

**MINUTES of the MEETING of ESSENDON PARISH COUNCIL**  
**Held in the Essendon Village Hall on Wednesday 23 June 2021 at 7.00pm**

**PRESENT:**

Councillors: Mike Brown (Chair), Keith Venables, Ian Venables, Tracey Willetts, and Fran Christensen.

In attendance: Clerk Nerine Chalmers. No members of the public were present.

**21/41 Apologies**

Apology from Rex Jones

**21/42 Interests**

No declarations of interest from councillors on items on the agenda

**21/43 Minutes**

To confirm the Minutes of Essendon Parish Council held on 4 May 2021 as an accurate record of proceedings

Resolved that these minutes be agreed as a true and accurate record of the proceedings. The minutes were duly signed by the Chairman

**21/44 Matters arising**

No matters arising

**21/45 Issues raised by members of the public or councillors**

- a) Following the successful litter picking event in the village it was resolved that the Parish Council provide up to £100 for the purchase of the necessary equipment so that similar events can be held without having to borrow equipment. Proposed by FC, seconded by TW.
- b) TDC TreeCare will trim the hedge to the playing fields along the High Road., as previously agreed.
- c) Agreement to be reached with Gary Hawkes to cut the grass in the playground once a week during the growing season, April to October, as well as any other cuts needed at an inclusive price of £720 for the 2021 year. Proposed by FC, seconded by TW.
- d) Essendon Hartford Hundred Day - 4 September 2021. The parish Council will support the event with a loan of £500. Proposed by IV, seconded by TW.
- e) TW offered to represent the Council on committee organizing the Platinum Celebrations in 2022.

**21/46 To receive updates on:**

- a) Date for the second SID. The SIDs are installed in two windows each year, so the Essendon SID will be placed in the first window for delivery in around August / September time. Noted
- b) White posts and wooden fencing at the traffic calming areas on both ends of the village are in disrepair. This was reported but the response was that this fault was assessed as a low priority and did not need attention right now. Clerk to follow up.
- c) Equipment left on the island on Glebe Cottages/East View must be removed. Resolved
- d) Clerk to follow up on the email received from Welwyn Hatfield Network Management indicating that Ringway has been asked to respond to the following outstanding issues:  
 21/26 a) Entrance to Spinney Development Ref number 401001679413.

21/26 b) Poor quality roadworks at the bottom of Essendon Hill. It was noted that the frequency with which the road collapses at this point indicates that the problem is more than poor quality roadworks.

21/26 c) Blocked tunnel under the road at the bottom of Cum Cum hill

21/26 d) Drains on West End Lane. No further complaints. Closed.

## 21/47 Planning

Notification received and considered for planning applications between 24 April 2021 and 22 June 2021

### 14 May

6 Hanbury Cottages Hanbury Lane Essendon Hatfield AL9 6AY

**Proposal:** Erection of part single and part two storey side extension and revised parking layout

Further to our previous notification on the above application, this proposal was considered on 14 May 2021 when a decision was made to approve the application.

### 14 May

Meadow View Wyndham Cottage Camfield Place Kentish Lane Hatfield AL9 6JE

**Proposal:** Retention of single storey rear and side extension and raised terrace; erection of two side dormers and insertion of side rooflight to existing roof; and erection of first floor rear extension with a side dormer and rooflight.

### 18 May

Warrenwood Manor Stables and Stud Hornbeam Lane Brookmans Park Hatfield AL9 6JF

**Proposal:** Erection of a rear extension to stable block

Further to our previous notification on the above application, this proposal was considered on 18 May 2021 when a decision was made to approve the application.

### 25 May

Great Oak House Essendon Place High Road Essendon Hatfield AL9 6GZ

**Proposal:** Erection of a natural pool and enhancements to the existing garden terrace

**Application Reference:** 6/2021/1585/PN8

**Proposed development at:** Skyfield Manor West End Lane Essendon Hatfield AL9 6AX

**Proposal:** Prior approval for the erection of a single storey rear extension measuring 8m in depth, 4m in height and 4m to the eaves.

### 1 June

**Application Reference:** 6/2021/1283/LAWP

**Proposed development at:** 1 Bury Cottages Essendon Hill Essendon Hatfield AL9 6AG

**Proposal:** Certificate of lawfulness for the installation of a set of wooden, electric (remotely operated) driveway gates into an existing driveway

### 7 June

**Application reference:** 6/2020/1546/HOUSE

Little House West End Lane Essendon Hatfield AL9 6AU

**Proposal -** Erection of two storey side extension following demolition of existing garage  
Appeal dismissed

## 21/48 Finance

- a) To authorise payments made in accordance with the budget  
Payment to ROSPA Playsafety unanimously agreed

Payment to Gallagher and Brocklehurst of the sum originally quoted for the internal audit unanimously approved. Clerk to query additional amount invoiced for phone calls and emails.

- b) Transition from Barclays to Unity Bank underway
- c) Transfer of funds to the Hall Replacement Fund - dependent on online banking arrangements
- d) Roof of Village Hall – Clerk to check on repayment of the loan issued to cover the additional roof costs
- e) 2020 – 2021 audited accounts received from the Internal Auditor. Section 1 of Part 3 of the Annual Governance and Accountability Return 2020/21 was completed and signed by the Chairman and the Responsible Financial Officer.
- f) Section 2 of Part 3 of the Annual Governance and Accountability Return 2020/21 was completed and signed by the Chairman and the Responsible Financial Officer.
- g) Annual Internal Audit Report to be completed by the Internal Auditor, and the AGAR submitted to the external auditor PKF Littlejohn. As the Parish Council's income per annum now exceeds the £25k limit, these and future annual accounts will be subject to external audit.

#### **21/49 Correspondence**

- a) ACV on the Rose & Crown  
On receipt of the Stage 2 complaint response – Assets of Community Value from the Corporate Director of the Welwyn Hatfield Borough Council – in which the complaint was closed, it was resolved that the Council will escalate matters to the Local Government and Social Care Ombudsman. Proposed by Ian Venables, Seconded by Tracey Willetts
- b) Request from Essendon Playing Field Association for a landing page on the Parish Council website was granted. Clerk to liaise and to stress the need for accessibility compliance on all pages of the website.
- c) Reminder from HAPTC that every Parish Council is required to have a Staffing Committee.  
Staffing Committee consists of MB, KV, TW  
Staffing Appeals Committee consist of RJ, FC, IV.
- d) Affinity Water has drawn up a new draft drought plan for public consultation which will run until 30 July 2021. Noted
- e) ROSPA Playground inspection. No urgent measures required; state of equipment will be monitored. Clerk to Contact WHBC regarding emptying the bin, as this was flagged in the report.

#### **21/50 Next Essendon Parish Council Meetings:**

Wednesday July 14  
September 13