use of BACs payments will be renewed at the next meeting and every two years thereafter. The Council is satisfied that all other internal control procedures are effective.
- 1.9 To review the Council's eligibility for the Power of General Competence:** Resolved: That the Council meets the two criteria for eligibility (LA 2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* and to review this decision at the Annual Meeting of the Council at the next ordinary election.
- 1.10. To appoint an internal Auditor for 2019/20:** Resolved: That Mr Bootle be appointed internal auditor for 2019/20.
- 1.11 To consider requests for dispensation and pecuniary & other interests on items on the agenda:** Cllr Horton declared a pecuniary interest in item 1.17c as he had submitted a quotation. *Cllr Corke arrived at the meeting and signed the Vice Chairman's Declaration of Acceptance of Office*
- 1.12 To receive petitions, comments and questions from the public:** Welwyn Parish Cllr Mark Castle asked the Council their opinion on sites put forward in the Borough's "Call for Sites" Consultation. The Heath Road site was discussed. All agreed that both Councils' response to the consultation should be co-ordinated. Cllr Castle invited WGPC to a Welwyn Parish Council working party to discuss the consultation on Thursday 16 May at 7.30pm
Cllr Pinney arrived at the meeting.
- 1.13 To approve minutes of the Council Meeting on 12 March and note the minutes of the Annual Parish Meeting:** Resolved: The minutes of the 12 March Meeting were approved and signed by the Chairman as a correct record. The minutes of the Annual Parish Meeting were noted.
- 1.14 To receive reports on meetings attended by Councillors:** All Cllrs attended the Annual Parish Meeting. Cllr Gribble spoke at the Borough Council Development Management Committee meeting in support of Lessiter's planning application. Cllrs Gribble, Corke, Hall & Horton attended Wheels on Woolmer Green. Cllrs Hall & Horton attended the April market.
- 1.15 To receive correspondence:** The Council received: An offer from a resident of £500 towards the cost of the ball skills court fence. Notification that SERCO will invoice monthly rather than annually from April 2019. Information on a meeting about the Hackney Carriage Terms & Conditions consultation. Two letters from the public about Carols 'round the Pond. A letter from a member of the public about the height barrier. A copy of a letter from a resident sent to planning enforcement about the incomplete footway in New Road. A request from the market manager for new signs (see 1.17a). A copy of a letter from Welwyn Parish Council to Highways about traffic issues (see 1.19d). Notification of footway

improvements in Longmead. A letter from Knebworth FC about erecting signage to keep dogs on leads during football matches; the Council decided to include information in the next newsletter rather than erect signs. A thank you from Lessiters for supporting their planning application. Notification that Gallagher is taking over insurance broker Came & Co. Information from Affinity Water about Defra's water consumption target. A letter from a resident about the Government's pavement parking inquiry (see 1.19c). Information from HCC about a new school. Information from HCC on "invasive species week". A letter from the Council's solicitor about the delay by OneYMCA of the License to Sublet Barleyfields.

1.16 Planning: *(Cllr Horton)*

- a) 6/2019/0734/FULL St Michaels Woolmer Green School, Expansion of existing playground: No objection.
- b) 6/2017/2881/HOUSE 59 Garden Road, Construction contravenes granted planning permission: The householder is receiving pre planning advice and a new planning application is expected in due course.
- c) 6/2019/0821/LAWP 6 Garden Road, Certificate of lawfulness for the erection of a single storey rear extension and part conversion of loft to habitable space: No objection.
- d) 6/2019/0916/COND Entech House, Submission of details pursuant to condition 6(Archaeological Written Scheme of Investigation) on planning application 6/2017/2695/MAJ: No comment.
- e) 6/2019/0917/COND Entech House, Submission of details pursuant to condition 3(Method Statement and Traffic Management Plan) on planning application 6/2017/2695/MAJ: No comment.
- f) 6/2019/0541/COND 61 London Road, Submission of details pursuant to condition 1 (Material) on planning permission 6/2018/0737/FULL: No comment.
- g) 6/2019/0520/HOUSE 8 Garden Road, Erection of single storey side extension and installation of rear dormer and front rooflights to facilitate conversion of loft to habitable space: Application granted.
- h) 6/2019/0395/COND Entech House, Submission of details pursuant to condition 6 (Archaeological Written Scheme)on planning application 6/2017/0848/MAJ: Application refused.
- i) 6/2019/0273/COND Entech House, Submission of details pursuant to condition 3 (Method statement for demolition) on planning 6/2017/0848/MAJ: Application refused.
- j) 6/2019/0214/COND Entech House, Submission of details pursuant to condition 7(Construction Environmental Plan) on planning 6/2017/0848/MAJ: Application refused.
- k) 6/2019/0118/HOUSE 6 Garden Road: Application withdrawn.
- l) 6/2019/0155/HOUSE 29 New Road: Application granted.
- m) 6/2018/3287/HOUSE Paynes Farm: Application granted.
- n) 6/2019/0075/FULL Lessiters, 61 London Road: Application granted.
- o) 17/02755/1 Retrospective application for gypsy site at Danesbury: No decision to report.
- p) To receive update on Local Plan Examination: The Council discussed the "Call for Sites" consultation and agreed a Public Meeting should be held on Tuesday 4th June to inform the public. The Council object to proposed sites WGr 3, WGr 7 & WGr 7a. **Action: Clerk.**

1.17 Hall *(Cllr Pinney)* & Grounds: *(Cllr Dix)*

- a) To consider purchasing new equipment for the market: Resolved: To purchase new market signs for £100. **Action: Clerk.**
- b) To receive a report on the weekly playground inspection: All is satisfactory.
- c) To consider quote to replace wood on balance beam: It was agreed that once repaired the equipment should be regularly maintained. Resolved: To accept quote for £905+vat to replace wood on the balance beam.
- d) To discuss height barrier incident: An entertainment company left the height barrier unfastened and a car hit the barrier handle causing damage to the vehicle. The Council's insurance company has settled the claim and advise that the barrier should be able to be secured in the open position. Since the incident the handle has been removed and replaced with rope. A quote will be obtained to install a post to secure the barrier when open. **Action: Clerk.**

1.18 Finance: *(Cllr Hall)*

- a) To receive and approve the payments for March: Resolved: To approve the payments for March.
- b) To receive and approve the accounts for March: Resolved: To approve the accounts for March.
- c) To receive and approve the payments for April: Resolved: To approve the payments for April.
- d) To receive and approve the accounts for April: Resolved: To approve the accounts for April.
- e) To review Asset Register: Resolved: To approve Asset Register.
- f) To approve the Annual Governance Statement 2018/19: Resolved: To approve the Annual Governance Statement 2018/19 which was signed by the Chairman & the Clerk.
- g) To approve the Accounting Statement 2018/19: Resolved: To approve the Accounting Statement 2018/19 which was signed by the Chairman & the Clerk.

- h) To consider a payment to the internal auditor: Resolved: To pay the internal auditor £75.
- 1.19** Environment (*Cllr Horton*) & Transport: (*Cllr Gribble*)
- a) To discuss erecting village Christmas decorations: Awaiting quotes for decorations. The cost of providing an outside electricity supply at the church is between £200 & £300. It was suggested asking Taylor Wimpey for funding. **Action: Cllr Pinney & Clerk.**
- b) To consider quote for erecting bollards in Mardleybury Road: Highways are to be asked if bollards can be positioned less than 0.5m from the edge of the carriageway. Resolved: To accept quote of £3,855 for Highways to erect bollards in Mardleybury Road. **Action: Clerk.**
- c) To approve submission to Gov. Inquiry on pavement parking: Resolved: approved response to Gov. Inquiry.
- d) To discuss works to B197: The Council received a copy of a letter sent to Highways by Welwyn Parish Council referring to issues with the B197. Woolmer Green Parish Council will lend support by writing to highlight issues in Woolmer Green to include the need for pelican crossings and a 30mph limit. **Action: Clerk.**
- e) To discuss other highways matters: The gullies outside the school and those in New Road have been unblocked.
- 1.20** To consider proposal to run a first aid course: Our local first aid trainer has suggested running a first aid course for the local community. Details will be included in the next newsletter. Resolved: To pay for the course up to £200. **Action: Clerk.**
- 1.21** To review progress of GDPR compliance: The Council discussed further policies that need to be adopted and agreed to take up the HAPTC deal for document disposal. **Action: Clerk.**
- 1.22** To receive a report on Wheels on Woolmer Green: Cllr Pinney reported that it had been a successful day with over 200 vehicles attending and £695.49 was raised for Balls to Cancer.
- 1.23** To discuss arrangements for Village Day: Cllr Corke reported that a trick cyclist display is a main attraction this year. Also planned is a pet competition, petting farm, music from a Buddy Holly tribute and lots of attractions and stalls. **Action Cllrs Corke & Pinney.**
- 1.24** To discuss the Carols 'round the Pond event: Feedback from residents is that they would like the Carols 'round the Pond to remain at its present location. The Council is investigating how to arrange a short road closure and discussed cordoning off the pond.
- 1.25** To receive announcements. (*for information only*).
- a) A few issues came to light during the fitting of the new distribution board and further work will be carried out next week.
- b) The company that took over Jigsaw Medical which went into administration have now paid all outstanding hall fees.
- c) Cllrs Dix & Horton are booked onto HAPTC councillor training courses.
- 1.26** To agree date of next meeting – Tuesday 11th June at 7.30pm.