

Nash Mills Parish Council

Minutes

Full Parish Council Meeting

held on

14th October 2019

Nash Mills Parish Hall

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

Present

Councillor Lisa Bayley
Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Nicola Cobb
Councillor Steve Roberts

In Attendance

Nikki Bugden (Clerk)
7 Members of the public
3 additional members of the public joined at 8.45pm

Meeting Commenced at 8.00pm

19/112/FPC Apologies

Apologies from Cllr Maddern.
Apologies from Cllr Tout.
Apologies from Cllr Lester.

19/113/FPC Interests

- a) To receive declarations of interest from Councillors on items on the agenda.
 - Cllr Briggs registered an interest should the planning application for 'Milbor' be discussed under the planning agenda point.
- b) To receive written requests for dispensations for declarable interests.
 - None
- c) To grant any requests for dispensation as appropriate.
 - None

19/114/FPC Minutes

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

- a) NMPC Meeting Monday 9th September 2019
- b) NMPC Extraordinary Meeting 4th July 2019

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

19/115/FPC Reports to Council

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

a) Crime Report - PCSO Will Sweeting (*appendix 1*)

PCSO Sweeting was not in attendance. Chair requested that the Clerk raise the following questions:

- Crime report shows 3 crimes not 2 as listed
- Should Kingfisher Court read Kingfisher Drive?
- Update for NMPC required regarding anti-social behaviour at the Nash Mills Wharf garages (teens on cycles).

b) Parish Warden's Report –David Drew (*appendix 2*)

Warden not in attendance.

a discussion was held regarding the report and Clerk was requested to:

- Request that Cllr Maddern adds the coverage of the bins at The Denes to her discussion re CCTV coverage with DBC and requests signage to advise that CCTV coverage is in place (to try to prevent fly-tipping).
- Request that the PCSO monitors the use of quad bikes in the play park and the subsequent damage, if necessary, requesting that PCSO Sweeting contacts the reported offender.
- Investigates the possibility of an additional grit bin at Bunkers Lane, near the bottom of the entrance to Longdean Park- Cllr Cobb to provide contact details of resident who requested this to Clerk.
- Considers the purchase of the items that the Warden has requested in this year's budget rather than holding over to next year.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the noticeboard be removed as soon as possible, and the Nash noticeboard be utilised until a replacement is sourced. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the bench remains as is until quotes and various permissions are brought back to full council for decision. Unanimous decision.

c) Clerk's report- circulated (*appendix 3*)

- No questions were raised.
- It was requested that the Clerk order the Wreath on behalf on NMPC utilising s.137 monies. Cllr Briggs requested that the Clerk investigate a solution to hiding the damage to the memorial. The Clerk clarified that S.137 expenditure has to be commensurate to the benefit to the community.

d) County Cllr Report- C/Cllr Tina Howard

- Apologies sent, no report.

19/116/FPC Reports from Personnel Committee

- a) To receive the report from the last Personnel meeting.
- b) To ratify (if necessary) or note decisions or actions arising from meeting above.
 - No recent meeting held therefore no reports received.

19/117/FPC Monthly Financial Matters (*documents listed below attached as appendix 4*)

- a) To authorise payments made in accordance with the budget. (Monthly Schedule attached).
- b) To note receipt of income and expenditure against budget attached (September).
- c) To receive bank reconciliation up to end September 2019.
- d) To consider and approve invoices for payment not included in the schedule above.
 - None
- e) To note on file LG221 Pension return for September.
- f) To consider requests for items to be purchased by Cllr's and budget area (to be supplied in advance of the meeting)
 - None.
- g) To receive the VAT return for quarter end Sept 2019.

Resolved proposed Cllr Bayley, seconded Cllr Briggs that the above financial documents were received, noted and approved. Unanimous decision.
- h) To receive notice of repayment to HCC of C/Cllr Locality grant received March 2019 (£1008.79)

Resolved proposed Cllr Bayley, seconded Cllr Briggs that the notice of repayment be received. Unanimous decision. Clerk confirmed that the repayment information was verified with the relevant dept at HCC. Unanimous decision.
- i) To receive notice of the Community Infrastructure Grant Award 1st April-Sept 2019. (**reporting required by regulation 62a CIL regulations**).

Resolved proposed Cllr Bayley, seconded Cllr Roberts that the notice of Cil sum be received. Unanimous Decision.

Clerk advised that the sum of £9501.28 April 2018-Sept 2019 is a 'conditional' spend that must be spent within 5 years. Cil information was circulated giving guidance on suitable uses, it is to be used for infrastructure within the parish.

Cllr Briggs commented that the new bench for opposite The Denes could come out of this sum, however the Clerk advised that the verges project had already been mentioned previously as a potential use for this sum and that for reporting, accounting and transparency purposes it would be prudent to keep this sum for the verges project and to utilise an alternative source, such as reserves for additional projects.
- j) To receive and comment on the first draft of the budget preparation and RFO recommendations (circulated)

A discussion was held, and the following questions raised:

- Cllr Briggs commented that additional income could be achieved by selling more advertising space, the Clerk welcomed the councillors. facilitating this.
- Cllr Briggs commented that a rise in precept would not seem appropriate with the amount of funds currently held on reserve. The Clerk explained that NMPC needs to ensure (on the advice of the external audit) that reserves are 'earmarked' for capital projects and business contingency plans and that this process will be done in association with the drafting of a reserves policy and the further works on the budget.

The Clerk advised that whilst NMPC hold a high level of reserves these should be 'earmarked' for capital projects that benefit the community. It is not advisable to rely on reserves to fund day to day expenses of the parish council such as salaries etc, the reserves will eventually reduce, and the parish would have no alternative but to increase the precept. A small incremental increase in line with the rise of the cost of living would be the standard approach rather than a larger increase further down the line. It would also safeguard against any future withdrawal of grants received from DBC.

The Clerk advised that the final decision is for the full council, with the RFO/Clerks advice and that this is only an initial outline draft that will be considered further and in more detail at the November meeting.

19/118/FPC Public Issues/Participation – 15 Minutes total (max 3 mins per person)

A resident from Silverthorn Drive spoke with regards the ongoing planning matters affecting her property and the removal of this matter from the enforcement list at DBC.

The Chairman asked the Clerk to liaise with the planning case officer and the enforcement team to obtain further clarity on the process for the resident and NMPC.

All others present had not contacted the Clerk to arrange participation and therefore the Chairman advised anyone else present to email the Clerk should they have any items they wish to raise via email or to consult the agenda for the next meeting and notify the Clerk should they wish to participate in the next meeting.

19/119/FPC Planning

- a) To consider the Parish Council's response to the following planning Applications
 - none received up to 7th October 2019
- b) To consider any planning applications received during the period 8th October 2019- 14th October 2019 (Clerk to advise)

- None
- c) To discuss actions pertinent to any planning items for consideration at the DBC Monthly Development Management Committee meeting.
- None.
- d) Items for information only (no action or discussion needed)

Milbor comment from NMPC has been submitted

Application for the land at the rear of 292 Belswains Lane has been withdrawn.

19/120/FPC Numbering sequencing error by Clerk-noted.

19/121/FPC NMPC Logo

To discuss and propose the actions required to create the NMPC logo. Cllr Cobb circulated examples of artwork. A discussion was held, and it was **Resolved**, proposed Cllr Briggs, Seconded Cllr Bayley that the discussions focussing on a logo reflecting the heritage, green spaces and canal be taken forward with the graphic designer who arranged the previous artwork. Cllr Bayley and Cllr Cobb to take forward. Cllr Bayley and the Clerk both declared that they knew the graphic designer personally but this connection with NMPC had been started by a previous Cllr with no relationship with the designer. Unanimous decision.

19/122/FPC Action List-(circulated) Appendix 5 (showing actions) Appendix 6 updated

To update the status of outstanding action points from previous meetings. (Noticeboard/Defibrillator/Verges noted as suggested topics in September 19/111/FPC will be discussed as part of the NMPC 3 Year Plan Working Group.

19/123/FPC NMPC Working Groups Updates.

- a) Update from Policy and Procedures Working Group (Clerk)
 - To receive the report and if necessary, to prioritise and propose any actions arising.
 - First meeting to be held 4th November 2019, report to follow.
- b) Update from Heritage Working Group (Cllr Briggs)
 - To receive the report and if necessary, to prioritise and propose any actions arising.
 - Cllr Briggs and Cllr Maddern met with the Heritage Officer at Dacorum Borough Council who will now take forward the discussions with the developer to instigate repairs to the memorial to a satisfactory level.

At this point the Clerk requested that the Chairman merged both agenda points below to enable a fuller discussion to be had to ensure clarity around all working groups and the meeting was adjourned for a ten-minute break.

- c) Communications Working Group
To propose membership, lead Cllr, objectives and lifespan.

- d) NMPC 3 Year Plan Working Group (Cllr Cobb) *Appendix 7*
To receive the report and if necessary, to prioritise and propose any actions arising.
To propose (if required) new working groups, their objective(s) and group membership including lead contact.
To propose (if required) additional sub groups for information gathering.

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

Following a full discussion regarding working group and priorities in line with appendix 6 it was

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the following working groups would be established (or remain if existing) and that they would adopt the terms of reference previously adopted by NMPC with a revision that the Clerk must receive 3 days' notice of meetings (*appendix7*). Unanimous decision.

Communications and Community Engagement Working Group

Open Spaces Working Group

Heritage Working Group

Policies and Procedures Working Group

The Denes Working Group.

The lead contacts and membership for the groups will be as listed below but can be amended if required by full council decision as some Cllrs were absent on training at the time of the meeting. The Clerk will provide a template as an aide-memoire to assist the groups in ensuring that relevant procedures and risk assessments are approved by full council prior to activities taking place.

GROUP	LEAD	MEMBERS	PROP/SEC
Communications and Community Engagement Working Group	Cllr Cobb	All	Cllr Cobb Cllr Bayley
Open Spaces Working Group	Cllr Berkeley	Cllr Berkley Cllr Briggs Cllr Lester	Cllr Berkeley Cllr Briggs
Heritage Working Group	Cllr Briggs	All	Cllr Briggs Cllr Bayley
Policies and Procedures Working Group	Clerk	Clerk Cllr Berkeley Cllr Cobb Cllr Roberts	Cllr Bayley Cllr Cobb
The Denes Working Group.	Cllr Cobb (initially)	All	Cllr Roberts Cllr Berkeley

19/124/FPC Willow Trees (@the Willows), Discussion re ownership and condition -Cllr Briggs

Cllr Maddern emailed across an update regarding the trees prior to the meeting. Cllr Briggs requested that they be added to the action list in case the tree condition does not improve and so we can ascertain whether there are any guarantees/recourse should they die.

19/125/FPC Items for Consideration at Next Meeting

To suggest agenda items for the next meeting of the Parish Council on

Monday 11th November 2019

Budgets- Clerk

Defibrillator-Cllr Maddern/The Denes Working Group

Risk Assessment for Christmas Event

Cllr spending requests.

All other items to be advised in writing no later than Thursday 31st October 2019.

Meeting Closed at 22.23pm

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Chairman 11th November 2019

