

52 Cross Oak Rd
Berkhamsted
Herts,
HP4 3HZ

15th November 2019

To: Cllrs Daniel Burfot, 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, 21st November 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.

09/19/01 Apologies

To receive and accept apologies for absence from council meeting

09/19/02 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

09/19/03 Minutes

To resolve that the minutes of the meeting of the Council on the 17th October 2019 circulated to members be signed as a correct record.

09/19/04 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.

- 09/19/05 Co-option of new Councillor** (see supporting documentation)
To consider the application of Mr Eamonn Brennan to be co-opted as a Councillor
- 09/19/06 Report from the Parish Warden**
- 09/19/07 National Trust Report**
- 09/19/08 Report and Update from the Traffic and Highways Working Party**
- a. **Bus Stop Lease** (see supporting document)
Proposal: that two Councillors be authorized to sign the 25 year lease for the bus stop with the Village Hall in the form presented.
 - b. **HGV's using Potten End Hill**
To consider a request that the volume of HGV's using Potten End Hill be assessed with a view to asking for a weight limit to be introduced.
 - c. **Items placed on the verge on Little Heath Lane**
Proposal: that the Council communicate with all residents advising them of Hertfordshire Highways policy regarding items on the verge. The Clerk to liaise with Highways as appropriate.
 - d. **Update on variable speed limit on The Common**
 - e. **Update on Hempstead Lane verge encroachment**
 - f. **Update on the possibility of raising the kerb outside the village shop**
 - g. **Update on bollard at end of School Gardens**
 - h. **Update on installation of the SID**
- 09/19/09 Report and Update from the Open Spaces and Leisure Working Party**
- a. To note that the Council has approved a quote from Simon Baker Tree Care for £350 to grind out stumps and undertake other clearance work on the allotment adjoining 7 Homefield.
- 09/19/10 Report and Update from the Finance and Administration Working Party**
- a. **General Privacy Policy and Privacy Policy for Staff, Councillors and Role Holders** (see attached documents)
Proposal: to approve the two documents as presented
 - b. **Grant request from Essex & Herts Air Ambulance**
Proposal: To decline the request for grant funding submitted by Essex and Herts Air Ambulance
 - c. **Approval of accounts to be paid** (see supporting document)
 - d. **Note of payments received** (see supporting document)
 - e. **Bank matters**

- i. **Proposal:** It was resolved that a debit card be issued on the Parish Council bank account in the name of the Clerk for the purpose of undertaking administrative expenditure within the agreed budget and for no more than £100 per transaction; all such items of expenditure to be reported to the next Council Meeting.

To issue the debit card the bank requires the following resolution to be passed (details of the “Additional Card Transaction Authorisation Rules referred to in the resolution may be found in the supporting documentation):

- the Cardholder (who is also an Authorised Signatory to the bank account) is authorised to request and be issued with a Debit card and/or Debit card details (including replacement cards, card details and security details) for use in relation to the operation and giving instructions in relation to the bank account
- the Signing Rules contained in the mandate provided to operate the bank account above be supplemented (but not replaced) by the additional Card Transaction Authorisation Rules which will apply to the operation of the bank account using a Debit card or Debit card details. The current mandate to operate the bank account shall accordingly continue as supplemented and amended
- the Customer agrees to be bound by the Debit card Terms contained in this Application Form and any amendments made to them from time to time. These terms apply in addition to the terms and conditions for the bank account, which shall not be prejudiced or affected by the Debit card Terms
- the Customer agrees that all transactions authorised by a duly authorised Debit card should be debited to the bank account and that the Customer accepts liability for any unarranged overdraft resulting from any such transactions that Cardholders may use their Debit card to order cheque books and statements and to obtain details of the balance on an account
- the Bank may continue to rely upon this Resolution until it is revoked in writing by a suitably authorised notice to the Bank.

- ii. **Proposal:** To confirm that the Clerk may apply to NatWest for online banking subject to satisfying the Council on the practicality and security of authorizing payments.
- iii. **Proposal:** To approve entering into a direct debit agreement with Community Action Dacorum for payment of the Clerk’s salary.

f. Appointment of the Internal Auditor for 2019/20

Proposal: that Ernest Newhouse be appointed as the Council’s Internal Auditor for the financial year 2019/20 for a fee of £350.

g. 2020 meetings dates (see supporting document)

Proposal: To agree the dates as proposed.

09/19/11 Report and update from the Planning Working Party

a. Licensing applications

To consider the application to Dacorum BC for a variation of premises licence from Cedar Village Store and Coffee Shop, Potten End, HP4 2QY.

b. Planning applications.

i. To note the following responses submitted to Dacorum BC since the last Council Meeting under the Clerk's delegated powers:

4/02234/19	Tates Coaches, Water End Road	No objection
Construction of two detached car ports and ancillary work.		

4/02287/19	8 Hempstead Lane, HP4 2QJ	No objection
Demolition of existing garage and outbuildings and construction of new side and rear extension, part two storey and part single storey.		

4/02291/19	8 Hempstead Lane, HP4 2QJ	No objection
New access driveway and gates. Existing driveway to also have new gates.		

4/02334/19	Land to the rear of Corner Cottage, The Front, HP4 2QR	Objections lodged (see supporting documentation)
New detached dwelling.		

ii. To consider the following applications:

19/02599/FHA	Roseheath Cottage, Potten End, HP4 2RY
Two storey side and rear extension to existing detached cottage with single storey projections to the rear.	

19/02621/LDE	High Ridge Farm, Frithsden, HP1 3DD
Extension to domestic dwelling.	

4/02009/19/FUL	Meads, Frithsden Copse, HP4 2RQ
Demolition of existing dwelling and construction of new 4 bedroom dwelling. Creation of new tennis courts.	

19/02746/FHA	Malvern House, The Common, Potten End HP4 2QF
Single storey extension.	

iii. To consider planning applications received during the period 16th November and 21st November 2019

09/19/12 Date and time of next meeting.

7.30pm, Thursday 12th December 2019.