

**Minutes of the Council Meeting of
Nettleden with Potten End Parish Council Meeting**

held on

Thursday, 24th June 2021

in the **Church Room, Potten End, HP4 2QY at 7.30pm**

Present: Cllrs D Burfot, E Brennan, D Grimsdale, S Nelson, H Smith and E Spanswick,

In attendance: Mr A Farrow (Parish Clerk), County Cllr T Douris (from 21/086.b) and thirteen members of the public.

Agenda reference	Agenda item
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21/079	Apologies were accepted from Cllrs Westenholz-Smith and Wright.
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21/080	Interests
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| | <ul style="list-style-type: none">a. There were no declarations of interest from councillors on items on the agenda.b. No written requests for grants of dispensations for declarable interests had been received.c. No requests for grants for dispensation for declarable interest were made. |
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21/081	Minutes
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	<p>Resolved that the minutes of the meeting of the Council on the 5th May 2021 as circulated to members be signed as a correct record. Agreed unanimously.</p>
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21/082	Public Issues
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| | <ul style="list-style-type: none">a. A request was made that the noticeboard by the shop be improved. Agreed that the clerk would look into costs.b. It was confirmed that the fence encroachment onto The Old Green had been corrected.c. It was agreed that when the Council considered necessary work to trees on Council land later in the year that consideration would be giving to reducing the height of the tall ash at the end of The Old Green.d. A request was made that the shrubs at the entrance to the car park on the sports ground be cut back to allow access to the car park. Agreed that the clerk would action.e. With reference to the sewerage problems being experienced in Browns Springs (21/086.g) it was noted that these issues had been reported over thirty years ago. Thames Water's response was that everything was operating correctly but problems continue. Agreed that the Parish Council would assist with a communication campaign in the village to try to reduce pressure on the system and continue to refer to the issue when new builds were being considered.f. With reference to the Potten End Youth Football Team (21/089.e.i) the council was advised that the team had won all sixteen of their matches. Parking arrangements had worked well and the Cricket Club had been very supportive. |
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Agenda reference	Agenda item			
	<p>g. With reference to the planning application for 9 Hedgeside (21/02368/FHA) concern was expressed by a neighbour that the proposed extension would impact them significantly. It was requested that a planning officer from Dacorum visit to appreciate the extent of the intrusion.</p>			
21/083	Matters arising - none			
21/084	Correspondence received			
	<p>a. Noted that the new National Trust Estate Manager for Ashridge was Mr Paul Miller</p>			
21/085	Parish Warden report			
	<p>Road signs have been cleaned, grass cutting started and the burial ground hedge cut. Litter picking continues but there has been no fly-tipping. Play area has been inspected on a regular basis using a template developed by RoSPA adopted to the parish's circumstances and faults and remedial actions are noted under 21/089.d.h and I below. Damaged slats in the bus stop noted in the RoSPA report (21/089.i below) have been repaired. Rocking sleepers on The Green were noted but no action is required.</p>			
21/086	Report and update from the Planning Working Party			
	<p>a. To note the following responses to planning applications submitted to Dacorum BC since the last Council Meeting under the Clerk's delegated powers.</p>			
	<table border="0"> <tr> <td data-bbox="352 1030 606 1102">21/01477/FHA</td> <td data-bbox="614 1030 1244 1102">The Grange, Frithsden Copse, Potten End, HP4 2RG</td> <td data-bbox="1252 1030 1436 1102">No objection 11th June 2021</td> </tr> </table>	21/01477/FHA	The Grange, Frithsden Copse, Potten End, HP4 2RG	No objection 11 th June 2021
21/01477/FHA	The Grange, Frithsden Copse, Potten End, HP4 2RG	No objection 11 th June 2021		
	<p>Construction of outbuildings to rear of property.</p>			
	<table border="0"> <tr> <td data-bbox="352 1167 606 1238">21/01385/FHA</td> <td data-bbox="614 1167 1244 1238">26 Hempstead Lane, Potten End, HP4 2SD</td> <td data-bbox="1252 1167 1436 1238">No objection 11th June 2021</td> </tr> </table>	21/01385/FHA	26 Hempstead Lane, Potten End, HP4 2SD	No objection 11 th June 2021
21/01385/FHA	26 Hempstead Lane, Potten End, HP4 2SD	No objection 11 th June 2021		
	<p>Two storey side, rear and front extensions, increase in eaves height and ridge height and alterations to the brickwork and fenestration.</p>			
	<table border="0"> <tr> <td data-bbox="352 1337 606 1408">21/02025/FHA</td> <td data-bbox="614 1337 1244 1408">High Beech, Frithsden Copse, Potten End, HP4 2RQ</td> <td data-bbox="1252 1337 1436 1408">No objection 17th June 2021</td> </tr> </table>	21/02025/FHA	High Beech, Frithsden Copse, Potten End, HP4 2RQ	No objection 17 th June 2021
21/02025/FHA	High Beech, Frithsden Copse, Potten End, HP4 2RQ	No objection 17 th June 2021		
	<p>Dismantling of existing orangery and reconstruction of an enlarged orangery to rear. Construction of new Alitex Mottisfont Greenhouse. Demolition of existing garden dwarf walls and construction of new garden dwarf walls and steps to match existing with associated enlargement of patio.</p>			
	<table border="0"> <tr> <td data-bbox="352 1588 606 1659">21/02023/FHA</td> <td data-bbox="614 1588 1244 1659">11 Rambling Way, Potten End, HP4 2SF</td> <td data-bbox="1252 1588 1436 1659">No objection 11th June 2021</td> </tr> </table>	21/02023/FHA	11 Rambling Way, Potten End, HP4 2SF	No objection 11 th June 2021
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	<p>Ground floor front infill and rear extension, and first floor extension</p>			
	<table border="0"> <tr> <td data-bbox="352 1724 606 1796">21/02101/FHA</td> <td data-bbox="614 1724 1244 1796">9 Homefield, Potten End, HP4 2QX</td> <td data-bbox="1252 1724 1436 1796">No objection 17th June 2021</td> </tr> </table>	21/02101/FHA	9 Homefield, Potten End, HP4 2QX	No objection 17 th June 2021
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	<p>Proposed single storey front extension and part single / part double storey rear extension. Loft conversion with flat roof dormer to rear and associated Velux rooflights.</p>			
	<p>b. To agreed responses to the following planning applications:</p>			
	<table border="0"> <tr> <td data-bbox="352 1946 606 1984">21/01239/FHA</td> <td data-bbox="614 1946 1244 1984">15 The Back, Potten End, HP4 2QS</td> <td data-bbox="1252 1946 1436 1984">No objection</td> </tr> </table>	21/01239/FHA	15 The Back, Potten End, HP4 2QS	No objection
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Two-storey side and rear extension

21/02231/FHA Martins, 14 Rambling Way, Potten End, HP4 2SF No objection

Two storey rear extension, single storey side extension, roof ridge raised and replacement garage/outbuilding.

21/02368/FHA 9 Hedgeside, Potten End, HP4 2RE No objection

Proposed side & rear first floor extension. Loft classed as permitted development as per calculation (amended scheme).

This application was the subject of extensive debate (see also 21/082.g). There was concern over the impact on neighbour’s amenity but it was unclear whether there were sufficient grounds for an objection. The Council’s concerns would be conveyed to DBC and a site visit recommended.

Cllr Douris joined the meeting during the discussion on 21/02368/FHA and commented that because of his role on the Dacorum Development Management Committee he was unable to comment on planning applications.

- c. No planning applications had been received after the agenda was published.
- d. **Noted** that the scale of the ancillary access to 69 Hempstead Lane agreed as part of 20/00227/FHA had been referred to Dacorum Planning and no response had been received.
- e. **Noted** that the decision of Dacorum to approve the development of five houses at 38 Rambling Way (21/00138/FUL) was based on the determination that the proposal constituted limited infilling, and so didn’t benefit from Green Belt development protection, and was sympathetic to the overall pattern of development in the area.
- f. **Noted** that a Tree Preservation Order had been served on trees on the site adjacent to Brown Springs on 4th May. There is now a period where objections or letters of support can be received. Dacorum BC must confirm the order within 6 months.
- g. **Noted** the ongoing sewage problems in Brown Springs commented on under 21/082.e above. Cllr Douris advised that he had asked Sir Mike Penning MP to write to the Chief Executive of Thames Water.

21/087 Parish Plan

Noted that there had been a significant response to both the Events and Highways survey which the council was in the process of collating. In the meantime both surveys remained open.

21/088 Report of Traffic and Highways Working Party

a. Frithsden Lane

Noted the closure from 23rd July for utility service work which Cllr Douris believed was related to the provision of high speed broadband.

b. Nettleden Rd

- i. **Noted** the closure from 2nd July for utilities maintenance.
- ii. **Noted** concerns regarding speeding in Nettleden.

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c. The Common – reduction in speed limit

Noted that proposals to reduce the speed limit on The Common to 40mph were with Herts Highways design team. If approval for the reduction was forthcoming then a consultation would be held with a view to implementing in the next financial year.

d. Water End Road – zigzag lights

Noted that the 20mph flashing lights outside the school as you approached from Water End had been fixed.

21/089 Report and Update from the Open Spaces and Leisure Working Party

a. Allotments

Noted that a positive meeting had been held with representatives of the plot holders. A revision to the allotment holder agreement would be prepared to take account of preferred practice at Potten End and advice from the National Allotment Society. The cost of running the allotments had been explained. The plot holders had outlined their priorities for improvements to the allotments.

b. Burial Ground

- i. **Resolved** that the clerk may only approve applications to be buried in the Burial Ground with the support of the Open Spaces Working Group.
- ii. **Noted** that the proliferation of grave goods on a recent burial had been removed immediately on request..

c. Old Green

- i. **Noted** that problems with over-capacity of the dog bin in the Old Green appear to have abated.
- ii. **Noted** that illegible bridle path signs on the Old Green and at the end of Vicarage Rd had been reported to the appropriate department in Dacorum BC.

d. Spencer Holland Development Strategy

Agreed that the Council would contribute £23,761 toward repairs and improvements on Spencer Holland totaling £53,000 with the balance to be found from grants and public fundraising.

Resolved that:

- i. the proposed supplier for the essential repairs to the existing equipment be approved.
- ii. the proposed supplier for the repainting of the existing equipment be approved.
- iii. a certificate of lawful development be applied for from Dacorum BC for the installation of artificial grass in-front of the goal over an area of 124m²
- iv. the proposed supplier for the artificial grass in front of the goal mouth (subject to c above) be approved.
- v. the council issue a revised request for quotation for the new play equipment.
- vi. a public awareness campaign commence once at least one of the grant applications to either Dacorum BC or the National Lottery are successful.

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- vii. public fundraising toward the new play equipment may commence in mid-September (subject to at least one of the grant applications to either Dacorum BC or the National Lottery being successful).
- viii. the Clerk be authorised to approve payments of up to £2,000 in excess of the approved total budget with the support of the Open Spaces Working Party without reference back to the Full Council or obtaining further competitive quotes.

Agreed unanimously.

e. Sports Ground

- i. **Potten End Youth FC** (also see 21/082.f above)

Agreed – that the tenancy agreement would be extended to the 2021/22 season at the same rate.

- ii. **Use of sports ground**

Agreed that the school can erect inflatables on the Sports Ground for an end of year fun activity.

Agreed that the Brownies could use the Sports Ground for an obstacle course on the 25th June.

- iii. **Cricket Club**

Noted that concern had been expressed by a resident in Vicarage Gardens of balls clearing the safety netting and landing in their garden, and that a ball had recently broken the back window of a car of a property in Vicarage Rd. Various options to mitigate the risk were discussed which the Cricket Club will consider at their meeting on 28th June and report back to the Clerk.

f. The Green

Agreed that the Gardening Club may erect a scarecrow and publicity poster for the Village Show on The Green from 30th August to 4th September.

g. Gardening Club

Agreed in principle to a request from the Gardening Club to plant bulbs in various locations around the village and to receive a grant of £100 toward the cost subject to finalizing the location of the planting and obtaining the necessary permissions.

h. External fixed asset review

Noted the maintenance schedule.

i. RoSPA report

Noted the annual report. Other than recommendations regarding the play equipment covered in 21/089.d and the bus stop covered in 21/085 the report noted some cracks in the goal on Spencer Holland which we hope a local resident will be able to repair and commented on the uneven concrete around the bus stop on The Green.

21/090 Report and Update from the Finance and Administration Working Party

a. Financial report as at 17 June 2021

Agenda reference	Agenda item	
	Noted as presented to members.	
b.	Noted payment of the following accounts which had fallen due for payment since the last council meeting.	
DCVS	Clerk's salary	£864.23
DCVS	Payroll administration	£31.20
Proscan Document Imaging Ltd	Scan of History of Potten End (approved 21/075.d)	£79.03
Nest (direct debit)	Clerk's pension (from October 2020 to April 2021, 5 months at @ £23.84 pm plus one month including back pay of £31.80)	£151.00
c.	Approved payment of the following accounts:	
ICO	Annual registration fee with the Information Commissioner's Office	£40.00
Ernest Newhouse	Internal audit fee	£350.00
R N C Hawkins	Burial of ashes of H Bramham	£120.00
David Giddings Landscapes	Lift and replace stone for burial of ashes for H Bramham	£130.00
Potten End Village Hall	Bus stop lease annual payment	£356.52
Potten End Village Hall	Allotment meeting	£22.28
Kevin Furness	Parish Warden duties	£448.00
DCVS	Clerk's salary	£864.23
DCVS	Payroll administration	£31.20
A Farrow	Clerk's expenses (inc £102.57 relating to netting for the goal on Spencer Holland)	£143.11
Playsafety Ltd	Annual review of Spencer Holland, Sports Ground and bus stops	£294.60
d.	Noted payments received	
Potten End Primary School	Annual rent for use of sports ground	£167.84
Mrs S Bramham	Ashes interment for Mr H Bramham	£475.00
Interest	May	£0.33
e.	Bank account	
	Noted that as a result of the failure of NatWest to close the Council's accounts in a timely fashion the bank had paid the Council £250 by way of compensation. The Council's new accounts with Unity Trust had been opened without difficulty and the process of transferring accounts to Unity had been initiated.	

Agenda reference	Agenda item
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f. 2020/21 Audit

- i. **Noted** the Internal Auditor’s comments and **approved** the response as presented to members.
- ii. **Noted** that the Annual Governance and Accounting Review was submitted to the External Auditor on 13th May 2021.
- iii. **Noted** that 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 were published on the Parish Council’s website and notice board from 14th June.

g. Noted that the Trustees of the Village Hall had agreed that the Village Hall could be used as the official address of the Parish Council.

h. Standing Orders

Resolved that the Standing Orders be amended as presented to members.

21/091 Date and time of next meetings

The next meeting will be held on 15th July 2021 at the Church Rooms, Potten End.

The meeting finished at 21.15

Signed

Dated