**Minutes of the Meeting of the Parish Council held at 7.30pm on**

**Tuesday 30th September 2025**   
**at the John Clements Sports & Community Centre, Codicote**

**PRESENT**: Cllr Mike Kane (Chair), Cllr Colin Argent, Cllr Robert Walker, Cllr Georgia Gilbert, Cllr Charlie Unwin, Cllr Paul Grey and Cllr Emma Sell.

**OFFICER IN ATTENDANCE**: Simon Crosier

**IN ATTENDANCE: None**.

**2025/26/088 CHAIRS REMARKS**

The chair highlighted the fact that the recently held planning and environment & recreation committee meetings were on the cusp of being quorate. In the case of the environment & recreation meeting this became inquorate 2/3rds of the way through the agenda. The chair reminded Councillors that it is a duty for them to attend meetings unless there is a good reason for not doing so.

The chair noted that this was Cllr Walker’s last meeting before standing down as a Councillor and thanked him for his service and diligence over the past three years.

**2025/26/089 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE**

Apologies were received from Cllr Mark Walby the reasons for which were **approved** by Council.

**2025/26/090 PRESENTATIONS BY AND QUESTIONS TO DISTRICT AND COUNTY MEMBERS**

090.1 County Councillor Ralph Muncer had sent his apologies to the clerk prior to the meeting and had issued a report confirming the following: -

“I have today given authority for Hertfordshire Highways to use £600 from my Highways Locality Budget to undertake the speed and volume surveys which are necessary prior to the SID on Bury Lane and another on St Albans Road.

The current price for the two SIDs is expected to be £10,200 and I would have an ambition for these to be installed next financial year. I know the Parish Council has previously singled the possibility of making a contribution towards this scheme and I would appreciate if this could be something discussed at the October meeting of the Parish Council”.

The chair asked Council to consider for a future meeting whether funding for the SIDs should be approved by Council. The clerk stated that the budget for 2026-27 will be put together at the November meeting of the Policy & Resources Committee and this is something that should be considered if Council wish to do so.

090.2 Cllr Muncer sent a report on this item to the clerk prior to the meeting.

Cllr Muncer addressed the planning application for 30 dwellings on land on the south side of Cowards Lane and confirmed that this has been called in. Cllr Muncer anticipates that the earliest date for a Planning Committee hearing would be in December.

**2025/26/091 PUBLIC PARTICIPATION**

No members of the public had registered to speak.

**2025/26/092 TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL’S CODE OF CONDUCT**

None.

**2025/26/093 TO APPROVE THE MINUTES OF THE MEETING HELD ON 29th July 2025**

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

**2025/26/094 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE**

None.

**2025/26/095 CLERK’S REPORT**

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

**2025/26/096 TO RECEIVE REPORTS FROM WORKING PARTIES**

096.1 Neighbourhood Plan.

Cllr Walker confirmed that cabinet agreed that the Neighbourhood Plan should be “made” and included as part of the statutory development plan.  North Herts now must inform people that the NP is made and will update their website accordingly. Cllr Walker asked the clerk whether hard copies of the plan are available. **Action: -** The clerk will ask North Herts Council if hard copies of the document will be made available.

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

Cllr Bundy had circulated a resume of the work carried out on the pavilion to all Councillors prior to the meeting. The kitchen has been refurbished and the electrics, heating and hot water systems replaced. This completes the first phase of the refurbishment and has used the currently available s106 funds. Once more funds are available Council will put together a plan for the continued upgrade of the pavilion facilities.

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

Cllr Kane stated that the working party have asked the Scout Association to speak to North Herts Council about the use of s106 monies for the design and demolition stage of the project. To do this the Scout hut working party need to arrange for a plan of the design to be submitted to North Herts Council.

**2025/26/097 TO DISCUSS THE PARISH MAGAZINE ARTICLE FOR November 2025 AND AGREE ANY ACTIONS**

Council considered ideas and unanimously **resolved** that the clerk should compile an article that includes the successful adoption of the Neighbourhood Plan, the Christmas lights switch-on event and the details regarding the fireworks display to be held on Wednesday 5th November. **Action: -** The clerk will submit the article as prescribed by Council to the Parish Magazine by 12th October 2025.

**2025/26/098 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 was not present at the meeting but had issued a spreadsheet to Cllr Argent detailing key events during the year where communication is crucial for the Parish Council. Cllr Argent will forward the email to the clerk for disseminating to other Councillors. **Action: -** The clerk will carry out the action prescribed by Council.

**2025/26/099 TO CONSIDER IDEAS FOR S106 FUNDING SHOULD THE DEVELOPMENT OFF COWARDS LANE BE GIVEN APPROVAL AND APPROVE ANY ACTIONS**

The clerk confirmed that funding would amount to approximately £76k. Council considered the proposal and unanimously **resolved** to consider proposals and bring these to the October full Council meeting. **Action: -** The clerk will add this agenda item to the October full Council meeting.

**2025/26/100 TO SET A DATE FOR THE POLICY AND RESOURCES COMMITTEE TO MEET AND DISCUSS THE 2026/27 BUDGET AND APPROVE ANY ACTIONS**

Members of the Policy & Resources Committee **agreed** to meet on Monday 10th November at the JC for a 7.30pm start. **Action: -** The clerk will arrange a room at the JC for the meeting.

**2025/26/101 TO DISCUSS ARRANGEMENTS FOR THE REMEMBRANCE DAY PARADE AND APPROVE ANY ACTIONS**

The chair confirmed that the wreath had been ordered. Council unanimously **resolved** that the clerk should contact the Police and enquire whether they would be able to help with traffic arrangements. **Action: -** The clerk will carry out the action prescribed by Council.

**2025/26/0102 PLANNING COMMITTEE ITEMS**

102.1. Chair to provide an update on relevant items.

The chair provided a resume of the last planning committee meeting to Councillors, the details of which can be found under the planning committee minutes on the Parish Council website.

102.2. To consider planning applications received between 22nd and 29th July 2025 and approve any actions.

None.

102.3. To consider a Stop-Up application from a resident and approve any actions.

The clerk confirmed that the applicant was unable to attend the meeting. Council considered the request and unanimously **resolved** that the applicant should proceed with their application to North Herts Council. The application would then be considered by the planning committee of the Parish Council once the statutory consultation planning document had been issued to the Parish Council. **Action: -** The clerk will carry out the action prescribed by Council.

**Planning Applications – Made to North Herts Council**

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| **APPLICATION** | **LOCATION** | **DESCRIPTION** | **Comments** |
| **25/01850/FP** | **Fen Farm, Rabley Heath Road, Codicote, Welwyn, Hertfordshire, AL6 9UA** | **Full Planning Permission: Erection of chalet bungalow following demolition of existing buildings** | **Comments by 22nd August** |
| **25/01515/FPH** | **Rustling End Farm, Rustling End, Codicote, Hitchin, Hertfordshire, SG4 8TD** | **Full Permission Householder: Conversion of existing cart shed to one 2-bed ancillary annex (to existing farmhouse) and ancillary leisure facilities (renewal of previously approved planning permission 18/00742/FP granted on 03.07.2018).** | **Comments by 28th August** |
| **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 28th August** |
| **25/01957/FPH** | **Laundry Cottage, Drivers End, Codicote, Hitchin, Hertfordshire, SG4 8TR** | **Full Permission Householder: Single storey rear orangery.** | **Comments by 10th September**  **Extension agreed by Case Officer** |
| **25/02013/FPH** | **Dalkeith, Pottersheath Road, Pottersheath, Welwyn, Hertfordshire, AL6 9ST** | **Full Permission Householder: Two storey rear/side extension following removal of existing single storey rear/side extension. Two storey infill extension to link dwelling to existing detached garage, replace garage door with window and first floor extension over existing garage and first floor extension over existing side extension, to facilitate creation of 2-bedroom ancillary self-contained annex, while retaining a 5-bedroom dwelling.** | **Comments by 25th September** |
| **25/02098/FPH** | **1 Nup End Farm Cottages, Nup End, Old Knebworth, Knebworth, Hertfordshire, SG3 6QJ** | **Full Permission Householder: Detached garage with workshop/store at first floor level following removal of existing garage** | **Comments by 26th September** |
| **25/02191/FPH** | **Greenways, Kimpton Road, Oakhills, Welwyn, Hertfordshire, AL6 9NN** | **Full Permission Householder: Use of outbuilding as ancillary annexe including alterations to roof and fenestration and Installation solar panels and raised timber wall along boundary and front elevation. (as a variation of planning permission 25/00176/FPH granted 13.03.2025)** | **Comments by 11th October** |
| **25/02319/FPH** | **96 High Street, Codicote, Hitchin, Hertfordshire, SG4 8XE** | **Full Permission Householder: Replacement of ground floor window and front door. (Development already carried out).** | **Comments by 16th October** |
| **25/02320/LBC** | **96 High Street, Codicote, Hitchin, Hertfordshire, SG4 8XE** | **Listed Building Consent: Replacement of ground floor window and front door. (Development already carried out).** | **Comments by 16th October** |

**Planning Decisions – Made by North Herts Council**

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| **25/01752/FPH** | **70 St Albans Road, Codicote, Hertfordshire, SG4 8UU** | **Alterations to roof including raised roof height, gables to front and rear and half-dormers to side to facilitate creation of first floor accommodation. Single storey rear extension following demolition of existing rear element and garage. Changes to fenestration and removal of 2 existing chimneys.** | **Permission Granted** |
| **25/01881/LDCP** | **Maran Cottage, 145 - 149 High Street, Codicote, Hitchin, Hertfordshire, SG4 8UB** | **Erection of timber framed attached garage** | **Certificate of Lawful Development Granted** |
| **25/02027/LDCE** | **Maran Cottage, 145 - 149 High Street, Codicote, Hitchin, Hertfordshire, SG4 8UB** | **Removal of the central chimney and reinstatement of three**  **basement windows (development already carried out)** | **Certificate of Lawful Development Granted** |

**2025/26/103 ENVIRONMENT/RECREATION COMMITTEE ITEMS**

103.1. Chair to provide an update on relevant items.

Cllr Argent provided a resume of the last environment and recreation committee meeting to Councillors, the details of which can be found under the environment and recreation committee minutes on the Parish Council website.

103.2. To consider an email received from Hewitsons Solicitors concerning amendments to the Cricket and Football Club leases and approve any actions.

Cllr Sell will continue to look at the requirements for the amendments needed to bring both leases in line with the stated aims. Council noted the increase in fees to £2,000 + VAT and the request from the solicitor to charge an interim fee of £1,000 + VAT for the work to date. Council unanimously **resolved** that the clerk should arrange for the interim fee to be paid. **Action: -** The clerk will carry out the action prescribed by Council.

103.3. To consider an extra bin at the sports field where the path from Tower Road and the car park meet and approve any actions.

Council considered the suggestion and unanimously **resolved** that a new bin should be installed in the specified location. **Action: -** The clerk will carry out the action prescribed by Council.

103.4. To consider an email received from Codicote Youth Football Club concerning the delivery fees for the new container and approve any actions.

The container was free, and the delivery fees amounted to £700.00. Council considered the request and unanimously **resolved** to contribute £200 to the delivery fees. **Action: -** The clerk will inform Codicote Youth Football Club of Council’s decision and arrange payment.

103.5. To receive an update from the clerk on the litter bin handover from North Herts Council and approve any actions.

The clerk confirmed that no further information had been forthcoming from North Herts Council despite numerous chase emails. Council unanimously **resolved** that the matter should be taken up with District Councillor Ralph Muncer to encourage a response from North Herts Council. **Action: -** The clerk will contact Ralph as prescribed by Council.

103.6. To receive an update from the clerk on the JC car park lighting Shelly box installation and approve any actions.

Cllr Argent confirmed that the lighting set up is now working as it should and no further action is required.

103.7. To consider relaying to the Cricket and Youth Team Football clubs that the pavilion must be kept tidy and that all areas must be accessible and approve any actions.

Council had been made aware that items are not being stored in the containers provided on site but are instead being left randomly in the pavilion. The clerk also highlighted the fact that the water bill for the pavilion for August exceeded £1,000. Council unanimously **resolved** that the clerk should write to all sports clubs using the pavilion explaining that all items that should be in storage be removed from the pavilion and also highlight the fact that the August water bill is not acceptable and could result in increased rental fees. **Action: -** The clerk will carry out the action prescribed by Council.

103.8. To approve quotes for play area repairs in line with the play area inspection reports and approve any actions.

Council considered the quotes and unanimously **resolved** that the work on the play areas should be carried out. **Action: -** The clerk will contact the contractor and arrange for the work to be carried out.

103.9. To consider a request from Codicote Football Club to pay the annual rental fee by Monthly Standing Order and approve any actions.

Council considered the request and unanimously **resolved** that the annual fee could be paid by Monthly Standing Order. **Action: -** The clerk will arrange with the Football Club for the payments to be made.

103.10. To discuss a request from Codicote Tennis Club regarding the location of the previously agreed bench installation and approve any actions.

The clerk had provided Councillors with the details of the request prior to the meeting. Councillors considered the request and unanimously **resolved** to allow the bench to be installed in the location specified. **Action: -** The clerk will inform the Tennis Club of the Parish Councils decision.

103.11. To receive an update from the clerk on the planter rebuild and securing of septic tank covers and approve any actions.

The clerk confirmed that both tasks had been carried out and were now complete.

**2025/26/104 FINANCE AND RISK**

104.1. 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.

104.2. To consider fixing the cost of the Parish Council insurance policy for three years and approve any actions.

The clerk confirmed that arrangements had been made to fix the cost of the Parish Council insurance for three years and was now seeking approval from Council to approve this course of action. Council unanimously **resolved** that the cost of the insurance policy should be fixed for the next three years.

104.3. To note the quarterly report on the Council budget v actual, spend.

The report was duly noted by Council.

**2025/26/105 MATTERS FOR CONSIDERATION AT FUTURE MEETINGS**

Council would like an agenda item concerning the make-up of the Planning Committee added for discussion at the October full Council meeting.

Council would also like the clerk to confirm with the Police that they are still able to attend the meeting of full Council in November.

**2025/26/106 AOB**

None.

**Meeting closed at 21.12pm**

**The date of the next full council meeting is Tuesday 28th October 2025**

**Signed.......................................................................** Date: 30th September 2025