

Potten End Village Hall
The Green
Potten End
HP4 2QG

15th May 2023

To: Cllrs Daniel Burfot, John Berry, Eamonn Brennan, David Grimsdale, Simon Nelson, Hilary Smith, Erica Spanswick and Dina Westenholz-Smith

You are summoned to attend the following meeting:

Nettleden with Potten End Parish Annual Council Meeting

to be held at **7.30pm on Thursday, 18th May 2023**

in the **Church Room, Potten End, HP4 2QY**

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 ref. | Agenda item |
|-------------|--|
| 23/052 | Councillors' acceptance of office. |
| 23/053 | Election of Chair and Vice Chairs. |
| 23/054 | Apologies for absence. |
| 23/055 | Declaration of interests. |
| 23/056 | Minutes Proposed that the minutes of the meeting of the Council at 7.30pm on the 20 th April 2023 as circulated to members be signed as a correct record. |
| 23/057 | 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. |
| 23/058 | Correspondence received <ol style="list-style-type: none">Burial Ground grass cuttingDog pooSpeeding on Water End Lane |
| 23/059 | General matters outstanding |
| 23/060 | Parish Warden |
| 23/061 | Report of Traffic and Highways Working Party |

| Agenda ref. | Agenda item | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <ul style="list-style-type: none">a. Outstanding issuesb. Upcoming road works - to note as presented to members.c. Speed limit on The Common - to receive an update.d. Hempstead Lane - to receive an update.e. Speed Indicator Device – to note that a third SID has been installed on Water End Rd. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/062 | Report and Update from the Open Spaces and Leisure Working Party | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none">a. Noticeboard – to consider a proposal to replace the noticeboard outside Cedar.b. Picnic on The Green – to receive an update.c. National Trust – to receive an update. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/063 | Report and update from the Planning Working Party | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none">a. Decisions by Dacorum BC on planning applications – to note as presented to members.b. Planning Applications – noted that the following responses had been given to planning applications under the Clerk’s delegated powers since the last Council Meeting.<table border="0" data-bbox="316 958 1418 1249"><tr><td>23/00855/FHA</td><td>5 The Back, Potten End, HP4 2QS</td><td>Object</td></tr><tr><td colspan="3">Two storey side extension and single storey rear extension</td></tr><tr><td>23/00879/LDP</td><td>The Brambles, Water End Rd, HP4 2SG</td><td>No objection</td></tr><tr><td colspan="3">Loft conversion with rear dormer and front velux windows</td></tr><tr><td>23/01015/TCA</td><td>Nettleden Farm, Roman Rd, Nettleden, HP1 3DQ</td><td>No objection</td></tr><tr><td colspan="3">Works to trees (felling)</td></tr></table>c. Planning applications – to agree responses to the following planning applications.<table border="0" data-bbox="316 1326 1418 1668"><tr><td>23/01025/FHA</td><td>4 Vicarage Gardens, Potten End, HP4 2RL</td><td></td></tr><tr><td colspan="3">Single storey rear extension with roof lights, part garage conversion and alterations to openings to rear elevation.</td></tr><tr><td>23/01028/FHA</td><td>Moonfleet, Frithsden Copse Potten End, HP4 2RG</td><td></td></tr><tr><td colspan="3">Construction of garage</td></tr><tr><td>23/01085/TPO</td><td>4 Chestnut Close, Potten End, HP4 2QL</td><td></td></tr><tr><td colspan="3">Works to trees</td></tr></table>d. Planning Applications – to agree a response to any planning applications received after the agenda was published.e. Solar Array, Little Heath Lane (22/01106/MFA) – to receive an update. | 23/00855/FHA | 5 The Back, Potten End, HP4 2QS | Object | Two storey side extension and single storey rear extension | | | 23/00879/LDP | The Brambles, Water End Rd, HP4 2SG | No objection | Loft conversion with rear dormer and front velux windows | | | 23/01015/TCA | Nettleden Farm, Roman Rd, Nettleden, HP1 3DQ | No objection | Works to trees (felling) | | | 23/01025/FHA | 4 Vicarage Gardens, Potten End, HP4 2RL | | Single storey rear extension with roof lights, part garage conversion and alterations to openings to rear elevation. | | | 23/01028/FHA | Moonfleet, Frithsden Copse Potten End, HP4 2RG | | Construction of garage | | | 23/01085/TPO | 4 Chestnut Close, Potten End, HP4 2QL | | Works to trees | | |
| 23/00855/FHA | 5 The Back, Potten End, HP4 2QS | Object | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Two storey side extension and single storey rear extension | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/00879/LDP | The Brambles, Water End Rd, HP4 2SG | No objection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Loft conversion with rear dormer and front velux windows | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/01015/TCA | Nettleden Farm, Roman Rd, Nettleden, HP1 3DQ | No objection | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Works to trees (felling) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/01025/FHA | 4 Vicarage Gardens, Potten End, HP4 2RL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Single storey rear extension with roof lights, part garage conversion and alterations to openings to rear elevation. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/01028/FHA | Moonfleet, Frithsden Copse Potten End, HP4 2RG | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction of garage | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/01085/TPO | 4 Chestnut Close, Potten End, HP4 2QL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Works to trees | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23/064 | Report and Update from the Finance and Administration Working Party | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none">a. Payment of invoices – to approve as presented to members.b. Information Commissioner’s Office - to authorise a direct debitc. Payments received since the last meeting – to note as presented to members. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Agenda ref. | Agenda item |
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- d. [Bank account reconciliation](#) at 30th April 2023 – to note as presented to members.
- e. **Cambridge and Counties Bank Account** – to note that the account is now open.
- f. [Draft annual return for 2022/23](#) – to note as presented to members
- g. [Earmarked reserves](#) – to agree as presented to members.
- h. [Risk Assessment](#) – to review as presented to members

23/065 Annual review

Proposed to agree the following in accordance with article 5.j of the Council’s Standing Orders (* = unchanged from 2022)

- 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](#)*.
- v. [Financial Regulations](#)*
- 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

23/066 Date and time of next meetings

The next meetings will be held at the Church Room, Potten End at 7.30pm on Thursdays 15th June 2023 and 20th July 2023