

**Minutes of Kimpton Parish Council Annual Meeting
held on Wednesday 22nd May 2019
in Kimpton Memorial Hall at 7.30 pm**

Present: Cllr N Burns (Chairman), Cllr L Hawke, Cllr A Firth (late arrival), Cllr J Marsh, Cllr C Procter, Cllr D Reavell

In attendance: Mrs C Helmn, Parish Clerk, Giles Meredith (CDA) and 2 members of the public.

19/047 Election of Chairman

To elect a Chairman for the year 2019/20 and sign Declaration of Acceptance of Office

Resolved proposed Cllr Hawke, seconded Cllr Reavell to appoint Cllr Neil Burns as Chairman for the year 2019/20. Unanimously agreed. Cllr Burns signed the declaration of acceptance of office

19/048 Election of Vice-Chairman

To elect a Vice-Chairman for the year 2019/20 and sign Declaration of Acceptance of Office

Resolved proposed Cllr Burns, seconded Cllr Reavell to appoint Cllr Lewis Hawke as Vice-Chairman for the year 2019/20. Unanimously agreed. Cllr Hawke signed the declaration of acceptance of office

19/049 Apologies

To receive and accept apologies for absence

Cllr I Corbett due to a business engagement, District Cllr J Bishop, County Cllr R Thake

19/050 Interests

- a) To receive declarations of interest from councillors on items on the agenda
None
- b) To receive written requests for dispensations for declarable interests; and
None
- c) To grant any requests for dispensation as appropriate
None

19/051 Minutes

To confirm the Minutes of Kimpton Parish Council Meeting held on Wednesday 24th April 2019

Resolved that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

7.45pm Cllr A Firth arrived.

19/052 KPC Meeting Dates

To fix dates and venues for Kimpton Parish Council meetings 2019/20

Resolved to approve the schedule of meetings as Appendix A. Unanimously agreed.

19/053 Appointment of Representatives

To appoint representatives to serve on Committees, outside bodies and working parties

Resolved proposed Cllr Burns, seconded Cllr Marsh to approve the representatives as Appendix B. Unanimously agreed.

19/054 Public Issues

Members of the public and councillors can raise matters of concern

A trench has been made in Hall Lane to prevent access by vehicles. Who owns the land?

Youngsters were seen on the Recreation Ground pavilion roof.

A resident spoke on behalf of several residents to say that they would like to see a replacement cherry tree planted on The Green. The species was chosen as has year-round interest with a request that a large tree is planted due to its replacement of a mature specimen. The council will have to consider safe planting distances from buildings. Residents have offered financial contributions for a replacement tree. The residual root structure may hinder planting of new trees. There are differences in opinion as to the future appearance of The Green so the council will obtain feedback from the community before taking any actions.

Creating a table from the cherry tree stump is not supported by all residents.

19/055 Kimpton Housing Needs Survey Report

To receive and discuss the Executive Summary – Giles Meredith, CDA for Herts Reports and presentation slides attached as Appendix C.

A question and answer session took place to clarify aspects of the recommendations.

19/056 Planning

a) To consider planning application listed below:

19/00834/S73 Blue Cross

Variation of Condition 2: Retain and extend existing kennel buildings as planning permission 18/00391/FP granted 16/04/2018 for remodelling of Animal Re-Homing Centre and creation of replacement access, alterations to layout of external areas to include demolition, alteration and replacement of existing buildings and replacement of septic tanks with small package treatment plant.

No comment

19/00782/FP Land at Ayot Corner, Bibbs Hall Lane, Ayot St Lawrence

Erection of equestrian building following demotion of two existing buildings and creation of an internal hard surfaced access track

No comment

19/01057/FPH 8 Brownfield Way, Blackmore End

Raise roof height and insertion of front, rear and side dormer windows to facilitate loft conversion. Single storey rear and side extensions. Front bay window and external rendering.

No comment

b) To consider planning applications received between 16th and 22nd May 2019

19/01018/FPH 21 Beech Way, Blackmore End

Part two storey and part single storey side extension. Single storey rear extension and front entrance porch.

Due to the recent receipt of this planning application the council had no comment subject to receiving comments from neighbours. Concern was expressed regarding the close proximity of the proposed extensions to the boundary.

c) To receive planning decisions

None.

19/057 Reports from Councillors, Working Parties and Committees

a) **Allotment Working Party** – Cllr L Hawke

To consider a deposit scheme for allotment tenants to be used in any plot clearance works required at the end of a tenancy.

Resolved, proposed Cllr Reavell, seconded Cllr Procter that £100 deposit will be requested for all new allotment tenants refundable at the end of the tenancy agreement. Unanimously agreed.

Resolved to hire a skip for the collection of unwanted items on the allotment site.

- b) Highways and Parking Working Party** – Cllr A Frith reported on a recent meeting held with Gary Hennings, Highways and Cllr N Burns, written report to follow.

A resident has asked for consideration to be given to creating parking spaces at the Recreation Ground to ease parking on the High Street.

- c) Page 3 of 4 Kimpton Bench Working Party (KBWP)**- Mr B Finch

KPC has received an offer from a local resident of handmade picnic benches supplied at material cost for the parish with labour free of charge. Council to consider appropriate locations.

Resolved, proposed Reavell, seconded Cllr Procter to approve the purchase of 2 off 1.8m benches at £160 each and 1 off 2.4m bench at £180 for installation on the south side of the tennis courts at Parkfield Sports Ground. KBWP to install. Unanimously agreed.

On behalf of the community, the Council expressed its sincere appreciation for the outstanding achievements over the past month by Bob Finch in his leadership of the Kimpton Bench Working Party and for the volunteer work of its members.

- d) Kimpton Christmas Market Working Party** - Cllr D Reavell

Report attached. Aspects to note are:

- the manufacture of a wooden grotto by the KBWP for use by Kimpton Primary School PTA – materials to be paid for by KPC
- decorated pallet trees scheme
- site manager to be appointed
- more volunteers required

- e) Kimpton Primary School**

Cllr Reavell reported that no further action is requested in relation to the yew hedge surrounding the War Memorial following review by the senior management team.

19/058 Reports to the Council

To receive reports from representatives on outside bodies, working parties, local authorities and agencies

- a)** Hertfordshire Constabulary, Hitchin Rural Police Report for 2018-2019, see attached. Noted.

19/059 Council Documents

To consider, review and agree council policies and documents

- Standing Orders
- Financial Regulations
- Asset Register
- Code of Conduct
- Kimpton Major Incident Emergency Plan
- Scheme of delegation to Committees and Clerk

Resolved, proposed Cllr Marsh, seconded Cllr Hawke that the above be approved. Unanimously agreed.

19/060 Finance

- To authorise payments made in accordance with the budget
- To note receipt of income
- To receive bank statements, bank reconciliation and budget report

Resolved, proposed Cllr Reavell, seconded Cllr O'Brien that the above be noted. See attached. Unanimously agreed.

- d) To consider price quotations, charges and grant requests as listed below
None received.

19/061 Clerk's Report

To receive the Clerk's report (for information only)
KPC Facebook page has been set up.

19/062 Future agenda items

To suggest agenda items for the next meeting of the Council on Wed. 26th June

- To receive and review action list

Meeting closed at 9.39 pm.

Dates of Working Parties

Public Spaces and Playgrounds Working Party	Monday 1 st July	09.30am
Finance Working Party	Monday 8 th July	07.30pm
Allotment Working Party	Tuesday 16 th July	11.00am