

Nash Mills Parish Council

Minutes

Full Parish Council Meeting

held on

8th July 2019

at

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

E: clerk@nashmillsparishcouncil.gov.uk W: www.nashmillsparishcouncil.gov.uk

Present

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

In Attendance

Nikki Bugden (Clerk)
David Drew (Warden)
County Councillor Tina Howard
4 Members of the public

Meeting Commenced at 8.01pm

19/084/FPC Apologies

Apologies from Cllr Roberts received and accepted.
Apologies from PCSO Sweeting received.

19/085/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
- c) To grant any requests for dispensation as appropriate.
 - None

19/086/FPC Minutes

To confirm the Minutes of the following as a true and accurate record of proceedings.

- a) NMPC Meeting Monday 10th June 2019

Resolved, proposed Cllr Bayley, Seconded Cllr Maddern that the minutes accurately reflected business transacted, and they were duly signed.
Unanimous decision.

19/087/FPC Reports to Council

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

- a) **Crime Report** - PCSO Will Sweeting (attached *appendix 1*)
Report presented by Cllr Bayley in PCSO Sweetings absence.
- b) **Parish Warden's Report** –David Drew
Warden has filed his weekly reports to Clerk.
Painting works and repairs to signs and park equipment have been completed.
Works outstanding;
The safety chain on the basket swing
Grass impact surface around the swings
New bar for the senior multi play unit
A new bench is required near The Denes as the existing one is rotten.

19/088/FPC Monthly Financial Matters

- a) To authorise payments made in accordance with the budget. (Monthly Schedule attached *appendix 2*)
Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the monthly payments be met. Payments to be met by bank transfer this month as Cllr Maddern is waiting for her online access. Letter of authority signed by Cllr Maddern and the clerk. Unanimous decision.
- b) To delegate authorisation of Augusts monthly expenditure to the Clerk, Chairman and lead Cllr finance for ratification in September.
Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the payment schedule be signed off by Cllr Bayley, Cllr Maddern and the clerk in August and ratified at September's meeting.
- c) To note receipt of income and expenditure against June budget (attached *Appendix 3*).
Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the income and expenditure for June be noted.
- d) To receive bank reconciliation up to end June 2019. (*Appendix 4*)
Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the bank reconciliation balances be received.
- e) To consider and approve invoices for payment not included in the schedule above.
 - None
- f) To note on file LG221 Pension return for July. (*Appendix 5*)
Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the LG221 return be noted.
- g) To receive the RFO report for quarter one. (*Appendix 6*)
Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the RFO report be received.
- h) To propose an additional signatory on the NMPC Lloyds bank account.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that Cllr Berkeley be accepted as an additional signatory on the Lloyds bank account. Bank mandates completed and signed and clerk to process. Unanimous decision.

- i) To consider requests for items to be purchased by Cllr's and budget area.
 - None

19/089/FPC Public Issues/Participation – 15 Minutes total (max 3 mins per person)

Members of the public can raise matters of concern or items for discussion.

- A local resident presented her objection to the amended planning application 4/00755/FHA 28 Silverthorn Drive.
The resident highlighted inconsistencies in the elevations which do not appear to illustrate the changes mentioned in the supporting documentation.
Document PL/008-02 A the proposed elevations do not show the southern and eastern walls being fully enclosed.
Document PL/009-02 B the elevations show the northern side NOT the southern side as mentioned in the material amendment.
The drawings do not show the acoustic interlayer (mentioned in the report) being incorporated into the design.
The resident has concerns that there will be no monitoring of compliance with any conditions imposed. This case is the subject of enforcement which has now been stalled.
A resident complained about cars being left at Mill Close/Nash Green for weeks on end. These cars had no MOT and were untaxed, vehicles belonged to the same resident. Resident was advised to report to police on 101 for action.
- A resident complained regarding scooters being driven dangerously across the pavements at Nash Green, resident advised to capture number plates and to keep a log which he can then report to the police on 101 or we can forward to PCSO Sweeting.
- C/Cllr Howard presented the following items that were in progress
 - Requested speed monitors at Belswains Lane
 - Mill Close pavement alterations in hand at Highways
 - Georgewood grit bin replacement – Highways unlikely to replace, suggested that NMPC may wish to purchase.
 - Heron Close, double yellow lines requested.
- C/Cllr requested a refund of the locality grant that was awarded to NMPC.
The view is that this was awarded upon request by NMPC when NMPC were not in need of funds due to large balances held on reserve. Clerk requested a written request for this reimbursement to be considered by Council.
- Cllr Maddern requested that C/Cllr Howard take forward the following items
 - The Denes, in/out white lines need repainting as vehicles driving in the 'out' opening.
 - The gulleys in The Denes need clearing to prevent flooding.
 - The resurfacing along Belswains Lane is sub-standard.

19/090/FPC Planning

- a) To Consider the Parish Council's response to the following planning Applications:

243 Belswains Lane- update -Cllr Briggs to present.

Cllr Briggs presented feedback from the planning officer requesting that we revisit our objection to this application. We were given a Highways report explaining the vehicle crossover specifications and planning conditions, and also comments in relation to trees at the property. It was confirmed that 2 fir trees would be removed.

Highways have reported that there have been precedents set with neighbouring properties for a vehicle crossover. A discussion gave rise to the opinion that this precedent was unsuitable due to the large number of properties recently being built locally and subsequent considerable population growth both in the immediate vicinity and the surrounding neighbourhoods over the last few years. These existing precedents were relating to properties that had the crossovers agreed a considerable time ago. This did not consider the factors below:

- The traffic on Belswains Lane has increased dramatically over the last few years, not least as a result of the additional 500+ properties built in Nash Mills Wharf opposite this proposed crossover.
- Highways comments do not take account of the fact that they previously assessed this section of road for installation of a zebra crossing approx 8 years ago, and their site visit deemed the road too dangerous to enable a crossing to be placed at this section of Belswains Lane.

NMPC would welcome a site visit from Highways to illustrate the safety concerns.

With the above factors above NMPC felt that the original objection under CS12 of the local plan would still stand. Clerk to convey the decision to the planning officer.

Resolved, proposed Cllr Briggs, Seconded Cllr Berkeley that the NMPC objection should remain. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC would send a representative to the Dacorum DMC meeting should this application appear on the agenda. Unanimous decision.

- b) To consider any planning applications received during the period 1st July -10th July 2019 (Clerk to advise)

4/00755/FHA 28 Silverthorn Drive.

Cllr Briggs presented the revised information relating to the above case (which has been the subject of enforcement). The applicants are now proposing that the structure be reassessed as an 'outdoor seating area' and will remove the flues and ovens.

Concerns were raised regarding the following factors;

- The accuracy of the plans- are the measurements and elevations accurate and showing the correct view?
- The quality of the build i.e. no evidence of the proposed 'final finish', (pertinent due to the proximity to the boundary).

CS12, (g) vii,viii – respect adjoining properties in terms of: materials landscaping)

- This case was originally refused at the highest level (planning inspectorate) on a wide range of factors and there is no evidence that NMPC should change its original objection.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC original objection stands. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Tout that NMPC would send a representative to the Dacorum DMC meeting should this application appear on the agenda. Unanimous decision.

- c) To discuss actions pertinent to any planning items for consideration at the DBC monthly Development Management Committee meeting.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that NMPC will send a representative to the Dacorum Development Management committee meetings to represent the Parish view in accordance with the schedule below and in accordance with the decision minuted. Unanimous decision.

Date	Speaker 1	Reserve
25 th July 2019	Cllr Briggs	Cllr Berkeley
15 th August 2019	Cllr Berkeley	Cllr Cobb
5 th Sept 2019	Cllr Briggs	Cllr Berkeley
26 th Sept 2019	Cllr Cobb	Cllr Berkeley/Cllr Bayley
17 th October 2019	Cllr Bayley	Cllr Berkeley/Cllr Briggs
7 th November 2019	Cllr Cobb	Cllr Briggs
28 th November 2019	Cllr Briggs	Cllr Berkeley/Cllr Bayley
12 th December 2019	Cllr Briggs	Cllr Cobb
9 th January 2019	Cllr Briggs	Cllr Cobb

19/091/FPC Reports from Personnel Committee

To receive minutes, recommendations and council actions from the last meeting. (please note that should items for discussion be deemed confidential then this agenda item will be moved to the end of the meeting and will be discussed in a private session)

- a) to receive, and if approved, to sign the minutes of the last personnel meeting 2019
- b) to ratify decisions or actions arising from meeting above

No personnel meeting held.

19/092/FPC Action List-(circulated) (appendix 7)

To update the status of outstanding action points from previous meetings. As per the discussion at the last meeting the action list will be deferred to the NMPC Plan Working Group Meeting, however the following items were discussed briefly:

- Tommies, Cllr Briggs brought along a 'Tommie' to illustrate their size/material etc.
- Cllr Maddern communicated a new initiative utilising red telephone boxes to house defibrillators that she will investigate further (with regards planning/costing/routing of electricity) and bring a report back to council for consideration.

19/093/FPC Clerk's Report – (report circulated). (appendix 8)

- Warden – work experience
Cllr Bayley offered assistance with drafting a disclaimer for the work experience volunteers' parents to sign.
Risk assessment supplied by Came and Co for this work experience.
- Quarterly play inspections
Council requested a third quote and suggested that the Clerk contacts DBC again.
Clerk mentioned outstanding items from previous report require action asap.
- **Vire?? Move** Money
Resolved, Proposed Cllr Bayley, seconded Cllr Maddern that the authority be given to **vire?? Move** money from savings.
Letter of authority signed by Cllr Bayley and Cllr Maddern
- Public Spaces Protection Order, attached (appendix 9)
Document circulated. Effective July 2019.

19/094/FPC Memorial repairs- Cllr Briggs.

Discussion re action to be taken and to propose a resolution for the next steps.
Exploratory discussions have been undertaken with memorial restoration experts and some quotes have been obtained.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that once all quotes are obtained the Parish should approach the developer to request that the situation is addressed.

*At this juncture (10pm) it was **Resolved**, proposed Cllr Bayley, Seconded Cllr Maddern that we suspend the Standing order 3 (x) to allow for the continuation of our meeting beyond the 2hr/10pm cut-off to cover matters left on the agenda. Unanimous decision.*

19/095/FPC Play Park Working Group - (report circulated) appendix 10

Discussion re action to be taken and to propose a resolution for the next steps.
Cllr Berkeley presented the report.

Report item	Heading	Actions
1	Crossing at Belswains Lane	Working group to review following previous NMPC difficulties in achieving this
2	Local Signage	Working group to investigate further.
3	Lease	Clerk to take forward negotiation for new lease.
4	Gate lock	Clerk to request that warden regularly checks interior gate padlock is in place to prevent vehicular access.
5	Parking restrictions	Cllr Howard to take forward
6	Gym Equipment	Local 'consultation' to be undertaken prior to spend.
7	Additional seating	Suggested that a new bench in the park could be 'in memoriam' for a local historian that has recently passed away.
8	Trees	Clerk to investigate who responsible for upkeep-also note for lease.
9	Bird excrement	Clerk to request that warden removes when possible.
10	Community events	Clerk to approach school either ad hoc or add to lease – events for residents only.
11	Bushes/parking restrictions/crossing	Cllr Howard to take forward parking and crossing. Clerk to request that the school trim the hedging to aid road visibility when exiting the park.
Clerk requested that warden invited to contribute his views and local knowledge to the working group. Clerk to pass contact details onto Cllr Berkeley.		

19/096/FPC Local Listing- Cllr Briggs. (appendix 11)

Discussion re the impact of the above for NMPC and residents and to propose a working group and its terms of reference.

Cllr Briggs introduced the document (appendix 11). A discussion was undertaken explaining the importance of protecting important historical assets within the parish but also the need to consider the impact on the residents and the need for obtaining the views of the electorate.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that a NMPC Heritage working group be created. This would also include the memorial (agenda point **19/094/FPC**) Clerk to draw up terms of reference. Clerk advised that non-Cllrs could also be members of the working group. All Cllrs to be members of the group (unless they request not to be) and the minimum membership to be 3.

Resolved, proposed Cllr Briggs, Seconded Cllr Maddern that Cllr Briggs would contact Dr Valerie Scott (BEAMS/Herts Buildings Preservation Trust) to arrange for a site meeting to ask for advice on the next steps that NMPC should take to progress 'local listing'.

19/097/FPC London Northwestern Trains -Cllr Bayley

Discussion re current issues at Apsley station, the impact on Nash Mills residents and to propose suitable action that NMPC could take to support residents.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that a letter be sent to London Northwestern Trains from NMPC to support local residents who are encountering issues with regards dangerous overcrowding and delays in their commute in and out of London Euston. Cllr Bayley, having experienced these issues first hand, will draft a note for the clerk to send.

19/098/FPC Items for Consideration at Next Meeting

To suggest agenda items for the next meeting of the Parish Council on Monday 9th Sept 2019.

Meeting Closed at 10.25pm

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Chair 9th September 2019

Appendix 1 CRIME REPORT

	JAN	FEB	MAR	APR	MAY	JUNE	JULY
BURGLARY (DWELLING)	1	1	1				
BURGLARY (Other)							
THEFT FROM MOTOR VEHICLE	4		1	1	1	2	
THEFT OF MOTOR VEHICLE			1	1		1	
DAMAGE OR DESTROY <£5,000	1	1	1	1	1	1	
THEFT FROM SHOP				2	2	2	
THEFT, OTHER						1	
DRUG RELATED							
OTHER CRIMES	4			2			
A.S.B (Youths)							
TOTALS	10	2	4	7	4	7	

Dwelling Burglary

Burglary Other

Theft from MV

- KINGFISHER DRIVE – Items stolen from vehicle, no damage done to vehicle.
- TESCOS THE DENES – Items taken from a car parked in the car park.

Theft of MV

- SWAN MEAD – Vehicle Stolen

Damage or destroy

- CROXLEY ROAD – Window smashed, unsure how it was done.

Theft from shop

- TESCOS X2

Theft other

- EMBANKMENT – Ring stolen.

Drug Related

Other crimes

APPENDIX 2-Monthly Payment Schedule (July)

Payee	Method	Description	Charged to	Amount	Vat	Amount	Minutes ref
STAFF SALARIES/PAYBUREAU	SO	July net salaries and HMRC	Salaries	1695.20	0.00	1695.20	
Vodafone	DD	Clerk's Mobile July	Mobile	31.07	5.01	36.08	
NMVHA	SO	Hall Hire July	Hire Costs	36.00	0.00	36.00	
INTUIT	DD	Quickbooks	Sundries	10.80	2.16	12.96	
DBC	DD	Garage Rental	Warden	95.63	19.13	114.76	
Paybureau	SO	Monthly wages Fee	Salaries	18.00	3.60	21.60	
Clerk Pension	OLB	Pension	General Admin	336.73	0.00	336.73	
Expenses Clerk	OLB	Mileage	Sundries	11.88	0.00	11.88	
Expenses Warden	OLB	wickes/halfords	Tools	27.25	0.00	27.25	
HAPTC	OLB	Briggs training	Training	70.00	0.00	70.00	
Chambersbury RA	OLB	RAI	Reserves/s137	200.00	0.00	200.00	19068FPC (g)
Nash RA	OLB	RAI	Reserves/s137	200.00	0.00	200.00	19068FPC (g)
Etaerio	OLB	Internal auditor	Internal Audit	360.00	0.00	360.00	19056FPC
				3092.56	29.90	3122.46	

Appendix 3 – Income and Expenditure for June

June Income								
Lloyds inv inc	34.48							
Natwest interest	0.01							
	34.49							
vat to be reclaimed	50.73			39.25 from schedule				
				11.48 garage vat not on schedule				

End June quarterly report budget/exp

Working Budget 2019/2020		Annual Budget			
Precept Awarded		Monthly BUDGET		Net Monthly EXP	Monthly difference inc/exp
Clerk's Sal/NI/Tax/OT/Backpay	£ 16,700.00	£ 1,391.67	£	1,145.41	£ 246.26
Sundries: Office/Energy/Travel	£ 750.00	£ 62.50	£	20.80	£ 51.70
Clerk's mobile	£ 360.00	£ 30.00	£	24.72	£ 5.28
Clerk's pension	£ 4,500.00	£ 375.00	£	316.73	£ 58.27
Printer Parish Magazine	£ 1,095.00	£ 91.25	£	-	£ 91.25
Clerk PO Box	£ 300.00	£ 25.00	£	-	£ 25.00
Delivery of magazine	£ 300.00	£ 25.00	£	-	£ 25.00
Print/copy/supplies	£ 250.00	£ 20.83	£	55.61	£ 34.78
Subscriptions (HAPTC/SLEC/ICO)	£ 1,200.00	£ 100.00	£	-	£ 100.00
Parish Insurance came and co	£ 856.48	£ 71.37	£	-	£ 71.37
Election Costs	£ 900.00	£ 41.67	£	-	£ 41.67
Equipment Replacement	£ -	£ -	£	-	£ -
Press advertising	£ 45.00	£ 3.75	£	-	£ 3.75
Petty Cash	£ 50.00	£ 4.17	£	-	£ 4.17
Internal Audit Fee	£ 378.00	£ 31.50	£	-	£ 31.50
External Audit Fee	£ 240.00	£ 20.00	£	-	£ 20.00
Competition winners (Magazine)	£ 30.00	£ 2.50	£	-	£ 2.50
Website Maintenance	£ 100.00	£ 8.33	£	-	£ 8.33
Website hosting	£ 50.00	£ 4.17	£	-	£ 4.17
Chess ICT -hosted emails/software	£ 723.72	£ 60.31	£	-	£ 60.31
RAI	£ -	£ -	£	-	£ -
SUB TOTAL	£ 28,428.20	£ 2,365.02	£	1,573.27	£ 795.75
Total Grants Awarded	£ -	£ -	£	-	£ -
Grants/Misc	£ 20.20	£ 1.68	£	-	£ 1.68
Conferences/Training Courses	£ 500.00	£ 41.67	£	280.00	£ 218.33
Miscellaneous	£ -	£ -	£	-	£ -
Dog Bags	£ 200.00	£ 16.67	£	65.89	£ 49.22
AED/Defib	£ -	£ -	£	-	£ -
Contingencies	£ 300.00	£ 25.00	£	-	£ 25.00
Gift	£ -	£ -	£	-	£ -
Payroll Charges	£ 260.00	£ 21.67	£	18.00	£ 3.67
SUB TOTAL GRANTS/MISC	£ 1,280.20	£ 106.68	£	363.89	£ 257.21
Sub Total Precept	£ 29,708.40	£ 2,475.70	£	1,937.16	£ 538.54
use of reserves	£ 2,800.00	£ 233.33	£	1,550.00	£ 1,316.67
Expenditure sub total	£ 32,508.40	£ 2,709.03	£	3,487.16	£ 778.13
CONCURRENT SERVICE FUND					
Street Furniture Maint	£ 650.00	£ 54.17	£	-	£ 54.17
Repairs/Signs/Fencing	£ 900.00	£ 75.00	£	-	£ 75.00
Misc	£ 95.00	£ 7.92	£	60.00	£ 52.08
VILLAGE HALL/VENUE	£ -	£ -	£	-	£ -
Hire Costs	£ 396.00	£ 33.00	£	36.00	£ 3.00
WARDEN'S SCHEME					
Salary	£ 6,597.48	£ 549.79	£	549.79	£ -
Tools and replacement equipment	£ 72.60	£ 6.05	£	-	£ 6.05
Garage Rent	£ 757.44	£ 63.12	£	57.38	£ 5.74
Total Concurrent services	£ 9,468.52	£ 789.04	£	703.17	£ 85.87
Total Annual Expenditure	£ 41,976.92	£ 3,498.08	£	2,640.33	£ 857.75
Use of Reserves	£ -	£ -	£	1,550.00	£ 1,550.00
			£	4,190.33	inc garage
					4132.95 sign off

Appendix 4- Bank reconciliation (June)

Bank Reconciliation											
Month											
1st-30th June 2019											
		Lloyds Bank	Lloyds 32 Day	Natwest Bank BR	Natwest Bank CA	Natwest Bank TRO		Totals			
		£ 21,270.85	£ 60,052.96	£ 81.71	£ 97.00	£ 80,000.00	bank	£ 161,502.52	31/05/2019		
payments out (on schedule)	gross	£ 4,172.20					cashbook				
payments out (not on schedule)	gross	£ 316.95									
interest in		£ -	£ 34.48	£ 0.01							
		£ -									
Closing Bank Balance		£ 16,781.70	£ 60,087.44	£ 81.72	£ 97.00	£ 80,000.00		£ 157,047.86	NMPC 30/06/2019		
Agreed to Bank Statement	yes	yes	yes	yes	0	0		£ 138.98	tea urn cq 62 unbanked		
	RFO							£ 156,908.88	total held by NMPC 30/06/2019		
	Chairman --- /2019										
							Cashbook b/f	£ 161,121.19			
							less dd error fig	£ 5.74	may bank rec		
							actual correct b/f	£ 161,115.45			
								4132.95	net schedule		
								57.38	net garage June		
							subtotal	£ 156,925.12	cash book less gross exp		
								34.49	interest		
							Total Cashbook	£ 156,959.61			
							Total Bank	£ 156,908.88	£ 156,959.61		
							difference	£ 50.73	bank short		
							vat to come back	£ 50.73			

Appendix 5



[home](#) [online forms](#) [end of year](#) [automatic enrolment](#) [monthly return](#) **LG221** [view stats](#)

LG221 - Authorisation

To authorise the payment, fill in your details, check the information and press "Authorise".

LG221 Details	
Payment Period	<div>Jul 2019</div>
Empl	00226
Please enter a brief description for this payment:	<div>Jul 2019 contributions, employer 00226</div>
Employer contribution % *	<div>23.80</div>
Employer contribution to use %*	<div>23.80</div>
Employer cash payments due in year (please pay 1/12th unless otherwise agreed)	<div>£ 0.00</div>
Contribution Details	
Full Scheme pensionable remuneration against which contribution calculated *	<div>£ 1149.25</div>
50/50 Scheme pensionable remuneration against which contribution calculated *	<div>£ 0.00</div>
Total pensionable remuneration against which contribution calculated *	<div>£ 1149.25</div>
Employees Full Scheme contributions *	<div>£ 63.21</div>
Employers Full Scheme contributions *	<div>£ 273.52</div>
Employees 50/50 Scheme contributions *	<div>£ 0.00</div>
Employers 50/50 Scheme contributions *	<div>£ 0.00</div>
Employee's Additional contributions Pre 2014 *	<div>£ 0.00</div>
Employee's Additional contributions Post 2014*	<div>£ 0.00</div>
Employers lump sum in respect of annual payment due *	<div>£ 0.00</div>
Employers shared Additional pension contribution *	<div>£ 0.00</div>
Adjustment amount *	<div>£ 0.00</div>
Please specify type of adjustment	<div></div>
Total Payment*	<div>£ 336.73</div>
Remittance amount paid	<div>£ 336.73</div>

Appendix 6 RFO Report

RFO Report End June 2019

JPAG Joint Panel on Accountability and Governance March 2019

*1.8 **Budgeting** the authority needs to monitor performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long-term commitments'*

*1.22. **Acting within its powers** all authorities' actions are controlled by statute, authorities making decisions need always understand the power(s) they are exercising in the context of their decision making. Authorities need to have robust procedures in place to prevent payments being made that they do not have the lawful power to make.*

Quarterly Review 31st June 2019

Our financial year started 1st April 2019 with a precept figure of £28364.78, with grants and use of reserves (£2800) our anticipated annual expenditure figure was budgeted at £41976.92.

Our income was received in April 2019. We also received an additional income figure of £3200 from a Cil grant- this sum is raised from development within the parish but has conditions attached as it can only be spent on certain items of expenditure (copy of conditions re this income attached) – it has been mentioned previously that this grant may be used as a contribution to the proposed verge works.

We will receive a small additional sum from VAT reclaimed, bank interest and income from advertisers in the parish magazine. The total sum for this was approx £1600 last year and is expected to be similar this year.

A copy of our end of quarter expenditure plotted against budget is attached. Most areas are operating within budget (or the budget figures are likely to even out across the year).

The summaries below highlight some areas where there are overspends or underspends with the explanations and the comment on any potential corrective actions required.

The majority of our commitments have been budgeted on a 'true cost' basis therefore I would expect these to be very close to final budget at the end of the year.

One exception to this is our IT spend. We have amended several factors over the last few months which were implemented post budget setting. On this basis as I am reviewing our budget at the end of quarter one I have attached a summary below illustrating the expected year end out turn in this budget area for your information.

Actions Required.

No action required at this moment in time, but I would advise that we consider the position of the budget figures at the end of the next quarter and if necessary move across funds from the reserves to cover the excesses under the 'use of reserves' budget heading.

I would advise that all new expenditure is considered with the annual budget in mind.

RFO Report Contd

Overspends table

Underspends table

IT expenditure table

Quarterly expenditure figures (please let me know if you require a clearer copy of this document in excel via email).

Cil notes and links for further information.

Overspends with some small concern are highlighted in yellow on the attached figures.

Budget Area	Budget	Overspend	Reason	Corrective actions
Training	£500 per annum	£165 (£665 projected annual spend)	Large number of new Cllrs And New Clerk	Savings to be made elsewhere - possibly in maintenance expenditure
Use of Reserves	£2800	£1350.00	Website final payment Not notified at budget setting	vire reserves across?
Dog Bags	£200	£65.89 spent in ¼ (potential spend £263)	Excessive use	Warden to ration number left in the Launderette.
Grants/Misc	£20.20	£133.93	Tea urn purchase for NMVHA Not notified at budget setting	Increase use of reserves Vire reserves across

Potential Underspends (On Year to Date Only).

Budget Area	Budget	Underspend TYD or Annual	Reason	Corrective actions
Salary	£16700.00	£738.77 ytd	Pay rise not awarded yet.	Awaiting decision from Personnel committee
Pension	£4500.00	£114.81 ytd	Pay rise (if awarded) will affect pension contributions	Awaiting decision from Personnel committee
Sundries/Office	£750.00	£155.10 ytd	Awaiting home office allowance Likely to be £18 pm x 8	No action needed as likely to be on budget (£144.00 o/s)
Contingencies	£300.00	£225.00 for year	n/a	No action needed as this is for 'incidentals'

IT Expenditure Budget

Budget Area	Cost	Due	Notes
Quikbooks	£13.00pm/ £156.00	Monthly	Care this increases to £27 pm wef Sept So exp will be 6@ £27 £162 Increase 6x £14
Web hosting (netnerd)	£35.99	Annual Dec	
Office 365 Licence	£135.36	Annual March	
Adobe License	£198.68	Annual March	
IT Support	£70.00	Annual March	
Total IT Annual Expenditure	£723.72 Budget £596.03 Spend		Underspend £127.69 (less £84.00) £43 approx per annum

Working Budget

likely to overspend due to number of new CJs on courses.

Spending CIL Receipts

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or (b) anything else that is concerned with addressing the demands that development places on an area.

This gives Parish and Town Councils considerable freedom to spend their proportion of CIL on the things that address the impacts of development on their area. Notwithstanding this freedom there are several factors that should be considered when developing a CIL spending plan. Source www.dacorum.gov.uk

Please follow the link for further information

<http://www.dacorum.gov.uk/docs/default-source/strategic-planning/guidance-note-for-town-and-parish-councils.pdf?sfvrsn=0>

<file:///C:/Users/NMPC/Nash%20Mills%20Parish%20Council/NMPC-CLERK%20-%20Documents/CLERK/BUDGETS%202019-20/CIL.pdf>

Nikki Buaden 19/6/2019

Appendix 7-action list

Full Council Action List
April 2019- updated May 2019

Actions From Most Recent Meeting	Comment
Clerk salary increase to be notified to Paybureau	Clerk
Compile list re parking issues/verges	Clerk then Agenda item
Herts Building preservation Trust	AB taking forward.
Personnel Minutes from March required	NB email LG
Appoint Auditor	Clerk
Submit Affinity Consultation	Clerk
Book Wickstead	Clerk
Update policies and procedures with adoption dates, add to review schedule.	Clerk
Awaiting Further Updates (ONGOING to be discussed)	
Clerk to update o/s items at end of term	Clerk
DD/NB Dog bag dispenser-NB to investigate.	NB
Tommies –quotes and proof of various permissions required	TC
Memorial repairs	JM
Debris on paths	TH (C/CLLR)
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Defibrillator	JM
Noticeboard	JM/NB
2019/013/P/Milbor	AB Awaiting Dev Mgmt Committee
Draft Communication to be prepared regarding NMPC concerns surrounding handling of Nash House Appln and wider concerns re handling of local planning applications.	JM/CLERK NB to request all pertinent, historic emails and notes from LG re communication and meeting with James Doe & Cllr Lardi
Long Term Actions No Immediate Resolution (Reminders)	
LG to contact Andrew Williams and Tina Howard re: steps on Chambersbury Lane. (ongoing)	LG/TH
Warden Risk assessment to be approved by personnel committee, then brought to full council	LG
JM to contact Steve Barnes re: ticket meter. (ongoing, waiting until mosque planning application is complete)	
Traffic calming Bunkers Lane –C/Cllr Tina Howard to take forward	TH (C/CLLR)
LS contacted Luke Johnson, re: tree survey in Highbarns. (JM requested – Luke Johnson added to next local circuit, DBC to cut back ivy so they can see the trees better to survey).	JM
Garage Clear out/archiving	

Clerks Report July 2019

Work experience

Dave has requested that his grandsons join him for a day in July to help tidy the memorial garden, this was previously actioned and authorised last year.

I have checked with our insurance and they are covered as volunteers under our public liability insurance, but they are not covered for personal accident as they are under 16.

They will be accompanied and supervised by Dave at all times and the attached risk assessment has been created (using a template from our insurer) and a health and safety advice sheet.

Quarterly Play Inspections.

Following on from the last meeting I have now obtained the following quotes for quarterly play park inspections.

Wicksteed

Annual inspection £45 plus vat

Quarterly inspection £45 plus vat

Seagrave

Annual Inspection at £120.00 + VAT and 3 x Operational inspections per visit at £110.00

Total for the year: £450.00 + VAT.

Alternatively, if only Operational Inspections are required (Quarterly) then the cost per visit will be £135.00 + VAT or £405.00 + VAT for 3 visits per year.

Dacorum Borough Council

Awaiting advice on possible alternative providers and cost details

Money Transfer

Our balance at Lloyds is currently at £16781.70

It will necessary to transfer money from our 32 day notice account at Lloyds to our monthly expenditure account and I will obtain written confirmation of authority from the Chairman and Vice-Chairman to give notice during the summer.

Public Spaces Protection Order

This is effective wef 29th July 2019. DBC will carry out any enforcement.

The full order has been circulated it covers;

- dog fouling,
- dog control
- exclusion of dogs in controlled areas.

DBC will be providing us with some leaflets in due course.

Appendix 9 PSPO

Attached at the end of this document as a separate PDF

Appendix 10 – Play Park Working Group Report

Report of the park visit 14th June 3pm

Present Councillors:

Michele BERKELEY

Alan BRIGGS,

Mandy LESTER

We observed the following matters which we present to the council for discussion on whether to pursue the suggested or indeed other solutions for the issues identified.

1. Mandy and Alan both needed to cross Belswains Lane to reach the park and had difficulty doing so due to the volume and speed of traffic, especially Mandy who was accompanied by her young daughter. This issue is likely to discourage park visitors from both The Willows and Nash Mills Wharf.
 - We believe that the council has previously investigated the possibility of a pedestrian crossing. We recommend that this should be re-assessed.
2. We are not aware of any local signage directing pedestrians to the park.
 - Investigate blue pedestrian signs around Nash Mills to direct local residents to the park.
 - Consider improved signage at the park entrance (with the associated planning permission) to publicise that it is a community resource provided by the Parish Council.
3. The current lease (at Peppercorn Rent) from Abbots Hill Limited expires on 31st March 2021. “There will be a 12 month notice if a new Lease will not be offered at the end of the Term”.
 - Given that there are less than 2 years to run on this lease, we recommend that an extension is negotiated before any major works (and thus expenditure) on the park. This negotiation may need to involve some variation of the provisions if some of the other suggestions are considered to be desirable.
 - What is the agreement with Dacorum BC for the maintenance of the park?

We discussed the park with some members of the public, one of which was a Dacorum employee who cuts the grass in the park visiting with his partner and their children, plus some teenagers from Kings Langley School.

4. We had observed that the yellow vehicle gate adjacent to the road did not have a lock and discussed this with the Dacorum employee since there is a risk of, for example, travellers gaining access to the park. He said that he had noticed himself and would report it.

- If a lock has not yet been provided, then the parish council should escalate the matter until it is resolved.
5. We were pleased to note that the grass had recently been cut and discussed that with the Dacorum employee. He advised that sometimes his team are sometimes unable to get their tractor into the park due to car(s) being parked opposite the entrance
 - Parking restrictions should be considered on Bunkers Lane immediately opposite the entrance. (see photo C).
 6. Gym equipment
 - The people that we met in the park indicated when asked that gym equipment would be a good idea. We suggest that this would be a good subject matter to test with the wider population in the proposed Saturday sessions in the Denes. If we have a large flip chart board then we could easily publicise the question to encourage interaction.
 - Under the terms of the lease, Abbots Hill would need to give their permission for equipment to be installed, and for change of use from a “children’s playground”
 7. There is limited seating in the park the seats there are situated close to the play equipment.
 - Consider some additional seats along the footpath to encourage the wider community to come and sit in the park which is a quiet oasis in the area.
 8. There are many mature trees in the park. Who is responsible for their maintenance if / when needed? Dacorum BC? Abbots Hill?
 - This matter should be clarified.
 9. We observed quite a lot of bird excrement on the play equipment. Whilst these deposits may not be avoidable given the proximity of the trees, consideration should be given to regular cleaning.
 - Could this be added to the warden’s duties when he checks the park?
 10. This beautiful open space would be an ideal space to hold community events if the council decides to include such activities in its business plan. However, the current lease precludes use other than as a “children’s playground”.
 - In any lease re-negotiation, consider seeking permission for a limited number of community events.
 11. On leaving the park, it is difficult to get a clear view of traffic from both directions. The council should therefore consider:
 - Flashing signage that identifies that there is a play park
 - Further cutting back the bushes that are overhanging the wall looking towards Belswains Lane (see photo A)
 - Restricting parking on the curb which restricts the view in the direction of Longdean Park (see photo B)
 - The parking restriction recommended in item 5 would also remove another obstacle to pedestrian visibility,
 - A pedestrian crossing (which could also serve Bunkers Park)

Photo A



Photo B



Photo C



Appendix 11-Local Listing

Information attached as a separate PDF document

DRAFT