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Potten End Village Hall
The Green
Potten End
HP4 2QG

17 June 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, 20 June 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

24/069 Apologies for absence

24/070 Declaration of interests

24/071 [Minutes](#)

Proposed that the minutes of the meeting of the Council at 7:30pm on 16 May 2024 as circulated to members be signed as a correct record.

24/072 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.

24/073 Correspondence received and not covered elsewhere in the agenda

- a. Injury caused by picnic table

24/074 General matters outstanding – to note as presented to members

24/075 Parish Warden – to receive a report

24/076 Report of Traffic and Highways Working Party

- a. [Outstanding issues](#) – to note as presented to members:
b. [Roadworks](#) – to note the update presented to members.

24/077 Report and Update from the Open Spaces and Leisure Working Party

- a. **The Plough** – proposed not to install additional benches on Spencer Holland.
b. **Play equipment**
i. To note the [annual ROSPA report](#) and [planned remedial action](#)
ii. To agree a [risk monitoring strategy](#) including

Agenda ref.	Agenda item
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- An online training course for two people for weekly checks of play equipment at a cost of £50
 - Entering into an agreement with Sovereign Play Equipment for twice a year operational checks for five years at a one-off cost of £400.
 - Erection of signs
- c. [Accessibility to The Green and Spencer Holland](#) – to consider an outline proposal.
- d. **Log benches**
- i. proposed to remove the log benches from Spencer Holland, the Old Green and The Green
 - ii. proposed to replace the two log benches on Spencer Holland with multi-coloured recycled plastic benches costing c £1,000.
 - iii. proposed not to replace the log benches in the Old Green and The Green
- e. **Spencer Holland** – proposed to agree to the installation of a wooden fence along the boundary with Plough Lane costing £1,300.

24/078 Report and update from the Planning Working Party

- a. **Decisions by Dacorum BC on planning applications** – to note as presented to members.
- b. **Planning Applications** – to note any responses given under the Clerk’s delegated powers since the last Council Meeting.

[24/01133/TCA](#) Pipers Forge, Nettleden Road, HP1 3DQ No objection
Works to trees

- c. **Planning applications** – agreed responses to the following applications:

[24/01138/RET](#) 51 Hempstead Lane, Potten End, HP4 2RZ

Retention of first floor glass balustrade

[24/01253/FUL](#) 17 Hempstead Lane, Potten End,

Construction of 1 new dwelling with associated landscaping

[24/01278/FUL](#) Crossways, Little Heath Lane, Potten End, HP4 2RY

Proposed single-bay garage with open carport and replacement greenhouse

[24/01291/FHA](#) 3 Roman Road, Nettleden, HP1 3DA

New opening within existing garage

[24/01254/FUL](#) Lindens, 17 Hempstead Lane, Potten End,

Construction of 1 new dwelling

[24/01239/FUL](#) Land, Nettleden Road, Potten End

Change of use from agricultural land to Suitable Accessible Natural Green Space (SANG), together with a vehicular access, car park, paths, fencing and landscaping

[24/01321/RET](#) Roseheath Wood, Bullbeggars Lane, Potten End, HP4 2RS

Agenda ref.	Agenda item
	Driveway gate and pillars
	d. Planning applications – to consider any applications received since the agenda was published.
24/079	CIL funds utilisation
24/080	Report and update from the Finance and Administration Working Party
	a. Bank reconciliation – to note as presented to members.
	b. Payment of invoices – to agree as presented to members.
	c. Payments received and due – to note as presented to members.
	d. Annual return for 2023/24
	i. Internal Audit – to note that the Internal Auditor made no comments.
	ii. Annual Governance Statement – Proposed that the Annual Governance Statement as presented to members is correct and may be signed on behalf of the Council.
	iii. Accounting Statements - Proposed that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council.
	iv. Exercise of Public Rights - Proposed 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 24 June to 2 August 2024.
24/081	Policy review
	Proposed to agree the following policies:
	i. Child Protection Policy
	ii. Document Retention Policy
	iii. Grant Awarding Policy
	iv. Investment Policy
	v. Reserve Policy
	vi. Social Media Policy
24/082	Date and time of next meetings
	The next meetings will be held at the Church Room, Potten End starting at 7:30pm on Thursday 18 July 2024
	There is no meeting in August
	Thursday 19 September 2024