

52 Cross Oak Rd
Berkhamsted
Herts,
HP4 3HZ

10th April 2020

To: Cllrs Daniel Burfot, Eamonn Brennan, 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 at

7.30pm on Thursday, 16th April 2020

Please join the meeting

By video at <https://us02web.zoom.us/j/701284774?pwd=VngwTzZmS05hTmJFdW9yTkdES05MQT09>

By conference call on 0203 481 5237 or 0131 460 1196

The following **access details** will be required

Meeting ID: 701 284 774

Password: 892877

There will be no physical meeting in the Church Room

Members of the public and press are invited to attend this meeting using the same access details.

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.

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- 20/023** **New legislation regarding virtual meetings**
To note: that new regulations permit the holding of remote meetings subject to conditions (see supporting information).
- 20/024** **Apologies**
To receive and accept apologies for absence from the council meeting
- 20/025** **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

20/026 Minutes

Proposed: that the minutes of the meeting of the Council on the 20th February 2020 circulated to members be signed as a correct record.

20/027 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.

20/028 Coronavirus update

- a. **Changes to formal meeting requirements** (see supporting information)

To note: that there will be no Annual Parish Meeting or Annual Council Meeting in 2020.

- b. **Employee and contractors**

Proposed:

- i. that the Council's employee and contractors be authorised to continue to work only so long as they can do so in line with Government guidelines during the pandemic,
- ii. that the Council will continue to pay its employee and contractors in line with its contractual obligations even if Government guidelines make it impossible for them to carry out their duties.

- c. **Public spaces**

To note: that the play equipment in the recreation area had been closed from 24th March 2020 until 13th April 2020, and that if necessary the closure will be extended in line with Government guidelines.

- d. **Support for vulnerable residents**

To note:

- i. the significant efforts of the community in establishing local support networks to support vulnerable residents.
- ii. that Hertfordshire County Council is the designated hub through which national support would be distributed.

20/029 Report from the Parish Warden

20/030 National Trust Report

20/031 Report and Update from the Traffic and Highways Working Party

- a. **Update on reducing the speed limit on The Common**

CLlr Douris to update

- b. **Hempstead Lane verge encroachment**

CLlr Douris to update

- c. **Update on damage to the verge at the access to 5 Acres Farm**

CLlr Douris to update

- d. **Bollard at end of School Gardens**

CLlr Douris to update.

- e. **Relocation of Water End Lane Speed Indicator Device (SID)** (see supporting information)
Proposed: to request Hertfordshire Highways to relocate the SID currently located on Water End Lane to the existing socket in Hemel Hempstead Lane at a probable cost of £150 (potentially £675 if traffic controls are required).

20/032 Report and Update from the Open Spaces and Leisure Working Party

- a. **Proposal for new football team to use sports ground** (see supporting information)
 To consider a request for an u12 football team to compete on the football ground next to the cricket pitch starting in the 2020/21 season.
- b. **Village Map**
Proposed: that a copy of the village map be distributed to all houses in the Parish with the next edition of the Parish Magazine.
- c. **Allotment boundary**
Proposed: that the offer from a resident to replace the fence along the northern boundary of the allotments be accepted subject to agreement on the type of fence proposed.
- d. **Bush opposite Martins Pond pub**
 To consider whether the stump should be ground out.

20/033 Report and Update from the Finance and Administration Working Party

- a. **To note accounts paid and payments received in March 2020:**
 The Annual Parish Meeting scheduled to be held in March was cancelled because of the Coronavirus Pandemic. Details of accounts paid and payments received in March 2020 are attached to this agenda.

b. Approval of accounts to be paid:

Holy Trinity PCC	Annual donation toward newsletter (£350) and cost of Coronavirus flyer (£33)	£383.00
K Furness	Parish Warden duties	£448.00
A Farrow	50% of Zoom subscription (£7.20) & 50% of printer paper (10.49)	£17.69
Potten End Cricket Club	Improving drainage on cricket ground	£195.00
DCVS	Clerk's salary	£727.11
DCVS	Monthly fee for payroll	£25.20
Hertfordshire Association of Town and Parish Councils	Annual subscription	£755.70
Baker SC	Simon Baker Tree Care for felling and removal of dangerous trees on sports ground	£490.00

C Watson	Repairs to water supply at allotments	£50.00
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c. To note payments received:

Great Gaddesden Parish Council	50% share of costs of clerk attending end of year finance course	£20.00
Bank interest	March	£7.46
NatWest	Compensation after losing debit card application twice	£100.00
Boxhedge Ltd	Contribution to village map	£200.00
Dacorum BC	Precept £20,835.05, Concurrent services grant £13,722.03, Warden's grant £3,189.54 and Council tax support grant £193.38.	£37,940

d. Defibrillator training

Proposed: that the council should arrange for a training course on the use of the two defibrillators in the Parish from Community Heartbeat at a cost of £175 for a two hour session plus hall hire of £40 once the pandemic is over.

20/034 Report and update from the Planning Working Party

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

20/00326/FHA Roseheath Wood Cottage, No objection
Bullbeggars Lane

Two storey rear extension and internal alterations and removal of chimney.

20/00461/FHA 4 The Laurels, Potten End, HP4 No objection
2SP

Two storey rear/side corner extension of garage, alterations to windows and cladding to the existing house with associated landscaping works and internal alterations.

20/00475/TCA Magnolia Cottage, 12-13 The No objection
Back, Potten End, HP4 2QS

Work to trees

b. To consider the following planning applications:

20/00590/FHA & Brickwall Cottage, Frithsden Gardens, HP1 3DE
00591/LBC

Alteration to existing rear arrangement to form an extension

20/00727/FHA 1 Chestnut Close, Potten End, HP4 2QL

Single storey side extension, following demolition of existing side conservatory. First floor side extensions with roof-lights to rear roof-slope

20/00771/FHA Autumn Tints, 4 Rambling Way, Potten End, HP4 2SE

Two storey side and rear extension and new front porch

20/00786/ROC Rosa Maria Farm, Little Heath Lane, Little Heath, HP4 2RT

Removal of condition 1 (use restrictions related to goat enterprise) attached to planning permission 4/0828/96/FUL (change of use of an existing agricultural building to residential accommodation for an agricultural worker)

4/02287/19/FHA 8 Hempstead Lane, Potten End HP4 2QJ

Demolition of existing garage and outbuildings and construction of new side and rear extension. Part two storey and part single Storey.

- c. To consider planning applications received during the period 10th April 2020 and 16th April 2020:**

20/035 Date and time of next meeting
7.30pm, Thursday 21st May 2020.

Accounts to be paid and payments received
March 2020 (to be noted at April Council meeting)

Approval of accounts to be paid

Hertfordshire Association of Parish and Town Councils	Attendance at year end finance course for clerk (50% to be reimbursed by Great Gaddesden PC)	£40.00
Hertfordshire Association of Parish and Town Councils	Attendance at New Councillor induction course for Cllrs Smith and Brennan	£80.00
K Furness	Parish Warden duties w/e 14/02 to w/e 06/03	£448.00
A Farrow	Printer ink (shared equally with GGPC) and stamps	£37.32
Dacorum Borough Council	Parish non-contested election costs 2019	£150.00
DCVS	Clerk's March salary	£727.11
DCVS	Monthly fee for payroll	£25.20

Note of payments received

Ward Memorials	Headstone for D Turner	£125.00
Bank interest (February)		£6.52
Potten End School	Sports ground rental for 2015, 2016, 2018, 2019 and 2020)	£785.68
HMRC	VAT refund (2017-18 and 2018-19)	£4,541.41

Payments total £1,507.63 are within the revised budget agreed in October 2019 (see following page).

The current year end projection is for a surplus of £3,900 against a budgeted loss of £3,400. Projected income is up £3,300, largely as a result of greater than anticipated VAT reimbursement and sports field rental. Projected costs are down £4,000, largely as a result of under-expenditure on the recreation ground (£1,200) and other small contingencies not utilised.

	March	Year-end total	Revised 2019/20 budget agreed October 2019	Year-end variation from budget	Commentary
Income					
Precept		18,574	18,574	-	
Concurrent services		20,355	20,355	-	
Allotments		1,560	1,700	- 140	Income from plot rental on target. Re-imburement of water supply less than budgeted, but more promised in 2020/21.
Administration		222		222	
Training					
Burial Ground	125	1,775	2,000	- 225	One anticipated interment didn't materialise
Sports ground	786	786		786	Back payments due from school for use of football pitch (received).
Recreation Ground		150	150	-	
Open Spaces		161	300	- 139	Contributions to village map not yet received.
Highways				-	
VAT reimbursed		4,541	1,700	2,841	Budget based on claim for just 2018/19 but under-estimated. 2017/18 also claimed.
Total income	911	48,124	44,779	- 3,345	
				-	
Payments					
Clerk's salary	-727	-9,494	-10,000	506	Over-budgeted
Warden's Fees	-448	-5,824	-6,000	176	
Warden's costs		-114	-200	86	
Allotments		-2,302	-3,000	698	Over-budgeted
Administration	-213	-2,010	-2,500	490	
Training	-120	-610	-800	190	
Burial Ground		-96	-250	154	
Recreation Ground		-247	-1,500	1,253	Over-budgeted
Open Spaces		-4,767	-15,000	233	
Subscriptions		-834	-1,000	166	
Donations		-1,000	-1,000	-	
Insurance		-1,045	-1,050	5	
Churchyards		-380	-380	-	
Highways		-300	-5,500	5,200	SID budgeted under highways rather than s.137 (below)
s137		-5,120		- 5,120	
Car park on playing field				-	
Total payments	-1,508	-44,142	-48,180	4,038	
				-	
Net income/expenditure	-597	3,982	-3,401	7,383	