

Minutes of the Council Meeting of

Nettleden with Potten End Parish Council

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

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

Present: D Burfot (chair), J Berry, S Nelson, H Smith, E Spanswick and D Westenholz-Smith.

In attendance: Mr A Farrow (Parish Clerk), Mr T Douris (Borough and County Councillor), K Furness (Parish Warden), and six members of the public.

Agenda ref.	Agenda item
23/052	Councillors' acceptance of office were signed and witnessed by the Proper Officer for all Councillors present at the meeting.
23/053	Election of Chair and Vice Chairs. Resolved to elect Cllr Burfot as Chair and Cllrs Grimsdale (who had previously indicated his willingness to stand) and Westenholz-Smith as Vice Chairs. Agreed unanimously. Cllrs Burfot and Westenholz-Smith signed acceptances of office witnessed by the Proper Officer.
23/054	Apologies for absence were received and accepted from Cllrs Brennan and Grimsdale.
23/055	Declaration of interests – Cllr Burfot declared an interest with regard to item 23/058.a.
23/056	Minutes Resolved 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. Agreed unanimously.
23/057	Police - two members of the police attended the meeting and reported that there had been two recent instances of criminal damage in the parish. Vehicle theft across the country was particularly high and although Hemel was affected the parish wasn't; residents were asked to take particular care regarding keyless cars. Parking in the parish was discussed and Cllr Douris undertook to ask Dacorum Parking Enforcement to visit the area around the school either at drop-off or pick-up time.
23/058	Public Issues <ol style="list-style-type: none">It was suggested that two possible uses of the CIL money were either to create a footpath alongside the pond or to extend the pavement on Hempstead Lane to the Burial Ground.With regard to 23/059.a representations were made with regard to the distress caused by the grass cutting at the Burial Ground.
23/059	Correspondence received <ol style="list-style-type: none">Burial Ground grass cutting – emails had been received from two people expressing concern at issues arising from cutting grass on graves at the burial ground. The Council accepted the distress caused although noting that this was the first time any issues had

Agenda ref.	Agenda item
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arisen and that there were mitigating factors. The Council undertook to see what action could be taken to prevent this happening again.

- b. Dog poo – concern had been expressed at the amount of dog poo specifically along Hempstead Lane and on the Green. Agreed to raise it using the various communication channels.
- c. Speeding on Water End Lane – noted that the Clerk had replied explaining where responsibility for controlling speeding lay and what action the Parish Council had taken.

23/060 General matters outstanding - none not covered elsewhere in the agenda

23/061 Parish Warden – stakes and bunting had been erected for the Picnic on The Green and taken down afterwards. The mattress springs dumped on the sports field had been removed. Grass cutting had commenced. A grave had been topped-up with soil on the Burial Ground and the water butts topped-up. Some of the wetpour under the play equipment was constituting a trip hazard and would be repaired. The slow down sign opposite Olivers Cloe was choked with ivy which would be removed; if it still didn't work Cllr Douris would try to arrange for its removal.

23/062 Report of Traffic and Highways Working Party

a. Outstanding issues

i. Speed monitoring location on the Green – Cllr Douris undertook to raise this with the Police and Crimes Commissioner.

ii. DriveSafe signs at entrance to the village – the DriveSafe team were to raise this with the Police and Crimes Commissioner.

b. Upcoming road works - noted as presented to members.

c. Speed limit on The Common – Cllr Douris advised that the plans to involve the reduction in speed limit to 40mph along The Common included the removal of the central white line and the introduction of 'sharks teeth' and a white line along the edge of the road which along with a village entry gate would give the appearance of narrowing the road and should reduce speed. The work should be completed this financial year.

d. Hempstead Lane sinkhole – the sinkhole had been partially filled so that new drainage could be installed before the hole was completely filled. The pavement would be re-opened shortly and the road would be partially re-opened as soon as possible, although disruption to vehicles was likely to last 6 months as further work was undertaken to improve drainage.

e. Speed Indicator Device – note that a third SID has been installed on Water End Rd thanks to a grant from the Police and Crimes Commissioner.

23/063 Report and Update from the Open Spaces and Leisure Working Party

a. Noticeboard – agreed to obtain competitive quotes for a new noticeboard outside Cedar large enough to accommodate community and Parish Council literature.

b. Picnic on The Green – noted that the event had been a success and that the Lottery Grant would cover the costs.

c. National Trust – noted that the NT was looking at ways to control road-side parking and damage to verges, particularly on Monument Drive. The Visitor Centre is to be refurbished but not extended. The Clerk was asked to circulate notes of the February NT meeting.

Agenda ref.	Agenda item
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23/064 Report and update from the Planning Working Party

a. **Decisions by Dacorum BC on planning applications** – noted as presented to members. Also noted that Dacorum had advised that the application for Stable Cottage 923/00758/LDP had been rejected as an application for full planning permission was required.

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.

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)

c. **Planning applications** – agreed the following responses to planning applications.

23/01025/FHA 4 Vicarage Gardens, Potten End, HP4 2RL No objection

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 No objection

Construction of garage

23/01085/TPO 4 Chestnut Close, Potten End, HP4 2QL No objection

Works to trees

d. **Planning Applications** – agreed the following response to a planning applications received after the agenda was published.

23/01160/FUL 17 Hempstead Lane Defer

Construction of 2no. new buildings.

e. **Solar Array, Little Heath Lane (22/01106/MFA)** – noted that local residents had formed a group to argue for the rejection of the appeal by the applicants.

23/065 Report and Update from the Finance and Administration Working Party

a. **Payment of invoices** – noted that an invoice for £83.52 to The Sign Shed was paid prior to the meeting. The schedule of payments presented to members was approved subject to the invoice to DCVS in respect of payroll administration being amended to £34.80. In addition a payment to Katherine Higgins for £144.58 in respect of costs relating to the Picnic on The Green was approved.

b. **Information Commissioner’s Office** - a direct debit for the annual subscription was approved.

c. **Payments received since the last meeting** – noted as presented to members.

d. **Bank account reconciliation at 30th April 2023** – noted as presented to members.

Agenda ref.	Agenda item
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- e. **Cambridge and Counties Bank Account** – noted that the account is now open.
- f. **Draft annual return for 2022/23** – noted as presented to members
- g. **Earmarked reserves** – agreed as presented to members.
- h. **Risk Assessment** – reviewed and accepted as presented to members

23/066 Annual review

Resolved to agree the following as presented to members. Agreed unanimously.

- 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 subject to the December meeting being rescheduled to 14th December.

23/067 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

The meeting closed at 8:52pm

Signed

Dated