

**Minutes of the Meeting of the Parish Council held at 7.30pm on
Tuesday 29th July 2025
at the John Clements Sports & Community Centre, Codicote**

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

OFFICER IN ATTENDANCE: Simon Crosier

IN ATTENDANCE: District Councillors Ralph Muncer and Steven Patmore, County Councillor Ralph Muncer and twenty-Five members of the public.

2025/26/065 CHAIRS REMARKS

The chair highlighted the fact that this is a Parish Council meeting and not a public meeting to the members of the public who were in attendance to discuss the outline planning application for 30 dwellings on land the south side of Cowards Lane. While a nominated member of the public had registered to speak, the chair suggested that any further discussions should be arranged outside of this meeting.

2025/26/066 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE

Apologies were received from Cllr Jim Bundy and Cllr Georgia Gilbert the reasons for which were **approved** by Council.

2025/26/067 PRESENTATIONS BY AND QUESTIONS TO DISTRICT AND COUNTY MEMBERS

067.1 County Councillor Ralph Muncer confirmed that Highways are in the process of recalibrating the SIPS signage in Codicote to 20mph. 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 at the September meeting of the Parish Council. Cllr Muncer also stated that in conjunction with the clerk they had stopped the wooden bus shelter near Tower Road on the High Street and earmarked for removal from being demolished and replaced with an inferior product. The bus shelter previously removed without permission by Highways will be replaced with a like for like model in the same style as the one recently removed. Highways have not yet confirmed a timescale for this work to be completed.

067.2 Cllr Muncer has written to the developers concerning the excessive number of signs added to street furniture promoting the Croudace and Taylor Wimpey developments. To date, Cllr Muncer has not received a response but will make enquiries as to the legality of the signage with his Highways Officer and report back to Council.

Cllr Kane asked Cllr Muncer if he was aware of the recent circular from North Herts Council enquiring about potential land for sale. Cllr Muncer stated that at any given time North Herts Council must have a five-year supply of land for housing. As North Herts Council only have 3.8 years, they were advertising for more to meet the shortfall.

Cllr Muncer addressed the planning application for 30 dwellings on land on the south side of Cowards Lane. Cllr Muncer explained that he was not supportive of the application for a whole host of reasons. Council also considered the application and unanimously **resolved** that the application should be called in by Cllr Muncer. **Action:** - The clerk will confirm Council's wishes formally in writing to Cllr Muncer. One member of the public addressed Council with residents' concerns over the application, the content of which was supported by both the Parish Council and Cllr Muncer. Cllr Muncer estimates that the application will be received by the planning committee of North Herts Council during the winter period.

2025/26/068 PUBLIC PARTICIPATION

One member of the public had registered to speak on behalf of residents concerning the outline planning application for 30 dwellings on land on the south side of Cowards Lane.

25 members of the public left the meeting

2025/26/069 TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE COUNCIL'S CODE OF CONDUCT

None.

2025/26/070 TO APPROVE THE MINUTES OF THE MEETING HELD ON 24th June 2025

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

2025/26/071 MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE

Cllr Walker enquired how the Governance Review by North Herts Council had gone. Cllr Kane confirmed that Councillor numbers will remain at the present level of 10.

2025/26/072 CLERK'S REPORT

The report is available under the supporting documents section of the website. Cllr Kane highlighted the fact that the Police will be attending the November full Council meeting.

2025/26/073 TO RECEIVE REPORTS FROM WORKING PARTIES

073.1 Neighbourhood Plan. Jacqueline Veater addressed Council and said that North Herts Council had been complimentary over Codicote's Neighbourhood Plan. The next step for the plan is a referendum to be held on Friday 15th August asking residents if they wish for the plan to be adopted. Although the Parish Council can inform residents of the referendum they can't influence how to vote. With this in mind Council, unanimously **resolved** that the clerk should arrange for a flyer to be sent out to all residents as information only. **Action:** - The clerk will draw up the flyer and arrange for Letterbox Distribution to print and circulate this to all residents as soon as possible and add a copy to the Parish Council website and Facebook page.

Jacqueline confirmed that if the majority wish for the plan to be adopted this will then go before the North Herts Council committee where the plan will be 'made' and become a legal document.

This item was discussed after item 9.3 on the agenda.

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

The clerk confirmed that he has chased North Herts Council for a decision on whether the works can be carried out using s106 monies.

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

Cllr Kane stated that the working party had met with a representative from North Herts Council and North Herts Council agreed that s106 monies could be used 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.

2025/26/074 TO DISCUSS THE PARISH MAGAZINE ARTICLE FOR September 2025 AND AGREE ANY ACTIONS

Council considered ideas and unanimously **resolved** that the clerk should compile an article that includes the Parish Council's stance on the outline planning application for 30 dwellings on the land on the south side of Cowards Lane and details of the fireworks display to be held on Wednesday 5th

November. An article outlining the Parish Council's stance on the planning application should be included on the Parish Council website and Facebook page. **Action:** - The clerk will submit the article as prescribed by Council to the Parish Magazine by 12th August 2025 and update the Parish Council website and Facebook page .

2025/26/075 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 addressed Council and said that he has identified 10 ways in which the Parish Council can achieve better communication with residents. Cllr Walby will circulate these to Council as soon as possible and asked that Councillors provide feedback via email on the proposals. The clerk also stated that he has, via HAPTC's regular email update for clerk's, asked fellow clerk's how other Council's have gone about improving their communications with residents and will forward any information received onto the Councillors.

2025/26/076 TO CONSIDER THE APPOINTMENT OF Cllr Sell TO THE PLANNING COMMITTEE AND THE COMMUNICATION WORKING PARTY AND APPROVE ANY ACTIONS. TO APPOINT MEMBERS TO THE PLANNING COMMITTEE

Council unanimously **resolved** to appoint Cllr Sell to the planning committee and the communications working party.

The clerk stated that the planning committee has two members who wish to leave and asked Cllr Walker if replacements are forthcoming. Cllr Walker asked Councillors who were not on the committee to contact him if they are interested in joining. Council unanimously **resolved** that the make-up of the committee will be further discussed at September's full Council meeting. **Action:** - The clerk will carry out the action as prescribed by Council.

2025/26/077 TO APPOINT MEMBERS TO THE EMPLOYMENT COMMITTEE

Council considered the make-up of the committee and unanimously **resolved** that Cllr Kane, Argent, Gilbert and Sell be appointed as members of this committee.

2025/26/078 TO APPROVE NEW COUNCILLOR AND THE CHAIRMANSHIP TRAINING COURSES WHEN COUNCILLORS ARE ELECTED OR BECOME A CHAIRMAN

The clerk stated that new Councillors should be encouraged to undertake the new Councillor courses with HAPTC as should new chairman on the chairmanship training. Council unanimously **resolved** that Councillors should undertake the necessary training. **Action:** - The clerk will book Councillors on the relevant course.

2025/26/079 TO DISCUSS SLCC WALES INVESTIGATION INTO THE PERCEPTION OF THE CLERK'S ROLE AND APPROVE ANY ACTIONS

The clerk stated that SLCC Wales are conducting a review into whether the title of clerk accurately reflects the role and what would be a more appropriate title. There is evidence that suggests the title is leading to a misunderstanding of the role that is seeing an increasing level of bullying in the sector. The clerk said that such a review, if successful in Wales, is likely to be conducted in England. The clerk provided this information to make Councillors aware of what is currently happening in the sector.

2025/26/080 TO CONSIDER WHAT ACTION TO TAKE CONCERNING THE AREA AROUND THE OLD PUMP ON THE HIGH STREET BEING USED AS A BIN STORE AND APPROVE ANY ACTIONS

Cllr Argent explained to Council that the area around the old pump in the High Street is being used as a bin store. Council considered the options and unanimously **resolved** that signage

should be put in place reminding residents that this area is to be kept clear. **Action:** - The clerk will draw up the appropriate signage and forward this to Cllr Argent, who will then laminate it and attach it in position.

2025/26/081 TO CONSIDER PICTURES AND BIOS FOR EACH COUNCILLOR TO BE ADDED TO THE PARISH COUNCIL WEBSITE AND APPROVE ANY ACTIONS

The website currently has pictures of Cllr Kane, Cllr Argent and Cllr Walker. Cllr Kane encouraged other Councillors to submit a head shot to the clerk for publication on the website. **Action:** - The clerk will add Councillor pictures to the website when received.

2025/26/082 TO CONSIDER A RESPONSE TO THE REGULATION 16 CONSULTATION IN RESEPECT OF THE WELWYN NEIGHBOURHOOD PLAN AND APPROVE ANY ACTIONS

Cllr Kane encouraged Councillors to respond to the regulation 16 consultation in respect of Welwyn's neighbourhood Plan. The clerk is happy to receive comments from Councillors that can then be collated and submitted in response. The closing dates for comment is 1st September. **Action:** - The clerk will carry out the action prescribed by Council.

2025/26/083 PLANNING COMMITTEE ITEMS

083.1. 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.

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

25/01766/OP	Land On the South Side Of, Cowards Lane, Codicote, Hertfordshire,	Outline Application: Outline application with means of access for residential development of up to 30 dwellings (including affordable housing); following demolition of all existing structures; associated landscaping, drainage, car parking; infrastructure and all ancillary and enabling works (all matters reserved except means of access).	Comments by 14 th August
-------------	---	--	-------------------------------------

This was discussed under item 3.2 and 4 on the agenda.

Planning Applications – Made to North Herts Council

APPLICATION	LOCATION	DESCRIPTION	Comments
25/01700/FPH	21 The Brambles, Welwyn,	Full Permission Householder: Two storey side extension	Comments by 1 st August

	Hertfordshire, AL6 0PG		
25/01752/FPH	70 St Albans Road, Codicote, Hertfordshire, SG4 8UU	Full Permission Householder: 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.	Comments by 13th August

Planning Decisions – Made by North Herts Council

None.

2025/26/084 ENVIRONMENT/RECREATION COMMITTEE ITEMS

084.1. 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.

2025/26/085 FINANCE AND RISK

085.1. 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.

2025/26/086 MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

An update on the Neighbourhood Plan referendum should be provided at the next full Council meeting in September.

2025/26/064 AOB

None.

Meeting closed at 21.14pm

The date of the next full council meeting is Tuesday 30th September 2025

Signed.......... Date: 29th July 2025