

**Minutes of the Meeting of the Parish Council held at 7.30pm on
Tuesday 14th May 2024
in the Peace Memorial Hall, Codicote**

PRESENT: Cllr Mike Kane (chair), Cllr Robert Walker, Cllr Pete Bexton, Cllr Georgia Gilbert, and Cllr Russell Green

OFFICER IN ATTENDANCE: Simon Crosier

IN ATTENDANCE: Three members of the public.

2024/25/001 TO ELECT A CHAIR FOR THE ENSUING COUNCIL YEAR

Cllr Walker proposed Cllr Kane continue as chair. Council voted unanimously to elect Cllr Mike Kane as chair. Cllr Kane signed the Declaration of Acceptance of Office.

2024/25/002 TO ELECT A VICE-CHAIR FOR THE ENSUING COUNCIL YEAR

Cllr Kane proposed Cllr Argent continue as vice-chair, this was seconded by Cllr Walker. Council voted unanimously to elect Cllr Colin Argent as vice-chair.

2024/25/003 CHAIRS REMARKS

The chair thanked Cllr Walker for chairing the April meeting, congratulated Ralph Muncer on being elected as the one of the District Councillor representatives for Codicote & Kimpton and thanked County Councillor, Richard Thake, for explaining the reasons for the delay in the consultation process for Twenty's Plenty. The chair confirmed that both he and the clerk will be meeting North Herts Council tomorrow to discuss s106 monies and a summary of the meeting will be given to Council at the next meeting. The chair also thanked former councillor, Neil Fothergill, for his services and would like the clerk to write to Neil in this regard. **Action:** - The clerk will write to Neil Fothergill thanking him for his services to the Parish Council.

2024/25/004 TO RECEIVE APOLOGIES

Apoloies were received from Cllr Colin Argent, Cllr Jim Bundy, Cllr Caroline Mayger and Cllr Arthur South the reasons for which were **approved** by Council.

2024/25/005 TO APPOINT MEMBERS TO COMMITTEES

005.1 Environment and Recreation Committee. This will be made up of all councillors and was unanimously **approved** by Council.

005.2 Planning Committee. This will be made up of Cllr Green (chair), Cllr Walker, Cllr Kane and Cllr Gilbert and was **approved** by Council.

005.3 Policy & Resources Committee. This will be made up of Cllrs Argent (chair), Cllr Bundy, Cllr Kane, Cllr Bexton, and Cllr Gilbert and was **approved** by Council.

One member of the public joined the meeting.

2024/25/006 APPOINTMENT TO WORKING PARTIES

006.1 Pavilion working party. Cllr Kane proposed that Cllr Argent, Cllr Bundy, and Cllr Kane form the working party. This was **approved** by Council subject to Cllrs Argent and Bundy agreeing to the role. **Action:** - The clerk will invite both Cllr Argent and Cllr Bundy to join the working party.

2024/25/007 TO CONSIDER, REVIEW AND AGREE COUNCIL POLICIES AND DOCUMENTS:

007.1 Standing Orders. The clerk confirmed to Council that the Standing Orders were adopted in July 2023 and are the latest variant from NALC. Council unanimously **approved** the existing Standing Orders.

007.2 Financial Regulations. The clerk stated that these were adopted in July 2019. There are also a new set of model Financial Regulations just released by NALC which should be adopted by Council as soon as is practical. The clerk recommended that these be reviewed by the Policy & Resources Committee and brought to Council for adoption. Council unanimously **approved** the existing Financial Regulations.

2024/25/008 PUBLIC PARTICIPATION

No members of the public had registered to speak.

2024/25/009 TO RECEIVE DECLARATIONS IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT

None.

2024/25/010 PRESENTATIONS BY AND QUESTIONS TO DISTRICT AND COUNTY MEMBERS

010.1 County Councillor, Richard Thake, updated Council on the following: -

- Cllr Thake confirmed that there is no further update on the Twenty's Plenty project. Cllr Thake will continue to push for confirmation of the consultation period.
- Cllr Thake confirmed that the locality budget had agreed to fund the refurbishment of the white lines in Codicote. A date for the work will be agreed in due course.

010.2 District Councillor Ralph Muncer: - Cllr Muncer will take up the yellow line cleaning with the Street Cleaning department at North Herts Council. **Action** – The clerk will forward details of the location of the yellow lines to Cllr Muncer. Cllr Kane asked if Cllr Muncer could take on the task of investigating whether funds from the Bell development are likely to be forthcoming. **Action** – The clerk will forward copies of correspondence with the developer to Cllr Muncer. Cllr Muncer confirmed that the additional bin at the sports field and the additional bins in the High Street may be difficult to secure as the new waste contract is seeing cuts to bin services of approximately 30%, but he will ask the question.

2024/25/011 TO APPROVE THE MINUTES OF THE MEETING HELD ON 30th April 2024

The minutes were unanimously **approved** by council and signed by Cllr Walker who stood in for the chair at the meeting.

2024/25/012 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None.

2024/25/013 CLERK'S REPORT

The report is available under the supporting documents section of the website. There were no questions from Council to the clerk.

2024/25/014 TO RECEIVE REPORTS FROM WORKING PARTIES

014.1 Neighbourhood Plan. The clerk has circulated both a timeline and quote received from Jacqueline Veater of GovResources detailing the work to be done to bring the Neighbourhood Plan to a conclusion together with the cost of doing so. Both documents were noted by Council.

014.2 Traffic Warden Project. Cllr Kane stated that the Police have confirmed they are keeping tabs on parking in the High Street. There is still no information forthcoming from North Herts Council on a contact for the enforcement team.

2024/25/015 TO DISCUSS THE PARISH MAGAZINE ARTICLE FOR July 2024 AND AGREE ANY ACTIONS

Council **approved** the clerk to write an article detailing the Annual Parish Meeting. **Action:** - The clerk will put together an article and forward this to the Parish Magazine by 12th June 2024.

2024/25/016 TO AGREE DATES FOR FUTURE PARISH COUNCIL AND COMMITTEE MEETINGS AND APPROVE ANY ACTIONS

The clerk had circulated the proposed dates to all councillors prior to the meeting. Council unanimously **resolved** to agree the meeting dates for future Parish Council and Committee meetings. **Action:** - The clerk will arrange venues for future meetings.

2024/25/017 TO AGREE A COURSE OF ACTION TO MAINTAIN THE PARISH COUNCIL OWNED BUS STOPS AND APPROVE ANY ACTIONS

Council unanimously **resolved** to defer a decision on agreeing a course of action to maintain the Parish Council owned bus stops to the next meeting. **Action:** - The clerk will add this item to the agenda for consideration at the Environmental and Recreation meeting on 4th June.

2024/25/018 TO DISCUSS THE ISSUES RAISED CONCERNING THE POUND, INCLUDING TREE PRUNING, AND APPROVE ANY ACTIONS

Council unanimously **resolved** to defer a decision on agreeing a course of action to maintain the Parish Council owned bus stops to the next meeting. **Action:** - The clerk will add this item to the agenda for consideration at the Environmental and Recreation meeting on 4th June.

2024/25/019 TO DISCUSS POTENTIAL FUNDING FROM THE DEVELOPER OF THE FORMER BELL PUBLIC HOUSE SITE AND AGREE ANY ACTIONS

Please see minute item 2024/25/010.2.

2024/25/020 TO DISCUSS THE PARISH COUNCILLOR VACANCY AND APPROVE ANY ACTIONS

The clerk confirmed that North Herts Council are currently advertising the vacancy as per the protocol. If ten requests for an election are not received the Parish Council are free to co-opt a new councillor after the deadline of Tuesday 21st May. Council unanimously **resolved** for the clerk to draw up the appropriate advertisement on behalf of the Parish Council should the North Herts advert not generate any interest. **Action:** - The clerk will put together an advert for the vacancy and advertise this on the Parish Council website and Facebook pages and on the PMH noticeboard.

2024/25/021 TO DISCUSS FUNDING FOR THE NEIGHBOURHOOD PLAN IN LIEU OF ANY GRANT MONIES BEING RECEIVED AND APPROVE ANY ACTIONS

The clerk stated that Jacqueline Veater of GovResources had put together an estimate of costs for completion of the Neighbourhood Plan, this amounted to £9,180. Council unanimously **resolved** that the Parish Council should fund the remaining costs of the Neighbourhood Plan, should no grant money be received. **Action:** - The clerk will inform GovResources of the Council's decision.

2024/25/022 TO DISCUSS THE HEIGHT BARRIER BEING REGULARLY LEFT OPEN AND APPROVE ANY ACTIONS

CLlr Kane has informed all key holders that the height barrier must be closed when not in use, as it is currently being left open on a regular basis. Council **resolved** that continued violation of this rule will see the height barrier permanently closed.

2024/25/023 PLANNING COMMITTEE ITEMS

023.1. To consider planning applications referred from the LPA:

**Planning Applications
ADDITIONS since 26th March 2024**

| APPLICATION | LOCATION | DESCRIPTION | Comments |
|-------------|----------|-------------|----------|
| | | | |

Planning Decisions – Made by North Herts Council

| | | | |
|--------------|--|--|---------------------------------|
| 23/02412/LBC | Valley Farm, Kimpton Road, Codicote, Hitchin, Hertfordshire, SG4 8ST | Replace 15no. single-glazed windows (6no. ground floor and 9no. first floor) and 1no. pair of French doors (WG01) with slimline double-glazed units (as amended by drawing no. 1306-850 Rev A received on 3 May 2024). | Granted Listed Building Consent |
| 24/00498/LBC | 128 High Street, Codicote, Hitchin, Hertfordshire, SG4 8XE | Replace single-glazed 1st floor rear elevation bathroom casement window to new timber (Iroko) single-glazed window. | Granted Listed Building Consent |

023.2. To note LPA decisions – See above.

023.3. To note updates on appeals – See above.

023.4. Consultation on major development sites – No update.

023.5. Update on major site construction – None.

2024/25/024 ENVIRONMENT /RECREATION COMMITTEE ITEMS

024.1. Chair to provide an update on relevant items. No update.

024.2. To consider tendering for the planter maintenance contract and approve any actions. The clerk confirmed that the contract with Making Life Beautiful (MLB) for planter maintenance runs out on 31st May 2024 and that they have now disbanded. Cllr Walker stated that it appeared no work had been carried out on the planter on the village green. Council unanimously **resolved** that the clerk should ask Andy Nolan if he could weed the planters and that the contract should be put out to tender, and the tender should be advertised on the Parish Council website and Facebook pages. **Actions:** - The clerk will contact Andy Nolan to see if he can weed the planters and will also draw up the tender document and advertise this as prescribed by Council.

2024/25/025 FINANCE AND RISK

025.1. To note payments made and due under contract and to approve other payments: Payments made and due under contract were noted, along with the bank reconciliation and **approved** unanimously.

025.2. To note the quarterly report on the council budget v actual, spend. Council noted the content of the report and unanimously **approved** it.

025.3. To approve the annual accounts for 2023-24. The annual accounts were unanimously **approved** by Council.

025.4. To approve the Internal Auditor's Report for 2023-24 and approve any actions. The report was unanimously **approved**, and Council were satisfied that all notifications had now been addressed.

025.5. To approve the Annual Governance Statement for 2023-24. The Annual Governance Statement was unanimously **approved** by Council.

025.6. To approve the Accounting Statement for 2023-24. The Accounting Statement was unanimously **approved** by Council.

025.7. To agree the dates for the public rights period for the 2023-24 accounts. The public rights period was set between Monday 1st July and Friday 9th August 2024. The dates were unanimously **approved** by Council.

025.8. To consider the clerk's findings on high interest accounts and approve any actions. The clerk had prior to the meeting provided councillors with research paperwork detailing the preferred high interest account, should Council wish to approve this. Council unanimously **resolved** to open a deposit account with Unity Trust Bank on the clerk's recommendation. **Action:** - The clerk will arrange for a deposit account with Unity Trust Bank to be established.

2024/25/026 MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

Cllr Kane asked if the constitution of an HR Committee could be established at the next full Council meeting in June and would like to invite the Police to attend the July full Council meeting to discuss the latest crime report.

2024/25/027 AOB

None.

Meeting closed at 20.55pm

The date of the next full council meeting is Tuesday 25th June 2024

Signed.......... Date: 14th May 2024