

NETTLEDEN WITH POTTEN END PARISH COUNCIL

**Meeting held on Thursday 18th May 2017
In the Church Rooms, Potten End at 7.30pm**

MINUTES

Present: Cllr Burfot, Cllr Gurney, Cllr Spanswick, Cllr Wright

Clerk: Katrina Bond

Also Present: Borough Councillor Terry Douris, Parish Warden Kevin Furness and 6 members of the public.

04/17/1 ELECTION OF CHAIRMAN TO THE PARISH COUNCIL

Cllr Wright nominated Cllr Burfot to the position of Chairman. This was seconded by Cllr Gurney and agreed unanimously.

04/17/2 ELECTION OF VICE-CHAIRMAN TO THE PARISH COUNCIL

Cllr Burfot proposed that the role be shared by Cllr Gurney and Cllr Grimsdale. This was seconded by Cllr Spanswick and agreed unanimously.

04/17/3 PROPOSAL TO CO-OPT MRS JANE SENIOR TO THE POSITION OF PARISH COUNCILLOR

Cllr Burfot proposed that Mrs Jane Senior be co-opted to the position of Parish Councillor. This was seconded by Cllr Gurney and agreed unanimously. Mrs Senior signed a Declaration of Acceptance and agreed to abide by the Parish Council's Code of Conduct. Cllr Senior then took her place at the table.

04/17/4 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Grimsdale and Cllr Mitchell.

04/17/5 DECLARATIONS OF INTEREST

- 5.1 Cllr Burfot** declared a personal and pecuniary interest in Agenda Item 8b: Proposal to accept a quotation to install a handrail on the Old Green as an interested contractor.

04/17/6 MINUTES OF THE LAST MEETING (20th April 2017)

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

04/17/7 PUBLIC PARTICIPATION

7.1 Colin Braine questioned a leaflet detailing a new large proposed development adjoining Potten End that had been delivered to Potten End households. Cllr Douris reported that the leaflet was totally anonymous and that the information contained was inaccurate.

7.2 Ray Hardy asked for an update on the football goal on the Recreation Ground. Cllr Burfot explained that a RoSPA report had been received but no further developments had taken place. Mr Hardy also pointed out that there is a large patch of erosion in front of the goal that will need to be remedied if the goal is to remain.

04/17/8 REPORTS

8.1 Police Report: No report had been received.

8.2 Parish Warden Report: The Warden reported that he had receive to new magnetic signs for his vehicle. The Warden had carried out extensive litter picking which included some horse manure that had been left on the Recreation Ground.

04/17/9 REPORT AND UPDATE FROM THE OPEN SPACES WORKING PARTY

9.1 Fly Tipping and Dumping on the Old Green: Cllr Burfot reported a couple of instances of dumping on the Old Green and a letter asking for this to be cleared will be sent to the householders. **ACTION:** The Clerk will write to the two households concerned.

9.2 Gate at footpath in Browns Spring: Cllr Wright had contacted Clayton Rae at Dacorum Borough Council indicating that he will get the side hedge cut to improve access. He will also contact the landowners to get the barrier removed.

9.3 Hand Rail on Old Green from Browns Spring: It was resolved that this item be moved to Part II of the meeting as it contained commercial quotes.

9.4 Request to use the Football pitch on the Playing Field: The Clerk and Cllr Gurney met with Ben Roberts who proposes hiring the football pitch over the winter season for U8's six a side. He intends to use half the football pitch with pop up goals and cones to mark the pitch. **ACTION:** The Clerk will contact the Cricket Club and the Football Club for their views on whether the pitch can sustain extra use.

9.5 Church Fete: The tug of war will take place on the Spencer Holland not the Village Green.

9.6 Purchase of Security Camera: an email has been sent to PCSO Lee Clements seeking advice on the use of this type of equipment.

- 9.7 **Allotments:** A request to be copied into the minutes of the Allotment Committee meetings has been made to the Allotment Secretary. Access to the Allotment Shed to use communal tools will also be monitored.
- 9.8 **Land at Hempstead Lane:** Cllr Wright will confirm the borders of common land in Hempstead Lane as a resident would like to install fencing and a gate.
- 9.9 **Hedge around Village Hall Bus Shelter:** The Village Hall Caretaker asked whether the Warden would cut the hedge around the bus shelter. The Warden confirmed that he only cut the hedge around the bin last year.
- 9.10 **Proposal to grant permission for advertising banner for the Steam Rally to be placed on the Village Green:** A request for permission to put advertising banners on the Village Green as per previous years had been received. This was unanimously agreed.

04/17/10 REPORT AND UPDATE FROM THE FINANCE AND ADMINISTRATION WORKING PARTY

- 10.1 **Approval of Accounts to be Paid:**
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|---|---------|
| K Furness (PW duties w/e 21.4.17-w/e12.5.17) | £416.00 |
| National Allotment Society (annual membership) | £66.00 |
| K Bond (stationery expenses and purchase of Microsoft Office) | £33.59 |
| DCVS (Clerk's Salary & Payroll Fees – May17) | £718.69 |
- 10.2 **Annual Accounts:** The Working Party had approved the Annual Accounts. In the absence of Cllr Mitchell and the resignation of Cllr Bramham, Cllr Wright proposed that the formal approval of these accounts be moved to the next meeting held on 15th June.
- 10.3 **Proposal to approve the application for a debit card to be used in line with the approved Financial Regulations against the Parish Council's current bank account:** Cllr Wright proposed that this be approved. This was seconded by Cllr Burfoot and agreed unanimously.

04/17/11 REPORT AND UPDATE FROM THE HIGHWAYS WORKING PARTY

- 11.1 **School Gardens Footpath:** Cllr Wright read out an email from Herts Highways which outlined the current position. The process is progressing but will still take a while before installation.
- 11.2 **Safer Walk to School Scheme:** Cllr Senior outlined that there is still a question as to whether the school bus is being cancelled or whether it is just the free bus that is being cancelled. Cllr Wright confirmed that 5 children will still be eligible for free transport and a minibus will be provided for them. **ACTION:** Cllr Wright and Cllr Senior agreed to liaise and write an objection to this scheme. Cllr Douris, from the floor, agreed to find out whether it is just the free aspect of the school transport that is being withdrawn. **ACTION:** Cllr Senior agreed to forward an email she had received on the matter to Cllr Douris.

Mr Durrant arrived at 8pm.

04/17/12 PROPOSAL TO CO-OPT MR NIGEL DURRANT TO THE POSITION OF PARISH COUNCILLOR

Cllr Burfot proposed that Mr Nigel Durrant be co-opted to the position of Parish Councillor. This was seconded by Cllr Gurney and agreed unanimously. Mr Durrant signed a Declaration of Acceptance and agreed to abide by the Parish Council's Code of Conduct. Cllr Durrant then took his place at the table.

04/17/13 REPORT AND UPDATE FROM THE PLANNING WORKING PARTY

In the absence of Cllr Grimsdale and the resignation of Cllr Bramham, there was no Planning Report for this meeting.

04/17/14 TIME AND DATE OF NEXT MEETING

THURSDAY 15th June 2017

Commencing at 7.30pm

PART II

It was resolved that in view of the personal and financial nature of the business about to be transacted, it was advisable that the public be temporarily excluded and they were instructed to withdraw.

a. Proposal to accept a quotation to install a handrail on the Old Green

Cllr Burfot declared a personal and pecuniary interest in this matter and left the room. Cllr Gurney chaired the meeting in his absence.

Cllr Wright explained that he had made numerous attempts to obtain a second quotation for the installation of this handrail. Financial Regulations state: where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) shall apply.

Regulation 10 (3) states:

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers,

Cllr Gurney proposed that the quotation of £258.90 plus VAT was accepted. This was seconded by Cllr Wright and approved.

There being no further business the meeting was closed at 8.45pm.

Signed.....

(Chairman)

Date.....

DRAFT