

52 Cross Oak Rd
Berkhamsted
Herts,
HP4 3HZ

11th October 2019

To: Cllrs Daniel Burfot, David Grimsdale, Simon Nelson, 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, 17th October 2019

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

Members of the public and press are invited to attend this meeting.

Andrew Farrow

Mr A Farrow

Clerk to Nettleden with Potten End Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

Agenda

08/19/01 Apologies

To receive and accept apologies for absence

08/19/02 Interests

- a. To receive declarations of interest from councillors on items on the agenda
- b. To receive written requests for dispensations for declarable interests; and
- c. To grant any requests for dispensation as appropriate

08/19/03 Minutes (see attached document)

To confirm the Minutes of Nettleden with Potten End Parish Council Meeting held on Thursday 19th September 2019 as an accurate record of proceedings

08/19/04 Public Issues

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.

08/19/04 Co-option of new Councillor (see supporting document)

To consider the application of Mrs Hilary Smith to be co-opted as a Councillor.

08/19/05 Report from the Parish Warden

08/19/06 Report and Update from the Traffic and Highways Working Party

- a. **Proposal:** In view of the number of complaints received from Parishioners regarding items placed on the verge outside properties on Little Heath Lane, for the Parish Council to write to Hertfordshire Highways to seek their assistance in clarifying the status of those items and determining a way forward.

08/19/07 Report and Update from the Open Spaces and Leisure Working Party

a. **Village Map**

Proposals: To commission and print a map of the parish detailing the history of the villages, key items of interest and local walks at a total cost of £3,000.

To amend the budget to take account of the anticipated expenditure.

08/19/08 Report and Update from the Finance and Administration Working Party

a. **Standing Orders** (see supporting document)

Proposal: To approve the amended version of the Council's Standing Orders.

b. **Financial Regulations** (see supporting document)

Proposal: To approve the amended version of the Council's Financial Regulations.

c. **Document Retention Policy** (see supporting document)

Proposal: To approve the proposed policy on Document Retention.

d. **Grant request from Essex & Herts Air Ambulance** (see supporting document)

To consider a request from Essex and Herts Air Ambulance for a grant to help the charity maintain and improve the service it provides.

e. **Approval of accounts to be paid** (see supporting document)

f. **Note of payments received**

None.

g. **Changes to budget** (see supporting document)

Proposals:

- i. to agree changes to the Council's budget for 2019/20 in line with the attached document.
- ii. to agree that £10,000 should be transferred from the Council's general reserve to an earmarked reserve for the refurbishment of the recreation ground equipment and playing surface.

- iii. to agree that £15,000 should be transferred from the Council's general reserve to an earmarked reserve for the creation of a new car park for the sports field.
- h. Quarterly financial report** (see supporting document)
To note the following detailed on the attached document:
- i. the Council's receipts and payments for the quarter ending 30th September 2019;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter;
 - iv. the comparison with the budget for the financial year.
- i. Annual Governance & Accountability Return.**
- Proposal:** To note that the external Auditors, PKF Littlejohn LLP, have completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2019. The Certificate, Notice of Conclusion and Full Return have been published on the website and all papers will be made available for public inspection as set out on the notice of conclusion of audit. Public access to the documents will be available on the website for not less than five years.

09/19/09 Report and update from the Planning Working Party

a. To consider the planning applications below

- 4/02219/19 9-10 Frithsden Lane, Frithsden, HP1 3DD**
 Construction of a temporary, T-shaped stone surface onto "Frithsden Long Meadow" Field to allow timber haulage lorry access/egress
- 4/00085/18 1A Woodland Works, Water End Rd, HP4 2SJ**
 Change of use from printers to barber shop.
- 4/02234/19 Tates Coaches, Water End Road**
 Construction of two detached car ports and ancillary work.
- 4/02287/19 8 Hempstead Lane, HP4 2QJ**
 Demolition of existing garage and outbuildings and construction of new side and rear extension, part two storey and part single storey.
- 4/02294/19 Heatherways, Frithsden Copse, HP4 2RQ**
 Car port to front of property
- 4/02291/19 8 Hempstead Lane, HP4 2QJ**
 New access driveway and gates. Existing driveway to also have new gates.
- 4/02308/19 61 Hempstead Lane, HP4 2RZ**
 Double storey rear extension, loft conversion, new front porch, demolition of the front garage, new outbuilding, demolition and rebuilding of the garage in the garden
- 4/02334/19 Land to the rear of Corner Cottage, The Front, HP4 2QR**
 New detached dwelling

b. Delegation of powers with regard to planning applications

Proposals: That the Parish Clerk, in consultation with Councillors, be authorised to comment on behalf of the Council on planning applications submitted to the Council by Dacorum Borough Council within the statutory 21 day consultation period where the deadline for comments is before the next Council meeting, and either

- i. there is no objection to the planning application or
- ii. there is likely to be an objection and it is not possible to agree an extension to the deadline with Dacorum Borough Council or to arrange an Extraordinary Meeting of Nettleden with Potten End Parish Council to agree a response to the application.

That these delegated powers be incorporated as part of the Council's Standing Orders.

09/19/10 a. Personnel issues

Proposals:

- To confirm that Andrew Farrow has passed his probationary period as Parish Clerk and RFO.
- To confirm that Andrew Farrow may continue to be employed by Rightscom Ltd.

b. Staffing Committee (see supporting document)

Proposals:

- to establish a Staffing Committee with the proposed Terms of Reference to be responsible for all staffing matters. It will meet as and when required to ensure that Nettleden with Potten End Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.
- To appoint Councillors Burfot, Grimsdale and Westenholz Smith to the Staffing Committee and to permit the Committee to appoint a chairman and to determine the place, notice requirements and quorum for a meeting.

09/19/11 Next meeting

7.30pm, Thursday 21st November 2019