

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

held on

**Thursday, 20<sup>th</sup> October 2022**

**At the Church Room, Church Rd, Potten End, HP4 2QY**

**Present:** D Burfot, (Chair), E Brennan (for items 22/119 – 22/122), D Grimsdale, S Nelson, E Spanswick, and D Westenholz-Smith (for items 22/118 and 22/122).

**In attendance:** Mr A Farrow (Parish Clerk), Mr K Furness (Parish Warden) and thirteen members of the public.

**Agenda ref.      Agenda item**

**22/110 Apologies for absence** were accepted from Cllrs Smith and Wright and noted from Borough and County Councillor Douris.

**22/111 Declaration of interests**

Cllr Burfot declared an interest in item 20/120.c

**22/112 Minutes**

**Resolved** that the minutes of the extraordinary meeting of the Council on the 29<sup>th</sup> September 2022 as circulated to members be signed as a correct record. Agreed unanimously.

**22/113 Public Issues**

- a. The Parish Council was thanked for arranging the closure of The Common for the Service of Remembrance on 13<sup>th</sup> November.
- b. The Parish Council was asked to expedite the replacement of the noticeboard.
- c. It was requested that the agenda item for planning be taken later in the meeting to allow Cllr Douris to remain in the meeting longer.
- d. The Parish Council was thanked for objecting to the planning application for the new building at Frithsden Vineyard (see 22/108.c).
- e. Concern was expressed at the removal of the bollard outside 1 The Back and at the proposed planning application (see 22/118.c).

**22/114 General matters outstanding**

- a. The Clerk noted that the list presented to members should include ongoing discussions with the cricket club.

**22/115 Correspondence received** (not dealt with elsewhere) - none

**22/116 Parish Warden**

The Tommy sign is to be erected on The Green. The railings along the side of the pond on The Green had been repainted and a drainage pipe cleared. The previously existing gates at the burial ground had been repaired and various plaques had been refixed to the new gates. A patch kit had been successfully applied to the wetpour around the play equipment on

Agenda ref.	Agenda item
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Spencer Holland and more had been ordered to complete the repairs. Fallen trees had been removed from a footpath and pine needles removed from the corner of Church Rd. No fly-tipping had been found.

**22/117 Report of Traffic and Highways Working Party**

- a. **DriveSafe – noted** that the first speed monitoring exercise had been undertaken on 12<sup>th</sup> October. There was an outstanding issue relating to traffic on The Common where the presence of the Police enforcement location in the layby opposite the Village Hall precluded DriveSafe activities from taking place (see 22/117.c).
- b. **Hertfordshire CC 20mph initiative – noted** that it seems unlikely that this initiative would benefit Potten End because of the prioritisation adopted by Hertfordshire Highways.
- c. **Police enforcement location on The Common – noted** that discussions continued with Hertfordshire Highways and the Police regarding whether to retain and if so, where.
- d. **Drop kerb on The Green – noted** that repairs to the pavement outside the Village Hall and Church would include the installation of a drop kerb. How the Parish Council would enable access onto The Green would be determined after 22/117.c was resolved.
- e. **Winter salt – resolved** not to order fresh stock. Agreed unanimously
- f. **Upcoming road works – noted** upcoming road works as presented to members.
- g. **1 The Back – resolved** that the Clerk should write requesting that the bollard previously located on the corner of The Back and Plough Lane be reinstated. Agreed unanimously.
- h. **Outstanding items – noted** as presented to members

**22/118 Report and update from the Planning Working Party**

- a. **Noted** decisions by Dacorum BC on planning applications as presented to members.
- b. **Noted** response given to a planning application to Dacorum BC since the last Council Meeting under the Clerk’s delegated powers.

<b>22/02767/FHA</b>	Hollybush Wood, Water End Road, Potten End, HP4 2SH	No objection
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Insertion of two new rooflights on roof and one window at the front of the property. New proposed extension to rear of the property with three new rooflights and small canopy.

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

<b>22/02930/FUL</b>	Waitui, Vicarage Road, Potten End, HP4 2QZ	No objection
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Removal of side extension, change in rear extension roof and enlargement of porch.

<b>22/02946/TCA</b>	Yonder Cottage, Frithsden Gardens, HP1 3DE	No objection
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Works to tree and felling of trees.

<b>22/03044/TCA</b>	Magnolia Cottage, 12 – 13 The Back, HP4 2QS	No objection
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Tree works

<b>22/03070/TPO</b>	14 The Back. Potten End, HP4 2QS	No objection
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Works to tree

Agenda ref.	Agenda item	
	<b>22/02963/FUL</b> 1 The Back, Potten End, HP4 2QS	Object
	Construction of gates, hardstanding and part-demolition of wall	
	<b>22/03094/FHA</b> 5 Briar Close, Potten End, HP4 2RB	No objection
	Front porch and single storey rear extension	
<b>d.</b>	<b>Agreed</b> responses to the following planning applications received after the agenda was published.	
	<b>22/02362/FHA</b> 2 The Green, Potten End, HP4 2QH	No objection
	Note – the Parish Council had previously objected to this application under 22/108.b. The decision not to object was taken after the Council’s concerns were addressed.	
	Porch and two storey side extension, changes to roof and windows, shed to summerhouse conversion at rear and new bike/wheelchair storage unit to front.	
	<b>22/03133/TCA</b> The Baptist Chapel	No objection
	Fell tree	
<b>22/119</b>	<b>Report and Update from the Open Spaces and Leisure Working Party</b>	
<b>a.</b>	<b>Festivals</b>	
<b>i.</b>	<b>Financial out-turn of the 2022 Platinum Jubilee Festival</b>	
	<b>Noted</b> that the festival had generated a surplus of just under £6,000.	
	<b>Agreed</b> to ask the Festival Committee for recommendations as to how the surplus might be spent.	
<b>ii.</b>	<b>Resolved</b> to ask the Festival Committee to consider whether there should be a celebration of the coronation in 2023. Agreed unanimously.	
<b>iii.</b>	<b>Resolved</b> to start planning for an open-air cinema in 2023. Agreed unanimously.	
<b>b.</b>	<b>Burial Ground</b>	
<b>i.</b>	<b>Noted</b> that agreement was given for the burial of Monica Seely on the grounds of past residency.	
<b>ii.</b>	<b>Noted</b> that agreement was given for the interment of the ashes of Sylvie Brown on the grounds of past residency.	
<b>iii.</b>	<b>Resolved</b> to defer consideration of the provision of a water supply at the burial ground until 2023/24. Agreed unanimously	
<b>c.</b>	<b>The Green</b>	
<b>i.</b>	<b>Resolved</b> that the Gardening Club be given permission to plant bulbs at the junction of Hempstead Lane and The Common, and at the junction of Hempstead Lane and The Green, and on either side of the bench on The Front. Agreed unanimously.	
<b>ii.</b>	<b>Resolved</b> provisionally to provide financial support for Carols on the Green. Agreed unanimously	
<b>d.</b>	<b>Spencer Holland – Resolved</b> to seek planning permission to prune the trees along the border with Vicarage Rd. Agreed unanimously.	
<b>e.</b>	<b>Frithsden Green</b>	

Agenda ref.	Agenda item
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- i. **Resolved** to apply for planning permission to remove two dead trees.
- ii. **Resolved** to authorise the Clerk to obtain quotes for the removal of the trees and to commission the cheapest to undertake the work.
- iii. **Resolved** to authorise the planting of up to eight mixed fruit trees to be funded and maintained by The Alford Arms.

All agreed unanimously.

**22/120 Report and Update from the Finance and Administration Working Party**

- a. **Noted** the financial position as at 20<sup>th</sup> October
- b. **Noted** payment of invoices in August and September as presented to members.
- c. **Approved** payment of invoices as presented to members.
- d. **Noted** payments received as presented to members.
- e. **Resolved** to accept the bank reconciliation as at 30<sup>th</sup> September 2022 as presented to members. Agreed unanimously
- f. **Noted** the response from PKF Littlejohn LLP regarding the 2021/22 AGAR as presented to members.
- g. **Resolved** not to opt out of the SAAA central external auditor appointment arrangements for 2022-23 until 2026-27. Agreed unanimously.

**22/121 Councillor matters**

- a. **Resolved** to accept the resignation of Cllr Wright from the Parish Council and to remove him from the bank account mandate with effect from 21<sup>st</sup> October 2022. Agreed unanimously
- b. **Resolved** to co-opt John Berry to the Parish Council and to add him to the bank account mandate with effect from 22<sup>nd</sup> October 2022. Agreed unanimously.
- c. **Resolved** that in making the changes to the bank mandate agreed in 22/121.a & b that the Parish Council continued to meet the requirements of Unity Trust Bank. Agreed unanimously.
- d. **Resolved** – to change membership of the Working Parties as presented to members. Agreed unanimously.

**22/122 Date and time of next meetings**

The next meetings will be held at the Church Room, Potten End at 7.30pm on  
Thursday 17<sup>th</sup> November 2022  
Thursday 15<sup>th</sup> December 2022

The meeting closed at 8.30pm

Signed .....

Dated .....