

Minutes of Nettleden with Potten End Parish Council Council Meeting

Held at **7.30pm** on **Thursday, 18th June 2020**

Online at: <https://us02web.zoom.us/j/86849371074?pwd=QUhJei9XRVN0aWxWd3ZwNzRHRWZ2dz09>

Present: Cllrs D Burfot, E Brennan, D Grimsdale, S Nelson, H Smith, E Spanswick, D Westenholz-Smith and R Wright.

In attendance: Mr T Douris (Ward Councillor from 7.55pm), Mr A Farrow (Parish Clerk), Mr K Furness (Parish Warden) and nineteen members of the public.

20/052 Apologies

None

20/053 Interests

- a. To receive declarations of interest from councillors on items on the agenda - none
- b. To receive written requests for dispensations for declarable interests - none
- c. To grant any requests for dispensation as appropriate - none

20/054 Minutes

Resolved: that the minutes of the meeting of the Council on the 21st May 2020 circulated to members be signed as a correct record.

20/055 Public Issues

a. The Plough

It was confirmed that a Community Interest Company had been registered at Company's House. It was anticipated that the full moratorium period available under the Asset of Community Value process would be triggered before the deadline of 22nd June 2020.

b. Martins Pond – change of use planning application (see 20/062.b below)

There was extensive discussion around the economic viability of the pubs in the village and the competition of licensed premises in the wider area. A public meeting was requested before the Council responded to the change of use application

20/056 Parish Plan

Agreed: to request a deferment from Dacorum Borough Council (DBC) for the deadline of commenting on the Martins Pond change of use planning application (20/01478/FUL) currently due on 4th July to allow an extraordinary council meeting. Cllr Douris had received confirmation from DBC that a request for a deferment of 2 – 3 weeks (25 July at the latest) would be acceptable. The Clerk would liaise with DBC and then schedule a date for a public meeting.

20/057 Coronavirus update

To note any issues arising as a result of the pandemic - none

20/058 Report from the Parish Warden

The village sign had been removed for re-painting. General maintenance had been undertaken on the burial ground. We continue to experience litter problems on the sports ground and fly-tipping along Little Heath Lane and are exploring ways to prevent this. The bus stop on The Green has some rotten wood, a quote will be obtained to repair.

20/059 National Trust Report

None

20/060 Report and Update from the Traffic and Highways Working Party

(Cllr Douris had provided a written report)

- a. Update on reducing the speed limit on The Common – no further news, diarise 3 months before raising again.
- b. Hempstead Lane verge encroachment – working through system, diarise 3 months before raising again.
- c. Update on damage to the verge at the access to 5 Acres Farm – scheduled in the work programme for 2021/22, diarise 9 months before raising again.
- d. Bollard at end of School Gardens
Noted that bollards have now been installed.
- e. Emptying of drain for the pond outside Martins – scheduled as part of the maintenance programme, diarise 3 months before raising again.
- f. Raising the kerb in Church Lane – scheduled in the work programme for 2021/22, diarise 9 months before raising again.

20/061 Report and Update from the Open Spaces and Leisure Working Party

a. Benches on The Green

Noted: that the “Cllr Ginger” bench on The Green needed replacing and that as the original had been purchased by the Council it was reasonable for the Council to pay for the replacement. Various quotes had been obtained for a recycled bench but only Streetmaster was prepared to install the existing plaque.

Resolved: that the Clerk should proceed with the replacement with Streetmaster at an estimated cost of £750. Agreed unanimously.

b. RoSPA report

Noted: that the annual RoSPA report had been undertaken on the Council’s equipment on the sports ground and recreation ground. No serious problems were identified and no remedial action will be taken pending a decision on the possible replacement of the play equipment.

20/062 Report and Update from the Finance and Administration Working Party

a. 2019/20 Audit (see supporting documents)

Noted: the internal auditor’s report.

Resolved:

- i. that the response to the internal auditor be signed as presented.

- ii. that the Annual Governance Statement as presented is correct and may be signed on behalf of the Council.
- iii. that the Accounting Statements as presented are correct and may be signed on behalf of the Council
- iv. that the Clerk may publish the approved sections of the Annual Governance Review, the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return, and the notes which accompany the Notice on the Parish Council’s website from 22nd June 2020 to 31st July 2020 for public inspection.

All agreed unanimously

b. 2020/21 Financial Report

Noted: Expenditure of £2,168 detailed below is within budget. Yearend projection for regular expenditure and income is for a surplus of £8,000 (budget £5,800) with income up £1,400 and costs down £900. See Appendix 1.

c. Approved the following accounts to be paid:

K Furness	Parish Warden duties	£448.00
A Farrow	Clerk’s expenses	£70.17
DCVS	Clerk’s salary	£726.14
DCVS	Monthly fee for payroll	£25.20
C Watson	Repairing a leak in the allotment water supply	£50.00
Ernest Newhouse	Internal audit	£350.00
Potten End Village Hall	Bus stop lease	£252.10
Playsafety Ltd	RoSPA report	£246.60

d. Noted payments received:

Interest	£6.76	
Allotment rental	£30.00	
DR & SW Jarrett	Memorial for Ben Jarrett	£300.00

e. Agreed the following Committee and Working Party membership and other responsibilities

Staffing Committee – Cllrs Burfot, Grimsdale and Westenholz-Smith

Finance and Administration WP – Cllrs Grimsdale, Nelson and Wright

Planning WP – Cllrs Brennan, Smith and Westenholz-Smith

Traffic and Highways WP – Cllrs Brennan, Wright, and Nelson

Open spaces WP – Cllrs Smith, Spanswick and Wright

Allotments – Cllr Spanswick

Village Hall (Parish Council representative) – Cllr Grimsdale

20/063 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:

20/01195/FUL The Plough, The Back, Potten End, HP4 2QS Objection
Noted: the detail of the objection agreed in principle at the Council meeting on 21st May 2020 regarding the proposed change of use from Class A4 (drinking establishments) to class C3 (dwelling house) including internal alterations, single storey rear extension and vehicle access onto The Back.

Noted: that a community interest group has lodged an expression of interest under the Asset of Community Value process which should trigger the full six month moratorium on the freeholder’s ability to sell.

- b. To consider the following planning applications:

20/00771/FHA Autumn Tints, 4 Rambling Way, Potten End, No objection
HP4 2SE
 Two storey side and rear extensions and new front porch.

20/01223/LDP Hazel Cottage, Little Heath Lane, Potten End, No objection
HP4 2RY
 Single storey side extension

20/01323/FUL Shepherds Cottage, Frithsden Lane, No objection
Frithsden, HP1 3DD
 Demolish existing barn and replace with new garden workshop. Demolish garden shed and replace with new storage shed

20/01324/LDP 1 Chestnut Close, Potten End, HP4 2QL No objection
 Insertion of rear dormer window

20/01337/LDE Rosa Maria Farm, Little Heath Lane, Little No objection
Heath, HP4 2RT
 Existing use of Rosa Maria Farmhouse as C3 (single dwelling house) and land within its curtilage as garden

20/01353/FHA Midhill, The Front, Potten End, HP4 2QR No objection
 Single storey rear extension and dormer window to existing detached bungalow.

20/01384/TCA Forge Farm, Nettleden Rd, Nettleden No objection
 T1 Douglas Fir - fell

20/01478/FUL Martins Pond, The Green, Potten End, HP4 Seek deferment
2QQ
 Change of use from Class A4 (drinking establishment) to Class C3 (Dwelling House) including alterations.
 See 20/056 above.

- c. To consider planning applications received during the period 12th June 2020 and 18th June 2020:

20/01361/FHA La Madonina, 78 Hempstead Lane, No objection
Potten End, HP4 2QR

Addition of a porch to the front elevation of the property

20/00227/FHA

**Mollcroft, 69 Hempstead Lane,
Potten End, HP4 2RZ**

**No objection (subject
to one caveat)**

Demolition of existing outbuildings and construction of replacement single storey residential annexe with ancillary access on Hempstead Lane for emergency vehicle use only.

No objection was raised subject to there being a condition ensuring the ancillary relationship of the annexe and associated driveway as identified by the applicant.

20/064 Date and time of next meeting

7.30pm, Thursday 16th July 2020.

Meeting closed at 20.53pm

Signed

Dated

Appendix 1 – financial report as at 18th June 2020

	June	Actuals to date	Year end projection	Annual budget	Variation - Yearend projection to budget		Actual	Variation - Yearend projection to 2019/20 actual		Commentary
Income										
Borough Council general income	-	21,028	21,028	20,765	263	1%	22,095	-1,067	-5%	2019/20 includes CIL income
Open spaces income (inc Borough Council grants)	330	18,247	25,857	24,772	1,085	4%	21,466	4,391	17%	Repayment of water rates, increased rental from football pitch hire, increased income from burial ground
Total other income	-	47	2,047	2,000	47	2%	4,912	-2,865	-140%	2 years VAT reclaimed in 2019/20
Total income	330	39,322	48,932	47,537	1,395	3%	48,473	459	1%	
Expenditure										
Personnel	726	2,178	10,448	11,000	552	5%	9,494	-954	-9%	Includes contingency
Administration	445	1,428	5,238	5,330	92	2%	4,507	-731	-14%	Includes contingency
Highways	252	252	252	275	23	9%	5,420	5,168	2050%	2019/20 included purchase of SID warranty
Open spaces maintenance	745	3,485	22,535	22,650	115	1%	23,730	1,195	5%	2019/20 included map expenditure
Grants/donations	-	350	2,500	2,500			1,000	-1,500	-60%	Decision to make more funds available for community projects
Total regular expenditure	2,168	7,694	40,974	41,755	781	2%	44,151	3,177	8%	
Net regular income/expenditure	-1,838	31,628	7,958	5,782	2,176	27%	4,322	3,636	46%	
One-off expenditure	-	-	32,000	32,000				-32,000		
Total payments	2,168	3,610	72,974	73,755	781					
Net total income/expenditure	-1,838	31,628	-24,042	-26,218	-2,176		4,322	-28,364		