

# **Nash Mills Parish Council**

## **Annual Council Meeting Minutes**

Of the Full Parish Council meeting held on **13<sup>th</sup> May 2019** at

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

E: [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk) W: [www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

### **Present**

Councillor Lisa Bayley  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Mandy Lester  
Councillor Jan Maddern  
Councillor Emily Tout

### **In Attendance**

Nikki Bugden (Clerk)  
1 Member of the public

### **Meeting Commenced at 7.16pm**

#### **19/001/ACM Election of Chair**

Following discussion, it was proposed that Cllr Lisa Bayley be re-elected as Chairman

**Resolved** Cllr Lisa Bayley be elected as Chairman, proposed Cllr Jan Maddern, seconded by Cllr Alan Briggs. Unanimous decision.

#### **19/002/ACM Signing of Declaration of Acceptance of Office for Chair**

Declaration signed.

#### **19/003/ACM Election of Vice-Chair**

Following discussion, it was proposed that Cllr Jan Maddern be re-elected as Vice-Chairman

**Resolved** Cllr Jan Maddern be re-elected as Vice-Chairman, proposed Cllr Lisa Bayley, seconded Cllr Alan Briggs that Cllr Maddern be re-elected as Vice-Chairman. Unanimous decision.

#### **19/004/ACM Signing of Declaration of Acceptance of Office for Vice-Chair**

Declaration signed.

#### **19/005/ACM Apologies**

To receive and accept apologies for absence.

- Cllr Nicola Cobb
- Cllr Steve Roberts.

Absences were notified to clerk in advance of the meeting.

**19/006/ACM Interests**

**To receive declarations of interest and any pecuniary interests pertinent to this agenda from councillors**

- None

**19/007/ACM Minutes**

**To confirm the minutes of the previous Annual Council Meeting held on Monday 14<sup>th</sup> May 2018 as an accurate record of proceedings.**

- **Resolved**, Cllr Bayley, Seconded Cllr Maddern that the minutes be taken as a true record and duly signed.

**19/008/ACM Committees**

**Review of Committees and membership of those Committees, including election of Chair (s).**

A discussion was held regarding the efficacy of all committee meetings being held on the same evening with three sets of agendas, minutes and actions. Cllr Maddern proposed that all meetings, except for Personnel which will remain independent, be rolled in to one full council meeting but that a Cllr could be designated as the 'lead' for more complex issues such as planning and finance. This would enable the clerk to have someone to liaise with when prepping all paperwork for presentation to the council. Clerk clarified that these persons would not be in the position of chairman and would be a central point for communication and information gathering. It was also proposed that the meetings start at 8pm and would not last any longer than 2 hours as stated in our standing orders.

**Resolved**, that one full council meeting be conducted in accordance with our published schedule of meetings with an 8pm start

Proposed Cllr Maddern, Seconded Cllr Briggs. Unanimous decision.

**Resolved**, that Cllr Alan Briggs be 'lead' Cllr for Planning

Proposed Cllr Maddern, Seconded Cllr Tout. Unanimous decision.

**Resolved**, that Cllr Jan Maddern be 'lead' Cllr for Finance

Proposed Cllr Lester, Seconded Cllr Berkeley. Unanimous decision.

A discussion was then held explaining that the personnel committee is kept separate due to its confidential nature. Cllr Roberts has extensive personnel experience and therefore it was suggested that as he had expressed an interest previously, he would be a suitable candidate for the position of chairman.

**Resolved** that Cllr Steve Roberts would be elected Chairman of Personnel Committee.

Proposed Cllr Maddern, seconded Cllr Briggs. Unanimous decision.

Signing of declaration of office as Chairman of personnel and committee membership and terms of reference will be addressed at the June Council meeting.

Clerk will in due course update the relevant statutory documents to reflect the changes above.

- 19/009/ACM Receipt of the minutes of the last Committee Meeting (Personnel)**  
Deferred to next meeting as the minutes weren't available to circulate prior to the meeting
- 19/010/ACM Finance**  
**Review, consider and approve the financial expenditure schedule for May.**  
**Resolved**, that the attached financial schedule be paid for May's invoices and payments.  
Proposed Cllr Maddern, Seconded Cllr Bayley and the schedule and invoices were duly signed and initialled.
- 19/011/ACM Insurance (policy circulated, standing order 4xiv.)**  
**Review of Parish Insurance Policy (Came & Co) and approval of payment.**  
Cover has been checked in response to inclusion of any garage contents and also the street furniture additions (Tommies)  
**Resolved** that the invoice relating to the cover for this year be paid by cheque whilst changes to online banking signatories are made.  
Proposed Cllr Maddern, Seconded Cllr Bayley. Unanimous decision  
*Power to insure Employee Fidelity LGA 1972 s114, employers' liability (compulsory insurance)*
- 19/012/ACM Internal Audit**  
**To consider and approve the internal auditor's report for y/e 31st March. 2019 and any recommendations or actions arising (please note documents to be circulated prior to meeting once audit concluded).**  
Report ongoing therefore deferred to next meeting
- 19/013/ACM Review of the effectiveness of the system of internal control.**  
**To review system approved in April 2019 as sufficient in relation to internal audit above or to suggest any amendments.**  
Report ongoing therefore deferred to next meeting
- 19/014/ACM Annual Governance Statement (AGAR).**  
**To consider, approve and sign.**  
Report ongoing therefore deferred to next meeting.
- 19/015/ACM Review of training needs for councillors (standing order 4xxii)**

**Clerk to collect dates for induction training.**

Clerk liaising with HAPTC as some councillors cannot make the dates offered. Clerk aiming to get all Cllrs through training before November in line with our recommendations in our standing orders. Places booked for Cllrs Maddern, Berkeley, Briggs, Cobb.

*Power to provide, Local govt Act 1972, s111*

**19/016/ACM Review of s.137 (Local Govt Act 1972) Expenditure and income.**

**Clerk to advise of maximum sum for 2019/20 and explain restrictions on this category of expenditure.**

Clerk notified NMPC of an example of use for this category of expenditure and its restrictions. The limit for section 137 Expenditure (as advised by NALC legal topic note L11-18) for 2019/20 is £8.12 per elector within the parish.

**19/017/ACM Review of subscriptions and memberships (standing order 4 xv)**

**To consider and if agreed, approve continuation of membership of SLCC & HAPTC.**

**Resolved** that NMPC would continue the subscriptions to HAPTC and SLCC. Proposed Cllr Maddern, seconded Cllr Briggs, unanimous decision.

*Power to provide training, Local govt Act 1972 s111*

**19/018/ACM Procedures and Policies (standing order 4)**

**New council to formally review and adopt all policies and procedures previously reviewed and adopted by NMPC this year. Schedule provided.**

***There is an ongoing programme of review, but council will also formally adopt the following historic policies awaiting review.***

***Employment policies***

***Policies, procedures and practices in respect of GDPR and freedom of information (currently available on our website).***

**Resolved**, that NMPC and its Councillors formally adopt all policies and procedures, and adherence to these policies and procedures.

Proposed Cllr Bayley, seconded Cllr Maddern, unanimous decision.

**19/019/ACM Public Participation (max 3 minutes per person/ 15 minutes overall)**

**The opportunity for members of the public to ask questions and raise any local issues, occasionally, due to time constraints, it may be necessary for items pertinent to the Agenda to take priority.**

A resident requested to speak to present her objections regarding the planning application relating to a property at 28 Silverthorn Drive. The resident wished to supply NMPC with her thoughts on the application and the historic information relating to the previous borough decision, the

subsequent appeal and the final verdict of the planning inspectorate. A new application for this property (which is already built) has been submitted. NMPC previously objected to the original application. The resident was informed that NMPC would be considering this application and its comment on that application later in the meeting.

**19/020/ACM Planning Matters since last meeting**

**To consider the NMPC comment on the following applications requiring consultee responses – full details and supporting documents available on Dacorum Borough Council Planning Portal.**

**Longdene Nature Reserve, Bunkers Lane, Hemel Hempstead, HP3 8AX  
Ref. No: 4/00826/19/TPO – Felling of Trees**

**Resolved**, that the parish council offers no objection as these works will be overseen by the Herts & Middx Wildlife Trust  
Proposed Cllr Briggs, Seconded Cllr Maddern, unanimous decision.

**3 Highclere Drive, Hemel Hempstead, HP3 8BT**

**Ref. No: 4/00828/19/FHA**

**Part two storey, part first floor side extension. Two storey front extension. Alterations and remodelling of existing dwelling and construction of rear canopy.**

**Resolved**, that the parish offer no objection to this application  
Proposed Cllr Briggs, seconded Cllr Maddern. Unanimous decision

**28 Silverthorn Drive, Hemel Hempstead, HP3 8BU**

**Ref. No: 4/00755/19/FHA**

**Outdoor BBQ area and associated flues**

**Resolved**, that NMPC strongly object to this application in line with their original objection (under CS12) but also following another review of the supporting information under CS32. NMPC support the objections of DBC and the original decision of the planning inspectorate.

Proposed Cllr Briggs, seconded Cllr Maddern. Unanimous decision

**194a Belswains Lane, Hemel Hempstead, HP3 9XA**

**Ref. No: 4/00886/19/ADV**

**5 x non-illuminated fascias. 1 x non-illuminated projecting sign. 2 x non-illuminated flat aluminium panels (back to back as one sign.) 1 x non-**

**illuminated wall mounted totem/folded tray. 1 x non-illuminated window vinyl. Opening hours.**

**Resolved** that NMPC objects to this application, clerk to compose and submit a response under CS11 and CS12 of the local plan  
Proposed Cllr Briggs, Seconded Cllr Bayley. Unanimous decision

**13 Longdean Park, Hemel Hempstead, HP3 8BZ**

**Ref. No: 4/00986/19/LDP**

**Construction of a detached building to house swimming pool and other leisure equipment**

**Resolved** that NMPC offer no objection on this application.  
Proposed Cllr Briggs, Seconded Cllr Bayley. Unanimous decision.

**2 Bittern Close, Hemel Hempstead, HP3 9FQ**

**Ref. No: 4/01008/19/TPO**

**Works to Trees**

**Resolved**, NMPC to express their concerns to the planning officer relating the following factors;

These trees form part of a mature boundary of trees, will these works set a precedent?

Who checks the level of 'cutting back' of these trees and monitors that all works are done satisfactorily?

Can NMPC request that the works are only carried out by an approved, appropriately trained professional?

Proposed Cllr Briggs, seconded Cllr Bayley. Unanimous decision.

## **19/021/ACM Meetings**

**To confirm the meetings for the forthcoming year and the date of the next Annual Council Meeting.**

**Next Annual Council Meeting will be Monday 11<sup>th</sup> May 2020**

**Meeting closed at 8.14pm**

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**Chairman 10<sup>th</sup> June 2019**

**Appendix 1 – financial Schedule**

**Appendix 2 – meeting dates for 2019**

## Appendix 1 – May Payment Schedule

Nash Mills Parish Council				
FINANCIAL SCHEDULE				
May-19				
Payee	Method	Description	Charged to	Amount
STAFF SALARIES/PAYBUREAU	SO	MAY net salaries and HMRC	salaries	1695.20
Vodaphone	DD	Clerk's Mobile May	General Admin	22.80
NMVHA	SO	Hall Hire May	General Admin	36.00
INTUIT	DD	Quickbooks	General Admin	10.80
DBC	DD	Garage Rental	Warden	52.60
Paybureau	SO	Monthly wages Fee	Contingencies	18.00
Clerk Pension	OLB	Pension	General Admin	336.73
NMVHA	Cheque	Tea Urn/donation	Donations	138.98
Came & Co Insurance	Cheque	Annual Insurance	Ins	813.56
David Drew	Cheque	Expenses (supplies)	supplies	16.40
Nikki Bugden	Cheque	Expenses (paper/ink)	paper/ink/supplies	16.40
				<b>3157.47</b>
Schedule agreed to be paid				

## Appendix 2

### MEETING DATES FOR 2019

<b>Date of Meeting</b>	<b>Full Council Start Time</b>
Monday 10 <sup>th</sup> June 2019	8.00pm
Monday 8 <sup>th</sup> July 2019	8.00pm
No August Meeting	8.00pm
Monday 9 <sup>th</sup> September 2019	8.00pm
Monday 14 <sup>th</sup> October 2019	8.00pm
Monday 11 <sup>th</sup> November 2019	8.00pm
Monday 9 <sup>th</sup> December 2019	8.00pm

Please note that **all** Parish matters including Finance and Planning are now covered within this meeting.

For further information please visit our website

[www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

Or email

[clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk)

Agendas are advertised on the website and on the noticeboard at  
The Denes, Barnacres Road, Nash Mills.

NB: During the winter months it is advisable to contact the Parish Clerk and check for cancellations.