

**Minutes of the Council Meeting of
Nettleden with Potten End Parish Council Meeting**

held on

Thursday, 19th May 2022

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

Present: Cllrs D Burfot (Chair), E Brennan, E Spanswick and D Westenholz-Smith.

In attendance: Mr T Douris (County and Borough Councillor), Mr A Farrow (Parish Clerk), and seven members of the public.

Agenda reference	Agenda item
22/060	Election of Chairman Resolved - to elect Daniel Burfot as Chairman for the year 2022/23. Agreed unanimously.
22/061	Election of Vice Chairmen Resolved - to elect David Grimsdale and Dina Westenholz-Smith as Vice Chairmen for the year 2022/23. Agreed unanimously.
22/062	Apologies for absence were noted and accepted from Cllrs Grimsdale, Nelson, Smith and Wright.
22/063	Declaration of interests There were no declarations of interest or requests for grants of dispensations from councillors for declarable interests on items on the agenda.
22/064	Minutes Resolved that the minutes of the meeting of the Council on the 19 th April 2022 as circulated to members be signed as a correct record. Agreed unanimously.
22/065	Public Issues <ol style="list-style-type: none">Concern was expressed at the safety of an ash at the end of the Old Green. It hadn't been identified as a risk in the Tree Survey carried out by John O'Conner in 2021 but the Parish Council had agreed to review it when work was undertaken on the Old Green.The status of replacing the bridleway signs on the Old Green was raised; this is scheduled to be reviewed with the responsible Dacorum Officer for the June meeting.The metal slide on the Spencer Holland playground had been retained when all the new equipment was wooden because there had been significant public support to retain it. The slide had been repaired and repainted.
22/066	Matters outstanding – none that needed discussion or weren't dealt with elsewhere on the agenda.
22/067	Correspondence received <ol style="list-style-type: none">Sewerage – noted that Thames Water had agreed to reline the sewers in Brown Springs and that although this didn't address the issue of "hydraulic overload" during high rainfall it should help prevent blockages.

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	<ul style="list-style-type: none"> b. Luton Airport expansion - agreed that the Council should be included in the representation being made by LADACAN against the expansion of Luton Airport to the Department for Levelling Up, Housing and Communities. c. Hertfordshire Migration Strategic Steering Group – noted the update regarding asylum seekers in Hertfordshire circulated to members was. d. Police – a report had been received noting one ‘non-dwelling’ burglary and a few thefts from unattended cars parked in remote areas of Ashridge where items had been left on display. A representative of the police would be attending the June Council Meeting. e. Dacorum Filming Officer – noted that the Clerk would be meeting the officer so that she could gain a better understanding of the village. 																					
22/068	<p>Parish Warden report – four fridges dumped on Nettleden Rd had been reported to Dacorum and removed. The wet pour repair around some of the new play equipment was shrinking creating a potential trip hazard and would be monitored, and a metal bolt protruding from the ground after the old equipment had been dismantled had been removed. The water butts at the burial ground had been topped up. Noted that both inner gate posts at the burial ground now needed replacing.</p>																					
22/069	<p>National Trust report – noted that the NT was undertaking thermal counts to establish the numbers of deer on the estate, and that the NT was working with a consultant to look at car park surfaces. Surprise was expressed that the NT Estate Committee didn’t appear to be discussing the impact of the issues regarding the Chilterns Beechwoods Special Area of Conservation (SAC) which had seriously impacted planning applications in the Borough (see 22/054.e).</p>																					
22/070	<p>Report of Traffic and Highways Working Party</p> <ul style="list-style-type: none"> a. Little Heath Lane – noted that work to address drainage issues had been scheduled in August and would probably involve the installation of kerbs. b. Nettleden and Vicarage Rd fingerpost – noted that the replacement fingerpost had been received and would be installed as soon as possible. c. School Gardens – the road surface was deteriorating. Cllr Douris agreed to review. 																					
22/071	<p>Report and update from the Planning Working Party</p> <ul style="list-style-type: none"> a. Noted the response to a planning application submitted to Dacorum BC since the last Council Meeting under the Clerk’s delegated powers. <ul style="list-style-type: none"> <li data-bbox="336 1601 1422 1686"> <table border="0"> <tr> <td data-bbox="336 1601 523 1630">22/01039/FHA</td> <td data-bbox="564 1601 1177 1630">The Grange, Frithsden Copse, Potten End, HP4 2RG</td> <td data-bbox="1278 1601 1422 1630">No objection</td> </tr> <tr> <td colspan="3" data-bbox="336 1653 1054 1686">Construction of boundary fence to south-eastern boundary.</td> </tr> </table> <li data-bbox="336 1709 1422 1843"> <p>b. Agreed responses to the following planning applications:</p> <table border="0"> <tr> <td data-bbox="336 1758 523 1787">22/01255/FHA</td> <td data-bbox="564 1758 1066 1787">28 Hempstead Lane, Potten End, HP4 2SD</td> <td data-bbox="1278 1758 1422 1787">No objection</td> </tr> <tr> <td colspan="3" data-bbox="336 1809 1066 1843">Two storey side and rear extensions and internal alterations.</td> </tr> </table> <li data-bbox="336 1865 1422 1944"> <table border="0"> <tr> <td data-bbox="336 1865 523 1895">22/01277/FHA</td> <td data-bbox="564 1865 1177 1895">Deers Leap, 18 Rambling Way, Potten End, HP4 2SF</td> <td data-bbox="1278 1865 1422 1895">No objection</td> </tr> <tr> <td colspan="3" data-bbox="336 1917 1326 1944">Proposed ground floor rear extension, floor plan redesign and all associated works</td> </tr> </table> <li data-bbox="336 1966 1422 1993"> <table border="0"> <tr> <td data-bbox="336 1966 523 1995">22/01464/FUL</td> <td data-bbox="564 1966 1066 1995">26 Hempstead Lane, Potten End, HP4 2SD</td> <td data-bbox="1278 1966 1422 1995">No objection</td> </tr> </table> 	22/01039/FHA	The Grange, Frithsden Copse, Potten End, HP4 2RG	No objection	Construction of boundary fence to south-eastern boundary.			22/01255/FHA	28 Hempstead Lane, Potten End, HP4 2SD	No objection	Two storey side and rear extensions and internal alterations.			22/01277/FHA	Deers Leap, 18 Rambling Way, Potten End, HP4 2SF	No objection	Proposed ground floor rear extension, floor plan redesign and all associated works			22/01464/FUL	26 Hempstead Lane, Potten End, HP4 2SD	No objection
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Demolition of existing house and construction of a new house in its place to include over the existing footprint, a two storey side, rear and front extensions, increase in eaves height and ridge height, 1 dormer to the front and 3 dormers to the rear, and alterations to the brickwork and fenestration including installation of Heat pumps and Solar Panel.
 (Amended scheme)

- c. **Agreed** a response to the following planning application received after the agenda was published.

22/01514/FHA Acrefield, Frithsden Copse, Potten End, HP4 2RG No objection

Part single, part two storey side extension, first floor rear extension and relocation of front porch.

- d. **Little Heath Lane solar array (22/01106/MFA)** – noted the detail of the Parish Council’s objection as agreed under 22/054.d and that confirmation had been received that the application would be referred to Dacorum’s Development Management Committee for a decision.

22/072 Report and Update from the Open Spaces and Leisure Working Party

- a. **Allotments**

Resolved to contribute £100 toward the cost of removing rubbish from the allotments.
 Agreed unanimously.

- b. **Potten End Jubilee Festival**

- i. **Noted** that a grant had been received from the National Lottery for £6,658.
- ii. **Noted** agreement for a licensed bar to be operated by the Cricket Club on the Sports Field on the 3rd and 4th June.
- iii. **Noted** that the Council had entered into agreements with Eventbrite, for the issuing of tickets for the open-air cinema, and Square, for the processing of card payments.

22/073 Report and Update from the Finance and Administration Working Party

- a. **Noted** payment of the following invoice

Xamax Clothing Co Ltd	Hi-Vis waste coats for festival	£252.30
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- b. **To approve** payment of the following invoices:

DCVS	Clerk’s salary for May and back pay	£3,180.08
DCVS	Payroll administration	£31.20
DCVS	Annual payroll fee	£70.80
DCVS	Annual membership fee	£36.00
Nest	Clerk’s pension	£169.93
A Farrow	Expenses	£190.30
K Furness	Parish Warden duties	£480.00

Agenda reference	Agenda item		
	Potten End Cricket Club	Re-imbusement of allotment water rates paid by club in error.	£205.13
	J&M Nixon Printers Ltd	The Print Centre - publicity material for the festival	£854.00
	Ernest Newhouse	Internal audit	£375.00
	Sanctuary Art of Sound Ltd	PA hire and engineering services for the festival	£1,320.00
	Paul Rose	Reimbursement of overpaid pitch festival pitch fee	£30.00
	ICCM	Annual membership of the Institute of Cemetery and Crematorium Management	£95.00
c.	Noted payments received and held on account		
	Potten End Village Hall	Grant received from National Lottery for Jubilee Festival	£6,658.00
	Potten End School	Rent for use of sports field in 2022/23	£167.84
	Festival plot fees		£260.00
	eventbrite	Net ticket receipts for movies on 4 th June.	£1,187.81
d.	2021/22 year-end		
	i. Resolved that that the Annual Governance Statement as presented to members is correct and may be signed on behalf of the Council. Agreed unanimously.		
	ii. Resolved that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council. Agreed unanimously.		
	iii. Resolved that the Clerk may publish the approved sections of 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 on the Parish Council's website from 13 th June to 22 nd July 2022. Agreed unanimously.		
	iv. Noted the comments of the Internal Auditor and agreed the response as presented to members.		
	Noted the recommendation of the Internal Auditor that the Council should migrate from the current, excel-based, accounting system to a software package. Agreed that the Clerk be authorised to investigate the options and commit to a service if he considered it appropriate for the Council's needs.		
e.	Code of Conduct		
	Resolved to adopt the model code of conduct as presented to members. Agreed unanimously.		
f.	Risk assessment		
	Resolved to agree the risk assessment as presented to members. Agreed unanimously.		
22/074	Annual review		
a.	Resolved to agree the following in accordance with article 5.j of the Council's Standing Orders. Agreed unanimously.		

Agenda reference	Agenda item
	<ul style="list-style-type: none">i. Delegation arrangements to committees and staffii. Terms of reference for committeesiii. Standing Orders (including the changes submitted to members as a result of Brexit).iv. Financial Regulations (including the changes submitted to members whereby the Clerk would have delegated power to undertake expenditure of up to £500 if within budget, and up to £5,000 if within budget and supported by the Finance and Administration Working Party).v. Representation on external bodiesvi. Inventory of land and assetsvii. Arrangements for insurance coverviii. Subscriptions and regular paymentsix. Complaints procedurex. Policies, procedures and practices in respect of the Council’s obligations under the freedom of information and data protection legislation<ul style="list-style-type: none">• Privacy policy for staff and councillors• General privacy policy• FOI publication schemexi. The Council’s expenditure under s.137 of the Local Government Act 1972xii. The times and places of ordinary meetings of the full Council up to and including the next annual meeting of the full council
	<p>b. Agreed to defer consideration of the appointment of members to committees and working parties until the June Council Meeting.</p>
22/075	Date and time of next meetings
	The next meeting will be held on 16 th June 2022 at the Church Room, Potten End at 7.30pm.