

Potten End Village Hall  
The Green  
Potten End  
HP4 2QG

16<sup>th</sup> May 2022

**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 Meeting**

to be held on

**Thursday, 19<sup>th</sup> May 2022**

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

Members of the public and press are invited to attend this meeting.

*Andrew Farrow*

Mr A Farrow

**Clerk to Nettleden with Potten End Parish Council**

Agenda reference	Agenda item
22/060	<b>Election of Chairman</b> <b>Proposed</b> - to elect Daniel Burfot as Chairman for the year 2022/23.
22/061	<b>Election of Vice Chairmen</b> <b>Proposed</b> - to elect David Grimsdale and Dina Westenholz-Smith as Vice Chairmen for the year 2022/23.
22/062	<b>Apologies for absence.</b>
22/063	<b>Declaration of interests</b> <b>To receive</b> declarations of interest from councillors or requests for grants of dispensations for declarable interests on items on the agenda.
22/064	<b><u><a href="#">Minutes</a></u></b> <b>To resolve</b> that the minutes of the meeting of the Council on the 19 <sup>th</sup> April 2022 as circulated to members be signed as a correct record.
22/065	<b>Public Issues</b> 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.
22/066	<b><u><a href="#">Matters outstanding</a></u></b>
22/067	<b>Correspondence received</b> <ol style="list-style-type: none"><li><b>Sewerage</b> – to receive an update.</li></ol>

Agenda reference	Agenda item
	<ul style="list-style-type: none"><li>b. <b>Luton Airport expansion</b> – to receive an update</li><li>c. <a href="#">Hertfordshire Migration Strategic Steering Group</a> – to note an update</li></ul>
<b>22/068</b>	<b>Parish Warden report</b>
<b>22/069</b>	<b>National Trust report</b>
<b>22/070</b>	<b>Report of Traffic and Highways Working Party</b> – <a href="#">matters outstanding</a> <ul style="list-style-type: none"><li>a. Little Heath Lane drainage</li><li>b. Nettleden and Vicarage Rd fingerpost</li></ul>
<b>22/071</b>	<b>Report and update from the Planning Working Party</b> <ul style="list-style-type: none"><li>a. <b>To note</b> the response to a planning application submitted to Dacorum BC since the last Council Meeting under the Clerk’s delegated powers. <a href="#">22/01039/FHA</a>    The Grange, Frithsden Copse, Potten End, HP4 2RG                      No objection Construction of boundary fence to south-eastern boundary.</li><li>b. <b>To agree</b> responses to the following planning applications: <a href="#">22/01255/FHA</a>    28 Hempstead Lane, Potten End, HP4 2SD Two storey side and rear extensions and internal alterations. <a href="#">22/01277/FHA</a>    Deers Leap, 18 Rambling Way, Potten End, HP4 2SF Proposed ground floor rear extension, floor plan redesign and all associated works <a href="#">22/01464/FUL</a>    26 Hempstead Lane, Potten End, HP4 2SD Demolition of existing house and construction of a new house in its place to include over the existing footprint, a two storey side, rear and front extensions, increase in eaves height and ridge height, 1 dormer to the front and 3 dormers to the rear, and alterations to the brickwork and fenestration including installation of Heat pumps and Solar Panel. (Amended scheme)</li><li>c. <b>To agree</b> responses to planning applications received after the agenda was published.</li><li>d. <b>Little Heath Lane solar array (22/01106/MFA)</b> – to note the detail of the Parish Council’s <a href="#">objection</a> as agreed under 22/054.d and to receive an update.</li></ul>
<b>22/072</b>	<b>Report and Update from the Open Spaces and Leisure Working Party</b> <ul style="list-style-type: none"><li>a. <b>Allotments</b> <b>Proposed</b> to contribute £100 toward the cost of removing rubbish from the allotments</li><li>b. <b>Potten End Jubilee Festival</b><ul style="list-style-type: none"><li>i. <b>To note</b> that a grant had been received from the National Lottery for £6,658.</li><li>ii. <b>To note</b> agreement for a licensed bar to be operated by the Cricket Club on the Sports Field on the 3<sup>rd</sup> and 4<sup>th</sup> June.</li><li>iii. <b>To note</b> that the Council had entered into agreements with Eventbrite, for the issuing of tickets for the open-air cinema, and Square, for the processing of card payments.</li></ul></li></ul>
<b>22/073</b>	<b>Report and Update from the Finance and Administration Working Party</b>

Agenda reference	Agenda item		
	<b>a. To note</b> payment of the following invoice		
	Xamax Clothing Co Ltd	Hi-Vis waste coats for festival	£252.30
	<b>b. To approve</b> payment of the following invoices:		
	DCVS	Clerk’s salary for May and back pay	tbc
	DCVS	Payroll administration	£31.20
	DCVS	Annual payroll fee	£70.80
	DCVS	Annual membership fee	£36.00
	Nest	Clerk’s pension	tbc
	A Farrow	Expenses	tbc
	K Furness	Parish Warden duties	£480.00
	Potten End Cricket Club	Re-imburement of allotment water rates paid by club in error.	£205.13
	J&M Nixon Printers Ltd	The Print Centre - publicity material for the festival	£854.00
	Ernest Newhouse	Internal audit	£375.00
	Sanctuary Art of Sound Ltd	PA hire and engineering services for the festival	£1,320.00
	<b>c. To note</b> payments received and held on account		
	Potten End Village Hall	Grant received from National Lottery for Jubilee Festival	£6,658.00
	Potten End School	Rent for use of sports field in 2022/23	£167.84
	Festival plot fees		£260.00
	eventbrite	Net ticket receipts for movies on 4 <sup>th</sup> June.	£1,187.81
	<b>d. <a href="#">2021/22 year-end</a></b>		
	i. <b>Proposed</b> that that the Annual Governance Statement as presented to members is correct and may be signed on behalf of the Council.		
	ii. <b>Proposed</b> that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council.		
	iii. <b>Proposed</b> 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 13 <sup>th</sup> June to 22 <sup>nd</sup> July 2022.		
	iv. <b>To note</b> the comments of the <a href="#">Internal Auditor</a> and to <b>agree</b> the response as presented to members.		
	<b>e. <a href="#">Code of Conduct</a></b>		
	<b>Proposed</b> to adopt the model code of conduct as presented to members.		

Agenda reference	Agenda item
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f. [Risk assessment](#)

**Proposed to** agree the risk assessment as presented to members.

**22/074 Annual review**

**Proposed to** agree the following in accordance with article 5.j of the Council’s Standing Orders.

- i. [Delegation arrangements](#) to committees and staff
- ii. [Terms of reference for committees](#)
- iii. [Appointment of members to committees and working parties](#)
- iv. [Standing Orders](#) (NB – small changes are proposed).
- v. [Financial Regulations](#) (NB – small changes are proposed).
- vi. [Representation on external bodies](#)
- vii. [Inventory of land and assets](#)
- viii. [Arrangements for insurance cover](#)
- ix. [Subscriptions and regular payments](#)
- x. [Complaints procedure](#)
- xi. Policies, procedures and practices in respect of the Council’s obligations under the freedom of information and data protection legislation
  - [Privacy policy for staff and councillors](#)
  - [General privacy policy](#)
  - [FOI publication scheme](#)
- xii. The Council’s expenditure under [s.137](#) of the Local Government Act 1972
- xiii. The [times and places](#) of ordinary meetings of the full Council up to and including the next annual meeting of the full council

**22/075 Date and time of next meetings**

The next meeting will be held on 16<sup>th</sup> June 2022 at the Church Room, Potten End at 7.30pm.