

WOOLMER GREEN PARISH COUNCIL

Minutes of the Annual Meeting of the Council held 14th May 2025

Present: Cllrs A Gribble (Chairman), P Corke (Vice Chairman), T Dix, S Hall & R Horton.

In attendance: Mrs J. Pearce (Clerk). Borough Cllr R Trigg.

- 1.1 To elect a Chairman for 2025/26:** Proposed Cllr Corke, seconded Cllr Hall nominating Cllr Gribble as Chairman. Resolved: Cllr Gribble is appointed Chairman for 2025/26.
- 1.2 To receive the Chairman's Declaration of Acceptance of Office.** Cllr Gribble signed the Declaration of Acceptance of Office.
- 1.3 To elect a Vice-Chairman for 2025/26:** Proposed Cllr Hall, seconded Cllr Gribble nominating Cllr Corke as Vice-Chairman. Resolved: Cllr Corke is appointed Vice-Chairman for 2025/26.
- 1.4 To receive the Vice-Chairman's Declaration of Acceptance of Office.** Cllr Corke signed the Declaration of Acceptance of Office.
- 1.5 To receive apologies for absence:** Cllr G Pinney, County Cllr Kingsbury.
Borough Cllr T Mitchinson.
- 1.6 To review Registers of Interest:** Cllrs Corke, Dix, Gribble, Hall & Horton signed to confirm their Register of Interest remained true.
- 1.7 To appoint councillors to the following specific responsibilities:**
Cllr Gribble: Transport, Young Persons Liaison & Staffing Committee.
Cllr Corke: Community, Village Hall & Staffing Committee.
Cllr Dix: Planning, Environment & Grounds.
Cllr Hall: Finance, Staffing Committee & Allotments Liaison.
Cllr Horton: Planning & Environment.
Cllr Pinney: Community & Village Hall.
- 1.8 To review Council's Standing Orders, Financial Regulations, policies & risk assessments:**
Resolved: To adopt new Standing Orders & Financial Regulations.
Other policies and risk assessments will be reviewed at the June meeting.
- 1.9 To appoint an internal Auditor for 2025/26:** Resolved: To continue with the HAPTC internal audit scheme.
- 1.10 To consider requests for dispensation and pecuniary & other interests on items on the agenda:** None.
- 1.11 To receive petitions, comments and questions from the public:** None.
- 1.12 To approve minutes of the Council Meeting on 11 March:** Resolved: The minutes of the 11 March Meeting were approved and signed by the Chairman as a correct record.
- 1.13 To note minutes of the Annual Parish Meeting 15 April:** The minutes of the Annual Meeting were noted.
- 1.14 To receive reports on meetings attended by Councillors:**
Cllrs Gribble, Hall & Pinney attended the Wheels on Woolmer Green car show.
- 1.15 To receive correspondence:** The Council received: Information from Themes Water that the law requires no cooking fats are put down the drain. A letter from a resident regarding overgrown footpaths which was reported to Highways. Details from HCC on progressing with signalling the London Road/Mardleybury junction and introducing a 30mph limit. Notice from HCC regarding closure of Hall Lane for works. A resident asked if the PC was collecting flood evidence. A resident reported an over full bin in the hall playground. Notice from Affinity Water of road closure of Hall Lane/Bridge Road junction to replace a chamber 28th-30th April. A suggestion to hang paintings in the hall from the art group, they were advised they could be damaged. A complaint from the Family Centre about the hall storeroom. An update on the lithium battery campaign, clauses could be included in the Product Safety & Metrology Bill. A complaint about the impact on wildlife to a hedge reduction in Garden Close – Ringway stated the maintenance was essential. Designs for 30mph gateway signs from HCC for the PC to approve. Letters from 2 residents in Wolves Mere asking for vegetation to be cut back at the rear of their property. A letter from Barclays Bank asking the PC to confirm some information.
- 1.16 Planning:** (Cllrs Dix & Horton)
a) 6/2025/0115/HOUSE 40 Twin Foxes: Application granted.

1.17 Hall (Cllrs Corke & Pinney) & Grounds: (Cllr Dix)

a) To consider quote to install a dosing pot: Recommended by water testing company. To carry out further investigation on whether it is necessary. **Action: Clerk.**

b) To receive a report on the weekly playground inspection: All is satisfactory.

1.18 Finance: (Cllr Hall)

a) To receive and approve the payments for March/April: Resolved: To approve payments for March/April.

b) To note receipt of income for March/April: Income was noted.

c) To review accounts performance against budget for March/April: Reserves at the end of March stood at £32,049.91 which saw a deficit for the year end of £5,040.19. This was due to a high hall maintenance bill at the end of the year. Hall lets paid in April are good although a little early to predict a trend.

d) To receive bank reconciliation for March/April: Resolved: To approve the bank reconciliation for March/April.

e) To receive internal audit report: Awaiting clarity from the internal auditor on Financial Regulation compliance. The Council will address any recommendations in the final report.

f) To approve the Annual Governance Statement 2024/25: Deferred.

g) To approve the Accounting Statement 2024/25: Deferred.

h) To approve the date of the Period of for the Exercise of Public Rights. Deferred.

i) To approve the date the Notice is to be published on the Councils website: Deferred.

j) To approve payments by BACS & CHAPS for 2024/25: Resolved: To continue to make payments by BACS & CHAPS

k) To review Council banking arrangements and mandate: No changes required at present.

l) To approve regular payments: Resolved: To approve regular payments list.

m) To report bad debts for 2024/25: The Council noted that Herts County Council has not paid the former Family Centre lease from January to March 2025. The invoice was sent in December 2024 and the Clerk had a meeting to progress the issue but no further response has been received. The Clerk will continue to chase. **Action: Clerk.**

n) To consider grant application: Resolved: To award £119 to Knebworth FC for training.

1.19 Environment (Cllr Dix & Horton) & Transport: (Cllr Gribble)

a) To receive update on puffin crossing: Awaiting the outcome of a second meeting between HCC, WHBC and the site owner due to be held in May.

b) To discuss other highways matters: No matters were raised.

1.20 Community: (Cllrs Corke & Pinney)

a) To receive a report on Wheels on Woolmer Green: £1,126.83 was raised in donations for Garden House Hospice Care. It was agreed to arrange a cheque presentation. Resolved: To purchase a reusable presentation cheque for under £50. **Action: Clerk.**

b) To receive update on Village Day: The signage is being erected. The school & church will be providing food & refreshments. Red Lion will provide the bar. Woolmer Green Band will be playing. Lots of stalls and amusements are attending.

1.21 To receive announcements. (for information only).

a) Martyn's Law (Terrorism Protection & Premises Act 2025) gained Royal Assent on 3rd April and the PC will be required to put procedures in place in due course.

1.22 To agree date of next meeting – Parish Meeting Tuesday 10 June at 7.30pm.

1.23 Resolved: To exclude the press and public in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason of the confidential nature of the business to be discussed under item 1.24.

1.24 To approve salary increases for 2023/24 backdated to 1 April 2024: Resolved: To approved salary increase.

Meeting ended 21.10

JRP 14/05/2025

Signed: _____
Chairman.

Date: _____