

WOOLMER GREEN PARISH COUNCIL

Minutes of the Annual Meeting of the Council held 10 May 2016

Present: Cllrs A Gribble (Chairman), P Corke (Vice-Chairman), S Hall, J Hawkins & A White.

In attendance: Mrs J. Pearce (Clerk), Borough Cllr S. Markiewicz, 8 members of the public.

1.1 To elect a Chairman for 2016/17: Proposed Cllr Hall, seconded Cllr White nominating Cllr Gribble as Chairman. Resolved: that Cllr Gribble is appointed Chairman for 2016/17.

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 2016/17: Proposed Cllr Gribble, seconded Cllr Hawkins nominating Cllr Corke as Vice-Chairman. Resolved: that Cllr Corke is appointed Vice-Chairman for 2016/17.

1.4 To receive the Vice-Chairman's Declaration of Acceptance of Office: Cllr Corke signed the Declaration of Acceptance of Office.

1.5 To receive apologies for absence: None.

1.6 To receive declaration of interests: Cllrs Gribble, Corke, Hawkins & White signed to say their declarations of interest remained true. Cllr Hall submitted a revised declaration of interest.

1.7 To appoint councillors to the following specific responsibilities:

Village Hall & Grounds: Cllrs Corke & Hawkins.

Transport: Cllr Gribble.

Finance: Cllr Hall.

Allotment Liaison: Cllr Hall.

Planning: Cllr Corke.

Young People Liaison: Cllr Gribble.

Environment: Cllr White.

Staffing Committee: Cllrs Gribble, Corke, Hall.

1.8. To review internal control procedures for 2016/17: Cllrs reviewed all risks, policies, Standing Orders & Financial Regulations and are satisfied that internal control procedures are effective and made no recommendations.

1.9. To appoint an internal Auditor for 2016/17: Resolved: That Mr Bootle be appointed internal auditor for 2016/17.

1.10 To consider requests for dispensation and pecuniary & other interests on items on the agenda: Cllr Corke declared a non-pecuniary interest in item 1.15c as he lives in Wolves Mere.

1.11 To receive petitions, comments and questions from the public: Members of the public expressed concerns that the Parish Council has no strategy to control the spread of *Crassula helmsii* in the pond and found the recent newsletter article negative. They also stated that CMS had recently changed its advice. The Parish Council said they had taken expert advice and studied trials which prove that it is not possible to control the plant which rapidly regenerates. The Parish Council read a statement from CMS which said its advice is unchanged and was still relevant. The residents asked if a working party could be set up to investigate a solution and the Parish Council will consider this. A resident and first aid trainer highlighted how installing a defibrillator in the village can be lifesaving and that they are a common feature on village halls. They are easy to use and stored in a temperature controlled box. The resident could supply one at a discount and informed the meeting that funding is available from the British Heart Foundation.

1.12 To approve minutes of the Council Meeting on 8 March and note the minutes of the Annual Parish Meeting: Resolved: The minutes of the 8 March Meeting were approved and signed by the Chairman as a correct record. The minutes of the Annual Parish Meeting were noted.

1.13 To receive reports on meetings attended by Councillors: Cllr Hawkins attended a Highways Liaison Meeting and the April Councillors' Surgery. Cllrs Hall & Hawkins attended the Borough Meeting. Cllrs Gribble & Hawkins met with representatives from Knebworth Football Club. Cllrs Corke & Hawkins attended the March Market & Cllrs Corke, Hall, Hawkins & White attended the April Market. Cllrs Gribble, Corke, Hall, Hawkins & White attended the Wheels on Woolmer Green event and reported how impressive it was. Cllrs Gribble, Corke, Hall, Hawkins & White attended the Annual Parish Meeting.

1.14 To receive correspondence: The Council received: Notification that BT Business is increasing prices. Notification from Historic England that the war memorial has been Grade II listed. Information from HCC on the Year of Volunteering. The decision notice on the ACV application of the Red Lion (see 1.15f). Changes of Terms & Conditions by E-On. Information on the Older People's Housing consultation. Notification that New Road will be closed for four days from 16 May. Information on the Independent Living Service. The updated river basin plan published by the Environment Agency.

1.15 Planning: (*Cllr Corke*)

- a) 6/2016/0548/ADV The Red Lion, 26 London Road, Installation of 4no illuminated signs and 3no non-illuminated signs: No objection.
- b) 6/2015/1645/FULL, Mardleybury Farm, Change of use of from light industrial (B1) to cafes and restaurants (A3) to facilitate the move of the existing cafe from Unit 3c to Unit 1: No decision to report.
- c) 6/2016/0216/PN8, 9 Wolves Mere, Prior approval for a single storey rear extension measuring 4.5m. deep, 3.58m, high and 2.4m. to the eaves: Prior approval was not required.
- e) 6/2015/1972/COND, The Fox, 21 New Road, Approval of details reserved by condition 2 (materials), condition 3(landscaping), condition 4 (highways report), condition 5 (construction method statement), condition 6, 7 and 8 (archaeological scheme) on planning permission N6/2015/0560/FP: Part approved & part refused.
- f) To receive progress of registering the Red Lion as a Community Asset: The application was successful.

1.16 Hall & Grounds: (*Cllrs Corke & Hawkins*)

- a) To discuss hall windows: Some cills are rotten and some glazing unit seals have failed. Awaiting report from a contractor.
- b) To receive a report & consider progress of installing a defibrillator: The offer from the Children's Centre is not feasible. Cllr Richard Smith said the Parish Council could apply for the Locality grant that the Children's Centre returned. Over £600 was raised at the Wheels on Woolmer Green event towards the apparatus. The Council agreed to investigate assistance from the Heart Foundation. **Action: Clerk.**
- c) To receive a report on the weekly playground inspection: The inspections had been carried out each weekend and are satisfactory.
- d) To consider quote to resurface under the play equipment in Garden Road playground: Resolved: To accept quote for £705+vat. **Action: Cllr Hawkins.**
- e) To consider quote to resurface the orchard path: A quote had been obtained for £1,650+vat. A grant has been applied for to cover some of the cost.
- f) To consider installing an information sign inside the hall playground: Deferred until next meeting.
- g) To consider installing a baseball net in the ball skills court: Deferred until next meeting.
- h) To discuss and consider Knebworth Football Club's proposal: Knebworth Football club are looking to expand and have asked for exclusive use of the pitch. Two games each weekend during the season is guaranteed. Dug outs and rails are required which will be supplied by the club and are removable during the summer. Cllrs agreed to the proposal as it would increase revenue and the club offers opportunities to local residents. The details will be further discussed with the club. **Action: Clerk.**

1.17 Finance: (*Cllr Hall*)

- a) To receive and approve the payments and accounts for March & April: These had been circulated. Resolved: To approve payments and accounts for March & April.
- b) To approve Annual Report: Resolved: To approve the Annual Report.
- c) To approve the Accounting Statement & Annual Governance Statement for audit: Resolved: to approve the documents for submission which were signed by the Chairman & Clerk.
- d) To consider a payment to the internal auditor: Resolved: To pay £75 to the internal auditor.
- e) To consider reinvestment of reserves: Resolved: To reinvest in a Nationwide Bond.
- f) To consider LGPS Pooling Arrangements for Parish & Town Councils: Subject to HAPTC issuing any advice to the contrary. Resolved: To participate in the Parish & Town Council Pool.
- g) To approve ensuring all staff pay complies with the Living Wage introduced 1 April: Resolved: To approve ensuring the PC complies with the mandatory National Living Wage legislation from 1 April.
- h) To consider a donation to the School Friends: Deferred until next meeting.

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

- a) To receive a report on PPP work: The grant application was successful and work to footpath 10 can proceed. The quote was more than the £1,000 grant and The Rights of Way Officer is looking to fund the difference.
- b) To receive a report on trees requiring a TPO: Two TPO's have been served on the willows at the rear of the pond.
- c) To review progress of re-painting the mile post: A volunteer has come forward and painting can proceed once the Highways Together documentation is complete. **Action: Clerk.**
- d) To consider erecting a warning sign by the pond: Wording to be agreed. Resolved: To erect a warning sign. **Action: Clerk.**
- e) To consider consulting Welwyn Natural History Society & Defra about Crassula: Resolved: To consult Welwyn Natural History Society & Defra.

1.19 To receive a report on the Borough Meeting: Matters discussed included; procedure at planning committee meetings, appointment of a s106 officer, planning training & the new homes bonus. Woolmer

Green Parish Council won the support of Chairman John Dean to enable Parish & Town Councils to work with Planning in compiling a "local list" of historic buildings for the Borough.

1.20 To consider a response to the WHBC Local Council Tax Reduction Scheme: The Council decided not to respond.

1.21 To discuss preparations for Village Day: All is going to plan. The crazy golf & rodeo bull are the main attractions. Stallholders are coming forward. As usual pre-school are running the bbq, Chequers are providing the bar and the Church is doing the teas.

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

a) The Cllrs surgery is on 4 June. Cllr Hawkins will attend.

b) The Wheels on Woolmer Green event raised £667.86.

1.23 Date of next meeting Tuesday 14 June at 7.30pm.

JRP 11.05.16

Signed: _____
Chairman.

Date: _____