

52 Cross Oak Rd  
Berkhamsted  
Herts,  
HP4 3HZ

17<sup>th</sup> April 2020

## Minutes of Nettleden with Potten End Parish Council Meeting

Held at 7.30pm on Thursday, 16<sup>th</sup> April 2020

Online at <https://us02web.zoom.us/j/701284774?pwd=VngwTzZmS05hTmJFdW9yTkES05MQT09>

**Present:** Cllrs D Burfot, E Brennan, D Grimsdale, S Nelson, H Smith, E Spanswick, D Westenholz-Smith and R Wright.

**In attendance:** Mr T Douris (Ward Councillor), Mr A Farrow (Parish Clerk) and five members of the public.

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### 20/023 New legislation regarding virtual meetings

**To note:** that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4 April 2020. The Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until 7<sup>th</sup> May 2021.

### 20/024 Apologies

Mr K Furness' (Parish Warden) apologies for absence were noted.

### 20/025 Interests

- a. To receive declarations of interest from councillors on items on the agenda  
Cllr Burfot for item 20/028.b  
Cllr Brennan for item 20/034.b application 20/00590/FHA and 20/00591/LBC)
- b. To receive written requests for dispensations for declarable interests  
None
- c. To grant any requests for dispensation as appropriate  
None

### 20/026 Minutes

**Resolved:** that the minutes of the meeting of the Council on the 20<sup>th</sup> February 2020 circulated to members be signed as a correct record. Agreed unanimously.

### 20/027 Public Issues

- a. A tree on the Bridal Path was falling down. The Parish Warden had been asked to investigate.



- b. Representation was made on behalf of the proposal to establish a new youth football team (item 20/032.a), in particular how the team intended to minimise the impact of traffic on Homefield.

**20/028 Coronavirus update**

**a. Changes to formal meeting requirements**

**Noted:** that as a result of the new legislation detailed under item 20/023 there will be no Annual Parish Meeting or Annual Council Meeting in 2020.

**b. Employee and contractors**

**Resolved:**

- i. that the Council's employee and contractors be authorised to continue to work only so long as they can do so in line with Government guidelines during the pandemic,
- ii. that the Council will continue to pay its employee and contractors in line with its contractual obligations even if Government guidelines make it impossible for them to carry out their duties.

**c. Public spaces**

**Noted:** that the play equipment in the Spencer Holland recreation area had been closed from 24<sup>th</sup> March 2020 until 13<sup>th</sup> April 2020, and that if necessary the closure will be extended in line with Government guidelines.

**d. Support for vulnerable residents**

**Noted:**

- i. the significant efforts of the community in establishing local support networks to support vulnerable residents, in particular the Village Shop and Mr D Richman.
- ii. that Hertfordshire County Council is the designated hub through which national support would be distributed.

**e. Coronavirus Flyer**

Cllr Douris offered to pay for the cost of printing the coronavirus flyer (see 20/033.b) from his locality budget.

**20/029 Report from the Parish Warden**

**Noted:** that all the road signs and street names in the parish had been cleaned and that work was starting on treating the benches in line with the asset report submitted to the council in February.

**20/030 National Trust Report**

Nothing to report.

**20/031 Report and Update from the Traffic and Highways Working Party**

**a. Update on reducing the speed limit on The Common**

Cllr Douris reported that both he and Sir Mike Penning MP had written in support of reducing the speed limit but that this along with many other activities had been deferred as staff were reallocated to accommodate the demands of dealing with the pandemic.

**b. Hempstead Lane verge encroachment**

Cllr Douris had provided a confidential report to Councillors on progress which was also likely to be affected by staff reallocation due to the pandemic.

**c. Update on damage to the verge at the access to 5 Acres Farm**

Cllr Douris reported that a public footpath had been identified running parallel to the hedge which would allow a bund to be constructed without impeding pedestrian's right of way. The timing of the installation would be determined by the pandemic.

**d. Bollard at end of School Gardens**

Cllr Douris reported that this would be installed as soon as practical.

**e. White lines in Church Lane**

Cllr Douris reported that this would be undertaken as soon as practical.

**f. Relocation of Water End Lane Speed Indicator Device (SID)**

**Resolved:** that Hertfordshire Highways be requested to relocate the SID currently located on Water End Road to the existing socket in Hempstead Lane at a maximum cost of £675 but more probably £150 if traffic controls are not required. Agreed unanimously

**20/032 Report and Update from the Open Spaces and Leisure Working Party**

**a. Proposal for a new youth football team to use the sports ground**

**Resolved:**

- i. To ask Berkhamsted Raiders, Potten End Senior Team and Potten End Youth Team to submit proposals regarding the use of the football pitch in 2020/21.
- ii. To form a working party comprising Cllrs Grimsdale, Nelson and Brennan to consider the proposals and to recommend a course of action to the May council meeting.

Agreed unanimously.

**Noted:** that there didn't appear to be any formal agreement with the Cricket Club for the use of the sports ground and agreed that this should be formalised.

**b. Village Map**

**Noted:** that the Alford Arms had made a financial contribution of £200 toward the cost of the map.

**Resolved:** that a copy of the village map be distributed to all houses in the Parish with the next edition of the Parish Magazine, noting that this may not be until after the restriction on movement imposed as a result of the pandemic had been relaxed. Agreed unanimously.

**c. Allotment boundary**

**Resolved:** that the offer from a resident to replace the fence along the northern boundary of the allotments be accepted subject to agreement on the type of fence proposed. Agreed unanimously.

**d. Bush opposite Martins Pond pub**

**Resolved:** to accept the quote from Simon Baker to grind out the stumps on the Village Green. Agreed unanimously

**e. Village Pond drainage**

**Noted:** that the soak-away for the pond outside Martins was full of silt, Cllr Douris undertook to investigate whether it was possible to have it emptied.

**20/033 Report and Update from the Finance and Administration Working Party**

**a. To note accounts paid and payments received in March 2020:**

The Annual Parish Meeting scheduled to be held in March was cancelled because of the Coronavirus Pandemic. Details of accounts paid and payments received in March 2020 together with a financial report are attached as Appendix 1.

**b. Approval of accounts to be paid:**

Holy Trinity PCC	Annual donation toward newsletter (£350) and cost of Coronavirus flyer (£33)	£383.00
K Furness	Parish Warden duties (£448) + purchase of teak oil for benches (£15)	£463.00
A Farrow	50% of Zoom subscription (£7.20) & 50% of printer paper (£10.49)	£17.69
Potten End Cricket Club	Improving drainage on cricket ground	£195.00
DCVS	Clerk's salary	£726.14
DCVS	Monthly administration fee for payroll and annual subscription fee	£96.00
Hertfordshire Association of Town and Parish Councils	Annual subscription	£755.70
Baker SC	Simon Baker Tree Care for felling and removal of dangerous trees on sports ground	£490.00
C Watson	Repairs to water supply at allotments	£50.00
Baker SC	Simon Baker Tree Care to grind holly and surrounding stumps on the Village Green	£350.00
Affinity for Business Ltd	Water bill for allotments - January to March 2020	£86.68

Payments totaling £3,613.41 are within budget (see Appendix 2 - financial report).

**c. To note payments received:**



Great Gaddesden Parish Council	50% share of costs of clerk attending end of year finance course	£20.00
Bank interest	March	£7.46
NatWest	Compensation after losing debit card application twice	£100.00
Boxhedge Ltd	Contribution to village map	£200.00
Dacorum BC	Precept £20,835.05, Concurrent services grant £13,722.03, Warden's grant £3,189.54 and Council tax support grant £193.38.	£37,940

**d. Defibrillator training**

**Resolved:** that the council should arrange for a training course on the use of the two defibrillators in the Parish from Community Heartbeat at a cost of £175 for a two hour session plus hall hire of £40 once the pandemic is over. Agreed unanimously.

**20/034 Report and update from the Planning Working Party**

**a. To note the following responses to planning applications submitted to Dacorum BC since the last Council Meeting under the Clerk's delegated powers:**

**20/00326/FHA**      **Roseheath Wood Cottage,**      **No objection**  
**Bullbeggars Lane**

Two storey rear extension and internal alterations and removal of chimney.

**20/00461/FHA**      **4 The Laurels, Potten End, HP4**      **No objection**  
**2SP**

Two storey rear/side corner extension of garage, alterations to windows and cladding to the existing house with associated landscaping works and internal alterations.

**20/00475/TCA**      **Magnolia Cottage, 12-13 The**      **No objection**  
**Back, Potten End, HP4 2QS**

Work to trees

**b. To consider the following planning applications:**

**20/00590/FHA &**      **Brickwall Cottage, Frithsden**      **No objection**  
**00591/LBC**      **Gardens, HP1 3DE**

Alteration to existing rear arrangement to form an extension

**20/00727/FHA**      **1 Chestnut Close, Potten End,**      **No objection**  
**HP4 2QL**

Single storey side extension, following demolition of existing side conservatory. First floor side extensions with roof-lights to rear roof-slope

**20/00771/FHA**      **Autumn Tints, 4 Rambling Way,**      **No objection**  
**Potten End, HP4 2SE**

Two storey side and rear extension and new front porch

**20/00786/ROC**      **Rosa Maria Farm, Little Heath**      **Deferred**  
**Lane, Little Heath, HP4 2RT**

Removal of condition 1 (use restrictions related to goat enterprise) attached to planning permission 4/0828/96/FUL (change of use of an existing agricultural building to residential accommodation for an agricultural worker).

Further information had been requested on the reasons for the original planning restrictions.

**4/02287/19/FHA**      **8 Hempstead Lane, Potten End**      **No objection**  
**HP4 2QJ**

Demolition of existing garage and outbuildings and construction of new side and rear extension. Part two storey and part single Storey.

- c. **To consider planning applications received during the period 10<sup>th</sup> April 2020 and 16<sup>th</sup> April 2020:**

None

**20/035**      **Date and time of next meeting**  
7.30pm, Thursday 21<sup>st</sup> May 2020.

The meeting closed at 9.15pm

Chairman .....



Date .....

21/6/20

**Appendix 1 - Accounts to be paid, payments received and financial report (20/033.a)**

**March 2020**

**Approval of accounts to be paid**

Hertfordshire Association of Parish and Town Councils	Attendance at year end finance course for clerk (50% to be reimbursed by Great Gaddesden PC)	£40.00
Hertfordshire Association of Parish and Town Councils	Attendance at New Councillor induction course for Cllrs Smith and Brennan	£80.00
K Furness	Parish Warden duties w/e 14/02 to w/e 06/03	£448.00
A Farrow	Printer ink (shared equally with GGPC) and stamps	£37.32
Dacorum Borough Council	Parish non-contested election costs 2019	£150.00
DCVS	Clerk's March salary	£727.11
DCVS	Monthly fee for payroll	£25.20

**Note of payments received**

Ward Memorials	Headstone for D Turner	£125.00
Bank interest (February)		£6.52
Potten End School	Sports ground rental for 2015, 2016, 2018, 2019 and 2020)	£785.68
HMRC	VAT refund (2017-18 and 2018-19)	£4,541.41

Payments total £1,507.63 are within the revised budget agreed in October 2019 (see following page).

The current year end projection is for a surplus of £3,900 against a budgeted loss of £3,400. Projected income is up £3,300, largely as a result of greater than anticipated VAT reimbursement and sports field rental. Projected costs are down £4,000, largely as a result of under-expenditure on the recreation ground (£1,200) and other small contingencies not utilised.

Minutes of Nettleden with Potten End  
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	March	Year-end total	Revised 2019/20 budget agreed October 2019	Year-end variation from budget	Commentary
<b>Income</b>					
Precept		18,574	18,574	-	
Concurrent services		20,355	20,355	-	
Allotments		1,560	1,700	- 140	Income from plot rental on target. Re-imbursement of water supply less than budgeted, but more promised in 2020/21.
Administration		222		222	
Training					
Burial Ground	125	1,775	2,000	- 225	One anticipated interment didn't materialise
Sports ground	786	786		786	Back payments due from school for use of football pitch (received).
Recreation Ground		150	150	-	
Open Spaces		161	300	- 139	Contributions to village map not yet received.
Highways				-	
VAT reimbursed		4,541	1,700	2,841	Budget based on claim for just 2018/19 but under-estimated. 2017/18 also claimed.
<b>Total income</b>	<b>911</b>	<b>48,124</b>	<b>44,779</b>	- 3,345	
				-	
<b>Payments</b>				-	
Clerk's salary	-727	-9,494	-10,000	506	Over-budgeted
Warden's Fees	-448	-5,824	-6,000	176	
Warden's costs		-114	-200	86	
Allotments		-2,302	-3,000	698	Over-budgeted
Administration	-213	-2,010	-2,500	490	
Training	-120	-610	-800	190	
Burial Ground		-96	-250	154	
Recreation Ground		-247	-1,500	1,253	Over-budgeted
Open Spaces		-4,767	-15,000	233	
Subscriptions		-834	-1,000	166	
Donations		-1,000	-1,000	-	
Insurance		-1,045	-1,050	5	
Churchyards		-380	-380	-	
Highways		-300	-5,500	5,200	SID budgeted under highways rather than s.137 (below)
s137		-5,120		- 5,120	
Car park on playing field				-	
<b>Total payments</b>	<b>-1,508</b>	<b>-44,142</b>	<b>-48,180</b>	4,038	
				-	
<b>Net income/expenditure</b>	<b>-597</b>	<b>3,982</b>	<b>-3,401</b>	7,383	



Appendix 2 – Financial report (20/033.b-c)

April 2020

	Actual		2020/21		2019/20		Variation - Yearend projection to 2019/20 actual	Commentary
	April	Actuals to date	Yearend projection	Annual budget	Actual	Variation - Yearend projection to budget		
<b>Income</b>								
Borough Council general income	21,028	21,028	21,028	20,765	22,095	-1,067	-5%	2019/20 includes CIL income
Open spaces income	16,912	16,912	23,772	24,772	21,466	2,306	10%	Repayment of water rates
Total other income	-	-	2,000	2,000	4,912	-2,912	-146%	2 years VAT reclaimed in 2019/20
<b>Total income</b>	<b>37,940</b>	<b>37,940</b>	<b>46,800</b>	<b>47,537</b>	<b>48,473</b>	<b>-1,673</b>	<b>-4%</b>	
<b>Expenditure</b>								
Personnel	726	726	10,816	11,000	9,494	-1,322	-12%	Includes contingency
Administration	902	902	5,242	5,330	4,507	-735	-14%	Includes contingency
Highways	-	-	275	275	5,420	5,145	1871%	2019/20 included purchase of SID warranty
Open spaces maintenance	1,635	1,635	22,335	22,650	23,730	1,395	6%	2019/20 included map expenditure
Grants/donations	350	350	2,500	2,500	1,000	-1,500	-60%	Decision to make more funds available for community projects
<b>Total regular expenditure</b>	<b>3,613</b>	<b>3,613</b>	<b>41,168</b>	<b>41,755</b>	<b>44,151</b>	<b>2,983</b>	<b>7%</b>	
<b>Net regular income/expenditure</b>	<b>34,327</b>	<b>34,327</b>	<b>5,362</b>	<b>5,782</b>	<b>4,322</b>	<b>-150</b>	<b>-9%</b>	
One-off expenditure	-	-	32,000	32,000	-	-32,000		
<b>Total payments</b>	<b>3,613</b>	<b>3,613</b>	<b>73,168</b>	<b>73,755</b>	<b>587</b>			
<b>Net total income/expenditure</b>	<b>34,327</b>	<b>34,327</b>	<b>-26,368</b>	<b>-26,218</b>	<b>150</b>	<b>-30,690</b>		