

52 Cross Oak Rd
Berkhamsted,
Herts, HP4 3HZ

13th May 2022

To: Councillors L Wilson (Chair), B Cosbie Ross, C Griffin, G Halsey, T Martin & W Ristoff.

You are summoned to attend the following meeting,

GREAT GADDESSEN PARISH COUNCIL MEETING

to be held on

Tuesday, 17th May 2022 at 7.30pm

At Gaddesden Row Village Hall

Agenda number	Agenda subject and action
22/045	Election of Chairman and Vice Chairman
22/046	Apologies for absence.
22/047	Declaration of Interests To receive declarations of interest from councillors or requests for grants of dispensations for declarable interests on items on the agenda.
22/048	<u>Minutes</u> Proposed that the minutes of the meetings held on 19 th April 2022 as circulated to members be signed as a correct record.
22/049	<u>Outstanding matters</u> a. Utilities work at the bottom of Gaddesden Lane
22/050	Public participation 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.
22/051	Correspondence or other communication a. Fly-tipping in Church Meadow, Great Gaddesden b. Dog agility service off Gaddesden Row c. Proposed closure of St John the Baptist Great Gaddesden old churchyard d. Offer to undertake work on Dean Lane
22/052	Highways
22/053	Planning

Agenda number	Agenda subject and action
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- a. **Noted** that no responses have been given to planning applications under the Clerk's delegated powers since the last meeting.
- b. **To agreed** responses to the following planning applications received since the last meeting.
[22/00776/FUL](#) Plot 1 - Berry Farm Cupid Green Lane Hemel Hempstead Hertfordshire
 One barn, one polytunnel, agricultural track and relocation of entrance gate. Amended scheme to planning permission 20/03295/FUL
[22/01454/FHA](#) The Hoo, Ledgemore Lane, Great Gaddesden, HP2 6HD
 Installation of air source heat pump and associated landscaping works
- c. To consider any planning applications received between the date of the agenda and the Council Meeting.
- d. **Local Plan** – to receive an update

22/054 Open spaces

- a. **Allotments** – to receive an update
- b. **Parish Warden** – to receive an update
- c. **Queen's Platinum Anniversary celebrations** – to receive an update

22/055 Finance and administration

a. **St John the Baptist, Great Gaddesden**

Proposed in accordance with the Council's powers under section 137 of the Local Government Act 1972 that it should incur the expenditure of £1,206.64 being the cost of maintenance of the old churchyard of St John the Baptist, Great Gaddesden, which in the opinion of the Council is in the interests of the area and its inhabitants, and will benefit them in a manner commensurate with the expenditure

b. **Approved payment of the following invoices**

DCVS	Clerk's salary for May	£987.47
DCVS	Payroll administration	£25.20
DCVS	Annual membership of Community Action Dacorum	£36.00
Village Garden Services Ltd	Village Warden fees for April 2022	£463.20
A Farrow	Clerk's expenses	tbc
BHIB	Annual renewal of insurance	£443.39
Dacorum BC	Annual maintenance of the old churchyard at St John the Baptist, Great Gaddesden.	£1,206.64
Ernest Newhouse	Internal audit	£375.00

c. **To note receipt of the following payments:**

Interest	April	£3.28
Allotment rents		£13.50

d. **2021/22 year-end**

Agenda number	Agenda subject and action
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| | <ul style="list-style-type: none"> i. Proposed that that the Annual Governance Statement as presented to members is correct and may be signed on behalf of the Council. ii. Proposed that the Accounting Statements as presented to members are correct and may be signed on behalf of the Council. iii. 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 13th June to 22nd July 2022. iv. To note the comments of the Internal Auditor and to agree the response as presented to members. |
| e. | Code of conduct
Proposed to adopt the model code of conduct as presented to members. |
| f. | Risk assessment
Proposed to agree the risk assessment as presented to members. |

22/056 Annual review

Proposed to agree the following in accordance with article 5.j of the Council's Standing Orders as presented to members.

- 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](#) (NB – small changes are proposed to this document).
- 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
- xii. The Council's [expenditure under s.137](#) of the Local Government Act 1972 in the financial year 2020/21.
- xiii. The [times and places](#) of ordinary meetings of the full Council up to and including the next annual meeting of the full council.

22/057 Date and time of next meetings:

7.30pm on Tuesday 21st June 2022 at Gaddesden Row Village Hall