



## LITTLE GADDES DEN *parish council*

### MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL ON May 15th, 2023

PLEASE NOTE THAT MINUTES ARE ALSO PUBLISHED ON THE WEB SITE  
<https://littlegaddesdenpc.org.uk>

**The meeting commenced at 7.30 pm.**

**PRESENT:** Cllrs. Hyde, Kelly, Townsend, Hartwell and Scott. Also in attendance, the Clerk, County and Borough Councillor Terry Douris and seven members of the public.

**APOLOGIES:** There were no apologies

#### 1. FORMALITIES

Cllr Kelly welcomed everyone to the meeting including the two new Cllrs, Cllr Buchan Scott and Cllr Paul Hartwell. Cllr Kelly explained how the meeting would be run and that it was the first meeting of the new Council and there were formalities to be attended to.

##### (a) Election of Chair

Cllr Hyde proposed that Cllr Kelly be elected to the position of Chair. This was seconded by Cllr Townsend.

##### (b) Signing of the Acceptance of Office for Chair

Cllr Kelly accepted and the declaration for acceptance of office was signed.

##### (c) Declarations of Acceptance of Office and Interest forms for Councillors

The Clerk noted the receipt of the Declarations of Office and the Register of Interests Forms for each of the Cllrs, and noted that the latter would be delivered to Dacorum Borough Council.

The attendance of Councillors was noted and recorded in the register.

##### (d) Election of Vice Chair

It was agreed that the Vice Chair would be elected at the next meeting to give Cllrs time to consider this post.

##### (e) To note that the Council no longer has General Power of Competence

It was noted that there was no longer a qualified Clerk and that LGPC no longer had "power of competence". It was noted that the current Clerk would undertake training at the appropriate time with a view to achieving this.

##### (f) Apologies

There were no apologies.

##### (g) To receive and consider declarations for items on the agenda or consider written requests for dispensation for declarable interests.

There was one declaration of interest made by the Chair in respect of the planning application submitted for The Paddock.

**(h) & (i) Minutes** - The Minutes of the last meeting were agreed as a correct record of the meeting and were signed at the end of the meeting.

##### (j) To agree the Meeting dates and Venue for LGPC meetings 2023

The following dates were agreed and have been published on the website and shared with Cllr Douris and the PCSO.

Signed by the Chairman..... Dated.....

June 19<sup>th</sup>  
July – No meeting/TBC  
August 7<sup>th</sup>  
September 18<sup>th</sup>  
October 16<sup>th</sup>  
November 20<sup>th</sup>  
December 11<sup>th</sup>

**(k) To note the agreement of the Council to the governance documents and policies agreed by the previous Council and specifically to note the new Council’s agreement of The Standing Orders and in particular the governance and policy documentation listed in section 5.**

The Clerk confirmed that the Cllrs had read and agreed to the Standing Orders and had considered Section 5 and the associated governance requirements and policies listed therein. The Clerk read out each item of Section 5 and noted Cllrs express agreement to each item. It was noted that the new Cllrs would be bringing new experience and may wish to suggest amendments to some of the policy and risk documents in the coming weeks and months and that this would be welcomed. In respect of the items relating to relationships with outside bodies, membership and terms of committees and Cllr portfolios of responsibilities it was agreed that the Planning Committee would benefit from additional members and that various responsibilities held by previous Cllrs needed to be reassigned as soon as possible. It was noted that the Council was under resourced and seeking two additional Cllrs and that appropriation of portfolios and responsibilities could be temporary pending recruitment. The Council agreed to defer the assignment of Cllrs to these areas until the next meeting so that the reasonableness of the suggested portfolios could be properly considered and handed over. The Clerk noted that Cllrs had been sent details of the insurance renewal and noted that this was a specific agenda item.

**2. OPEN SESSION FOR MEMBERS OF THE PUBLIC**

Cllr. Kelly asked if anyone wished to raise any matters not already covered in the agenda.

- Borough Cllr Terry Douris informed the meeting that he was relinquishing his role as Cabinet Member for Education, Libraries and Life Long Learning and taking on the role of Chairman of the County Council with effect from 23 May. Borough Cllr Douris informed the meeting that this would not affect his representation for the Ward. Borough Cllr Douris was congratulated on his appointment.

**3. REPORTS AND MATTERS ARISING**

**(a) To receive a report from Hertfordshire Constabulary.**

There was no one present from Hertfordshire Constabulary. The Clerk read out the crime statistics provided:

Theft x 1  
Theft from motor vehicle x 1  
Criminal damage x 3

**(b) To discussed the current enforcement issues at Church Road**

The meeting was informed that:

There were two main areas of activity aimed at addressing the activity on the land adjacent to Church Road.

Planning

- i) – An enforcement notice had been issued on the large big shed
- ii) – A section 215 notice regarding an “untidy site” had been issued

Signed by the Chairman..... Dated.....

There had been an increase in bonfires on the site which might indicate that the site is being tidied up.

The second area of activity was on the anti-social behaviour of the occupants of the field and their animals.

- There had been a statutory undertaking to remove the goats, chicken and peacocks from the site.
- No dogs were permitted on site after daylight hours
- No nuisance or noise is permitted
- No threatening language or behaviour towards any resident or person
- Any break will result in contempt of court.

It was noted that

- the goats had been removed from site.
- the dogs were still on site over night on Sunday and that it was important to report any breaches immediately. **Action:** Cllr Kelly to clarify the date that the requirement regarding the dogs takes effect in case there were already breaches of this.
- Cllr Kelly noted the role that Joe Guiton of DBC and Borough Cllr Terry Douris had played in achieving this.

Borough Cllr Douris emphasized the importance of reporting any anti-social behaviour to the police and the Community Safeguarding team. It was suggested that this was also reported to the Parish Council to ensure that the information is received and followed up by the Community Safeguarding team. It was important that it wasn't third party reporting via the Parish Council. Cllr Terry Douris suggested that people report attacks or abuse via the Herts Constabulary website reporting it as a crime which seems to be a more effective way of reporting. **Action:** Cllr Kelly to ask Joe Guiton where he would like reports made.

There was surprise that the horses were still allowed on site.

The Council was asked what steps were being taken to recover the public money/costs. Cllr Kelly had been assured that DBC were focused on recovering costs asap.

Borough Cllr Terry Douris informed the meeting that he wished to make an apology for words he used in the December Council meeting that were incorrect/a slip of the tongue: there was no such thing as "notice to vacate" and he apologised for any distress those words might have caused.

**(c) To discuss and agree final arrangements for celebration of the Coronation of King Charles III**  
Penny Holland and Sarah Gall (both present) were thanked for their efforts on behalf of the village to enable such a successful fun celebration. It was noted that many people and villagers had worked hard to make the village event a success including the school, the church with Trevor Fernandes stepping in at the last minute to learn and "call" the dances and Kathryn Magson co-ordinating the musicians. Penny shared that the dance had made more money than needed to cover the costs of the event and that there was money left to pay the sound systems and offset some of the costs of the marquee, full details to follow.

**( d ) To update on Parish Council Elections and next steps**

It was noted that:

- The Council had 5 Cllrs: Lyn Hyde, Jim Townsend and Paul Kelly and two were new Cllrs, Paul Hartwell and Buchan Scott.

Signed by the Chairman..... Dated.....

- The Council was seeking to co-opt another 2 councillors to fill the 7 seats. Attendees were asked to consider and encourage others to contact LGPC to explore how they could help.

**( e ) To agree the insurance renewal**

It was noted that LGPC was part way through a three year deal and that the renewal was agreed.

**Action:** Clerk to confirm renewal and pay premium

**(f) Update on the speed indicator devices**

The meeting was informed that LGPC would be getting at least one SID in the coming weeks. LGPC was funding the move of the SID from Hudnall to Cromer Close. A new SID was being installed on Nettleden Road North near Beaney Corner and it was hoped that one would be installed at Ringshall. The data downloads from the NRN SID could be used to inform further traffic calming measures. It was agreed that a working group needed to be set up to deal with Speeding in the village and to assess the impact of the new SIDs.

**4. ADMINISTRATION**

**(i) Correspondence not already covered above and that required action by the Council**

There were three items of correspondence:

A report of an increase in heavy goods vehicles passing through the village; concern about the state of the kerb outside of October House and the state of the Bowls Club Car park – not raised in the meeting – these were being looked into.

**(ii) Finance** The schedule of payments was approved together with the report on expenditure for the previous month.

**a. Cheques /payments for approval. The Council agreed the following payments:-**

- Clerk Salary and PAYE
- Clerk expenses:  
EE Sim card due 15/05/2023 period 7 May to 6 June £10.28 inc VAT unreclaimable  
Microsoft Clerk Office Suite due 25/5/2023 £9.40 ex VAT  
Microsoft Cllr Emails due 25/5/2023 £18.00 ex VAT
- New Cllr Training – 2 courses each: Induction; and Planning - Cllrs Hartwell & Scott £81.00
- New Cllr Finance Training - £30.00 Cllr Scott

**Cheques/payments received**

- £39,414.18 Precept and Concurrent services payment from DBC
- £430 initial contribution to the Marquee from ticket sales

**Pre agreed contractual / required payments\***

- MW Agri for May £741 ex VAT
- SRT Warden Services for May 2023 £220 ex VAT
- Village Hall March Booking £54
- HAPTC Annual Membership £582.90 ex VAT

**To note payments made**

- for Caller for Coronation (paid to Penny Holland and refunded due to caller cancellation.)
- donation to Bowls and Croquet Club £615.60
- for internal audit £275
- Information Commissioner £40 not £35

Signed by the Chairman..... Dated.....

- Scottish Power Direct Debit £12.27 regarding electricity on cabinet on the green
- Talk Talk direct debit legacy email service final renewal £31.50 ex VAT
- Marquee Balance £1470 inc VAT
- Clerk expenses Ink £54.20

**(iii) Health and Safety** – the Chair reported that DBC’s contractor was not able to assist with repairs to some of the playground items and that the reasons for this, and alternatives were being explored. The Chair was liaising with DBC to expedite this. The ROSPA inspection was due shortly and a new group of inspectors was being appointed and would be contacted via WhatsApp so that a briefing could be arranged.

**(iv) Planning Schedule**

**To seek any responses from the Public regarding the applications received since last meeting. To agree the wording of the consultation responses to DBC for the applications. See attached Planning Schedule and Enforcement Summary for details of decisions made. Where there was a significant discussion additional information is provided below.**

**5. COUNCILLOR UPDATE**

**Items raised are for discussion only, no resolutions can be made on items that did not form part of the agenda but new matters can by agreement of the Council be added to the agenda of the next Parish meeting**

- Cllr Hyde made a tribute to Doug Adams, a past Chair of the Parish Council and to Tim Cooper both of whom had recently died. They were very active volunteers and members of the community on whom the Parish relied. Deepest sympathies were extended to their families.
- Cllr Kelly made a tribute to both Doug Adams and Tim Cooper both of whom had made significant contributions to the village and would be sorely missed.
- Cllr Hyde recorded LGPC’s thanks to Andrew Jackman for his generous support and provision of archive boxes and his offer to source the planning desk. Thanks were also due to David Brattle for all his work in enabling the archive
- Cllr Hyde reported on the April DriveSafe Statistics: 365 cars were recorded entering the village from Ringshall towards the Post Office, of which 75 were exceeding 35 mph, 21%.
- David Brattle was thanked for his continued works to repair items around the village.
- Andrew Jackman was thanked for his support for the Archive Room. Andrew had very kindly supplied 18 plastic crates and was sourcing a PLAN CHEST. Once precise measurements were know David Brattle offered to fit the shelving.

There were no other comments.

**The meeting closed at c20.45**

**The next meeting is the Annual meeting of the Parish Council on Monday 19<sup>st</sup> June, 2023 at 7.30pm in the Village Hall**

For schedules see attachments

Signed by the Chairman..... Dated.....

**Applications received since the last meeting of the Parish Council - For public comment before decision by Parish Council**

Address	Post Code	Proposal	Application number	LGPC Decision	Final DBC Planning Outcome
Beggars Roost Alderton Drive	HP4 1NA	A two-storey garage extension, driveway extension and a swimming pool	22/00840/FHA	Neutral	
25 Nettleden Road North	HP4 1PG	Construction of two-storey extensions to front, rear and side following demolition of existing side extension and front porch and installation of two air source heat pumps	23/00884/FHA	Support	
The Paddock Hudnall Lane LG	HP4 1QE	Conversion of existing integral garage into living accommodation, and the building of a new detached garage.	23/00953/FHA	Support	
5 Little Gaddesden House Nettleden Rd	HP4 1PL	Construction of outbuilding [LGPC Support subject to the condition that the it can only be used in conjunction with the main dwelling]	23/00872/FHA	Conditional Support	
5 Little Gaddesden House Nettleden Rd	HP4 1PL	Construction of outbuilding [LGPC Support subject to the condition that the it can only be used in conjunction with the main dwelling]	23/00873/LBC	Support	
Beech Corner The Grovels	HP4 1QJ	Installation of new patio doors and rooflights and removal of chimney as part of alteration and refurbishment works	23/01026/FHA	Support	
61 Nettleden Road North	HP4 1PL	Works to Trees	23/01081/TCA	Support	

Signed by the Chairman..... Dated.....

**Applications on previous agenda still in process with DBC or status updated since last meeting**

Address	Post Code	Proposal	Application number	LGPC Decision	Final DBC Planning Outcome
Woodyard Cottage Ashridge Park Little G	HP4 1PS	Proposed new Substation and associated works	22/03813/FUL	Supported	Awaiting final decision
54 Nettleden Rd, Little G	HP4 1PL	Single storey extension including works in curtilage of Listed Building	23/00308/LBC	Neutral	Awaiting final decision
54 Nettleden Rd, Little G	HP4 1PL	Single storey extension including works in curtilage of Listed Building	23/00307/FHA	Neutral	Awaiting final decision
50 Nettleden Rd, Little G	HP4 1PL	Demolition of existing detached garage. Construction of granny flat.	23/00424/FHA	Neutral	Granted
Becking Spring The Grovells LG	HP4 1QJ	The construction of a single storey garden building.	23/00556/FHA	No objection	Granted
Priory End Alderton Drive	HP4 1NB	A single Story outbuilding (gym and home office)	23/00597/LDP	Lawful development	Awaiting final decision
3 The Red House Nettleden Rd Nrth	HP4 1PL	Construction of new garage on driveway.	23/00777/FHA	Supported	
41 Nettleden Rd Nrth	HP4 1PH	Works to trees	23/00722/TCA	Supported	
The Old Rectory Nettleden Rd Nrth	HP4 1PA	Demolition of garden room and construction of single storey rear extension.	23/00782/FHA	Supported	
Ash Riding Gatesdene Close Little	HP4 1PB	Single storey rear extensions, porch, bay window, 1st floor side extension, front and rear dormer windows and associated external works	23/00674/FHA	Supported	
Pear Tree House Ringshall		Construction of Summer House	23/00742/FHA	Supported	

Signed by the Chairman..... Dated.....

Planning Schedule

15 May 2023 LGPC Committee Meeting

Item 4 Administration (iv)

**Enforcements**

Address	Post Code	Enforcement issues	Application number	Status
Land South East of Church Rd	HP41NX	Creation of a means of access, erection of fencing and construction of buildings on Plot 5 & 6.	APP/A1910/C/21/3282333	Appeal dismissed. Judicial Review
Land South East of Church Rd.	HP41NX	Material change of use of land from agriculture to a mixed use of agriculture and the siting of a caravan for residential use.	E/21/00448/NPP	Pending
Land South East of Church Rd	HP41NX	Lots of items scattered across rear field very untidy.	E/22/00120/S215	Pending Consideration
Coach House Beaney Farm Nettleden Rd Nrth	HP41PE	A large concrete slab has been installed. 2) Underground engineering work for cesspit has been completed. 3) A tree was removed in a Conservation area. Report of electrical installation added	E/22/00106/MULTI	Pending
Coach House Beaney Farm Nettleden Rd	HP41PE	Change of use from private to commercial (equestrian)	E/20/00301/NPP	Pending
Land North of The Bothy Nettleden Rd	HP41PL	Construction of a hardstanding and road.	E/21/00406/NPP	Pending Consideration
Mosshall Farm Nettleden Rd Nrth	HP41PE	Bund/soil bank created to the rear and adjacent to footpath.	E/20/00448/ENG	Pending Consideration

Signed by the Chairman..... Dated.....