

Minutes of Nettleden with Potten End Parish Council Council Meeting

Held at **7.30pm** on **Thursday, 15th October 2020**

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

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

In attendance: Mr T Douris (Ward Councillor), Mr A Farrow (Parish Clerk), and Mr K Furness (Parish Warden).

Agenda reference	Agenda item and action agreed
20/099	Apologies Cllr Smith's apologies for absence were noted and accepted.
20/100	Interests Declarations of interest were received for item 20/109.a from Cllr Grimsdale and 20/109.c from Cllr Burfot. No written requests for dispensations for declarable interests had been received and therefore no requests for dispensation needed to be approved.
20/101	Minutes Resolved: that the minutes of the meetings of the Council on the 17 th September 2020 as circulated to members be signed as a correct record. Agreed unanimously.
20/102	Public Issues a. A written request had been received from a member of the public that the council consider what action might be taken to support Folly's Farm donkey sanctuary after the death of one of the owners. It wasn't clear how the council might get involved, no request for help had been received from the remaining owner and it was agreed that no action should be taken.
20/103	Coronavirus update Noted that the Dacorum alert level was medium but there was a gradual increase in reported cases.
20/104	Report from the Parish Warden Noted that the amount of litter in the parish had reduced but there was a marked increase in discarded facemasks. A wheelbarrow had been purchased for the burial ground as agreed at the September meeting. Agreed that reasonable expenses could be incurred to repair the door of the shed on the allotments used to store council equipment, noting that the shed belonged to an allotment holder. Agreed to erect the Tommy silhouette on The Green as soon as possible.

Agenda reference	Agenda item and action agreed
20/105	National Trust Report – none
20/106	Parish Plan Agreed the proposed terms of reference. Agreed that the Parish Plan Working Group would comprise Cllr Burfot, Cllr Grimsdale, Cllr Nelson and Cllr Westenholz-Smith together with members of the public and that the first meeting of the working group would take place at 7.30pm on Wednesday 4 th November.
20/107	Report and Update from the Traffic and Highways Working Party <ol style="list-style-type: none"><li data-bbox="308 689 1414 813">a. Gas mains work at junction of The Common and Church Rd Noted that damage to the slabs by the bus stop caused by the gas mains contractors earlier in the year has been repaired.<li data-bbox="308 824 1414 947">b. Speed Indicator Device move Noted that the move of the SID from Water End Lane to Hempstead Lane would take place as soon as possible.<li data-bbox="308 958 1414 1059">c. Resurfacing of The Green Noted the poor quality of the recent re-surfacing of The Green. Cllr Douris will review.<li data-bbox="308 1070 1414 1193">d. Highways Meeting Noted that Cllr Douris would re-schedule the proposed meeting with the Highways Enforcement Officer.<li data-bbox="308 1205 1414 1697">e. The Common<ol style="list-style-type: none"><li data-bbox="363 1261 1414 1485">i. Noted that the vegetation along The Common was encroaching onto the road and pavement making it increasingly dangerous to drive or walk. Cllr Douris agreed to speak to the golf course who it was believed were responsible for both sides of the road, but subsequently it was recalled that there had been a commitment from Highways to control the vegetation immediately prior to the original lockdown in the spring. Agreed that the Clerk would write to Cllr Douris and Highways accordingly.<li data-bbox="363 1496 1414 1697">ii. Noted that Cllr Douris advised that cleaning the pavement along The Common was a responsibility of the Parish Council and not either Dacorum BC or Hertfordshire CC. Agreed to consider what action should be taken.<li data-bbox="308 1709 1414 1877">f. HGV Traffic on Water End Rd Noted that there appeared to have been an increase in HGV traffic using Water End Rd. Cllr Douris recommended that the parish council consider undertaking a survey to quantify the situation.<li data-bbox="308 1888 1414 2011">g. 70 Hempstead Lane Noted that the owner had agreed that Highways could re-instate the verge at his cost. This was likely to take place in 8 – 12 weeks.

Agenda reference	Agenda item and action agreed
------------------	-------------------------------

20/108 Report and Update from the Open Spaces and Leisure Working Party

a. Dangerous branch on oak tree on The Green

Noted that the Clerk had authorized Simon Baker to remove a dangerous branch on the oak tree on The Green at a cost of £60.

b. Councillor Ginger bench

Noted that the replacement bench had been delivered and will be installed as soon as possible.

c. Allotments

i. **Noted** that the annual rent is now being collected with 15 people still to pay. All allotment holders will be issued with a letter advising them of the increase in rent due in 2021.

ii. **Agreed** expenditure of £400 for allotment plot markers.

d. Open Spaces expenditure prioritisation

Agreed:

- i. That there is insufficient demand to justify re-surfacing the car park on the sports field but that a proposal should be prepared to cut back the trees and undergrowth surrounding the car park and approach road so that it can be used when conditions permit.
- ii. That investigations continue into the possible replacement of all or some of the play equipment on Spencer Holland but that any possible expenditure will not be considered before the financial year 2021/22 at the earliest.
- iii. That pending a decision on the future of the play equipment on Spencer Holland, no further cosmetic maintenance will be undertaken on the existing equipment.
- iv. That a proposal be prepared for the area in front of the goal mouth on Spencer Holland to be re-surfaced with artificial grass.

e. St Lawrence, Nettleden

Noted that this was the first expenditure proposed under s137 of the Local Government Act 1972 by the council in the current financial year, and that the cap for expenditure under this power in 2020/21 was £10,508.

Resolved: in accordance with the council's powers under section 137 of the Local Government Act 1972 that it should incur the expenditure of £1,280 being the cost of grass cutting in 2019 and yew tree pruning for the Parochial Church Council of St Lawrence, Nettleden which in the opinion of the council is in the interests of the area and its inhabitants, and will benefit them in a manner commensurate with the expenditure. Agreed unanimously

20/109 Report and Update from the Finance and Administration Working Party

a. Grant applications

- i. **Agreed** a grant of £600 to 1st Potten End Scout Group for the purchase of a marquee and PPE stock.

Agenda reference	Agenda item and action agreed																																		
	<p>ii. Declined a grant request of £2,500 from the Potten End Village Hall to cover a reduction in income following the closure caused by Covid-19 and the cost of PPE equipment on the grounds that the application didn't demonstrate sufficient need to justify the use of tax payers' money.</p>																																		
b.	<p>2020/21 Financial Report (see appendix for details)</p> <p>To note a projected year end surplus for regular expenditure/income of £8,900 against a budget £5,800.</p>																																		
c.	<p>Approval of accounts to be paid:</p> <table border="0"> <tr> <td style="width: 30%;">K Furness</td> <td style="width: 50%;">Parish Warden duties (w/e 28/8 to 18/9)</td> <td style="width: 20%; text-align: right;">£448.00</td> </tr> <tr> <td>A Farrow</td> <td>Clerk's expenses</td> <td style="text-align: right;">£12.35</td> </tr> <tr> <td>DCVS</td> <td>Clerk's October salary (includes back-pay to April and increased hours agreed in September)</td> <td style="text-align: right;">£989.50</td> </tr> <tr> <td>DCVS</td> <td>Monthly fee for October payroll</td> <td style="text-align: right;">£31.20</td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External audit</td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>Streetmaster (South Wales) Ltd</td> <td>Cllr Ginger replacement bench on The Green</td> <td style="text-align: right;">£897.60</td> </tr> <tr> <td>S C Baker</td> <td>Remove damaged limbs from oak tree on The Green</td> <td style="text-align: right;">£60.00</td> </tr> <tr> <td>D.C. Garden Services</td> <td>Annual cost of open space grass cutting</td> <td style="text-align: right;">£8,220.00</td> </tr> <tr> <td>Parochial Church Council of St Lawrence, Nettleden</td> <td>Cost of grass cutting and yew trimming in churchyard</td> <td style="text-align: right;">£1,280.00</td> </tr> <tr> <td>HAPTC</td> <td>Clerk's attendance on three allotment seminars (to be 50% funded by Great Gaddesden Parish Council)</td> <td style="text-align: right;">£90.00</td> </tr> <tr> <td>1st Potten End Scouts</td> <td>Grant for purchase of marquee and PPE equipment</td> <td style="text-align: right;">£600.00</td> </tr> </table>		K Furness	Parish Warden duties (w/e 28/8 to 18/9)	£448.00	A Farrow	Clerk's expenses	£12.35	DCVS	Clerk's October salary (includes back-pay to April and increased hours agreed in September)	£989.50	DCVS	Monthly fee for October payroll	£31.20	PKF Littlejohn LLP	External audit	£240.00	Streetmaster (South Wales) Ltd	Cllr Ginger replacement bench on The Green	£897.60	S C Baker	Remove damaged limbs from oak tree on The Green	£60.00	D.C. Garden Services	Annual cost of open space grass cutting	£8,220.00	Parochial Church Council of St Lawrence, Nettleden	Cost of grass cutting and yew trimming in churchyard	£1,280.00	HAPTC	Clerk's attendance on three allotment seminars (to be 50% funded by Great Gaddesden Parish Council)	£90.00	1 st Potten End Scouts	Grant for purchase of marquee and PPE equipment	£600.00
K Furness	Parish Warden duties (w/e 28/8 to 18/9)	£448.00																																	
A Farrow	Clerk's expenses	£12.35																																	
DCVS	Clerk's October salary (includes back-pay to April and increased hours agreed in September)	£989.50																																	
DCVS	Monthly fee for October payroll	£31.20																																	
PKF Littlejohn LLP	External audit	£240.00																																	
Streetmaster (South Wales) Ltd	Cllr Ginger replacement bench on The Green	£897.60																																	
S C Baker	Remove damaged limbs from oak tree on The Green	£60.00																																	
D.C. Garden Services	Annual cost of open space grass cutting	£8,220.00																																	
Parochial Church Council of St Lawrence, Nettleden	Cost of grass cutting and yew trimming in churchyard	£1,280.00																																	
HAPTC	Clerk's attendance on three allotment seminars (to be 50% funded by Great Gaddesden Parish Council)	£90.00																																	
1 st Potten End Scouts	Grant for purchase of marquee and PPE equipment	£600.00																																	
d.	<p>To note payments received:</p> <table border="0"> <tr> <td style="width: 30%;">Interest</td> <td style="width: 50%;">September</td> <td style="width: 20%; text-align: right;">£0.38</td> </tr> <tr> <td>Allotment rental</td> <td></td> <td style="text-align: right;">£305.00</td> </tr> <tr> <td>Potten End Football Club</td> <td>Annual rental for 2020/21 season</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td>Potten End Youth Football Club</td> <td>Annual rental for 2020/21 season</td> <td style="text-align: right;">£200.00</td> </tr> </table>		Interest	September	£0.38	Allotment rental		£305.00	Potten End Football Club	Annual rental for 2020/21 season	£250.00	Potten End Youth Football Club	Annual rental for 2020/21 season	£200.00																					
Interest	September	£0.38																																	
Allotment rental		£305.00																																	
Potten End Football Club	Annual rental for 2020/21 season	£250.00																																	
Potten End Youth Football Club	Annual rental for 2020/21 season	£200.00																																	
e.	<p>Limited assurance review for the year ended 31 March 2020</p> <p>Noted that PKF Littlejohn have completed the review of the Annual Governance and Accountability Return (AGAR) for the Parish Council for the year ended 31 March 2020 and that there are no matters arising. The "notice of conclusion of audit" detailing the</p>																																		

Agenda reference	Agenda item and action agreed
------------------	-------------------------------

rights of inspection was posted on the noticeboard and the council website on the 28th September 2020 and the completed AGAR has been uploaded onto the website where it will be maintained for at least five years.

20/110 Report and update from the Planning Working Party

a. **Noted** that no planning applications had been submitted to Dacorum BC since the last Council Meeting under the Clerk's delegated powers.

b. **Considered** the following planning applications:

20/02955/FHA Leewood, Water End Rd, Potten End, HP4 2SG No objection
Replacement of existing conservatory with a single storey rear extension and raised patio/terrace and replacement of cladding to front dormer.

c. **Considered** the following planning applications received during the period 9th October 2020 and 15th October 2020:

20/03071/FHA 8 Hempstead Lane, Potten End

Proposed single-storey rear extension, conversion of integral garage to a room, and construction of new detached garage.

20/03090/FHA 7 Hempstead Lane, Potten End, HP4 2QJ No objection

Proposed single-storey rear extension, conversion of integral garage to a room, and construction of new detached garage.

20/111 Resolved that under section 1 of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press should be excluded from items 20/112 of the agenda of this meeting as disclosure of the commercial interests of the council and the persons that have tendered is not in the public interest. Agreed unanimously.

20/112 Pond maintenance contract

Resolved to appoint Clearwater Pond and Lake Management to maintain the pond on The Green for the next three years.

20/113 Date and time of next meeting

7.30pm, Thursday 19th November 2020.

Meeting closed 21.05

Signed Dated

Financials as at 15th October 2020

	Actual	2020/21					2019/20				Commentary
	October	Actuals to date	Year end projection	Annual budget	Variation - Yearend projection to budget		Actual	Variation - Yearend projection to 2019/20 actual			
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)	755	19,462	25,897	24,772	1,125	4%	21,466	4,431	17%	Repayment of water rates, increased rental from football pitch hire, increased income from burial ground	
Total other income	0	2,249	2,249	2,000	249	11%	4,912	-2,663	-118%	2 years VAT reclaimed in 2019/20	
Total income	755	42,739	49,174	47,537	1,637	3%	48,473	701	1%		
Expenditure											
Personnel	990	5,346	9,649	11,000	1,351	14%	9,494	-155	-2%	Includes contingency	
Administration	374	3,266	5,051	5,330	280	6%	4,507	-544	-11%	Includes contingency	
Highways	-	402	552	275	-277	-50%	5,420	4,868	882%	2019/20 included purchase of SID warranty	
Open spaces maintenance	10,846	16,197	24,278	22,650	-1,628	-7%	23,730	-548	-2%	2019/20 included map expenditure. Open spaces expenditure in 2020/21 includes unbudgeted cost of churchyard maintenance	
Grants/donations	-	350	350	2,500	2,150	614%	1,000	650	186%	Decision to make more funds available for community projects	
Total regular expenditure	12,209	25,561	39,880	41,755	1,875	5%	44,151	4,271	11%		
Net regular income/expenditure	-11,453	17,178	9,294	5,782	3,512	38%	4,322	4,972	53%		
One-off expenditure	-	-	27,000	32,000	5,000			-27,000			
Total payments	12,209	11,404	66,880	73,755	6,875						
Net total income/expenditure	-11,453	17,178	-17,706	-26,218	-8,512		4,322	-22,028			