

52 Cross Oak Rd
Berkhamsted
Herts,
HP4 3HZ

29th April 2021

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 - Council Meeting

to be held on

Wednesday, 5th May at 7.30pm

Join the meeting online at

<https://us02web.zoom.us/j/88429006356?pwd=L0wyUVRDYlFMYUgrdi9lMG54ZURQUT09>

Or by phone on 0203 901 7895 or 0131 460 1196 using the meeting ID: 884 2900 6356 and passcode: 723386

Andrew Farrow

Mr A Farrow

Clerk to Nettleden with Potten End Parish Council

Agenda reference	Agenda item
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21/066	Election of Chairman
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To elect a Chairman for the year 2021/22 and sign Declaration of Acceptance of Office.

21/067	Election of Vice Chairmen
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To elect Vice Chairmen for the year 2021/22 and sign Declarations of Acceptance of Office.

21/068	Apologies for absence
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21/069	Interests
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- a. **To receive** declarations of interest from councillors on items on the agenda.
- b. **To consider** any written requests for grants of dispensations for declarable interests that had been received.
- c. **To consider** any requests for grants for dispensation for declarable interests.

21/070	Minutes
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Proposed that the [minutes](#) of the meeting of the Council on the 22nd April 2021 as circulated to members be signed as a correct record.

Agenda reference	Agenda item
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21/071 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.

21/072 Matters arising (not covered elsewhere)

21/073 Report and update from the Planning Working Party

a. To agree responses to the following planning applications:

[21/01234/LDP](#) Vitalia, The Common, Potten End, HP4 2QF

New carport/canopy to side and rear of existing house, new garage/garden store to rear of house and single storey rear extension

[21/01621/FHA](#) Vitalia, The Common, Potten End, HP4 2QF

Proposed detached garden store / garage to rear of house and new carport to side and rear of house.

[21/00678/FUL](#) Browns Spring Farm, Plough Lane, HP4 2DG

Conversion of the existing barn and removal of existing ancillary structures, plant, machinery and vehicles and creation of dwelling house including soft landscaping

b. To consider any planning applications received after the agenda was published.

21/074 Report and Update from the Open Spaces and Leisure Working Party

a. Proposed to launch a fund raising campaign to [replace the existing play equipment](#) on Spencer Holland

21/075 Report and Update from the Finance and Administration Working Party

a. To approve payment of the following accounts:

Carr Richards	Bus Stop lease	£970.00
National Allotment Society	Annual subscription	£66.00
K Furness	Parish Warden duties	£448.00

b. Bank account

Proposed to [change bank accounts](#) from NatWest to Unity Trust Bank, closing the NatWest accounts and setting up online banking with Unity Trust.

c. 2020/21 Audit

- i. **Proposed** that that the [Annual Governance Statement](#) as presented to members is correct and may be signed on behalf of the Council.
- ii. **Proposed** that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council.
- iii. **Proposed** that the Clerk may publish the approved sections of the Annual Governance Review, the completed statement of Public Rights and Publication of Unaudited Annual Governance & Accountability Return, and the notes which

Agenda reference	Agenda item
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accompany the Notice on the Parish Council's website from 14th June to 23rd July 2021.

21/076 Annual review

- a. Review of [delegation arrangements](#) to committees and staff
- b. Review of the [terms of reference](#) for committees
- c. Appointment of [members to committees and working parties](#)
- d. Review and adoption of [Standing Orders](#) and [Financial Regulations](#).
- e. Review of [representation on external bodies](#).
- f. Review of [inventory of land and assets](#).
- g. Confirmation of arrangements for [insurance cover](#).
- h. Review of [subscriptions](#).
- i. Review of [complaints procedure](#).
- j. Review of the Council's policies, procedures and practices in respect of its obligations under [freedom of information](#) and [data protection](#) legislation.
- k. Review of the Council's [expenditure incurred under s. 137](#) of the Local Government Act 1972.
- l. Determining the [time and place of ordinary meetings](#) of the full Council up to and including the next annual meeting of the full council.

21/077 Report of Traffic and Highways Working Party

To report any updates

21/078 Date and time of next meetings

The next meeting will be held on **Thursday 24th June**, at 7.30pm, replacing the meeting originally scheduled for Thursday 17th June for the reasons given in 21/062.h.i.

The meeting on 15th July will take place as scheduled.