

# Nash Mills Parish Council

## Minutes

Of the Full Parish Council meeting held on **11<sup>th</sup> March 2019** at

Nash Mills Village Hall, Lower Road, Nash Mills, HP3 8RT

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### Present

Councillor Lisa Bayley (Chair)  
Councillor Jan Maddern (Vice-Chair)  
Councillor Terence Collins  
Councillor Louise Gross  
Councillor Rosie Moubray  
Councillor Alan Briggs  
Councillor David Jackson  
Councillor Peter Lardi

### In Attendance

Nikki Bugden (Clerk)  
3 Members of the public  
County Councillor Tina Howard

### Meeting Commenced at 8.13pm

#### 19/032/FPC To receive and accept apologies for absence.

- None

#### 19/033/FPC Interests

a) To receive declarations of interest from councillors on items on the agenda.

- None

b) To receive written requests for dispensations for declarable interests

- None

To grant any requests for dispensation as appropriate.

- None

#### 19/034/FPC Minutes

To confirm the Minutes of the Nash Mills Parish Council Meeting held on Monday 11<sup>th</sup> February as an accurate record of proceedings.

- **Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the minutes be accepted as a true record of the meeting 11<sup>th</sup> February 2019 and be duly signed. Unanimous decision

#### 19/035/FPC Public Issues/Participation

Members of the public can raise matters of concern.

- A member of the local Nash RA thanked CClr Howard for the resolution of the fault with the street lamp at Mill Close.
- Intruder in garden has been reported via Neighbourhood watch and PCSO Martin has been advised.
- A member of the local Willows RA thanked NMPC for the new willow trees that have now been planted along the canal.
- A member of the local Willows RA requested an update on the following; New refuse bin requested at last meeting - Clerk confirmed that it is now on the list with Clean, Safe & Green.  
Request for an additional grit bin near Heron Close- Cllr Maddern advised that it would not be deemed a spending priority as there were already grit bins in the vicinity and other roads in that area do not have them but still manage to use roads and paths during frozen conditions due to the level terrain.  
Bushes on Teal way obstructing highway - this is an area owned by a management company and Cllr Maddern will take forward.  
RA initiative award – advised that scheme will be open for applications to be presented at the parish meeting in May.
- C/Cllr Howard is investigating the small stretch of double yellow lines requested near the Island at Red Lion Lane.  
C/Cllr Howard confirmed that works to resurface the path outside the cottages on Belswains Lane have been approved and will be done in the next financial year.  
C/Cllr Howard commented that bollards or double height kerbs were being sought to address parking issues at Mill Close and at Chambersbury, however a local resident from Mill Close/Nash Green commented that this would reduce the availability of parking spaces for residents who are already struggling to find adequate space to accommodate their vehicles and that grasscrete would be a preferable solution.
- It was noted that the gates at Abbots Hill School play area were not closing due to an issue with the post not being straight. It is unclear whether this is an issue with the original installation not being for purpose or if damage was caused by a DBC vehicle hitting the gates. Cllr Collins will take forward.

**19/036/FPC Finance**

- To consider and agree any extraordinary items of expenditure, outside of the Finance Committee powers of delegation, arising from the Finance Committee meeting.
- **none**

**19/037/FPC Reports from Committees**

To receive minutes, recommendations and council actions required from Committees and sub-committees (for meetings that do not take place on the same evening).

a) Personnel

- Cllr Gross reported that the Clerk had passed her probation period and that she would recommend a salary award of one salary point to be made.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the recommendations of the Personnel committee be agreed and that a salary increase of one point be awarded to the Clerk, effective April 2019.  
***Power to grant under Local Govt Act 1972, Power to Employ, appointment and remuneration of staff, s112 (1)(2)***

**19/038/FPC Action List**

To update the status of outstanding action points from previous meetings.  
List attached

- Memorial repairs - Cllr Maddern has meeting onsite next week
- Investigations underway re siting of Defibrillator on CCTV post.

**19/039/FPC Reports to Council**

To receive reports from representatives on outside bodies, local authorities and agencies.

- a) **Crime Report** - PCSO Ian Martin (attached), PCSO Martin sent apologies
- Items not listed on report (car hitting fence on Nash Mills Wharf, Nash House break-ins and suspected drug offences) to be raised with PCSO Martin for further clarification.

b) **Parish Warden's Report** –David Drew sent apologies

- Only item to report was person appearing to be living in vehicle at Red Lion Lane car park, PCSO Martin advised.

**19/040/FPC Grass Verges Georgewood – Cllr Bayley**

- Following a discussion around parking issues and damage being caused to verges around the Parish, C/Cllr Howard requested that a list be compiled highlighting areas of concern so that she can consider the areas in next year's budget.
- It was suggested that this item is also considered when NMPC build their 3-year plan.

**19/041/FPC Preservation of Buildings with Local Historic Interest- Cllr Briggs**

- Cllr Briggs informed NMPC of the work of The Hertfordshire Building Preservation Trust and the possibility that properties of historic interest could potentially be noted as 'locally listed', offering protection and more consideration when planning applications are evaluated.

**Resolved**, proposed Cllr Bayley, Seconded Cllr Maddern that Cllr Briggs take this forward on behalf of NMPC to investigate and register NMPC for this system if available.

Cllr Lardi will provide Cllr Briggs with any information that he has relating to relevant local properties and Cllr Maddern mentioned that the heritage officers, James Moir, Neil Robertson, Philip Stanley and Dacorum Heritage's Roger Hands may be of assistance.

#### **19/042/FPC S106 Monies – Cllr Maddern**

- Cllr Maddern informed NMPC that there had been some confusion re allocation of the funds awarded under s106. The final sum of money is due to NMVHA however there is a misconception that NMVHA will take responsibility of the memorial in the gardens as a condition of this award.

Following discussion, it was confirmed that this was never agreed and that the memorial will become the responsibility of NMPC at the time that it is deemed repaired and maintained to a satisfactory standard to enable NMPC to take ownership and maintenance over from the developer.

**Resolved**, Proposed Cllr Bayley, Seconded Cllr Moubray that NMVHA are notified that they hold no responsibility for the maintenance or repairs relating to the memorial or gardens and that this should not be made a condition of them receiving their final balancing payment. Cllr Maddern taking forward.

#### **19/043/FPC Corporate Responsibility (HMRC/ Accountancy & Reporting) – Cllr Maddern**

- Cllr Maddern expressed concerns that Councillors may not be cognisant that the Parish Council held corporate responsibility for all items and had a personal responsibility to ensure that statutes and policies were adhered to. There is a corporate responsibility to HMRC and the recent questions regarding VAT returns and payroll deductions has highlighted a discrepancy in the previous corporate approach.

The new Clerk is currently reviewing all policies and procedures. Cllr Maddern has reviewed accounting packages available which would assist the Clerk and Finance Committee in ensuring that all statutory deadlines are met and that items are not being pulled

from various excel sheets where errors could happen. These packages would also ensure that NMPC are able to comply with the HMRC 'Making Tax Digital' initiative that commences April 2019, with it likely that Parish Councils will need to comply wef Oct 2019.

Cllr Jackson expressed concern that accounting packages may be too involved for the simple needs of the Parish Council as the Clerk had created new excel sheets for the new financial year but agreed that a package would assist with the monitoring of accruals and debtors and VAT returns; however Cllr Maddern reaffirmed the necessity of all bodies to comply with 'Making Tax Digital' and pointed out that it was beneficial to start this from the new accounting year rather than waiting until October.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the Parish will purchase 'quickbooks' as it has been deemed appropriate as the simplest and most cost-effective accounting package for the parish needs.

Cllr Maddern and Clerk to take forward.

*Power granted under Local Government act 1972, s111 (Office-Power to equip)*

**19/044/FPC Discussion regarding HCC Highways reporting and outcomes– Cllr Briggs.**

- Cllr Briggs advised NMPC of his recent experience witnessing contractors from Ringway visiting to fix faults to kerbstones that he reported.

Cllr Briggs has advised Cllr Maddern of the timings of the visit, including the times spent by the contractors idle in their vehicle and has reported the lack of consistency in the approach to faults that have been reported in the same area.

Cllr Maddern is liaising with the manager of Ringway to take this further and to provide the evidence and C/Cllr Howard has also expressed an interest in noting her dissatisfaction at this service.

**19/045/FPC Discussion re Borough & County Councillors' participation -Cllr Collins.**

- Cllr Collins has requested that this item be moved to an agenda following elections.

Clerk offered to email all Cllrs and to include C/Cllr to obtain a list of outstanding actions for an update pre-election.

**19/046/FPC Clerk's Report**

Items for information only

- Cilca training starts 12/3/2019, some element of study leave but it will support Parish work on procedures etc.
- Parish Mag being delivered before 25<sup>th</sup> March 2019
- Abbots Hill sewage leak to be on agenda at next meeting.
- Paybureau, checking contract and service level agreement
- Website, awaiting logo, developer has confirmed that it complies with new govt accessibility laws.
- Tasks- list of critical tasks to be circulated.

**19/047/ FPC Items for Consideration at Next Meeting**

To suggest agenda items for the next meeting of the Parish Council on  
**Monday 8<sup>th</sup> April 2019.**

- Logo (Cllr Lardi)
- Abbots Hill School Parking/Sewage issues (Cllr Lardi)
- Nash Mills Clean Up May (Cllr Gross)
- Tommies update (Cllr Collins)
- Young Persons Initiative (Cllr Gross)
- Handrail on stairs at Georgewood (Cllr Bayley/Cllr Collins)

**Meeting Closed 9.45pm**

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**Chair 8/4/2019**