

**NETTLEDEN WITH POTTEN END PARISH COUNCIL**

**Meeting held on Thursday 21<sup>st</sup> January 2016  
In the Church Rooms, Potten End at 8pm**

**MINUTES**

**Present:** Cllr Bramham, Cllr Burfot, Cllr Cross, Cllr Gurney, Cllr Grimsdale, Cllr Spanswick

Clerk: Katrina Bond

Also present: Kevin Furness, Village Warden and 5 members of the public.

**1/16/1 APOLOGIES FOR ABSENCE**

Apologies were given by Parish Councillors Wright and Mitchell and also by Ward Councillor Douris.

**1/16/2 DECLARATIONS OF INTEREST**

- 2.1 Cllr Burfot** declared a personal interest in Agenda Item 7a: Approval of Accounts to be Paid as he had submitted an invoice for payment.

**1/16/3 MINUTES OF THE LAST MEETING (10<sup>th</sup> December 2015)**

The minutes were taken as read and signed by the Chairman as being a true record.

**1/16/4 REPORTS**

- 4.1 Police Report:** The Clerk read out a report that had been received via email which detailed one crime of burglary in Frithsden.
- 4.2 Village Warden Report:** All street signs in the Parish have been cleaned. Eight bird boxes have been made and will be installed in the near future.

**1/16/5 PUBLIC PARTICIPATION**

- 5.1 Mr Ray Hardy** registered strong concerns regarding his application to have a joint tenancy on his allotment plot. Mr Hardy felt that the Allotment Committee were not properly considering this application and requested that the Parish Council look into the matter. In the absence of Cllr Mitchell, who represents the Parish Council on the Allotment Committee, the Chairman agreed to meet with the Committee Chairman to resolve these issues.
- 5.2 Mr Bryan Franklin** expressed concerns regarding a planning application in Rambling Way. He felt that the Parish Council should object to proposed plans to build a

garage that would alter the original building line of Rambling Way. The Planning Working Party had not received papers for this planning application but would make a response in the near future.

- 5.3 Mr Colin Braine** reported two overhanging trees on Footpath No. 16. The Clerk agreed to contact Clayton Rae at Dacorum Borough Council in this regard.

## **1/16/6 REPORT AND UPDATE FROM THE OPEN SPACES AND LEISURE WORKING PARTY**

- 6.1 National Clean for the Queen:** This is a scheme to mark the 90<sup>th</sup> birthday of the Queen. It is proposed groups get together on the weekend of 4<sup>th</sup> – 6<sup>th</sup> March and do a huge litter pick. Dacorum Borough Council are co-ordinating the groups and will be issuing litter bags and litter pickers upon application. They will also be organising collection of the litter. The Clerk has passed this on to the School and the Scouts to see if they are interested in taking part.
- 6.2 Cutting of Hedge on the Recreation Ground:** Dacorum Borough Council has recently cut the hedge behind the new safety fencing on the Recreation Ground but not the hedge adjacent to the football goal. Cllr Wright has offered to help the Village Warden cut this hedge.
- 6.3 Replacement of Noticeboard at junction of Common Gardens outside the Village Hall:** Clerk has asked Joe Guiton of DBC to make sure the board at the junction of Common Gardens is replaced. The board outside the Village Shop is also in need of replacement. The Clerk has asked whether Dacorum Borough Council can supply a new noticeboard to replace this one and will also obtain quotes for the Parish Council to replace it if not.
- 6.4 Repair/Replacement Grass in front of goal on the Recreation Ground:** The ground in front of the goal is badly eroded. The Clerk will investigate different types of surfacing and costs.
- 6.5 Bird Boxes on the Old Green:** The Village Warden has purchased suitable timber and has built some new boxes. Colin Bayley has also agreed to assist the Warden.
- 6.6 Winter Salt:** The School has received a large quantity of salt and will allow the Warden to use some if required.
- 6.7 Wet Pour Quotes for the Recreation Ground:** One quote has been received for replacement surfacing under the climbing frame. Monies have been included in the next budget to carry out these works. The Clerk will obtain further quotes and present these to the Working Party for their next meeting.
- 6.8 Neighbourhood Plan:** Links to examples have been forwarded for consideration.
- 6.9 WI tree:** The new tree has been planted on behalf of the WI by Cllr Burfot . A tree guard will be installed to protect this tree. Cllr Burfot had used the spare soil to fill in a large pit near the Village Pond.
- 6.10 Footpath at Browns Spring:** Despite formal notification still being awaited, it was presumed that Ramblers were using this footpath.

**1/16/7 REPORT AND UPDATE FROM THE FINANCE, ADMINISTRATION, POLICE AND REVIEW WORKING PARTY**

**7.1 Accounts to be Paid: Accounts to be Paid:**

Potten End Village Hall (meetings during 2015)	£105.00
Holy Trinity PCC (Annual Rental for Meetings in the Church Rooms)	£215.60
Society of Local Council Clerks (SLCC Annual Subscription)	£118.00
BT (PC telephone quarter to 8.1.16) <b>Paid by DD</b>	£75.94
DC Garden Services (tree removal on the Old Green)	£144.00
K Furness (VW duties w/e20.11.15-w/e 11.12.15 plus expenses)	£427.98
K Furness (VW duties w/e18.12.15-w/e8.1.16)	£416.00
DCVS (Clerk's Salary & Payroll Charges – Jan16)	£695.58

**7.2 Management Figures:** Monthly management figures had been presented to the Working Party and approved.

**7.3 Approval of Finance Budget Papers:** It was proposed that the draft budget figures were formally signed and submitted to Dacorum Borough Council. This was agreed.

**7.4 Church Newsletter:** Cllr Bramham proposed that approval for a donation of £250.00 was given. This was agreed by a show of hands.

**7.5 Changes to Payroll Arrangements:** The Working Party is now considering the appointment of a new payroll company as the current providers are ceasing their current arrangements.

**7.6 Workplace Pension Arrangements:** The Staging Date for when the Parish Council is legally obliged to have pension arrangements in place is February 2017.

**7.7 Annual Review of Risk Assessments:** The Working Party will review this at their next meeting.

**7.8 Annual Review of Parish Council Procedures:** Documents to be considered: Child Protection Policy, Financial Regulations, Standing Orders. These documents will be reviewed at the next Working Party meeting.

**7.9 Training Arrangements for Cllr Spanswick and Cllr Cross:** Next local session is 16<sup>th</sup> June 2016. The Clerk will reserve places on this training course.

**7.10 Social Media Training:** Dacorum Borough Council is running a free training course on Wednesday 2<sup>nd</sup> March 10am-1pm at the Civic Centre. The Clerk and Cllr Wright will be attending.

**7.11 Annual Parish Meeting:** Thursday 17<sup>th</sup> March 2016. Kim Ashworth from Anti Social Behaviour has offered to do a talk. Waste Aware will also be invited.

**1/16/8 REPORT AND UPDATE FROM THE TRAFFIC, SPEEDING AND HIGHWAYS WORKING PARTY**

**8.1 Double Yellow Lines:** Cllr Bramham registered her disappointment and frustration at the lack of progress in painting these yellow lines despite assurances that they would be completed prior to the new school term in January.

**8.2 Blocked Drains at Martins Pond:** These blocked drains had been reported to Highways for clearance.

**1/16/9 REPORT AND UPDATE FROM THE PLANNING WORKING PARTY**

4/04030/15	The Birches 21 Rambling Way	Two storey side and rear extension	No obj
4/04082/15	Binghams Park Potten End Hill	Two storey front and rear extensions Changes to access arrangements etc	No obj
4/04115/15	Fram Frithsden Copse	Construct detached garden room	No obj
4/03847/15	Little Manor Frithsden	Formation of Parking Bay	No obj
4/00071/16	Pond Cottage The Green	Two Storey Side Extension and Detached Garage	No obj
4/04081/15	Crossways Farm Nettleden Road	Variation to approved plans for App.No. 4/02328/14	No obj
4/03182/15	Beauport Frithsden Copse	Construction of replacement dwelling	No obj

**(concerns will be again raised regarding any possible encroachment onto the adjacent footpath)**

4/00006/16	Acorns Rambling Way	Rear Ground extension, side extension, Loft Conversion and front porch	No obj
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**1/16/11 TIME AND DATE OF NEXT MEETING**

THURSDAY 18th FEBRUARY	Commencing at 8pm
THURSDAY 17th MARCH (Annual Parish Meeting)	Commencing at 8pm
THURSDAY 21st APRIL	Commencing at 8pm
THURSDAY 19th MAY (Annual Meeting)	Commencing at 8pm
THURSDAY 16 <sup>th</sup> JUNE	Commencing at 8pm
THURSDAY 21st JULY	Commencing at 8pm
THURSDAY 15th SEPTEMBER	Commencing at 8pm
THURSDAY 20 <sup>th</sup> OCTOBER	Commencing at 8pm
THURSDAY 17th NOVEMBER	Commencing at 8pm
THURSDAY 8 <sup>th</sup> DECEMBER	Commencing at 8pm

There being no further business the meeting was closed at 9.10pm.

Signed.....

(Chairman)

Date.....