



# LITTLE GADDESSEN *parish council*

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL ON

~~Draft~~ - Monday 19<sup>th</sup> February 2024

PLEASE NOTE THAT MINUTES ARE ALSO PUBLISHED ON THE WEB SITE

<https://littlegaddesdenpc.org.uk>

The meeting commenced at 7.30 pm.

**PRESENT:** Cllrs Gall, Hartwell, Holland, Hyde, Kelly, Scott

**APOLOGIES:** There were no apologies for absence. C/Cllr - Terry Douris joined the meeting at 20:15 item (d) onwards. 9 Members of the Public were present.

## 1. FORMALITIES

The Chairman welcomed everyone to the meeting and explained how the meeting would be run.

The attendance of Councillors was noted in the register.

**Approval of the Minutes.** The Minutes were agreed as a correct record of the meeting and were signed at the end of the meeting.

There was no declared conflict of interest.

## 2. OPEN SESSION FOR MEMBERS OF THE PUBLIC

The Council was asked if they had received confirmation from LGPC insurers regarding the adequacy of cover for volunteers carrying out cleaning of property not owned by LGPC including road signs, and monuments subject to adverse possession action.

## 3. REPORTS AND MATTERS ARISING

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

Crime figures received from Lee Clements Hertfordshire Constabulary were presented by the Clerk

December: 4 burglaries and 1 case of criminal damage.

January: 1 theft and 1 interference with a vehicle.

### (b) Update on the current enforcement issues at Church Road

- Cllr Kelly

The meeting was informed that papers had been served on Dacorun at the courts to challenge the decision on enforcement on the shed and the S215.

Dacorun had decided not to contest the action and agreed to pay LCPC costs up to £35k.

The occupant of the field was given the opportunity to be a party to the agreement and declined this indicating that the agreement had been entered into in good faith and that they await the outcome of the action.

The Council was asked if this meant that some of the money pledged might be returned to those who had transferred money for the fund. It was noted that the legal expenses in respect of the Judicial Review were still ongoing. Once the total cost of the action and any reimbursement of costs

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from DBC had been taken into account it was hoped that it would be possible to return some of the money pledged on a pro-rata basis. It was not known how long the legal process would take.

**( c ) To discuss further Councillor recruitment and next steps**

**Cllr Kelly**

Cllr Holland outlined her background in education and the steps she had taken to encourage a different demographic to participate in the Council. This included liaising with Little Gaddesden School Head and the PTA; reaching out to parents in an email to increase awareness of LGPC and the need for a more diverse representation. Cllr Holland had noticed a positive interest arising from this. All present were asked to reach out to contacts to encourage another resident to join the Council.

The Council was asked to expand this positive communication to the many young families who didn't send their children to the village school. The Council agreed to explore how to contact these families.

The difficulty of getting involvement in societies and groups in the village was also noted, as was the challenge in providing teenagers with activities and facilities that they wanted to use. It was noted that the gym equipment was provided at the request of village teenagers and that attempts had been made in the past to set up youth clubs. The Council agreed to consider how to establish what needs there might be and if it was possible to attempt to meet these.

**( d ) To report on the submission of the precept request**

The Clerk reported that the precept request for an increase of circa 5% as agreed had been submitted to time and that DBC had undertaken due diligence checks regarding changes to the bank account details.

**( e ) To report on the Tenders received for Grounds Maintenance and agree next steps.**

The Clerk reported that of the companies invited to tender only three had responded. Of the three tenders received only one followed the requested process in full. However, all tender documents were considered and costs compared. It was recognised that LGPC's desire to understand the costs of the elements making up the ground management programme was considered unusual by some companies and had presented a challenge.

The Council were grateful to all companies who had participated in the tender and for the time they had taken to consider their submissions and to complete the detailed pricing list. Having carefully considered these, it was unanimously agreed that the Council should appoint MW Agri Ltd who had submitted the most competitive quotation received in line with the requested process.

**Action:** Clerk to contact companies who had submitted tenders.

**(f) To encourage community response to the latest DBC Surveys**

The Clerk noted that DBC were running a number of surveys which may be of interest to residents, such as The Local Cycling and Walking Infrastructure Plan, and a Community Safety Survey. Residents were encouraged to sign up to the DBC website Let's talk Dacorum to receive direct emails advising them of upcoming surveys. The meeting was informed that to raise awareness LGPC had created a page to provide links to surveys it was running or had been made aware of.

It was further noted that DBC had a useful Report it website page and Herts Highways a fault reporting website page which allowed residents to report issues direct enabling the relevant teams to prioritise and monitor action.

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**(g) Report on and Approval of the Financial and Management Risk Assessment**

Cllr Hartwell reported that he and the Clerk had met twice to review the format and content of the Financial and Management Risk documentation which spanned about 21 pages. Cllr Hartwell reported that LGPC was generally in good shape. There were a couple of areas remaining to tighten up on including the Nat West Bank Account which had been kept open and now held money donated by the community. It was felt that the security should at least match that of the Unity Bank with a proposer and authorizer. However, a two stage sign off was preferable and the Clerk was exploring this for all accounts and would report back at the next meeting. The Council agreed the documentation pending clarification on the bank accounts.

Cllr Hartwell reported that he had reviewed the list of policies as previously agreed and rated these 1,2,3 to represent the intervals at which they needed to be reviewed: 1 annually, 2 biennially, 3 triennially. The Council agreed these.

It was noted that the review dates would be built into the annual meeting calendar and those required to be agreed and reviewed in advance of the audit would be presented in advance of the next meeting for agreement in March.

**Action:** Clerk to send out relevant policies to Cllrs for approval asap.

**4. ADMINISTRATION**

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

This had been responded to.

**(ii) Finance:**

- The Council approved the Clerks Salary, PAYE and Pension.
- The schedule of payments was approved together with the report on expenditure for the previous month.
- The monthly financial report against budget and bank reconciliation was approved.

A representative from the Church enquired about the Council's intentions in respect of any donations in respect of the Church.

It was noted that

- a donation of £1,000 had been provided for and agreed in the 2023-2024 budget and
- that this would be paid before the end of the current financial year.

**Action:** The Clerk agreed to contact the Church to confirm payment details.

It was noted that the costs of signage for the village car parks and dog signs was less than anticipated thanks to the efforts of David Brattle in finding more reasonable suppliers. It was noted that a sign highlighting the location of the defibrillator at the Sports Pavillion would come out of the signage money.

**Action:** Clerk to order and pay for the signs in this financial year and David Brattle to assist in the siting of these as soon as possible.

**(iii) Health and Safety**

It was noted that

- no concerns had been raised via the Whatsapp monitoring group nor from the public regarding hazards on the playground areas. Cllr Kelly reported he had tested the repairs carried out to the equipment and these were still holding firm.
- repairs noted by ROSPA were outstanding. Cllr Kelly had attained his qualification and was scheduling the repairs to take place during drier weather.

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**(iv) Planning Schedule**

The Planning Schedule was discussed and annotated as attached.

A resident expressed concern that DBC were being inconsistent with their enforcements. They noted from the DBC Enforcement website that Ashridge House had enforcements an modification of business use, whereas DBC didn't seem to be taking action on the material change of use from residential to business use with The Coach House at Beaney which had created a separate riding school and trekking company with associated traffic, noise and disruption to neighbours. The riding and trekking school business was clearly not ancillary to the dwelling as the owners had tried to sell the house separately from the riding business and land several times over the last 6 years. Residents were very disappointed by what appeared to be material inconsistencies and lack of enforcement by DBC Planning.

**5. COUNCILLOR UPDATE/ Agenda Items for next meeting**

Cllr Gall was pleased to report positive responses to his actions to date: the National Trust had cut down a dangerous tree he had reported and that Ashridge had responded positively to his request for greater engagement between the community and the college/house.

It was reported that heavy rains had resulted in flooding in

- Hudnall Lane and that the drains and under road storage needed to be sluiced out. It was noted that this could be reported by residents directly using the Hertfordshire Highways Fault reporting pages on their website Hertfordshire.gov.uk which would enable residents to quickly identify the location of any issue and to upload photographs. B/Cllr Douris also undertook to report this.
- Nettleden Road North from number 13 to 6 and in the entrance to Gatesdene Close. Cllr Douris confirmed that this was being scheduled for attention.

It was noted that the pavements were overgrown and needed attention and that this was the responsibility of the properties adjacent to the pavements

- between the Bridgewater Arms footpath and number 20 Little Gaddesden was impeded by brambles and soil. It was noted that if these were escaping from an adjacent land owner then it was their responsibility to clear it. LGPC undertook to speak to the landowner. It was suggested that a piece be written for the Gaddesden Diary highlighting residents and tenants responsibilities in maintaining both sides of any hedges bordering their land and the public right of way. It was noted that contractors hired by the owners of Moss Hall Farm who had done some fantastic work.
- by October House.

It was noted that volunteers clearing the Ash trees and National Trust Land were burning what appeared to be Laurel which was toxic and the dense smoke was causing concern to local residents. Action: The Cllr responsible for National Trust Liaison would speak to the NT to ask for this to cease.

A resident asked who they should report the noise of the dog barking on Church Road Fields. It was noted that a large black dog was often secured at the centre of the hedge by the gap and barking

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each time people walked past and how annoying this was. The Clerk suggested reporting this direct to [asb@dacorum.gov.uk](mailto:asb@dacorum.gov.uk) It was also noted that there was a dedicated area on DBC website to report anti-social behaviour and that it might be helpful to use both routes. The Clerk would confirm the address details in the Minutes: <https://www.dacorum.gov.uk/home/community-living/community-safety-dacorum/anti-social-behaviour>  
<https://eforms.dacorum.gov.uk/eforms/AntiSocialBehaviour/>

It was noted that the circus was coming to town in September to support fundraising for the School and that this would be publicised in due course. Cllr Holland was liaising with the School regarding this.

**6. The next meeting is on Monday 18th March 2024 at 7.30pm in the Village Hall**

It was noted that neither Cllr Gall nor Cllr Hartwell would be able to attend this meeting.

**The meeting closed at c20.40**

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## 19 February 2024

## LGPC Council Meeting

## Item 4 (ii) Finance – Schedule

## a) To approve the appended schedule of payments for February

Payee	Purpose	Expenditure ex vat	Vat	Expenditure inc vat
Reimbursement	Expenses-LGPC monthly phone fees 7 Feb to 6 Mar	10.28		10.28
Reimbursement	Expenses-Microsoft-Cllr Emails 25/12to24/01/24	19.80	3.96	23.76
Reimbursement	Expenses-Microsoft-LGPC MSO & Email 25/12to24/1	10.30	2.06	12.36
Scottish Power	Electricity	15.82	.79	16.61
Village Hall	LGPC Official Monthly Meetings - Room Hire	64.00		64.00
MW Agri	Grounds maintenance- February estimate	741.00	148.20	889.20
SRT Warden Services	Warden Services for February	220.00	44.00	264.00
HAPTC	New Cllr Training Gall, Holland and Gall Planning Training (agreed Nov23)	51.00		51.00
Hertfordshire County Council	Grant to HCC to relocate SID in LG	375.00		375.00
MS Systems	Laptop connectivity issues	17.50		17.50

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**19 February 2024**                      **LGPC Council Meeting**                      **Item 4 (iv) Planning- Schedule**  
**Planning Applications received since the last meeting of the Parish Council**  
**For public comment before decision by Parish Council**

Date received	Address	Post Code	Proposal	Application number	LGPC Decision
10/01/2024	25 Nettleden Road North	HP4 1PG	Construction of two-storey extension to side following demolition of existing extension, single storey extension to rear, alterations (minor material amendments to scheme approved under planning permission 23/00884/FHA)	23/00884/FHA	Support
15/01/2024	44 Nettleden Road North	HP4 1PH	Installation of PV Panels on the South Elevation pitched roof of the existing detached Annex and Garage building.	24/00062/LBC	Neutral
22/01/2024	National Trust Land Adjacent To Nettleden Road		Felling of Ash trees	24/00021/TCA	Neutral
24/01/2024	Wychcroft Ringshall Drive	HP4 1NT	Replacement of conservatory with single storey extension, and new porch.	24/00163/FHA	Neutral
31/01/2024	Manor Cottage Nettleden Road	HP4 1PL	Internal alterations to relocate first floor en-suite.	24/00223/LBC	Neutral
01/02/2024	Farthings Nettleden Road North		Works to Oak tree	24/00228/TPO	Neutral
02/02/2024	54 Little Gaddesden	HP4 1PL	APPEAL : Single storey extension including works in curtilage of Listed Building, new windows, pantry, wine cellar and potting shed.	23/00308/LBC	Neutral
12/02/2024	4 Little Gaddesden House Nettleden Road	HP4 1PL	Introduction of rooflights	24/00312/LBC	Neutral
13/02/2024	4 Little Gaddesden House Nettleden Road	HP4 1PL	Alterations to internal layout	24/00311/LBC	Neutral
13/02/2024	4 Little Gaddesden House Nettleden Road	HP4 1PL	Introduction of rooflights	24/00313/FHA	Neutral

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**19 February 2024**  
**LGPC Council Meeting**  
**Enforcement matters current on DBC Planning Website**

**Item 4 (iv) Planning- Schedule**

Address	Post Code	Enforcement issues	Application number	Status	Last checked
Land At Church Road Little Gaddesden Berkhamsted Hertfordshire HP4 1NZ	HP4 1NX	Extension to existing building, construction of aviary building, dog cage and siting of caravan, blue lorry and other vehicles/trailors	E/23/001123/NPP	Received: Thu 16 Mar 2023   Status: Pending Consideration	11/02/2024
Land At Church Road Little Gaddesden Berkhamsted Hertfordshire HP4 1NZ	HP4 1NX	Alleged change of use of land to recreational use	E/23/003338/COL	Received: Tue 22 Aug 2023   Status: Pending Consideration	11/02/2024
26 Nettleden Road North Little Gaddesden Berkhamsted Hertfordshire HP4 1NU	HP4 1NU	Listed building urgent works	E/24/00031/LBG	Received: Tue 06 Feb 2024   Status: Pending Consideration	11/02/2024
Coach House Beane Farm Nettleden Rd	HP4 1PE	1) 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.	E/22/001106/MULTI//	Received April 2022 Pending Consideration	11/02/2024
42 Nettleden Road North Little Gaddesden Berkhamsted Hertfordshire HP4 1PH	HP4 1PH	Unauthorised landscaping work within the curtilage of a listed building	E/23/004403/LBG	Received Tue 17 Oct 2023	11/02/2024
Ashridge House Ashridge Park Little Gaddesden Berkhamsted Hertfordshire HP4 1NS	HP4 1NS	Unauthorised change of use to Hotel and Temporary car park	E/23/00023/NPP	Received: Mon 23 Jan 2023   Status: Pending Consideration	11/02/2024
Ashridge House Ashridge Park Little Gaddesden Berkhamsted Hertfordshire HP4 1NS	HP4 1NS	1, Unauthorised repairs to fountain rear of house. 2 Painting to principle rooms. 3. Souterrain and adjacent designed landscape. 4. The Chapel	E/22/00315/MULTI	E/22/00315/MULTI	11/02/2024

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