

## Minutes of Nettleden with Potten End Parish Council Council Meeting

Held at **7.45pm** on **Thursday, 22<sup>nd</sup> April 2021**

at <https://us02web.zoom.us/j/88429006356?pwd=L0wyUVRDYIFMYUgrdi9IMG54ZURQUT09>

**Present:** Cllrs D Burfot (chair from item 21/067), E Brennan, D Grimsdale, S Nelson, H Smith, E Spanswick, D Westenholz-Smith and R Wright.

**In attendance:** Mr A Farrow (Parish Clerk), and ten members of the public.

Agenda reference	Agenda item
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**21/066 Election of Chairman**

Cllr Wright proposed and Cllr Grimsdale seconded the election of Cllr Burfot as chair for the year 2021/22. Agreed unanimously. Cllr Burfot signed the Declaration of Acceptance of Office.

**21/067 Election of Vice Chairmen**

Cllr Burfot proposed and Cllr Spanswick seconded the election of Cllrs Grimsdale and Westenholz-Smith as Vice Chairmen for the year 2021/22. Agreed unanimously. Cllrs Grimsdale and Westenholz-Smith signed the Declarations of Acceptance of Office.

**21/068 Apologies for absence**

Cllr Douris gave his apologies for absence on 6<sup>th</sup> May.

**21/069 Interests**

- a. **To receive** declarations of interest from councillors on items on the agenda - none
- b. **To consider** any written requests for grants of dispensations for declarable interests that had been received none
- c. **To consider** any requests for grants for dispensation for declarable interests - none

**21/070 Minutes**

**Resolved** that the minutes of the meeting of the Council on the 22<sup>nd</sup> April 2021 as circulated to members be signed as a correct record. Agreed unanimously.

**21/071 Public Issues**

- a. Builders vans parking outside 59 & 61 Hempstead Lane continue to be an issue blocking the pavement and partially blocking the road. **Agreed** that Cllr Grimsdale would speak to the builders and/or the householder to ask for more consideration to be shown.
- b. Some of the plots in the Burial Ground were not being maintained in line with the Parish Council's rules. **Agreed** that the Clerk would write to those concerned asking for the rules to be adhered to.

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- c. Questioned whether the ancillary access to 69 Hempstead Lane agreed as part of 20/00227/FHA was in line with planning permission. Agreed that the Clerk would investigate.
- d. **Noted** that the land at the end of Brown Springs now had tree preservation orders over the whole site. Cllr Douris was thanked for his help.
- e. **Noted** that there were still missing and damaged road signs on Hempstead Lane outside the burial ground which had been reported and were outside the parish.
- f. **Noted** that it would be desirable to extend the footpath on Hempstead Lane when coming from Potten End across the land in front of the burial ground but that this was outside the parish.
- g. In respect of item 21/074.a regarding the proposal to replace the existing play equipment on Spencer Holland, noted that the existing equipment was well used and liked.

**21/072 Matters arising - none**

**21/073 Report and update from the Planning Working Party**

- a. **Agreed** responses to the following planning applications:

<b>21/01234/LDP</b>	Vitalia, The Common, Potten End, HP4 2QF	No objection
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New carport/canopy to side and rear of existing house, new garage/garden store to rear of house and single storey rear extension

<b>21/01621/FHA</b>	Vitalia, The Common, Potten End, HP4 2QF	No objection
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Proposed detached garden store / garage to rear of house and new carport to side and rear of house.

<b>21/00678/FUL</b>	Browns Spring Farm, Plough Lane, HP4 2DG	No objection
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Conversion of the existing barn and removal of existing ancillary structures, plant, machinery and vehicles and creation of dwelling house including soft landscaping

- b. No planning applications had been 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.

Following a visit to another playground the Working Party was revisiting their proposal to reduce the cost and incorporate some of the existing equipment. A revised proposal would be submitted to the council in due course but in principle the Council was supportive of the need to extend the range of equipment.

**Agreed** that grant applications could be submitted in advance of the revised proposal being resubmitted to the council and public fund-raising activities started.

- b. **Noted** that the dog poo bin in the Old Green which was frequently full was being used by an individual believed to be a resident to dispose of all their dog poo. **Agreed** that the Clerk would advertise that the bin should only be used when out walking.

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

**a. Approved 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**

**Resolved** to change bank accounts from NatWest to Unity Trust Bank, closing the NatWest accounts and setting up online banking with Unity Trust. Agreed unanimously.

**c. 2020/21 Audit**

**Resolved**

- i. that that the Annual Governance Statement as presented to members is correct and may be signed on behalf of the Council.
- ii. that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council.
- iii. 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 accompany the Notice on the Parish Council's website from 14<sup>th</sup> June to 23<sup>rd</sup> July 2021.

Agreed unanimously.

- d. **Agreed** that the History of Potten End could be scanned and placed on the website at a cost of £61.18 + VAT.
- e. **Agreed** that subject to the agreement of the Trustees of the Village Hall that the official address of the Parish Council should in future be Potten End Village Hall, The Green, Potten End, Berkhamsted, Hertfordshire, HP4 2QG

**21/076 Annual review**

- a. **Confirmed** delegation arrangements to committees and staff as presented as presented to members.
- b. **Confirmed** the terms of reference for the committee as presented to members.  
**Agreed** to prepare short descriptions of the responsibilities of the various Working Parties – Cllr Westenholz-Smith (Planning), Cllrs Smith and Spanswick (Open Spaces and Allotments), Clerk (Finance and Administration and Highways).
- c. **Confirmed** appointment of members to committees and working parties as presented to members.
- d. **Confirmed** adoption of Standing Orders and Financial Regulations as amended and presented to members
- e. **Reviewed** representation on external bodies as presented to members
- f. **Reviewed** inventory of land and assets as presented to members.
- g. **Confirmed** arrangements for insurance cover as presented to members.

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- h. **Reviewed** subscriptions as presented to members.
- i. **Reviewed** complaints procedure as presented to members.
- j. **Reviewed** the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation as presented to members.
- k. **Reviewed** the Council's expenditure incurred under s. 137 of the Local Government Act 1972 as presented to members.
- l. **Determined** 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**

- a. **Noted** that the fly tipping had been removed from Bullbeggars Lane.
- b. **Noted** that the fading lines on Church Rd had been reported.
- c. **Noted** that the re-surfacing of The Common was undertaken on a fixed-price contract.
- d. **Noted** that the road name sign for Browns Spring had been replaced.

**21/078 Date and time of next meetings**

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

The meeting on 15<sup>th</sup> July will take place as scheduled.