



HERTFORDSHIRE

CONSTABULARY

Hitchin Rural Police Report for 2018-2019

Following a noted increase in reported crime last year for recording period 1st April 2017 to 31st March 2018, we are pleased to note that for the same recording period this year, there has been a marked decrease (**16%** reduction) in crime reported in the villages and rural area covered by our team.

Crime has fallen from **937** recorded crimes to **809** for the same recording period (1st April to 31st March).

There have been a number of changes within the rural Safer Neighbourhood Team that continues to be based at Hitchin Police Station.

Chief Inspector (CI) Sally Phillips based at Hitchin Police Station took over from Chief Inspector Julie Wheatley at the beginning of 2019.

CI Phillips is responsible for all of the Policing teams based in North Herts.

The Safer Neighbourhood Team (SNT) continues to be headed up by Inspector Richard Lilley.

Guy Westwood replaced Steve Oliphant in December 2018 as SNT Sergeant based at Hitchin Police Station, with responsibility for the day to day management of the Hitchin Urban and Hitchin Rural teams of Police Constables (PC's), and Police Community Support Officers (PCSO's).

PC Keith Harding continues to maintain prime responsibility for CODICOTE and KNEBORTH wards.

PC David Hine continues to maintain prime responsibility for HITCHWOOD and CHESFIELD and KIMPTON wards

(Whitwell, St Pauls Walden, Bendish, Kimpton, Blackmore End, Peters Green, Wymondley, St Ippolyts, Graveley and Chesfield which includes part of the Great Ashby estate in Stevenage).

PC Matthew Jenkins continues to maintain prime responsibility for OFFA, HOO and CADWELL wards (Pirton, Offley, Hexton, Lilley, Cockernhoe, Tea Green, Ley Green, Kings Walden, Breachwood Green, Preston and Holwell).

PCSO Phoebe Coates left the team in December 2018 and was replaced by PCSO Chris Cornwell until he left the team at the end of April 2019. PCSO Heather Burrows continues to support all three PC's across the rural wards and she will be joined by a new PCSO who is due to join the team in June 2019.

Community engagement continues to be a key component of neighborhood policing with a number of events such as community engagement meetings, to agree and set policing priorities, street meetings and rural police surgeries taking place throughout the year.

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Wherever possible the SNT continues to attend and support events organized by the rural community such as fetes, village days, festivals and Remembrance Day parades.

As per previous years the SNT attended the two days of the Whitwell steam fair that again proved to be the perfect event for us to engage with the farming and game keeping community as well as being at hand to meet and talk to anybody about any concerns they may have.

Following the previous year's success in reducing crime associated with poaching and hare coursing, which included criminal damage and anti-social and threatening behavior, we again secured extra resources to assist the team throughout the shooting season. The additional patrols along with a huge amount of work by land owners, farmers and game keepers to trench around fields and reinforce field gateways has resulted in there being a marked reduction in recorded crime from **38** to **14** for the same recording period leading up to and during the shooting season.

Please find below a breakdown of recorded crime across the villages and rural locations in North Herts policed by the Hitchin Rural SNT.

PIRTON	32 CRIMES
Burglary	6
Criminal Damage	6
Theft Offences	4
Violence Offences	16

PRESTON	16 CRIMES
Burglary	3
Criminal Damage	1
Theft Offences	7
Violence Offences	5

BREACHWOOD GREEN / KINGS WALDEN	35 CRIMES
Burglary	3
Criminal Damage	8
Theft Offences	12
Violence Offences	12

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LILLEY 34 CRIMES

Burglary	10
Criminal Damage	7
Theft Offences	10
Violence Offences	7

**GT WYMONDLEY/LITTLE WYMONDLEY /
TODDS GREEN /TITMORE 49 CRIMES**

Burglary	10
Criminal Damage	10
Theft Offences	14
Violence Offences	15

HEXTON 18 CRIMES

Burglary	6
Criminal Damage	0
Theft Offences	9
Violence Offences	3

HOLWELL 8 CRIMES

Burglary	2
Criminal Damage	1
Theft Offences	3
Violence Offences	2

**OFFLEY/COCKERNHOE/TEAGREEN/
PUTTRIDGE 105 CRIMES**

Burglary	18
Criminal Damage	24
Theft Offences	33
Violence Offences	31

KIMPTON/PETERS GREEN 64 CRIMES

Burglary	13
Criminal Damage	7
Theft Offences	26
Violence Offences	18

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ST PAULS WALDEN/WHITWELL	41 CRIMES
Burglary	13
Criminal Damage	13
Theft Offences	4
Violence Offences	11
CODICOTE	130 CRIMES
Burglary	12
Criminal Damage	16
Theft Offences	45
Violence Offences	57
KNEBWORTH	186 CRIMES
Burglary	26
Criminal Damage	20
Theft Offences	63
Violence Offences	77
ST IPPOLYTS/GOSMORE	67 CRIMES
Burglary	5
Criminal Damage	9
Theft Offences	18
Violence Offences	35
GREAT ASHBY_	184 CRIMES
Burglary	12
Criminal Damage	26
Theft Offences	38
Violence Offences	108
GRAVELEY	24 CRIMES
Burglary	5
Criminal Damage	2
Theft Offences	10
Violence Offences	7

Hitchin Rural Policing Team

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Allotment Working Party meeting held on Thursday 9th May 2019 at 11am

Present: Cllr L Hawke (lead), Mr B Finch, Parish Clerk (note-taker).

Notes:

The allotment site, off Hall Lane was inspected with the following comments:

1. Plot 5a – metal frame pieces, excessive wood and untidy rubbish on plot. Photo taken and email to be sent to allotment tenant.
2. Plot 6a – metal frame pieces, excessive wood and untidy rubbish on plot. Photo taken and email to be sent to allotment tenant.
3. Plot 12a – one area of plot uncultivated. Will have a word with the tenant to establish if the two plots are too much for her.
4. Plot 15a – untidy rubbish on plot. Photo taken and email to be sent to allotment tenant.
5. Plot 17b – KBWP offered assistance in clearing this plot of unwanted items.
6. Noted a couple of trees will need to be monitored to ensure that they do not grow too high. Tenancy agreement '*not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission*'. All trees on plots to be standard on dwarf stock.
7. Skip to be arranged for Wednesday 22nd May to take away rubbish from the allotment site and unwanted items. Items are to be taken by the allotment tenants and stored by the gate at Hall Lane ready for packing. After clearance of these items, the Parish Clerk to put up a sign to say 'no items to be left here' in order to keep this corner of the allotment site tidy and clear.
8. Loose straw was placed in a pile at the SE of the site. It was believed that this came from broken bales of straw used at the Recreation Ground over MF weekend.
9. The earth mound at the west side of the site has been extended due to earth being attached to arising from the hedge removal on plot 8b.
10. A further email to be sent to allotment holders with details of the skip on 22/5/19 and allotment judging on Sunday 14th July for Kimpton Autumn Show.
11. 2 off waist high trestle tables have been received, constructed and in situ. The Clerk to publicise on FB with annual charge of £10.

Dates of next working party site meetings:

Tuesday 16 th July	11am
Thursday 12 th September	11am

Meetings for the Year 2019 – 2020

Meetings to commence at 7.30 pm

Date	Type of meeting	Venue
Wed. 26 June 2019	Full Council	Kimpton Memorial Hall
Wed. 17 July 2019	Full Council	Kimpton Memorial Hall
Wed. 25 September 2019	Full Council	Kimpton Memorial Hall
Wed. 23 October 2019	Full Council	Kimpton Memorial Hall
Wed. 27 November 2019	Full Council	Dacre Rooms
Wed. 22 January 2020	Full Council	Kimpton Memorial Hall
Wed. 26 February 2020	Full Council	Dacre Rooms
Wed. 25 March 2020	Full Council	Kimpton Memorial Hall
Wed. 22 April 2020	Full Council	Kimpton Memorial Hall
Wed. 27 May 2020	Annual Meeting	Kimpton Memorial Hall
Wed. 27 May 2020 approx 9.00 pm	Annual Parish Meeting Meeting of all the electorate	

Members of the public and press are invited to attend any Kimpton Parish Council meeting. A Councillor will be available between 7.15pm and 7.30pm to discuss any matter relating to the Parish.

Committees, Working Parties and Representatives 2019 to 2020

1. Staffing Committee

Membership: Cllr N Burns, Cllr S O'Brien and Cllr D Reavell (*Chairman*)

Quorum: Three

Meetings: As required when required to ensure that Kimpton Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff

Terms of Reference:

The Staffing Committee will be responsible for the following:

- 1) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development
- 4) Review of staff contracts, grievance and discipline policies every two years
- 5) Review of staff and accommodation requirements
- 6) Management of rights relating to leave, time off and illness
- 7) To ensure that the Clerk has everything required for managing other staff
- 8) To ensure the health and safety of all staff and carry out risk assessments
- 9) To keep up to date with developments in employment law
- 10) The Staffing Committee will serve as the disciplinary or grievance panel
- 11) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

Formal Written Report to Council: September

2. Internal Financial Control Working Party

Membership: Cllr N Burns (Lead), Cllr D Reavell and Cllr A Firth

Quorum: Two Parish Councillors

Meetings: Quarterly to ensure that Kimpton Parish Council complies with the requirements of Governance and Accountability for Smaller Authorities in England and GDPR.

Terms of Reference:

- 1) Review and monitor internal controls.
- 2) Verify invoices and payments
- 3) Verify income and KPC invoices
- 4) Review bank reconciliations
- 5) Review budget expenditure and income against actuals
- 6) Prepare draft budget
- 7) Review GDPR requirements

Formal Written Report to Council: Monthly by RFO

3. Christmas Market Working Party

Membership: Cllr D Reavell (Lead), Cllr N Burns, Cllr C Procter, Cllr S O'Brien, Cllr J Marsh, Cllr I Corbett, Mrs C Frith, Mr B Finch, Mrs C Tindle, Mr I Pegrum, Mrs T Corbett, Mrs H McPhun

In attendance: Parish Clerk

Quorum: Not required

Meetings: Monday 20th May 2019, Parish Room at 19.45
Monday 9th September 2019, Parish Room at 19.45
Monday 18th November 2019, Parish Room at 19.45

Terms of Reference:

- 1) To provide overall management and general administration of the event.
- 2) To decide on the role and responsibility of the discreet elements of the event and assign a lead
- 3) To agree the tasks within each element of the event
- 4) To provide overall co-ordination of the projects
- 5) To prepare a budget for KPC

Formal Written Report to Council: January, May, September, November

4. Kimpton Bench Working Party

Membership: Cllr N Burns and Cllr J Marsh (Council reporting)
Leader Mr B Finch (approx. 25 volunteers).

Quorum: Not required

Meetings: Wednesday mornings and as and when.

Terms of Reference:

Kimpton Bench Working Party will be responsible for:

- 1) Installation of new benches within the parish and ongoing maintenance
- 2) Ad hoc repair jobs on parish council property

Formal Written Report to Council: Each council meeting.

5. Kimpton Rights of Way Working Party

Membership: Cllr L Hawke (Council reporting), Cllr C Procter, Mrs C Finch, M P Hale, Mr B Malcolm (Chairman), Mr A Manning, Mr E (Ramblers Association), (HCC Rights of Way Officer, when appointed)

In attendance: Parish Clerk

Quorum: Not required

Meetings: Twice a year. Tuesday 22nd October, Parish Room. At 18.00.
Spring 2020 meeting tba.

Terms of Reference:

Kimpton Rights of Way Working Party will be responsible for:

- 1) To apply for P3 grant and monitoring
- 2) Review the mowing of public footpaths by Herts County Council contractors

Formal Written Report to Council: April and October

6. Sports Clubs Working Party

Membership: Cllr I Corbett (Lead), Cllr C Procter and Cllr S O'Brien
Mr D Robbins (Tennis), Mr S Thompson (Cricket), Mr W Phillips (Bowls), Mr T Randall/ Mr M Frost (Rugby)

In attendance: Parish Clerk

Quorum: Not required

- Meetings:** Twice a year
Terms of Reference: Discussion on sporting facilities within the parish and reporting back to KPC
Formal Written Report to Council: March and September
7. **Public Spaces and Playgrounds Working Party**
Membership: Cllr I Corbett, Cllr C Procter (Lead), Cllr J Marsh, Parish Clerk
In attendance: Parish Clerk
Quorum: Two
Meetings: April, July, October, January
Terms of Reference:
1) To review the quarterly and annual RoSPA playground inspection reports
2) To ensure timely maintenance of play equipment
3) To review risk assessments for public spaces within the parish
Formal Written Report to Council: May, September, November and February
8. **Allotment Working Party**
Membership: Cllr L Hawke (Lead), Mr B Finch, Mr A Morton and Mr P Desborough
In attendance: Parish Clerk
Quorum: Three
Meetings: Tuesday 1st May, allotment site 10.00
Tuesday 10th July, allotment site 10.00
Monday 20th August, allotment site 10.00
Terms of Reference: To review the allotment site to ensure maintenance to the standard by allotment holders required by the tenancy agreement
Formal Written Report to Council: May, July and October
9. **Highways and Parking Working Party**
Membership: Cllr N Burns, Cllr A Firth (Lead), Cllr L Hawke, Mr T Frith and Mrs J Worboys. County Cllr R Thake to attend as appropriate.
Quorum: Not required
Meetings: As and when
Terms of Reference: TBC
Formal Written Report to Council: TBC
10. **Environmental Working Party**
Membership: Cllr I Corbett (Lead), Cllr N Burns, Cllr L Hawke and Mrs D Malcolm
Quorum: Not required
Meetings: As and when
Terms of Reference: TBC
Formal Written Report to Council: April and October
11. **Planning Working Party**
Membership: Cllr N Burns, Cllr C Procter and Cllr A Firth
Quorum: Not required
Meetings: As and when

Terms of Reference:

- 1) To review all planning applications for the parish and make recommendations to the parish council

Formal Written Report to Council: Monthly

REPRESENTATIVES TO OUTSIDE BODIES

12. Representatives to Kimpton Memorial Hall Administrative Committee

Cllr J Marsh and Cllr A Firth

13. Representative to Peters Green Village Hall Management Committee

Cllr A Firth

14. Representative to Kimpton Primary School Governing Board

Cllr D Reavell

Formal written reports to Council by the above representatives on a quarterly basis and by exception.