

**Minutes of the Meeting of the Parish Council held at 7.30pm on
Tuesday 24th June 2025
at the John Clements Sports & Community Centre, Codicote**

PRESENT: Cllr Mike Kane (Chair), Cllr Colin Argent, Cllr Jim Bundy, Cllr Robert Walker, Cllr Georgia Gilbert, Cllr Russell Green, Cllr Mark Walby, Cllr Charlie Unwin and Cllr Paul Grey.

OFFICER IN ATTENDANCE: Simon Crosier

IN ATTENDANCE: Three members of the public.

2025/26/045 CHAIRS REMARKS

The chair asked those present to observe a minute's silence in respect of the recent passing of former Councillor Caroline Mayger.

2025/26/046 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE

None.

2025/26/047 PRESENTATIONS BY AND QUESTIONS TO DISTRICT AND COUNTY MEMBERS

047.1 County Councillor Ralph Muncer confirmed he had passed the finished plans for the Twenty's Plenty plan to the clerk who had subsequently forwarded these onto all Councillors. Cllr Muncer will also speak to his Highways Officer in order to address Council on the latest with the Twenty's Plenty Plan construction phase. Cllr Muncer did confirm that a speed table still needs to be installed along Bury Lane, and this is likely to be done in July during the overnight period. Cllr Kane informed Cllr Muncer that the speed indicators at both ends of the High Street were still set to 30mph and not 20mph. Cllr Muncer will investigate this but thinks that the signage will need replacing. The planned St Albans Road and Bury Lane speed indicators might not have the budget for installation in the next civic year.

Cllr Kane stated that the weight restriction signage along Cowards Lane has been put back in position, although not in the same spot as before.

Cllr Muncer expressed his sympathy that at least one Parish Council owned- bus stops had been replaced with a far inferior product by Highways without permission sought from the Parish Council to do so. Cllr Kane confirmed that there is a second bus stop near Tower Road earmarked for replacement and asked Cllr Muncer to stop this if possible. Cllr Muncer asked the clerk to confirm this in an email to him. **Action:** - The clerk will email Cllr Muncer as a matter of urgency to ask that the second bus stop is not replaced. Cllr Kane asked what course of action the Parish Council can take to address this issue with Hertfordshire Highways. Cllr Muncer suggested that a formal complaint in writing would be the way forward. Council unanimously **resolved** that the clerk should write to Hertfordshire Highways. **Action:** - The clerk will write to Hertfordshire Highways as prescribed by Council.

047.2 Cllr Muncer has written to the developers concerning the excessive number of signs added to street furniture promoting the Croudace and Taylor Wimpey developments. Cllr Walker stated that the total signage stands at 30 with a significant proportion of those located in the conservation area. Cllr Muncer updated Council to confirm the fact that he will be arguing for the Councillor numbers to remain at the present 10 in respect of the upcoming Governance Review with North Herts Council and encouraged at least one member of Council to attend to put forward the same argument. The meeting is on Thursday 10th July and Cllr Kane stated that he is prepared to attend. Council unanimously **agreed** that Cllr Kane should attend the meeting.

Cllr Muncer also confirmed that he has a meeting with the Police next week. The clerk mentioned that he has invited the Police to the June and July meetings of the Parish Council without success

and has now sent an invite for the September meeting. Cllr Kane highlighted the increasing levels of criminal damage and anti-social behaviour in Codicote and would like Cllr Muncer to encourage the Police to attend the full Council meeting in September.

Cllr Muncer left the meeting.

2025/26/048 TO FILL TWO CASUAL VACANCIES BY CO-OPTION

048.1 To resolve to proceed with the co-option process to fill one casual vacancy.

Council **resolved** to proceed with the co-option process.

029.2 To obtain nominations for the candidate(s) and carry out a vote.

In her absence, the candidate received the appropriate nomination, and a vote was carried out. Emma Sell was duly co-opted as the new parish councillor for Codicote Parish Council with immediate effect.

048.3 The appointed Councillor to sign the Declaration of Acceptance of Office in front of the Proper Officer to take up their seat on Codicote Parish Council.

This action will be carried out as soon as is practical. **Action:** - The clerk will inform the Monitoring Officer at North Herts Council of Cllr Sell's co-option and add her details to the Parish Council website.

048.4 The appointed Councillor to complete the Register of Member's Interests form and return to the Proper Officer.

The clerk will pass the form to Cllr Sell and ask that this be completed and returned to him as soon as possible.

048.5 The appointed Councillor to sign the consent form for receiving the meeting summons and agenda in electronic form, should they so wish, and return it to the Proper Officer.

The clerk will pass the form to Cllr Sell for completion and returning to the clerk.

2025/26/049 TO APPOINT MEMBERS TO WORKING PARTIES

049.1 Scout Hut. Cllr Kane and Cllr Gilbert will represent Council on the Working Party for the Scout Hut in addition to two members of the public. This was unanimously **approved** by Council.

049.2 Pavilion. This will be made up of Cllr Argent and Cllr Bundy and will include dealing with s106 related projects, maintenance and usage. This was unanimously **approved** by Council.

049.3 Twenty's Plenty. This will be made up of Cllr Kane who will liaise with County Councillor Ralph Muncer. This was unanimously **approved** by Council.

049.4 Allotments. This will be made up of Cllr Gilbert, Cllr Argent and Cllr Grey. This was unanimously **approved** by Council.

049.5 Maintenance. This will be made of Cllr Argent, Cllr Bundy, Cllr Unwin and Cllr Grey. This was unanimously **approved** by Council.

049.6 Communication. This will be made up of Cllr Walby, Cllr Argent and Cllr Sell. This was unanimously **approved** by Council.

049.7 Neighbourhood Plan. Cllr Walker will continue to represent Council on the Steering Group. This was unanimously **approved** by Council.

The clerk stated that Terms of Reference documents will be drawn up for each working party and these will be disseminated to the relevant party. **Action:** - The clerk will draw up the relevant Terms of Reference documents and forward these to each working group.

2025/26/050 PUBLIC PARTICIPATION

No members of the public had registered to speak.

2025/26/051 TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT

None.

2025/26/052 TO APPROVE THE MINUTES OF THE MEETING HELD ON 20th May 2025

The minutes were unanimously **approved** by council and signed by the chair.

2025/26/053 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

None.

2025/26/054 CLERK'S REPORT

The report is available under the supporting documents section of the website.

2025/26/055 TO RECEIVE REPORTS FROM WORKING PARTIES

055.1 Neighbourhood Plan. Jacqueline Veater provided a written update of the next stages with the plan including the conducting of a referendum in the Parish where hopefully the plan will be approved. Council unanimously **resolved** that Jacqueline should provide further details on how the referendum is conducted. **Action:** - The clerk will contact Jacqueline to obtain a detailed breakdown of the next steps in bringing the hopeful adoption of the plan to a conclusion.

055.2 Pavilion project. An update from Cllrs Bundy and Argent.

Cllr Bundy confirmed that quotes had been obtained for an upgraded heating system, rewiring, extra plumbing works and a new kitchen in the pavilion.

055.3 Scout hut. An update from Cllr Kane, including actions for Council to consider and approve.

Cllr Kane stated that the working party had forwarded a number of questions to North Herts Council concerning the logistics of the project and that a meeting had been arranged with a District Council representative on 10th July to move the project forward. An update to Council on progress will be provided at the next full Council meeting in July and any necessary decisions to be made will be added to the full Council meeting agenda.

2025/26/056 TO DISCUSS THE PARISH MAGAZINE ARTICLE FOR August 2025 AND AGREE ANY ACTIONS

Council considered ideas and unanimously **resolved** that the clerk should compile an article on former Councillor Caroline Mayger as a tribute. **Action:** - The clerk will submit the article as prescribed by Council to the Parish Magazine by 12th July 2025.

2025/26/057 TO DISCUSS WAYS IN WHICH THE PARISH COUNCIL CAN IMPROVE COMMUNICATION WITH RESIDENTS AND APPROVE ANY ACTIONS. Cllr Walby and Cllr Argent TO PROVIDE AN UPDATE.

Cllr Walby will provide an update on progress via an agenda item at the July Council meeting.

2025/26/058 TO CONSIDER AN EMAIL FROM A MEMBER OF THE PUBLIC CONCERNING FOOTPATH No.8 (DARK LANE) AND APPROVE ANY ACTIONS

The clerk confirmed that an email from the public from a member of the public asking for Parish Council support concerning the increasing anti-social usage of the footpath. The member of the public has been asked to keep a diary of events by the North Hertfordshire Rights of Way Officer. Council unanimously **resolved** to support the member of the public in their pursuit of making the footpath safer. **Action:** - The clerk will confirm the Parish Council's support to the member of the public.

2025/26/059 TO CONSIDER A GRANT APPLICATION FROM CODICOTE TENNIS CLUB AND APPROVE ANY ACTIONS

This item was discussed after item 3.2. on the agenda.

Two members of the Tennis Club addressed Council concerning the details of the grant application. Council considered the request and unanimously **resolved** to allow wooden seating to be replaced and to grant the sum of £1,500. **Action:** - The clerk will inform the Tennis Club of the Parish Council's decision and arrange for the grant money to be paid.

Two members of the public left the meeting.

2025/26/060 PLANNING COMMITTEE ITEMS

060.1. Chair to provide an update on relevant items.

Cllr Walker noted that this was Cllr Green's last meeting before standing down as a Councillor and thanked him for his long service and friendly support. Cllr Walker updated Council on the planning applications for 78 High Street, the details of which can be found on the planning minutes for June.

060.2. To discuss the 'Have your say on local infrastructure' email received from North Herts Council and approve any actions.

Council noted the very tight deadline for submission. The clerk suggested that only a handful of Councillors consider the infrastructure projects to be nominated by Council and that a cut off time of Friday 27th June is imposed to give the clerk time to populate the form for submission on Monday 30th June. Council unanimously **resolved** that this course of action be put in place. **Action:** - The clerk will carry out the action prescribed by Council.

Planning Applications – Made to North Herts Council

**Planning Applications
ADDITIONS since 21st May 2025**

APPLICATION	LOCATION	DESCRIPTION	Comments
25/01230/FPH	8 The Stables, Pottersheath, Welwyn, Hertfordshire, AL6 9GR	Full Permission Householder: Single storey front extension	Comments by 13 th June Extension to deadline agreed by

			Case Officer to 24 th June
25/01238/AD	78 High Street, Codicote, Hitchin, Hertfordshire, SG4 8XD	Advertisement Consent: Installation of 2 No. retractable awnings with logo to existing front elevation, replacement projecting blade signs and removal of No.2 projecting blade signs.	Comments by 19 th June Extension to deadline agreed by Case Officer to 24 th June
25/01240/LBC	78 High Street, Codicote, Hitchin, Hertfordshire, SG4 8XD	Listed Building Consent: Installation of 2 No. retractable awnings with logo to existing front elevation, replacement projecting blade signs and removal of No.2 projecting blade signs.	Comments by 19 th June Extension to deadline agreed by Case Officer to 24 th June
25/01374/S73	1 Poynders Meadow, Codicote, Hitchin, Hertfordshire, SG4 8UJ	Section 73 Application: Variation of Condition No.s 2 and 4 (amended plans) of planning permission reference 24/00939/FPH 02.07.2024 for Erection of outbuilding in side garden.	Comments by 25 th June
25/01415/FPH	8 The Stables, Pottersheath, Welwyn, Hertfordshire, AL6 9GR	Full Permission Householder: Replace existing roof and installation of rooflights to rear and side elevation to facilitate conversion of loft space into habitable accommodation.	Comments by 2 nd July
25/00974/FP	55 Codicote Road, Codicote, Welwyn, Hertfordshire, AL6 9TY	Full Planning Permission: Erection of one self-build detached 4-bed dwelling following demolition of existing car port including parking and creation of vehicular access off Codicote Road and existing vehicular access off Rollswood Road permanently made redundant.	Comments by 2 nd July
25/01515/FP	Rustling End Farm, Rustling End, Codicote, Hitchin, Hertfordshire, SG4 8TD	Full Planning Permission: Conversion of two existing outbuildings to create one 2 bed dwelling with separate vehicular access and one 1-bed ancillary annex (to existing farmhouse) (renewal of previously approved planning permission	Comments by 10 th July

		18/00742/FP granted on 03.07.2018).	
25/01516/LBC	Rustling End Farm, Rustling End, Codicote, Hitchin, Hertfordshire, SG4 8TD	Listed Building Consent: Internal and external alterations to 2no. outbuildings to facilitate conversion of 1no. outbuilding to 1-bed ancillary annex (to existing farmhouse) and 1no. outbuilding to 2-bed dwelling with separate vehicular access. (Renewal of previously approved listed building application 18/00743/LBC granted on 03.07.2018).	Comments by 10th July
25/01516/LBC	Rustling End Farm, Rustling End, Codicote, Hitchin, Hertfordshire, SG4 8TD	Listed Building Consent: Internal and external alterations to existing cart shed one 2 bed ancillary annex (to existing farmhouse) and ancillary leisure facilities (Renewal of previously approved listed building application 18/00743/LBC granted on 03.07.2018).	Comments by 12th July

Planning Decisions – Made by North Herts Council

None.

2025/26/061 ENVIRONMENT/RECREATION COMMITTEE ITEMS

061.1. Chair to provide an update on relevant items.

No update.

061.2. To consider arrangements for fireworks night and approve any actions.

The clerk confirmed that the two volunteers who run the firework display have completed the appropriate application forms to attend a training course to ensure compliance with the Parish Council insurance policy. Cllr Argent said that the fire brigade and volunteers will need arranging at a later date. Council considered a date to set the display and would like the clerk to ask the firework display volunteers what date out of the 1st, 5th or 8th November would be suitable for them. **Action:** - The clerk will carry out the action as prescribed by Council.

061.3. To consider quarterly play area inspections, as per the Internal Auditor's recommendation and approve any actions.

The clerk explained that he had used his delegated powers to appoint a professional company to carry out inspections three times a year (March, June and September) of the play equipment at all four play areas. The cost will be £400 + VAT per inspection. The clerk had taken the decision because the Environment & recreation Committee meeting was inquorate and therefore no decision could be made. With health and safety being paramount the clerk took the decision to act. Council considered the decision and unanimously **approved** the arrangement.

061.4. To provide an update on submitting a request for s106 monies in respect of the new inclusive roundabout proposed for the play area at Bury Lane sports field and approve any actions. The clerk confirmed that North Herts Council are now in receipt of the s106 monies from Taylor Wimpey totalling £85,219.62. The clerk has submitted the s106 application form to North Herts Council for the roundabout and this has now been approved. As a result, the clerk has been in contact with the roundabout supplier and has given permission for the product to be manufactured. The lead time is approximately 4-5 weeks. The clerk will update Council as a confirmed timescale for installation becomes available.

061.5. Cllr Argent and Cllr Bundy to update Council on the pavilion project, including quotations received for upgrading the electrics, hot water systems and kitchen refurbishment and approve any actions.

The clerk confirmed that there is £37k of s106 funds available to begin the refurbishment of the pavilion. Before the clerk submits the s106 approval form to North Herts Council, the Parish Council needs to decide in which order the works are carried out. Cllr Bundy recommended that the electrics are dealt with first, along with the kitchen refurbishment. The quote for the electrical work from W McGregor Electrical Ltd amounts to £28,230.00 + VAT and the quote for the kitchen from K Wren amounts to £9,020.00. Other quotes were considered but rejected on the basis of cost. Council unanimously **resolved** that the quotes are accepted, and the electrics are upgraded in the first instance, along with the kitchen and that the clerk submit the approval form to North Herts Council.

Action: - The clerk will carry out the action specified by Council.

061.6. To consider an email received concerning the overuse of the football pitch outside of the football season and grass cutting during extremely dry weather and approve any actions.

Cllr Bundy stated that the youth football teams continue to train on the football pitch, despite it being treated and having been asked to stop doing so to allow the treatment to work. No training should take place between the first weekend of May and the third weekend of June. Treatment is expensive and at the moment very little benefit is being gained because of the overuse. Council unanimously **resolved** that both the senior football club and the youth team should be notified in writing that no training is to take place on the surface between the dates specified and that Council are happy for the St Albans Road pitch to be used as an alternative. **Action:** - The clerk will write to both football clubs as prescribed by Council.

061.7. To discuss uneven ground created by a previously filled sinkhole between the tennis courts and approve any actions.

The clerk stated that due to the health and safety risk, he had instructed Finsbury Builders to carry out the work, which will cost approximately £200. Council unanimously **approved** the decision.

061.8. To consider a request from a member of the public to allow a memorial bench to be reinstated at the JC and approve any actions.

Council considered the proposal and unanimously **resolved** to allow the bench to be reinstated in its previous location. **Action:** - The clerk will confirm with the proposer that the request has been approved by Council.

061.9. To consider a request from Codicote Youth Football Club to erect a compound to store goal posts close to the existing storage containers and approve any actions.

Cllr Bundy stated that there is a storage container available for free that could be moved to the site for £300.00. The cost of transporting the container to the Bury Lane site would be paid for by the Youth Football Club and the container would be sited behind the pavilion on the edge of the site boundary. Council considered the request and unanimously **resolved** to grant permission for the

siting of the storage container. **Action:** - Cllr Bundy will arrange with the Youth Football Club for the prescribed action to be carried out.

061.10. To discuss an update to the proposal received to allow walking cricket to take place at the sports field and approve any actions.

This item was discussed after item 3.2. and item 15 on the agenda.

A representative of the Cricket Club addressed Council and explained that an artificial strip would be the best solution to allow walking cricket to take place without the need to prepare a grass strip for use. It would also help promote both youth and women's cricket. The strip would be paid for using grant funds and it is hoped would be in place by the end of the summer at the latest. The grass strip to be used to accommodate the artificial strip will be the end strip nearest to the western site boundary. Council unanimously **resolved** to allow the laying of an artificial strip in the specified place and to add a clause to the lease currently being drawn up concerning its usage. **Action:** - The clerk will confirm the Council's decision to the proposer in writing.

One member of the public left the meeting.

2025/26/062 FINANCE AND RISK

062.1. 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.

062.2. To note the quarterly report on the Council budget v spend.

The report was duly noted by Council.

062.3. To approve donations to the Codicote Food Bank and Macmillan Cancer support in respect of the wishes of former Councillor Caroline Mayger. Council unanimously **resolved** to make a payment of £100 to each charity. **Action:** - The clerk will arrange the payments as prescribed by Council under s.137 of the Local Government Act 1972.

2025/26/063 MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

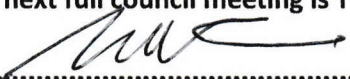
None.

2025/26/064 AOB

Cllr Kane highlighted the fact that one of the planters at the JC was beginning to rot. This issue will be addressed at the July meeting of the Environment and Recreation Committee.

Meeting closed at 21.33pm

The date of the next full council meeting is Tuesday 29th July 2025

Signed.......... Date: 24th June 2025