

Potten End Village Hall
The Green
Potten End
Berkhamsted
HP4 2QG

18th June 2021

To: Cllrs Daniel Burfot, Eamonn Brennan, David Grimsdale, Simon Nelson, Hilary Smith, Erica Spanswick, Dina Westenholz Smith, Roger Wright

You are summoned to attend the following meeting:

Nettleden with Potten End Parish Council Meeting

to be held on

Thursday, 24th January 2021

in the **Church Room, Potten End, HP4 2QY** at **7.30pm**

Members of the public and press are invited to attend this meeting but are asked to advise the Clerk in advance if they will be attending as to comply with Government COVID guideline no more than 32 people will be able to attend the meeting.

Andrew Farrow

Mr A Farrow

Clerk to Nettleden with Potten End Parish Council

Agenda reference	Agenda item
21/079	Apologies for absence
21/080	Interests <ol style="list-style-type: none">To receive declarations of interest from councillors on items on the agendaTo consider any written requests for grants of dispensations for declarable interests that had been receivedTo consider any requests for grants for dispensation for declarable interests
21/081	Minutes <p>Proposed that the minutes of the meeting of the Council on the 5th May 2021 as circulated to members be signed as a correct record.</p>
21/082	Public Issues

Agenda reference	Agenda item
	In accordance with the Council's Standing Orders, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda for not more than 20 minutes.
21/083	Matters arising (not covered elsewhere)
a.	Cllr Grimsdale to speak to the householder/residents regarding builders vans parking outside 59 & 61 Hempstead Lane
21/084	Correspondence received
21/085	Parish Warden report
21/086	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.
21/01477/FHA	The Grange, Frithsden Copse, Potten End, HP4 2RG No objection 11th June 2021
	Construction of outbuildings to rear of property.
21/01385/FHA	26 Hempstead Lane, Potten End, HP4 2SD No objection 11th June 2021
	Two storey side, rear and front extensions, increase in eaves height and ridge height and alterations to the brickwork and fenestration.
21/02025/FHA	High Beech, Frithsden Copse, Potten End, HP4 2RQ No objection 17th June 2021
	Dismantling of existing orangery and reconstruction of an enlarged orangery to rear. Construction of new Alitex Mottisfont Greenhouse. Demolition of existing garden dwarf walls and construction of new garden dwarf walls and steps to match existing with associated enlargement of patio.
21/02023/FHA	11 Rambling Way, Potten End, HP4 2SF No objection 11th June 2021
	Ground floor front infill and rear extension, and first floor extension
21/02101/FHA	9 Homefield, Potten End, HP4 2QX No objection 17th June 2021
	Proposed single storey front extension and part single / part double storey rear extension. Loft conversion with flat roof dormer to rear and associated Velux rooflights.
b.	To agreed responses to the following planning applications:
21/01239/FHA	15 The Back, Potten End, HP4 2QS No objection 11th June 2021
	Two-storey side and rear extension
21/02231/FHA	Martins, 14 Rambling Way, Potten End, HP4 2SF No objection 17th June 2021
	Two storey rear extension, single storey side extension, roof ridge raised and replacement garage/outbuilding.
21/02368/FHA	9 Hedgeside, Potten End, HP4 2RE No objection 11th June 2021

Agenda reference	Agenda item
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Proposed side & rear first floor extension. Loft classed as permitted development as per calculation (amended scheme).

- c. **To consider** any planning applications received after the agenda was published.
- d. **Update** on the ancillary access to 69 Hempstead Lane agreed as part of [20/00227/FHA](#).
- e. **Update** on the development of five houses at 38 Rambling Way ([21/00138/FUL](#))
- f. **Update** on the [Tree Preservation Order](#) on the site adjacent to Brown Springs
- g. **Update** on the sewage problems in Brown Springs

21/087 Parish Plan

To receive an update.

21/088 Report of Traffic and Highways Working Party (see [outstanding items](#) list for an update on all issues under consideration)

a. Frithsden Lane

To note closure from 23rd July for utility service work

b. Nettleden Rd

- i. **To note** closure from 2nd July for utilities maintenance.
- ii. **To consider** concerns regarding speeding in Nettleden

c. Update on speed limit on The Common

21/089 Report and Update from the Open Spaces and Leisure Working Party

a. Allotments – update following meeting with representatives of plot holders.

b. Burial Ground

- i. **Proposed** that the clerk may only approve applications to be buried in the Burial Ground with the support of the Open Spaces Working Group.
- ii. **Update** on the maintenance of plots in the Burial Ground.

c. Old Green

- i. **Update** on the dog poo bin in the Old Green.
- ii. **Update** on bridle path signs

d. Spencer Holland

Proposed – a [development strategy](#) for the play equipment and football area.

e. Sports Ground

- i. **Potten End Youth FC** – report on season and request for renewal of tenancy agreement
- ii. **School use of sports ground - to agree** that the school can erect inflatables on the Sports Ground for an end of year fun activity.
- iii. **Cricket Club** – balls landing in Vicarage Gardens

f. The Green

Agenda reference	Agenda item
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To agree that the Gardening Club may erect a scarecrow and publicity poster for the Village Show on The Green from 30th August to 4th September

g. To consider a [request from the Gardening Club](#) to plant bulbs in various locations around the village and to receive a grant of £100 toward the cost.

h. [External fixed asset review](#)

To note the maintenance schedule.

i. [RoSPA report](#)

To consider the annual report and any recommendations not covered elsewhere.

21/090 Report and Update from the Finance and Administration Working Party

a. [Financial report](#) as at 17 June 2021

b. To note payment of the following accounts

DCVS	Clerk's salary	£864.23
DCVS	Payroll administration	£31.20
Proscan Document Imaging Ltd	Scan of History of Potten End (approved 21/075.d)	£79.03
Nest (direct debit)	Clerk's pension (from October 2020 to April 2021, 5 months at @ £23.84 pm plus one month including back pay of £31.80)	£151.00

c. To approve payment of the following accounts:

ICO	Annual registration fee with the Information Commissioner's Office	£40.00
Ernest Newhouse	Internal audit fee	£350.00
R N C Hawkins	Burial of ashes of H Bramham	£120.00
David Giddings Landscapes	Lift and replace stone for burial of ashes for H Bramham	£130.00
Potten End Village Hall	Bus stop lease annual payment	£356.52
Potten End Village Hall	Allotment meeting	£22.28
Kevin Furness	Parish Warden duties	£448.00
DCVS	Clerk's salary	£864.23
DCVS	Payroll administration	£31.20
A Farrow	Clerk's expenses (inc £102.57 relating to netting for the goal on Spencer Holland)	£143.11
Playsafety Ltd	Annual review of Spencer Holland, Sports Ground and bus stops	£294.60

d. To note payments received

Agenda reference	Agenda item	
	Potten End Primary School	Annual rent for use of sports ground £167.84
	Mrs S Bramham	Ashes interment for Mr H Bramham £475.00
	Interest	May £0.33

e. Bank account

Update on the transfer of the Parish Council’s bank accounts from NatWest to Unity Trust.

f. 2020/21 Audit

- i. **To note** the [Internal Auditor’s comments](#) and to approve the [response](#) as presented to members.
- ii. **To note** that the Annual Governance and Accounting Review was submitted to the External Auditor on 13th May 2021.
- iii. **To note** that the Annual Governance Review, the completed statement of Public Rights and Publication of Unaudited Annual Governance & Accountability Return, and the notes which accompany the Notice were published on the Parish Council’s website and notice board from 14th June.

g. To note that the Trustees of the Village Hall had agreed that the Village Hall could be used as the official address of the Parish Council.

h. Standing Orders

Proposed that the [Standing Orders](#) be amended as presented to members.

21/091 Date and time of next meetings

The next meeting will be held on 15th July 2021 at the Church Rooms, Potten End.