

[www.nettledenpottenend-pc.gov.uk](http://www.nettledenpottenend-pc.gov.uk)  
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Potten End Village Hall  
The Green  
Potten End  
HP4 2QG

13<sup>th</sup> May 2024

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, 16<sup>th</sup> May 2024

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
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24/054	Election of Chair and Vice Chairs
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24/055	Apologies for absence
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24/056	Declaration of interests
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24/057	<a href="#">Minutes</a>
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**Proposed** that the minutes of the meeting of the Council at 8:00pm on the 18<sup>th</sup> April 2024 as circulated to members be signed as a correct record.

24/058	Public Issues
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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.

24/059	Correspondence received and not covered elsewhere in the agenda
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- [Consultation on ward boundaries for Dacorum](#) – responses by 15 July
- [National Trust 'Protect our Roots' update](#) – 25<sup>th</sup> and 26<sup>th</sup> May from 11am – 4pm
- Mobile vet** – to consider whether this would be popular in the village.

24/060	General matters outstanding – to note the report presented to members
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24/061	Parish Warden – to receive an update
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24/062	Report of Traffic and Highways Working Party
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- [Outstanding issues](#) – to note the update presented to members.
- [Roadworks](#) – to note the update presented to members
- Hempstead Rd accident** – to receive an update

Agenda ref.	Agenda item
	<p>e. <b>Accident at the junction of Church Lane and Water End Rd</b> – to receive an update</p>
<b>24/063</b>	<b>Report and Update from the Open Spaces and Leisure Working Party</b>
	<p>a. <a href="#">The Plough</a> – proposed that permission be granted for the installation of 6 additional picnic benches on Spencer Holland.</p>
	<p>b. <a href="#">Pond drainage arrangement</a> – to receive an update</p>
<b>24/064</b>	<b>Report and update from the Planning Working Party</b>
	<p>a. <a href="#">Decisions by Dacorum BC on planning applications</a> – to note as presented to members.</p>
	<p>b. <b>Planning Applications</b> – to note that no responses had given under the Clerk’s delegated powers since the last Council Meeting.</p>
	<p>c. <b>Planning applications</b> – to agree responses to the following applications:</p>
	<p><a href="#">24/01020/LDP</a> Brynnon Cottage, The Back, Potten End, HP4 2QS Single storey rear extension 1350mm deep, built on the back of an existing original house wall.</p>
	<p><a href="#">24/01041/FHA</a> Cleft Oak Cottage, Hollybush Close, Potten End, HP4 2SN Double storey extensions to front, single storey extension to side and part single- part double-storey extension to rear, increased main roof and chimney heights, fenestration changes and new pitched roof to garage, all following demolition of existing conservatory.</p>
	<p><a href="#">24/01053/ROC</a> 38 Rambling Way, Potten End, HP4 2SF Removal of Condition 2 (Approved Plans) attached to planning permission 21/00138/FUL (Construction of 5 dwellinghouses including associated hard and soft landscaping)</p>
	<p>d. <b>Planning applications</b> – to consider any applications received since the agenda was published.</p>
<b>24/065</b>	<b><a href="#">CIL funds utilisation</a></b>
	<p>a. To give ‘in principle’ agreement to funding:</p> <ul style="list-style-type: none"><li>i. Accessibility to open spaces</li><li>ii. Brownies cupboard in the Church Room</li><li>iii. Old Green entrance pathway</li><li>iv. Roadside traffic data recorder</li><li>v. The Green – protection of verges</li></ul> <p>Subject to full applications being received addressing any conditional issues and providing competitive quotes where appropriate.</p>
	<p>b. To proceed to public consultation on the projects in the schedule circulated to members.</p>
<b>24/066</b>	<b>Report and update from the Finance and Administration Working Party</b>
	<p>a. <a href="#">Bank reconciliation</a> – to note as presented to members.</p>
	<p>b. <a href="#">Payment of invoices</a> – to agree as presented to members.</p>

Agenda ref.	Agenda item
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- c. [Payments received](#) – to note as presented to members.
- d. [Risk Assessment](#) – to approve as presented to members.

**24/067 Annual review**

Proposed to agree the following in accordance with article 5.j of the Council’s Standing Orders (\* = unchanged from 2023)

- 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

**24/068 Date and time of next meetings**

The next meetings will be held at the Church Room, Potten End starting at 7:30pm on

Thursday 20<sup>th</sup> June 2024

Thursday 18<sup>th</sup> July 2024