

# **WOOLMER GREEN PARISH COUNCIL**

## **Minutes of the Annual Meeting of the Council held 8 May 2018**

**Present:** Cllrs A Gribble (Chairman), S Hall, J Hawkins.

**In attendance:** Mrs J. Pearce (Clerk),

- 1.1 To elect a Chairman for 2018/19:** Proposed Cllr Hall, seconded Cllr Hawkins nominating Cllr Gribble as Chairman. Resolved: that Cllr Gribble is appointed Chairman for 2018/19.
- 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 2018/19:** Proposed Cllr Hall, seconded Cllr Hawkins nominating Cllr Corke as Vice-Chairman. Resolved: that Cllr Corke is appointed Vice-Chairman for 2018/19.
- 1.4 To receive the Vice-Chairman's Declaration of Acceptance of Office:** Deferred.
- 1.5 To receive apologies for absence:** Cllrs P Corke & G Pinney as they are on holiday. Cllr A White due to work commitments.
- 1.6 To review Registers of Interest:** Cllrs Gribble, Hall & Hawkins signed to say their Registers of Interest remained true.
- 1.7 To appoint councillors to the following specific responsibilities:**  
Cllr Gribble: Transport, Young Persons Liaison & Staffing Committee.  
Cllr Corke: Planning & Staffing Committee.  
Cllr Hall: Finance, Staffing Committee & Allotments Liaison.  
Cllr Hawkins: Grounds.  
Cllr Pinney: Hall & Community.  
Cllr White: Environment
- 1.8. To consider adopting new Standing Orders:** Resolved: To adopt revised Standing Orders.
- 1.9. To review internal control procedures for 2018/19:** Cllrs reviewed all risks and polices and are satisfied that internal control procedures are effective and made no recommendations.
- 1.10. To appoint an internal Auditor for 2018/19:** Resolved: That Mr Bootle be appointed internal auditor for 2018/19.
- 1.11 To consider requests for dispensation and pecuniary & other interests on items on the agenda:** Cllr Hall declared an interest in item 1.16d as she lives in Carvers Croft.
- 1.12 To receive petitions, comments and questions from the public:** None.
- 1.13 To approve minutes of the Council Meeting on 13 March and note the minutes of the Annual Parish Meeting:** Resolved: The minutes of the 13 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. Cllrs Gribble, Hall & White attended the "Let's remember Enid Fairhead" event at the Church. Cllr Corke & Hawkins attended the March market. Cllrs Hall, Hawkins & White attended the April market.
- 1.15 To receive correspondence:** The Council received: Notification of the closure of Bridge Road sometime in the next eighteen months. Notification from HCC that school admission arrangements have been approved and are on their web site. A letter from a resident highlighting the damage caused to Mardleybury verge by cars parking on them; Cllrs agreed to ask highways if the Parish Council could erect posts at its own expense. A letter from a resident about the hall car park. A letter from Serco informing of increased trade waste collection charges. Information from Stop Stansted Expansion. A letter from the Wickfield Warden thanking the Council for its donation. Letters from the Church Warden and the Curate thanking the Council for its donation towards upkeep of the Church yard. A number of letters from a resident about a fence in the hall grounds; the damage has been reported to the police. A thank you from a resident in Knebworth for arranging for a new dog bin to be erected in Wych Elm Lane. Acknowledgement from the Police of the Council's reporting of criminal damage to a fence.
- 1.16 Planning:** (Cllr Corke)
- 6/2018/1043/FULL Knebworth Care Home 59 London Road, Alterations to site layout to provide 7 additional car parking spaces: No objection.
  - 6/2018/0737/FULL 61 London Road, Erection of front and side extensions to the existing industrial building to incorporate an extended retail area and café: No objection.
  - 6/2018/0672/COND Care Home, 59 London Road, Submission of details pursuant to condition 1 (material samples) on planning permission 6/2017/1064/FULL, dated 15/09/2017: No comment.
  - 6/2018/0440/HOUSE 37 Carvers Croft: Application granted.

- e) 6/2018/0407/COND 5 Evergreen Close: Application granted.
- f) 6/2018/0316/HOUSE Paynes Farm: No decision to report.
- g) 6/2018/0317/LB Paynes Farm: No decision to report.
- h) 6/2017/0848/MAJ Entech House: Appeal hearing 18<sup>th</sup> September.
- i) 17/02755/1 Retrospective application for gypsy site at Danesbury: No decision to report.
- j) 6/2017/2695/MAJ Entech House: Application refused.
- k) To receive update on Local Plan Examination: Stage 4 Hearing Sessions will take place from 26<sup>th</sup> to 29<sup>th</sup> June and will focus on Welwyn Garden City and Hatfield. Areas affected by the outcomes of the Green Belt Review will not be discussed during Hearing 4.

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

- a) To consider changing times of the market: The Market Manager has proposed changing the opening time of the Market to 9.30am to 1.00pm. If stallholders agree the Council had no objections.
- b) To receive a report on the weekly playground inspection: Some plastic caps are missing from the hall play equipment. They will be ordered from the supplier. The Garden Road balance beam is becoming worn and this will be highlighted when the annual inspection is carried out in December. Otherwise all is satisfactory. **Action: Clerk.**
- c) To discuss dumped waste in the hall grounds: As the contractor fails to respond to requests to remove the rubbish, the issue will be reported to the police and Trading Standards. Resolved: To have the waste removed at a cost of £400. **Action: Clerk.**

**1.18 Finance: (Cllr Hall)**

- a) To receive and approve the payments and accounts for March & April: These had been circulated. It was noted that the new external auditor requires an explanation of reserves if they exceed twice the precept. Resolved: To approve payments and accounts for March & April.
- b) To approve Annual Report: Resolved: To approve the Annual Report.
- c) To approve the Annual Governance Statement 2017/18: Resolved: To approve the Annual Governance Statement 2017/18 which was signed by the Chairman & the Clerk.
- d) To approve the Accounting Statement 2017/18: Resolved: To approve the Annual Accounting Statement 2017/18 which was signed by the Chairman & the Clerk.
- e) To consider a payment to the internal auditor: Resolved: To pay £75 to the internal auditor.
- f) To consider implementing the NJC pay award 2018/19: Cllrs appraised staff pay scales. Resolved: To implement the NJC pay award 2018/19 from 1<sup>st</sup> April 2018.
- g) To consider reinvestment of reserves: Deferred.

**1.19 Environment (Cllr White) & Transport: (Cllr Gribble)**

- a) To receive a report on PPP work: A quote has been obtained and approved by PPP to resurface a 70m section of footpath 24. Awaiting payment of the £1,000 grant before the work is commissioned.
- b) To discuss highways matters: (i) Highways considered that the gravel on the pavement outside the school is not a priority. The Council consider it a hazard as well as potentially blocking the gully. It was agreed to contact the DSA. **Action: Clerk.**
- (ii) The report on the B197 paid for by the PCC Road Safety Fund is complete and Cllrs were encouraged by its findings. (iii) Cllr Smith will be asked if he has any information on when the zebra crossing beacon will be repaired. **Action: Clerk.**

**1.20 GDPR**

- a) To consider appointing the DPO Centre as Data Protection Officer: Resolved: To appoint the DPO Centre as DPO Officer.
- b) To discuss & consider adopting Data Protection Policy: Resolved: To adopt Data Protection Policy.
- c) To discuss & consider adopting Fair Processing Notice: Resolved: To adopt fair Processing Notice.

**1.21** To discuss preparations for Village Day: The signs are up and lots of stall holders have asked to come. Cllrs agreed to pay for a go kart attraction from the entertainment fund if required.

**1.22** To discuss preparations for Wheels on Woolmer Green: No update available.

**1.23** To receive announcements. (*for information only*):

- a) The Cllrs surgery is on 2 June. Cllr Hawkins will attend.
- b) Cllr Hawkins & the Clerk visited Clockhouse Nursery and purchased the bedding for the planters.

**1.24** Date of next meeting Tuesday 12 June at 7.30pm.

JRP 09.05.18

Signed: \_\_\_\_\_  
Chairman.

Date: \_\_\_\_\_