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Nash Mills Parish Council

PO Box 1602 Hemel Hempstead Herts HP1 9ST

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Councillors

Lisa Bayley, Jan Maddern, Michele Berkeley, Alan Briggs,
Nicola Cobb, Mandy Lester, Steve Roberts, Emily Tout

are summoned to attend the following:

Nash Mills Parish Council Meeting

Monday 11th November 2019

Nash Mills Village Hall, Lower Road, Nash Mills

8.00pm

Members of the public and press are invited to attend the meeting

Nikki Bugden

Mrs N Bugden

Clerk to Nash Mills Parish Council - 4th November 2019

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting

Please see our website or contact the clerk for accompanying reports.

AGENDA

19/125/FPC Apologies

To receive and note on file apologies for absence.

19/126/FPC Interests

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

To receive written requests for dispensations for declarable interests.

To grant any requests for dispensation as appropriate.

19/127/FPC Minutes

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

- NMPC Meeting Monday 14th October 2019

19/128/FPC Reports to Council

To receive reports from representatives on outside bodies, local authorities and agencies, the parish warden and clerk and to take any questions arising.

- Crime Report - PCSO Will Sweeting,
- Parish Warden's Report –David Drew
- Clerks Report- circulated. ***Council decisions required: Play inspections/purchase of SLCC Clerk Manual***
- C/Cllr Report – C/Cllr Tina Howard.

19/129/FPC Reports from Personnel Committee

To receive reports, 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)

- to receive the report from the last Personnel meeting.
- to ratify (if necessary) or note decisions or actions arising from meeting above.

19/130/FPC Monthly Financial Matters

- I. To authorise payments made in accordance with the budget. (Monthly Schedule attached).
- II. To resolve that NMPC in accordance with its powers under s.137 and 139 of the LGA 1972 should incur the following expenditure which, in the opinion of the Council, is in the interest of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure; -
Purchase of Remembrance Day Poppy Wreath.
- III. To note receipt of income and expenditure against budget attached (Oct).
- IV. To receive bank reconciliation and cashbook up to end Oct 2019.
- V. To consider and approve invoices for payment not included in the schedule above.
- VI. To note on file LG221 Pension return for October.
- VII. To consider requests for items to be purchased by Cllr's and budget area (to be supplied in advance of the meeting).
- VIII. To consider any grant applications received.

19/131/FPC Draft Budget 2020/21

To consider and if approved, agree the final draft version as intended working budget for 2020/21

19/132/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 pertinent to the agenda at the Chairman's discretion.

Should you wish to raise an issue for discussion during the public participation section at the council meeting please contact the clerk by 9am on the Thursday before the meeting.

19/133/FPC Planning & Consultations

To Consider the Parish Council's response to the following planning applications or requests for consultation;

- ❖ *Proposed communications installation for Arqiva at Hemel Hempstead Nash Green, Gade Tower, Nash Tower, Nash Mills, Hemel Hempstead, Herefordshire, HP3 8AE Arqiva Site Number: 217102*
- ❖ *Forthcoming public consultation for Kings Langley Junction Improvements (ITP170028)*

To consider any planning applications received during the period 4th November 2019 – 9th November 2019 (Clerk to advise)

- ❖ *19/02624/FHA - 6, The Leas, Hemel Hempstead, Herts, HP3 8BP*
Alterations to roof to form room in roof with rear dormer and pitched roof over existing extension.

To discuss actions pertinent to any planning items for consideration at the DBC Monthly Development Management Committee meeting.

Items for information only (no action needed)

- ❖ *Consultation Luton Airport received-no parish comment*

19/135/FPC Action List- (circulated)

19/136/FPC NMPC Working Groups Updates.

Policy and Procedures Working Group (Clerk)

To receive the report (circulated in advance) and if necessary, to propose to resolve any actions arising from that report.

- I. To adopt the Social Media and Electronic Communications Policy (circulated)
- II. To adopt the Communications Policy (circulated)
- III. To adopt the Press & Media Policy (circulated)
- IV. To adopt the Parish Newsletter and Publicity Policy (circulated)
- V. To adopt the Community Engagement Statement of Intent (circulated)
- VI. To adopt the Community Engagement Sessions Risk Assessment (circulated)

VII. To note the NMPC Remembrance Ceremony Risk Assessment (circulated)

VIII. To adopt the Christmas @ The Denes Event RA

IX. To adopt The Denes Cllr Surgeries RA

Open Spaces Working Group (Cllr Berkeley)

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report. (no report)

Heritage Working Group (Cllr Briggs)

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report. (no report)

The Denes Working Group (Cllr Cobb)

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report. (no report)

Communications and Community Engagement Working Group (Cllr Cobb)

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report

- I. ***To consider examples and if approved resolve the designs for the NMPC logo***
- II. ***To approve expenditure in relation to works listed above***
- III. ***To propose Parish representation on the village hall committee and, if approved, the nominee for that role and term of office.***
- IV. ***To propose Parish arrangements for Christmas Event @ The Denes***
- V. ***To decide and approve Parish financial contribution (or maximum limit) for refreshments at the above event (LGA 1972 s144).***

19/137/FPC Code of Conduct Discussion -Chairman (code circulated)

19/138/FPC Items for Consideration at Next Meeting Monday 9th December 2019.

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

Nash Mills Crime Figures 2019

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)	1	1	1					2					
BURGLARY (Other)										1			
THEFT FROM MOTOR VEHICLE	4		1	1	1	2	2	4	1				
THEFT OF MOTOR VEHICLE			1	1		1		1	1				
DAMAGE OR DESTROY <£5,000	1	1	1	1	1	1	2	2		4			
THEFT FROM SHOP				2	2	2							
THEFT, OTHER						1			1	2			
DRUG RELATED													
OTHER CRIMES	4			2									
A.S.B (Youths)													
TOTALS	10	2	4	7	4	7	4	9	3	7			

Dwelling Burglary

Burglary Other

- Nash Green – Garage broken into and two pedal cycles stolen.

Theft from MV

Theft of MV

Damage or destroy

- The Embankment, Nash Mills Wharf – Damage to Pedal Cycle
- The Embankment, Longman House, Nash Mills Wharf – Damage to pedal cycle and bike seat removed
- The Embankment, Longman House, Nash Mills Wharf – Damage to vehicle, words scratched onto car.
- Silverthorn Drive – Window smashed unknown means of smashing. Suspected pellet gun.

Theft from shop

Theft other

- Barnacres Road – Offender refused to pay taxi fare.
- The Embankment, Nash Mills Wharf – Pedal Cycle parts stolen from car park.

Drug Related

Other crimes

Clerks Report November 2019

Quarterly Play Inspections.

Seagrave can no longer complete our 1/4ly inspections due to personal circumstances. Inspection required asap as RoSPA not booked for next annual inspection until May 2020.

We were aiming to get an independent inspection to compare with the Wicksteed report from August.

Council Decision required please

Option A – instruct Wicksteed again (approx. £45 plus vat)

Option B- Instruct RoSPA to conduct an interim inspection (£232 plus vat).

SLCC Clerk Manual

I have been able to obtain some statutory books free from HAPTC but the revised and updated SLCC Clerk's manual has arrived and I don't have any copies of this. The feedback from peers is that this is a valuable reference tool. Price to members is £47.50.

Council Decision required please

Can I purchase this please (there are sufficient funds in office budget)?

Damage to Bunkers Park/Quad Bikes

I am liaising (with Dave's help) with the school and PCSO Sweeting to monitor the use of quad bikes in the park. PCSO Sweeting is including the playpark in his weekend rounds when on duty.

Tree Inspections Bunkers Play Park

Under the terms of the lease we are liable for all tree maintenance. A survey should be conducted asap to check the condition of the trees and to enable us to consider an ongoing rolling programme of maintenance. This is required by our insurer and as part of our risk management.

DBC are unable to assist with inspections but referred me to the professional body which list suitable contractors. I have asked fellow clerks and the school for recommendations and I am waiting for the quotes to come in. Currently the quotes will be for a tree report/survey to ascertain the risk and requirements needed to fulfil health and safety requirements. They will then propose a programme of works or remedial actions.

Quotes already received are ranging from approx. £600-£1000+ for reports. Recommended works will be an additional cost and I would advise that we earmark funds when budgeting accordingly.

Lease

Awaiting contact from the Bursar. Lease expires April 2022. NALC advise that a legally qualified person should be engaged when official documents are drawn up.

Council Information required please

Please can Council advise what questions are outstanding re the comment in the working group report 'Latest version signed, and dated May 2015 still seems to have outstanding questions post that date' so that I can follow up with the Bursar.

Noticeboard

Awaiting Logo to order will then refurbish and commence using the DBC/Nash once I have the key. Dave will then remove the old one.

Nash Mills Parish Council
FINANCIAL SCHEDULE

Nov-19 / Payment Summary

Payee	Method	Description	Charged to	Amount		Vat		Amount	Minutes ref	Inv No
NET STAFF SALARIES/HMRC	SO	Oct net salaries and HMRC	Salaries	£		£				
Clerk Pension	online	Pension	Pension Costs	£	362.53	£	-	£	362.53	
Vodafone	DD	Clerk's Mobile Oct	Mobile	£	24.13	£	3.63	£	27.76	
NMVHA	SO	Hall Hire Oct	Hire Costs	£	36.00	£	-	£	36.00	328673106
INTUIT	DD	Quickbooks	Sundries	£	27.00	£	5.40	£	32.40	
DBC	DD	Garage Rental	Warden	£	52.60	£	10.52	£	63.12	
Paybureau	SO	Monthly wages Fee	Payroll Charges	£	18.00	£	3.60	£	21.60	nm1119
Office Depot	online	paper and ink	Office Supplies	£	57.23	£	11.45	£	68.68	976208654
Peter Fleming	online	website upgrade	Website Maint	£	13.50	£	-	£	13.50	14
Clerk expenses	online	Wreath	s137	£	20.00	£	-	£	20.00	s137 expenditure see Nov agenda
Royal Mail	DD	PO BOX RENEWAL	PO BOX	£	285.00	£	57.00	£	342.00	1802187378
				£	2,687.28	£	91.60	£	2,778.88	

NIKKI NOTES
PAY HMRC
PAY PENSION
VAT RECEIPT GARAGE

Date 11/11/2019
Chairman _____
Vice-Chairman _____
RFO _____

Mnth 8 Nov 2019

Working Budget 2019/2020		Annual Budget				*mnth							
Precept Awarded	£												
		Mnthly BUDGET	Mnthly EXP	Monthly difference inc/exp	CUMUL BUDGET YTD	CUMUL EXP YTD	cumul diff inc/exp	% CUMUL BUDGET YTD					
Clerk's Sal/NI/Tax/OT/Backpay	£							101%					
Sundries: Office/Energy/Travel	£	62.50	£ 27.00	£ 35.50	£ 437.50	£ 119.88	£ 317.62	27%					
Clerk's mobile	£	360.00	£ 30.00	£ 22.80	£ 7.20	£ 210.00	£ 168.79	80%					
Clerk's pension	£	4,500.00	£ 375.00	£ 362.53	£ 12.47	£ 2,625.00	£ 2,434.51	93%					
Printer Parish Magazine	£	1,095.00	£ 91.25	£ -	£ 91.25	£ 638.75	£ 295.00	46%					
Clerk PO Box	£	300.00	£ 25.00	£ -	£ 25.00	£ 175.00	£ -	0%					
Delivery of magazine	£	300.00	£ 25.00	£ -	£ 25.00	£ 175.00	£ 120.00	69%					
Print/copy/supplies	£	250.00	£ 20.83	£ -	£ 20.83	£ 145.83	£ 83.40	57%					
Subscriptions (HAPTC/SLCC/ICO)	£	1,200.00	£ 100.00	£ -	£ 100.00	£ 700.00	£ 912.83	130%					
Parish Insurance came and co	£	856.48	£ 71.37	£ -	£ 71.37	£ 499.61	£ 813.56	163%					
Election Costs	£	500.00	£ 41.67	£ -	£ 41.67	£ 291.67	£ -	0%					
Equipment Replacement	£	-	£ -	£ -	£ -	£ -	£ -						
Press advertising	£	45.00	£ 3.75	£ -	£ 3.75	£ 26.25	£ -	0%					
Petty Cash	£	50.00	£ 4.17	£ -	£ 4.17	£ 29.17	£ -	0%					
Internal Audit Fee	£	378.00	£ 31.50	£ -	£ 31.50	£ 220.50	£ 360.00	163%					
External Audit Fee	£	240.00	£ 20.00	£ -	£ 20.00	£ 140.00	£ 200.00	143%					
Competition winners (Magazine)	£	30.00	£ 2.50	£ -	£ 2.50	£ 17.50	£ 20.00	114%					
Website Maintenance	£	100.00	£ 8.33	£ -	£ 8.33	£ 58.33	£ -	0%					
Website hosting	£	50.00	£ 4.17	£ -	£ 4.17	£ 29.17	£ -	0%					
Chess ICT -hosted emails/software	£	723.72	£ 60.31	£ -	£ 60.31	£ 422.17	£ 449.81	107%					
RAI	£	-	£ -	£ -	£ -	£ -	£ -						
SUB TOTAL	£	28,428.20	£ 2,369.02	£ 1,653.83	£ 715.19	£ 16,583.12	£ 16,312.00	98%					
Total Grants Awarded	£	-	£ -	£ -	£ -	£ -	£ -						
Grants/Misc	£	20.20	£ 1.68	£ 1,008.79	£ -1,007.11	£ 11.78	£ 1,747.77	14833%					
Conferences/Training Courses	£	500.00	£ 41.67	£ 120.00	£ -78.33	£ 291.67	£ 520.00	178%					
Miscellaneous	£	-	£ -	£ -	£ -	£ -	£ -						
Dog Bags	£	200.00	£ 16.67	£ -	£ 16.67	£ 116.67	£ 197.22	169%					
AED/Defib	£	-	£ -	£ -	£ -	£ -	£ -						
Contingencies	£	300.00	£ 25.00	£ -	£ 25.00	£ 175.00	£ 200.00	114%					
Grit	£	-	£ -	£ -	£ -	£ -	£ -						
Payroll Charges	£	260.00	£ 21.67	£ 18.00	£ 3.67	£ 151.67	£ 126.00	83%					
SUB TOTAL GRANTS/MISC	£	1,280.20	£ 106.68	£ 1,146.79	£ -1,040.11	£ 746.78	£ 2,190.99						
Sub Total Precept	£	29,708.40	£ 2,475.70	£ 2,475.70	£ 17,329.90	£ 13,079.65	£ 4,250.25	75%					
use of reserves	£	2,800.00	£ 233.33	£ -	£ 233.33	£ 1,633.33	£ 1,950.00	119%					
Expenditure sub total	£	32,508.40	£ 2,709.03	£ 2,800.62	£ -91.59	£ 18,963.23	£ 20,452.99						
CONCURRENT SERVICE FUND													
Street Furniture Maint	£	650.00	£ 54.17	£ -	£ 54.17	£ 379.17	£ -	0%					
Repairs/Signs/Fencing	£	900.00	£ 75.00	£ -	£ 75.00	£ 525.00	£ 242.25	46%					
Misc	£	95.00	£ 7.92	£ -	£ 7.92	£ 55.42	£ 76.40	138%					
VILLAGE HALL/VENUE	£	-	£ -	£ -	£ -	£ -	£ -						
Hire Costs	£	396.00	£ 33.00	£ 36.00	£ 3.00	£ 231.00	£ 216.00	94%					
WARDEN'S SCHEME													
Salary	£	-						100%					
Tools and replacement equipment	£	72.60	£ 6.05	£ 6.05	£ 42.35	£ 24.95	£ 17.40	59%					
Garage Rent	£	757.44	£ 63.12	£ 52.60	£ 10.52	£ 441.84	£ 368.19	83%					
Total Concurrent services	£	9,468.52	£ 789.04	£ 638.39	£ 150.65	£ 5,523.30	£ 7,399.04						
Total Annual Expenditure	£	41,976.92	£ 3,498.08	£ -	£ 3,498.08	£ 24,486.54	£ 22,588.14	92%					
Use of Reserves	£	-	£ -	£ 3,439.01	£ -3,439.01	£ -	£ 3,439.01						

AGREES TO SCHEDULE

VAT 22.88
£ 3,439.01
3461.89

EVEN THOUGH SOME AREAS ARE SHOWING OVER CUMULATIVE BUDGET YTD WE ARE WITHIN BUDGET OVERALL. SOME OF THESE EXCESSES ARE CAUSED BY ANNUAL FEES BEING FRONT LOADED AND BUDGETTING NOT BEING PHASED OVER THE YEAR. WE KNEW WE WOULD EXCEED OUR TRAINING BUDGET BUT THIS CAN BE COVERED BY RESERVES IF INCOME DOES NOT COVER THIS.

GRANT HAS BEEN ADVERSLEY AFFECTED BY REPAYMENT OF CCLGRANT THAT WAS RECEIVED LAST FINANCIAL YEAR.

October Income

Lloyds inv inc	31.96
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Natwest interest	0.01
------------------	------

31.97

vat repaid	122.1
------------	-------

154.07

vat to be reclaimed	
---------------------	--

VAT

Advertisers	£	20.00	£	4.00
--------------------	---	-------	---	------

£	20.00	£	4.00
---	-------	---	------

CIL	£ 6,132.36
------------	-------------------

Total net income	£ 6,326.43
------------------	------------

Total Gross inc	£ 6,334.43
-----------------	-------------------

CREDITED TO BANK October 2019

VAT

3.36

Vat Inc	£	22.88	Schedule	5.4
---------	---	-------	----------	-----

to repay		10.52
----------	--	-------

net vat	£ 22.88	to be reclaimed	3.6
---------	----------------	-----------------	-----

22.88

less sales	£	-
------------	---	---

Net Vat	£ 22.88	for return
----------------	----------------	------------

CASHBOOK October -December 2019

B/FWD 30TH SEPTEMBER 2019

£ 146,807.37

Opening Balances

Lloyds	£	16,210.13
Natwest BR	£	81.75
Natwest Ca	£	318.61
TRO	£	80,000.00
Lloyds 32 Day	£	50,196.88
	£	146,807.37 B/FWD

£ 146,807.37

Transaction Date Transaction Description

Debit Amount

Credit Amount

01/10/2019 FPI		£	24.00
01/10/2019 FPI		£	24.00
10/10/2019 DD	DACORUM BC 106561108	£	63.12
11/10/2019 BGC	DACORUM BC (cil)	£	6,132.36
16/10/2019 FPO	HERTS COUNTY COUNC	£	1.00
16/10/2019 FPO	HAPTC 19220/271	£	120.00
16/10/2019 FPO	HMRC	£	261.68
16/10/2019 SO	NMVHA	£	36.00
16/10/2019 SO	PAYBUREAU	£	21.60
16/10/2019 SO	NIKKI G BUGDEN	£	
16/10/2019 SO	DAVID DREW	£	
18/10/2019 DD	VODAFONE LTD 7040594061-1003	£	26.16
22/10/2019 FPO	HERTS COUNTY COUNC	£	1,007.79
22/10/2019 FPO	NICOLA GREENAWAYUNDERPAY OCT	£	0.20
28/10/2019 DD	INTUIT	£	32.40

Cashbook

£ 146,807.37 B/FWD

£ 3,439.01 debits on schedule (net)

£ 22.88 (vat)

6334.43 credits

£ 149,679.91 Closing cashbook balance 31/10/2019

14/10/2019	interest (Natwest Reserve Account)	£	0.01
31/10/2019	Interest (Lloyds Reserve Account)	£	31.96
31/10/2019	HMRC vat (to Natwest Account)	£	122.10
		£	3,099.36
		£	6,334.43

Lloyds closing £ 19,291.13

Natwest BR £ 81.76

Natwest Ca £ 440.71

TRO £ 80,000.00

Lloyds 32 Day £ 50,228.84

£ 150,042.44

£ 362.53

£ 149,679.91

31ST October 2019 Bank reconciliation

LGPS (Oct) payment not debited from bank

closing bank balance with adjustment


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

LG221 - Authorisation

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

LG221 Details

Payment Period	Oct ▾	2019 ▾
Empl	00226	
Please enter a brief description for this payment	Oct 2019 contributions, employer 00226	
Employer contribution % *	23.80	
Employer contribution to use %*	23.80	
Employer cash payments due in year (please pay 1/12th unless otherwise agreed)	£ 0.00	

Contribution Details

Full Scheme pensionable remuneration against which contribution calculated *	£	
50/50 Scheme pensionable remuneration against which contribution calculated *	£	0.00
Total pensionable remuneration against which contribution calculated *	£	
Employees Full Scheme contributions *	£	
Employers Full Scheme contributions *	£	
Employees 50/50 Scheme contributions *	£	0.00
Employers 50/50 Scheme contributions *	£	0.00
Employee's Additional contributions Pre 2014 *	£	0.00
Employee's Additional contributions Post 2014*	£	0.00
Employers lump sum in respect of annual payment due *	£	0.00
Employers shared Additional pension contribution *	£	0.00
Adjustment amount *	£	0.00
Please specify type of adjustment		
Total Payment*	£	
Remittance amount paid	£	

Reason for Discrepancy

Reason for Discrepancy	
------------------------	--

Payment Details

Payment method	BACS ▾
Payment date	16 ▾ Oct ▾ 2019 ▾
Bank: Barclays	Account name: Hertfordshire County Council - LGPS Account
Account number: 23601137	Sort Code: 20-17-68
Payment submitted by	Nikki Bugden
User Designation/Grade	RFO/CLERK
User Email address	

LG221

LG221

[Submit new LG221](#)[Cash only LG221](#)[Authorise required](#)[Rejected forms](#)

	CLERK@NASHMILLSPARISHCOUNCIL.GOV.UK
User Telephone number	
Payment to be authorised by	Nikki Bugden
Authoriser Designation/Grade	RFO
Authoriser Email address	clerk@nashmillsparishcouncil.gov.uk
Telephone number	
<div></div> <div></div>	

Version 3 Budget Summary 20/21

		Budget 2018/2019	Actual 0	Budget 19/20	Actual 19/20	Suggested 20/21	Suggested v3
total expenditure	£	39,227.80	£ 37,198.69	£ 41,976.92	£ 37,247.40	£ 42,397.95	£ 42,397.95
grants amount	£	12,510.70	£ 12,510.70	£ 10,812.14	£ 10,812.14	£ 10,812.14	£ 10,812.14
use of reserves				£ 2,800.00		£ 2,800.00	2800
Total Exp	£	26,717.10	£ 24,687.99	£ 28,364.78	£ 26,435.26		£ 28,785.81
Precept amount requested	£	28,500.03	£ 28,500.03	28364.78	28364.78	£ 28,785.81	28364.78
surplus from precept			£ 3,812.04		£ 1,929.52	£ 421.03	-£ 421.03

DRAFT V3

These figures are based on the summary attached and are subject to change.

Precept unchanged from last year

Reserves used for residents assoc grants.

Grants for community projects funded by reserves.

Cost of living salary increases of 3% budgeted for but will fall in line with national pay scale awards.

		Budget 2018/2019	Actual 0	estimated Budget 19/20	estimated Actual 19/20	Suggested 20/21	suggested v3
Use of reserves	£	39,227.80	£ 37,198.69	£ 41,976.92	£ 37,247.40	£ 42,397.95	£ 42,397.95
Total Expenditure			£ 37,198.69	£ 41,976.92	£ 37,247.40	£ 42,397.95	£ 45,197.95
Income			£ 42,792.63	£ 46,520.44		£ 46,520.44	£ 46,520.44
income						£ 40,388.08	this is minus cil
						-£ 2,009.87	shrtfall if no cil
						£ 6,132.36	potential cil
						£ 4,122.49	Surplus est Cil if the same as this yr

If we work to budget and income levels which have been estimated remain the same as this year we could have a surplus = the value of bank interest & magazine advertiser PLUS Cil

approx in excess of £4122 this year which would be rolled in to general reserves at the year end. if we do not receive any Cil income this figure could change to a shortfall of

£2009.87

Parish accounting has no accruals all surplus funds are rolled into general reserves and each financial year starts as a clean sheet.

Draft - Reserves Earmarking

2019-2021

DEBTORS			Reserves		Workings Out		
Election Costs	£	2,500.00	Est. awaiting true cost	Working Capital to end of yr	£	24,000.00	Average £4000 per month x 6
				Business contingency	£	17,000.00	£ 16,084.50 Clerk or Warden Cover (6mnths) , Replacement Laptop, Replacement Printer
				Tree surveys/maintenance	£	5,500.00	Trees in park will be costly for surveyrs and trimming- ball park figure to be used.
WANTED			Add to budget 20/21 or earmark	Items from 'wanted list'	£	1,000.00	£1000 grant in bank.
Noticeboard		£2,000	Earmark	Election costs for 2023	£	3,000.00	
New Bench		£1,500	Earmark	Election costs for 2027	£	3,000.00	
Daves list		£125.00	Budget				
				Community Support	£	10,000.00	Grants £1000 per annum for 5 yrs plus VE Day 75 grants an additional grants contingency
				Village Hall Support	£	20,000.00	potential grant request
				Community Projects	£	20,000.00	Remainder of verges ?? / playpark works ??/installation and additional costs of noticeboard
				Community Events		£1,000.00	Small reserve to cover additional insurances/licenses etc
				Earmarked projects		£10,000.00	Defib/phonebox/installation etc
				Grants awarded to NMPC			Grants awarded,conditional spends but still in NMPC balance figure
				CIL	£	9,501.28	Infrastructure only see CIL notes, potentially could be used for verges ?
				Groundworks Grant	£	1,000.00	New Noticeboard
					£	125,001.28	
					£	145,000.00	On account approx
					-£	125,001.28	Earmarked
					£	19,998.72	Remaining should be no more than 1 years precept in general reserves -ideally only 6 mnths
					£	19,998.72	will remain on general reserves and can be vired across to supplement exp if needed.

	BUDGET 2018/2019	Budget 19/20	Estimated Y/E 19/20	Suggested 2020-2021	Notes	increase to 19/20 budget	
Staff costs (inc HMRC)	£				includes allowance for 3% cost of living rise plus additional salary point if Cilca passed.	£ 693.00	8577.72
OT/Backpay.				£ 435.90	max 5 hrs per month but 50% could be claimed as toil (probably 100% claimed as toil)	£ 435.90	7446
Office /Energy/Fuel/Expenses	£	656.50	£ 750.00	£ 93.00	£18 per month allowance £216.00 included under salaries	-£ 750.00	
PO Box			£ 300.00	£ 300.00	fixed cost	£ -	
Communications/Mobile	£	606.00	£ 360.00	£ 360.00	Clerk Mobile @ £25 pm	£ -	3
Clerk's Pension	£	4,934.00	£ 4,500.00	£ 3,354.12	reduce slightly	-£ 500.00	
Parish Magazine	£	843.00	£ 1,095.00	£ 1,325.00	Increase required as number increased £515 X 3	£ 450.00	
Delivery of Magazine	£	255.00	£ 300.00	£ 270.00	Increase required as number increased £120 per delivery	£ 60.00	
Printing (office supplies)	£	15.00	£ 250.00	£ 250.00		£ -	
Subs -SLCC/ICO/HAPTC	£	1,080.70	£ 1,200.00	£ 1,000.00	WE WILL BE ADVISED OF FIGURES FOR NEXT YEAR SHORTLY	-£ 100.00	
Parish Insurance	£	928.00	£ 856.48	£ 813.56	INCREASE 5%	-£ 2.24	£ 40.68
Election costs	£	-	£ 500.00	£ 500.00	waiting to find out what cost were for this year (approx £2k every 4 yrs)	£ -	
Equipment replacement	£	-	£ -	£ -	as required - reserve contingency	£ -	
Press Advertising	£	30.00	£ 45.00	£ 45.00		£ -	
Petty Cash	£	75.00	£ 50.00	£ -	NOT TO BE HELD	-£ 50.00	
Internal Audit	£	360.00	£ 378.00	£ 360.00	Not increased for a few years so increased by 5%	£ -	£ 18.00
External Audit Fee	£	200.00	£ 240.00	£ 200.00	inc slightly	£ -	
Competition prizes	£	30.00	£ 30.00	£ 30.00		£ -	
Website Maintenance			£ 100.00	£ 100.00	is this enough?	£ -	
ICT/licenses/IT support/Indesign	£	630.00	£ 723.72	£ 845.00	annual IT costs £764.04	£ 76.28	Web hosting (netnerd) £35.99 Annual Dec
domain hosting	£	80.00	£ 50.00	£ 80.00	actual £80.00	£ 30.00	Office 365 Licence £135.36 Annual March
Bank Charges	£	-		£ 46.00	in case of bank chaps pyts x2	£ 46.00	Adobe Licence £198.68 Annual March
Residents' Assoc Initiative			£ 800.00	£ 800.00	always comes from reserves but should we budget for this going forward?	£ 200.00	IT Support £70.00 Annual March
		£ 2,000.00	£ 2,000.00	£ -	use of reserves	-£ 2,000.00	plus quickbooks £ 324.00 as inc to £27 pm
	£ 28,082.20	£ 31,228.20	£ 28,130.68	£ 29,817.14	1411.062		
Grants	£	20.00	£ 20.20		do we need to increase this? Normally from reserves ??? include figure from above?	-£ 20.20	
Conferences / Training Courses	£	50.00	£ 500.00	£ 1,325	cilca £250 National Conference £375 plus courses, £70 each x 10	£ 825.00	
Dog bags	£	147.03	£ 200.00	£ 394.44	increase	£ 200.00	
AED Defib	£	-	£ -	£ -		£ -	£1,453.14
Misc	£	10.00	£ -		potential surplus if precept remains unchanged 603.97	£ -	
Tommies	£	-	£ -	£ -		£ -	
Contingencies			£ 300.00	£ 300.00	removed	-£ 300.00	
Grit			£ -	£ -	Free	£ -	
Payroll charges	£	190.80	£ 260.00	£ 216.00	increase by 5% ?	-£ 33.20	10.8
EXP FROM PRECEPT & RESERVES	£	28,500.03	£ 32,508.40	£ 29,041.12	739.462		
Street Furniture Maint	£	650.00	£ 650.00	£ -	included below MERGE CELLS	-£ 650.00	
Repairs/Signs/Fencing	£	900.00	£ 900.00	£ 400.00	decrease?	£ 300.00	
Misc (Wickstead)	£	95.00	£ 95.00	£ 120.00	increase 1 annual plus 3 quarterly inspections 232 + 110x3	£ 467.00	
Hire Costs (village hall)	£	489.72	£ 396.00	£ 385.00		£ -	£ 19.25
Warden Salary	£				nd allowance for 3% cost of living rise for April 2020 grant £8040	£ -	
Tools and replacement equipment	£		£ 72.60	£ 72.60	MERGE CELLS 39 39 43	-£ 72.60	
Garage Rent	£	610.56	£ 757.44	£ 631.20	increase by 5%	-£ 94.68	£ 31.56
	£ 10,727.77	£ 9,468.52	£ 8,206.28	£ 10,629.01	Total Grants Received to cover this area £10812 - potential overspend in this grant area 182.99	£ 182.99	£ 182.99
Total Exp	£	39,227.80	£ 41,976.92	£ 37,247.40		£ 421.03	£ 182.99
reserves		-£ 2,800.00		£ 2,800.00		-£ 1,160.49	
				£ 45,197.95		421.03	

what other expenditure do we need to consider for the budget

logo
new laptop
noticeboard-grant
grants

CHANGE TO BUDGET FROM 2019/20 C46-E46

nikki check dave salary once agreed by personnel

5137 MONIES NOT USED FOR 2018/19

BUT SUM WOULD HAVE BEEN £7.86 per head

2487 electoral roll

NIL USED

19/20 expenditure	£	41,976.92
plus elections	£	2,000.00
RAI	£	800.00
19/20 exp inc re	£	44,776.92

Budgeted income		
precept	£	28,364.78
use of reserves	£	2,800.00
warden grant	£	8,074.82
concurrent servi	£	1,468.39
council tax suppl	£	1,268.93
	£	41,976.92

Net of VAT

Ref: Arqiva Site Number: 217102

24th October 2019

The Parish Clerk
Mrs Nikki Bugden
Nash Mills Parish Council
PO Box 1602
Hemel Hempstead
Herts
Herts
HP1 9ST

Dear Sir or Madam,

**Proposed communications installation for Arqiva at Hemel Hempstead
Nash Green, Gade Tower, Nash Tower, Nash Mills, Hemel Hempstead,
Herefordshire, HP3 8AE**

WHP act as agents for Arqiva.

This letter is to draw your attention to a forthcoming formal planning submission to be submitted by WHP on behalf of Arqiva for an upgrade to existing equipment. The purposes of this letter are to give you details of this minor upgrade, supply the drawings and to provide contact details should you wish to enquire about it.

Arqiva owns, hosts and operates shared radio telecommunications infrastructure. It owns and operates the UK's TV and radio broadcasting transmitter network and it hosts a large number of other radio communications services on its sites.

Please see below further information on the proposal:

Precise location

Hemel Hempstead Nash Green
Gade Tower
Nash Tower
Nash Mills
Hemel Hempstead
Herefordshire
HP3 8AE

NGR E: 506989, N: 204850

Description of proposed development:

PROPOSED EE 1No. HUAWAI ATR4518R4v06 ANTENNA AT 35.0m MEAN HEIGHT, BEARING 240° E.T.N. I.D. No. 451343 TO BE INSTALLED ON PROPOSED YOKE BRACKET.

PROPOSED EE 1No. L26 RRU 3262 I.D. No. 451378 TO BE INSTALLED ON SLOPING POLE BRACKET.

PROPOSED EE 1No. BOB I.D No. 457780 TO BE INSTALLED ON REAR OF SLOPING POLE BRACKET.

PROPOSED EE 3No. BOB's I.D No. 619268 TO BE INSTALLED ON WITHIN EQUIPMENT ROOM H3G & EE.

PROPOSED EE 3No. HYBRID CABLES TO BE INSTALLED. EXISTING CABLE MANAGEMENT TO BE UTILISED.

PROPOSED 2No. STAND-OFF BRACKETS c/w 2No. CHS Ø60.3x5.0mm LONG ANTENNA SUPPORT POLES.

PROPOSED 1No. TRIPOD c/w 1No. CHS Ø114.3x5.0mm, 4.0m LONG ANTENNA SUPPORT POLE TO BE INSTALLED c/w 3No. CONCRETE PLINTHS. EXISTING FREESTANDER TO BE REMOVED.

PROPOSED 1No. YOKE BRACKET c/w 2No. CHS Ø60.3x5.0mm, 3.5m LONG ANTENNA SUPPORT POLES.

PROPOSED EE 1No. HUAWAI ATR4518R4v06 ANTENNA AT 36.55m MEAN HEIGHT, BEARING 120° E.T.N. I.D. No. 451341 TO BE INSTALLED ON PROPOSED STAND-OFF BRACKET.

PROPOSED EE 1No. L26 RRU 3262 I.D. No. 451377 TO BE INSTALLED ON EXISTING MOUNTING RAIL FIXED TO FREESTANDING HANDRAIL.

PROPOSED EE 1No. BOB I.D No. 451381 TO BE INSTALLED ON EXISTING MOUNTING RAIL FIXED TO FREESTANDING HANDRAIL.

PROPOSED EE 1No. HUAWAI ATR4518R4v06 ANTENNA AT 36.55m MEAN HEIGHT, BEARING 0° E.T.N. I.D. No. 451340 TO BE INSTALLED ON PROPOSED STAND-OFF BRACKET.

PROPOSED EE 1No. L26 RRU 3262 I.D. No. 451376 TO BE INSTALLED ON EXISTING MOUNTING RAIL FIXED TO FREESTANDING HANDRAIL.

PROPOSED EE 1No. BOB I.D No. 451380 TO BE INSTALLED ON EXISTING MOUNTING RAIL FIXED TO FREESTANDING HANDRAIL.

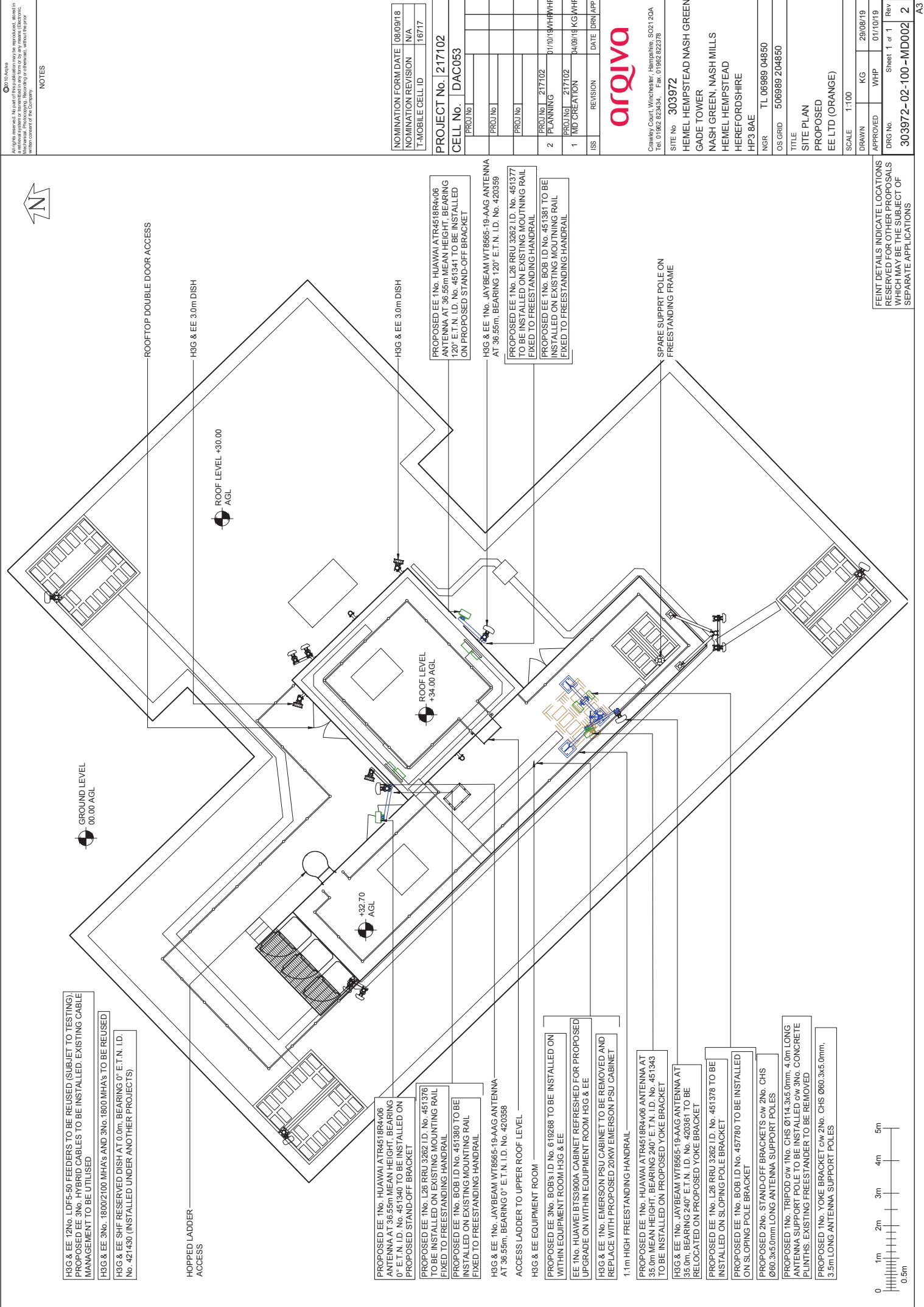
Arqiva is committed to keeping local communities informed of its plans and this letter includes details about the proposal and provides contact details should you wish to make further enquiries.

We are preparing to make an application to the local planning authority and it is possible that in due course the authority may notify you about it.

If you have any comments about the proposal please contact us within the next ten days so that your views can, if practicable, be taken into account before we make the application.

My contact details are given below.

Arqiva
01223 312231
arqiva@arqiva.com



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NOTES

NOMINATION FORM DATE	08/09/18
NOMINATION REVISION	N/A
T-MOBILE CELL ID	16717

PROJECT No.	217102
CELL No.	DAC053

PROJ No.	
PROJ No.	
PROJ No.	

PROJ No.	217102	01/10/19	WH/WHF
2	PLANNING		
PROJ No.	217102	24/09/19	KG/WHF
1	MD CREATION		

ISS	REVISION	DATE	DRN APP
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Crawley Court, Winchester, Hampshire, SO21 2QA
Tel: 01962 823434, Fax: 01962 822378

SITE No.	303972
HEMEL HEMPSTEAD NASH GREEN	
GADE TOWER	
NASH GREEN, NASH MILLS	
HEMEL HEMPSTEAD	
HEREFORDSHIRE	
HP3 8AE	
NGR	TL 06989 04850
OS GRID	506989 204850

TITLE	
SITE PLAN	
PROPOSED	
EE LTD (ORANGE)	

SCALE	1:100
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DRAWN	KG	29/08/19
APPROVED	WHP	01/10/19

DRG No.	Sheet 1 of 1	Rev
303972-02-100-MD002	2	



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NOTES

H3G & EE 1No. EMERSON PSU CABINET TO BE REMOVED AND REPLACED WITH PROPOSED 20KW EMERSON PSU CABINET

H3G & EE 1No. HUAWEI BTS3900A CABINET REFRESHED FOR PROPOSED UPGRADE

H3G & EE 1No. OPTIMA CABINET

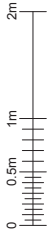
PROPOSED EE 3No. BOB's LD No's: 619268 TO BE INSTALLED ON PROPOSED UNISTRUT FRAME WITHIN EQUIPMENT ROOM

1No. 30 WAY ROXTEC GLAND WITH 15 WAY FREE SPACE

H3G & EE 1No. AC DISTRIBUTION BOARD

2No. VENT AXIAL FANS

H3G & EE EQUIPMENT ROOM PLAN



FEINT DETAILS INDICATE LOCATIONS RESERVED FOR OTHER PROPOSALS WHICH MAY BE THE SUBJECT OF SEPARATE APPLICATIONS

NOMINATION FORM DATE	08/09/18
NOMINATION REVISION	N/A
T-MOBILE CELL ID	16717

PROJECT No.	217102
CELL No.	DAC053

PROJ No.	
PROJ No.	
PROJ No.	

PROJ No.	217102	01/10/19	WH/WHF
2	PLANNING		
PROJ No.	217102		
1	MD CREATION	24/09/19	KG/WHF

ISS	REVISION	DATE	DRN APP
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Crawley Court, Winchester, Hampshire, SO21 2QA
Tel: 01962 823434, Fax: 01962 822378

SITE No 303972

HEMEL HEMPSTEAD NASH GREEN
GADE TOWER
NASH GREEN, NASH MILLS
HEMEL HEMPSTEAD
HEREFORDSHIRE
HP3 8AE

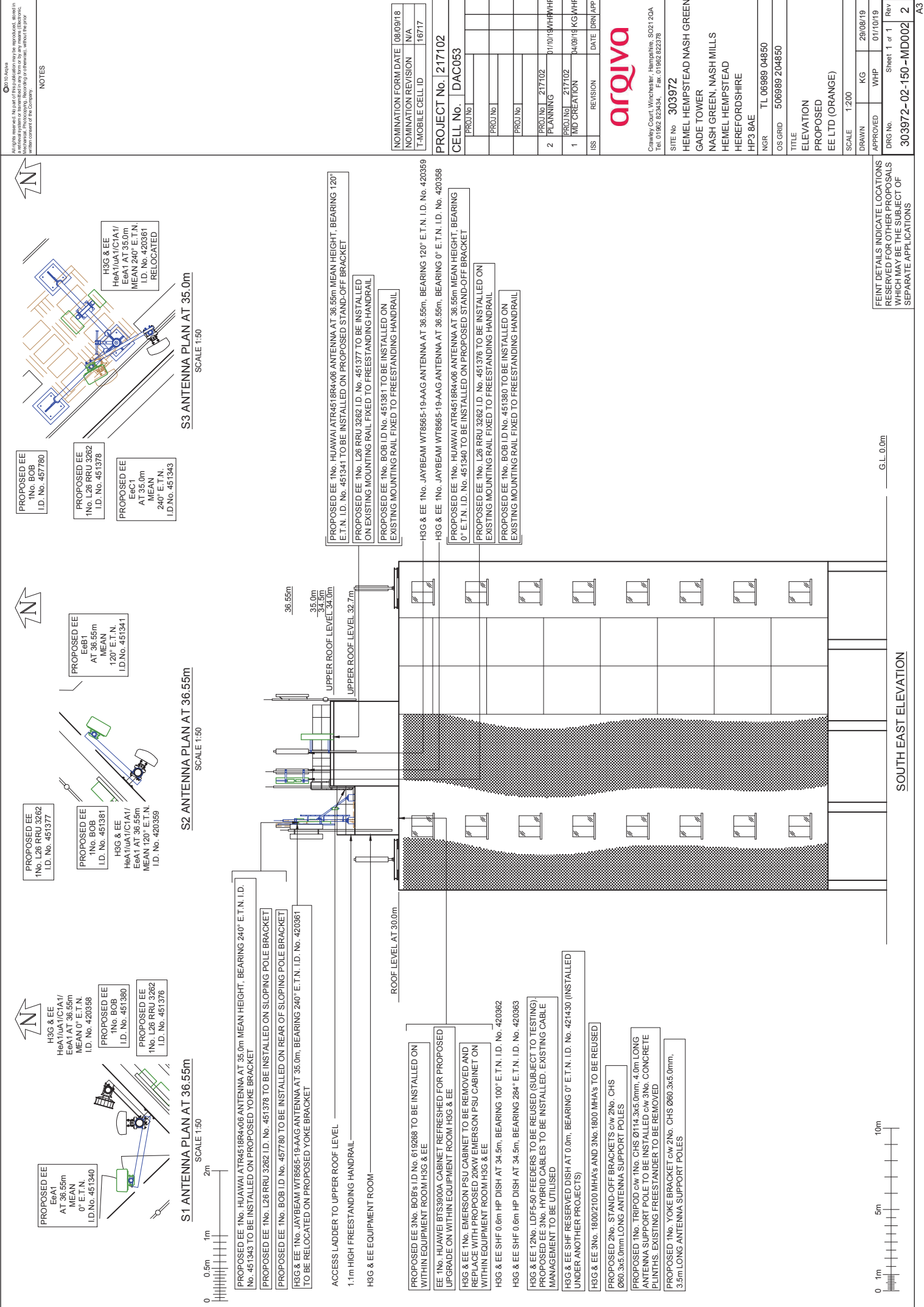
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TITLE	EQUIPMENT PLAN PROPOSED EE LTD (ORANGE)
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SCALE	1:50
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DRAWN	KG	29/08/19
APPROVED	WHP	01/10/19

DRG No.	Sheet 1 of 1	Rev
303972-02-101-MD002	2	



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NOMINATION FORM DATE 08/09/18		NOMINATION REVISION N/A	
T-MOBILE CELL ID 16717		PROJECT No. 217102	
CELL No. DAC053		PROJ No.	
		PROJ No.	
		PROJ No.	
2 PLANNING		01/10/19 WH/HPH	
1 MD CREATION		24/09/19 KG/WHF	
ISS	REVISION	DATE	DRN APP
arqiva			
Crawley Court, Winchester, Hampshire, SO21 2QA Tel: 01962 823434, Fax: 01962 822378			
SITE No 303972			
HEMEL HEMPSTEAD NASH GREEN			
GADE TOWER			
NASH GREEN, NASH MILLS			
HEMEL HEMPSTEAD			
HEREFORDSHIRE			
HP3 8AE			
NGR TL 06989 04850			
OS GRID 506989 204850			
TITLE ELEVATION PROPOSED EE LTD (ORANGE)			
SCALE 1:200			
DRAWN	KG	29/08/19	
APPROVED	WHP	01/10/19	
DRG No.	Sheet 1 of 1	Rev	
303972-02-150-MD002		2	



To Residents / Businesses

**Highways & Environment
Hertfordshire County Council
Integrated Transport Project
County Hall
Pegs Lane
Hertford, Herts SG13 8DF
www.hertfordshire.gov.uk**

Date: 4 November 2019

Dear Sir / Madam,

Kings Langley Junction Improvements Scheme

The Highway Improvements Group (HIG) of Hertfordshire County Council (HCC) has been developing proposals to enhance pedestrian facilities in the Kings Langley area in Hemel Hempstead, namely the junction of London Road with Nash Mills Lane, in accordance with Safer Routes to School programme.

The primary aim of the scheme is to improve pedestrian accessibility by providing new pedestrian controlled crossing facilities on Nash Mills Lane and Hempstead Road at Kings Langley junction. This aims at improving safety for vulnerable road users and promoting sustainable travel.

The proposals can be viewed in greater detail on the drawing HC G-I1702.87 01 which is enclosed to this letter. The key components of the scheme are:

- New pedestrian controlled crossing facilities on Nash Mills Lane and Hempstead Road
- Resurface the existing footways on Nash Mills Lane, Rucklers Lane and Hempstead Road near junction with Hempstead Road
- Amend and refresh road markings in the centre of Kings Langley junction to improve vehicular movements
- Kerb build-outs on Rucklers Lane, Nash Mills Lane and Hempstead Road
- Vegetation clearance on footways
- Upgrade existing signage

We now invite you to provide any feedback you may have, specific to the outlined proposals, and request that it is submitted by Monday 25 November 2019. This can be done via an online survey tool using the following link:

<https://surveys.hertfordshire.gov.uk/s/Kingslangleyproposal/>.

Alternatively, if you would like a paper copy of the online survey please make a request using the details provided above.



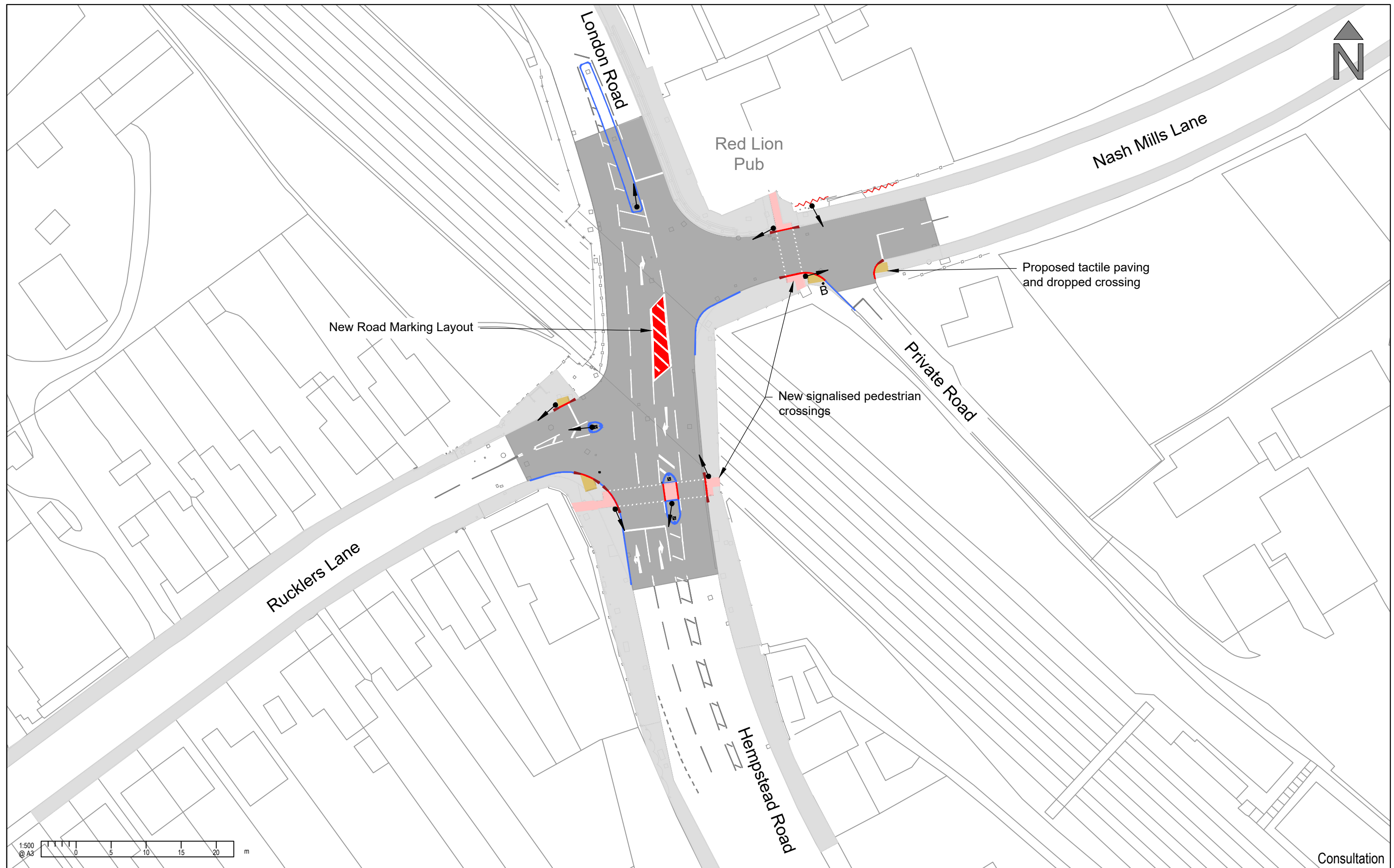
All comments received in relation to this scheme will be considered as part of the decision-making process and to make recommendations to the scheme Sponsor within HCC.







Please note that HCC may not be able to respond to all comments or questions individually. Your personal details will not be published. It is helpful if we know where you live in order to analyse your specific feedback in the context of those made from the wider area. Details given will be stored securely for the duration of the scheme. This data is shared with our third party consultants and contractors who are acting under contract with us for delivering this scheme.

If you have any concerns regarding highway issues or wish to report a highway fault you can do so online via www.hertfordshire.gov.uk/faultreporting/ or telephone 0300 123 4047.

Yours faithfully,

PS: If you have any concerns regarding highway issues or wish to report a highway fault you can do so online via www.hertfordshire.gov.uk/highwayfaults or telephone 0300 123 4047.



Key:	Description:
	Carriageway resurfacing
	Footway
	Kerb
	New red blister paving
	New buff blister tactile paving
	Traffic light



Planning and Regeneration

The Forum, Marlowes, Hemel Hempstead, Herts, HP1 1DN

Email: planning@dacorum.gov.uk Telephone: 01442 228671

www.dacorum.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling. Town and Country Planning Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

1. Site Address

Number	<input type="text" value="6"/>
Suffix	<input type="text"/>
Property name	<input type="text"/>
Address line 1	<input type="text" value="The Leas"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Hemel Hempstead"/>
Postcode	<input type="text" value="HP3 8BP"/>

Description of site location must be completed if postcode is not known:

Easting (x)	<input type="text" value="507357"/>
Northing (y)	<input type="text" value="205051"/>

Description

2. Applicant Details

Title	<input type="text"/>
First name	<input type="text"/>
Surname	<input type="text"/>
Company name	<input type="text"/>
Address line 1	<input type="text" value="6, The Leas"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city	<input type="text" value="Hemel Hempstead"/>
Country	<input type="text"/>

2. Applicant Details

Postcode	HP3 8BP
Primary number	
Secondary number	
Fax number	
Email address	

Are you an agent acting on behalf of the applicant? ☒ Yes ☐ No

3. Agent Details

Title	Mr
First name	neil
Surname	johnson
Company name	wrendesigns
Address line 1	
Address line 2	
Address line 3	
Town/city	
Country	
Postcode	
Primary number	
Secondary number	
Fax number	
Email	

4. Description of Proposed Works

Please describe the proposed works:

alterations to roof to form room in roof with rear dormer and pitched roof over existing extension.

Has the work already been started without consent? ☐ Yes ☒ No

5. Materials

Does the proposed development require any materials to be used? ☒ Yes ☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material):

Walls	
Description of existing materials and finishes (optional):	bricks
Description of proposed materials and finishes:	to match

5. Materials

Roof	
Description of existing materials and finishes (optional):	tiles
Description of proposed materials and finishes:	clay interlocking tiles

Windows	
Description of existing materials and finishes (optional):	UPVC
Description of proposed materials and finishes:	UPVC

Are you supplying additional information on submitted plans, drawings or a design and access statement? ☒ Yes ☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

wren naj 35 2019
wren naj 35a 2019

6. Trees and Hedges

Are there any trees or hedges on your own property or on adjoining properties which are within falling distance of your proposed development? ☐ Yes ☒ No

Will any trees or hedges need to be removed or pruned in order to carry out your proposal? ☐ Yes ☒ No

7. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Do the proposals require any diversions, extinguishment and/or creation of public rights of way? ☐ Yes ☒ No

8. Parking

Will the proposed works affect existing car parking arrangements? ☐ Yes ☒ No

9. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? ☒ Yes ☐ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☒ The agent
☐ The applicant
☐ Other person

10. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☒ No

11. Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff

11. Authority Employee/Member

(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

☐ Yes ☒ No

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

12. Ownership Certificates and Agricultural Land Declaration

CERTIFICATE OF OWNERSHIP - CERTIFICATE A - Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant was the owner* of any part of the land or building to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding**

* 'owner' is a person with a freehold interest or leasehold interest with at least 7 years left to run. ** 'agricultural holding' has the meaning given by reference to the definition of 'agricultural tenant' in section 65(8) of the Act.

NOTE: You should sign Certificate B, C or D, as appropriate, if you are the sole owner of the land or building to which the application relates but the land is, or is part of, an agricultural holding.

Person role

- ☐ The applicant
☒ The agent

Title

First name

Surname

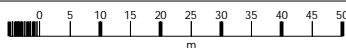
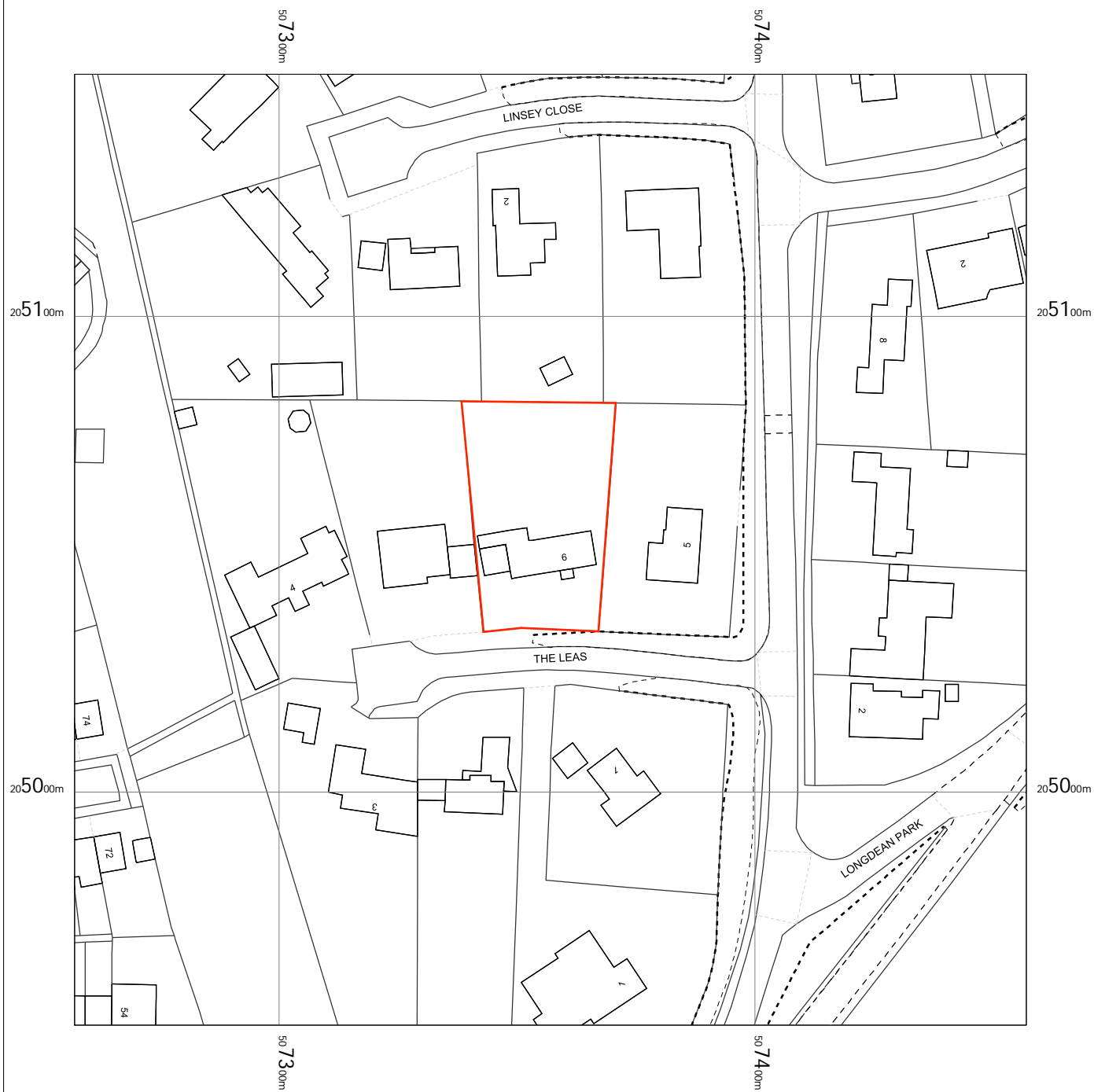
Declaration date (DD/MM/YYYY)

☒ Declaration made

13. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them. ☒

Date (cannot be pre-application)

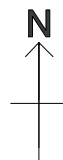


6 The Leas, Hemel Hempstead,
Hertfordshire, HP3 8BP

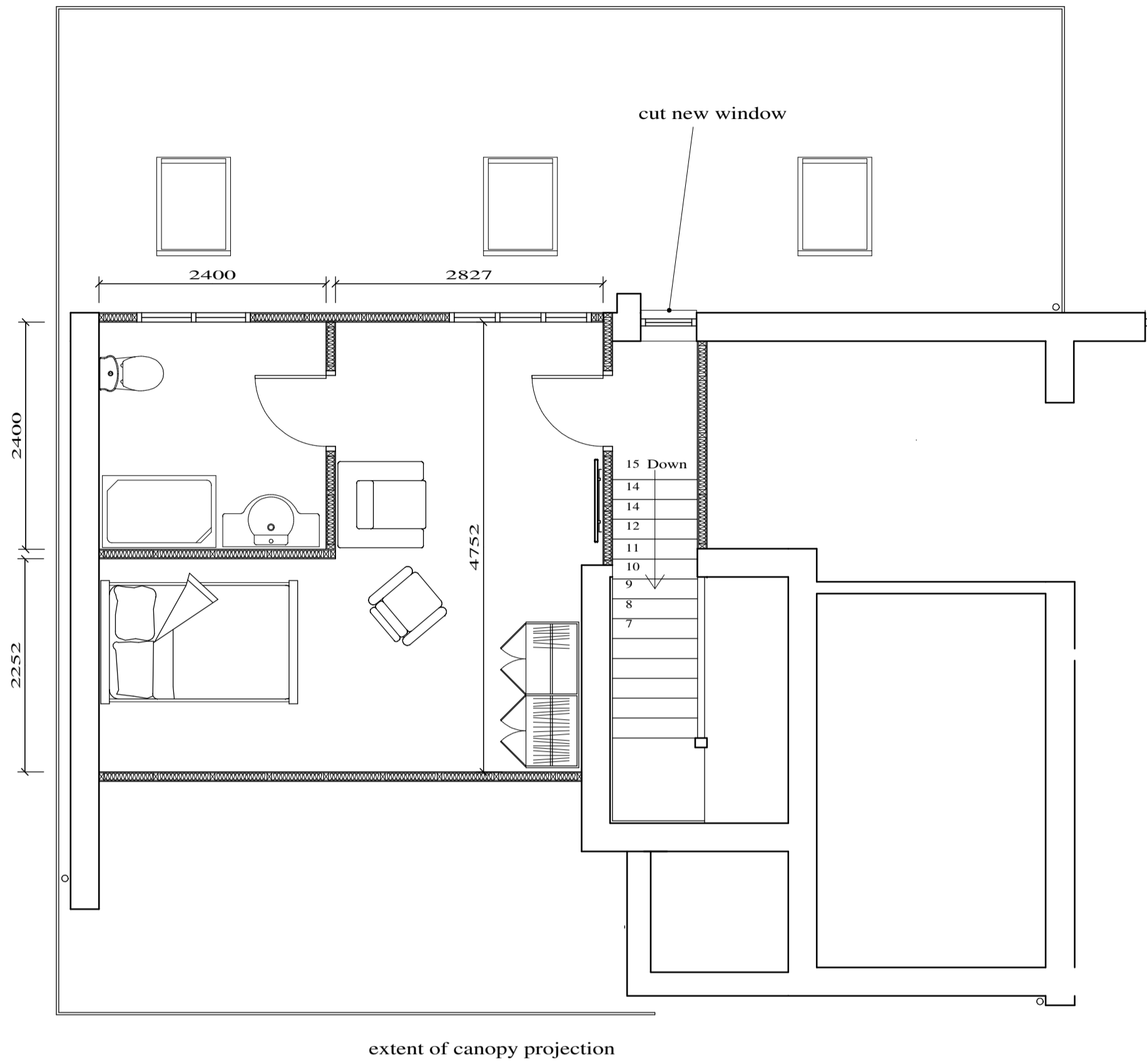
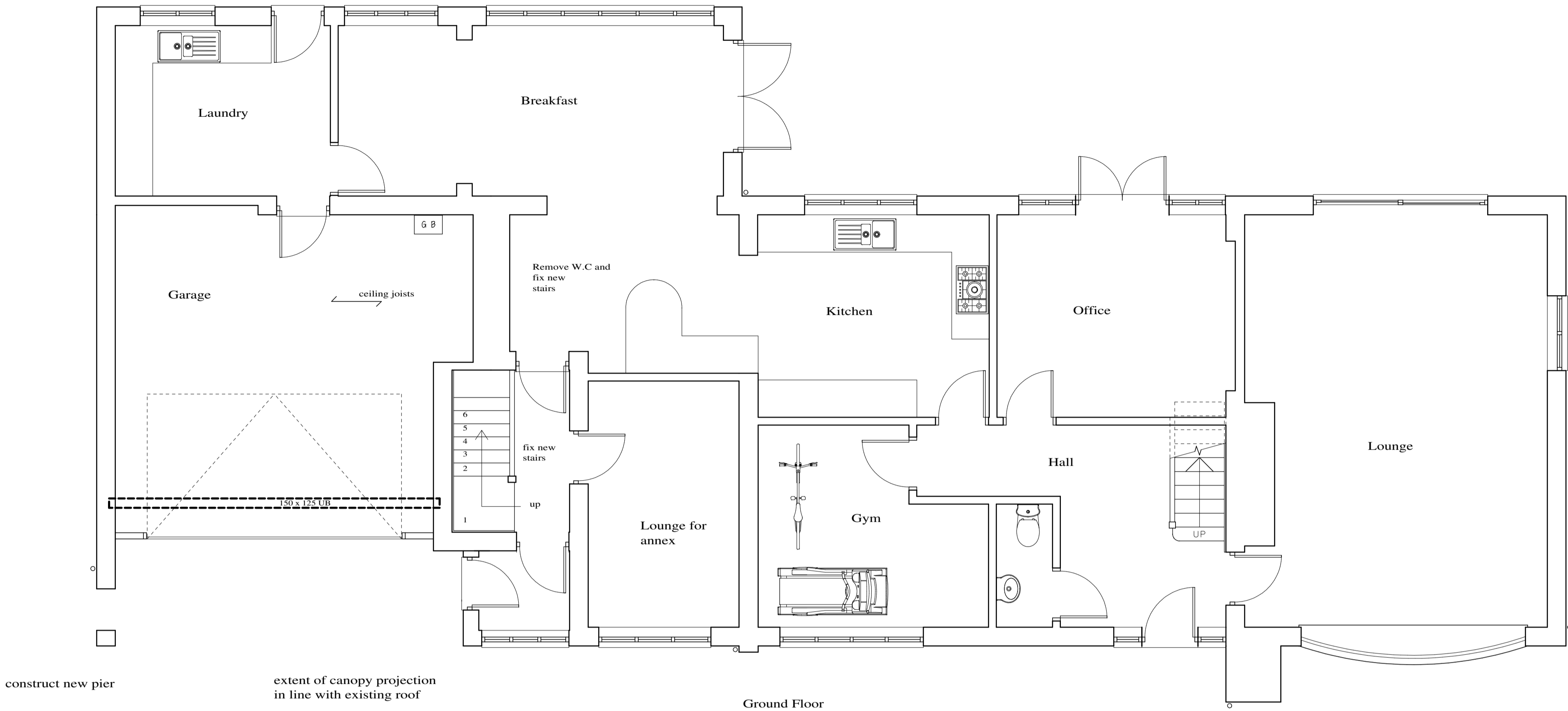
OS MasterMap 1250/2500/10000 scale
Wednesday, May 15, 2019, ID: CM-00799812
www.centremapslive.co.uk

1:1250 scale print at A4, Centre: 507357 E, 205051 N

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FOR A BETTER POINT OF VIEW



This drawing is for planning and Building Regulations purposes only. Everyday hazards likely to be obvious to a competent contractor and unforeseeable hazards and risks have not been indicated.



Wren Designs
Planning & Building Consultants • Land Agent
Tel: 01442 263081
1 Thistlecroft, Hemel Hempstead, Herts HP1 1PB

CLIENT: Mr and Mrs Wise

PROPOSED: Roof extension and rear dormer to provide Granny annex

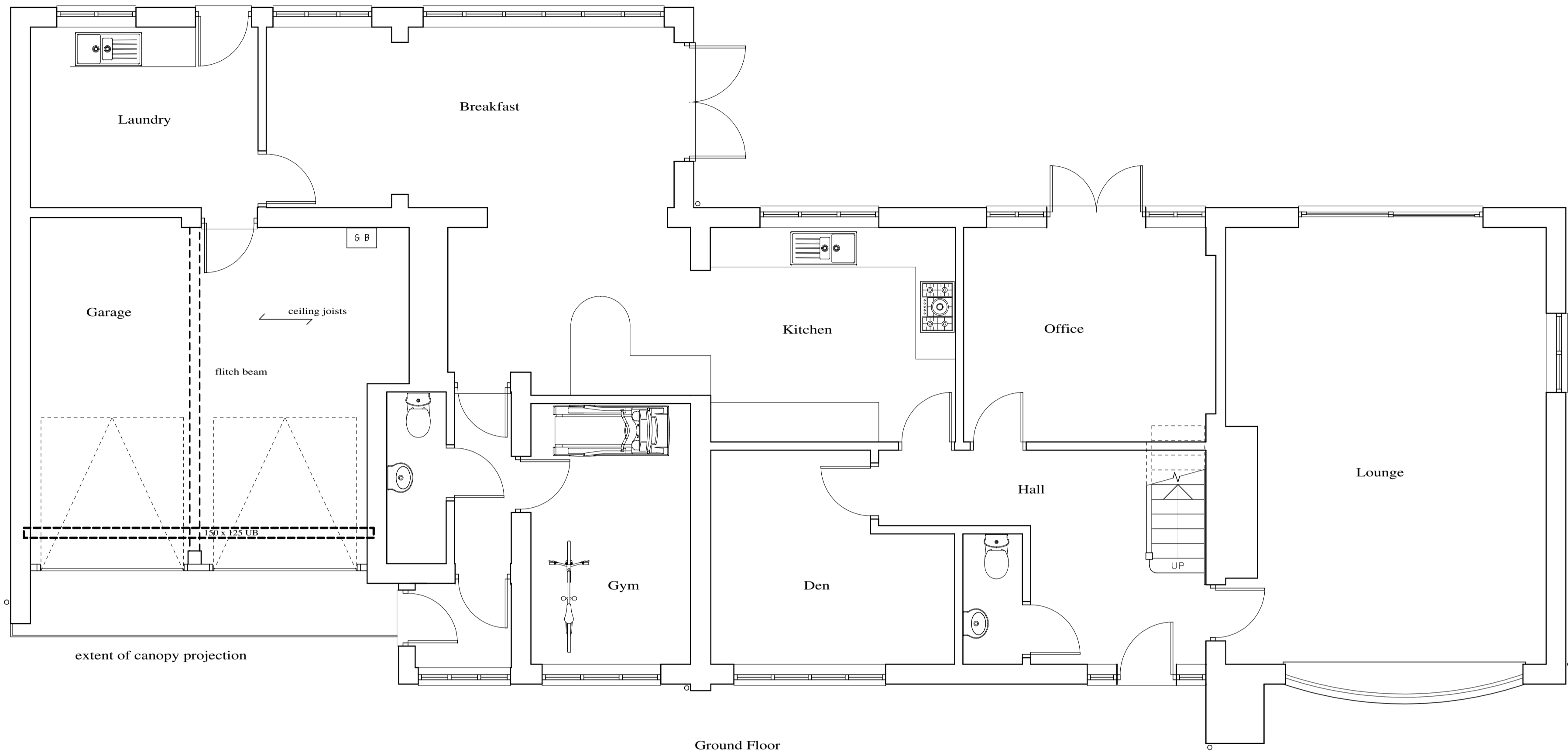
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Hemel Hempstead

SCALE: 1:50,1:100,1:200

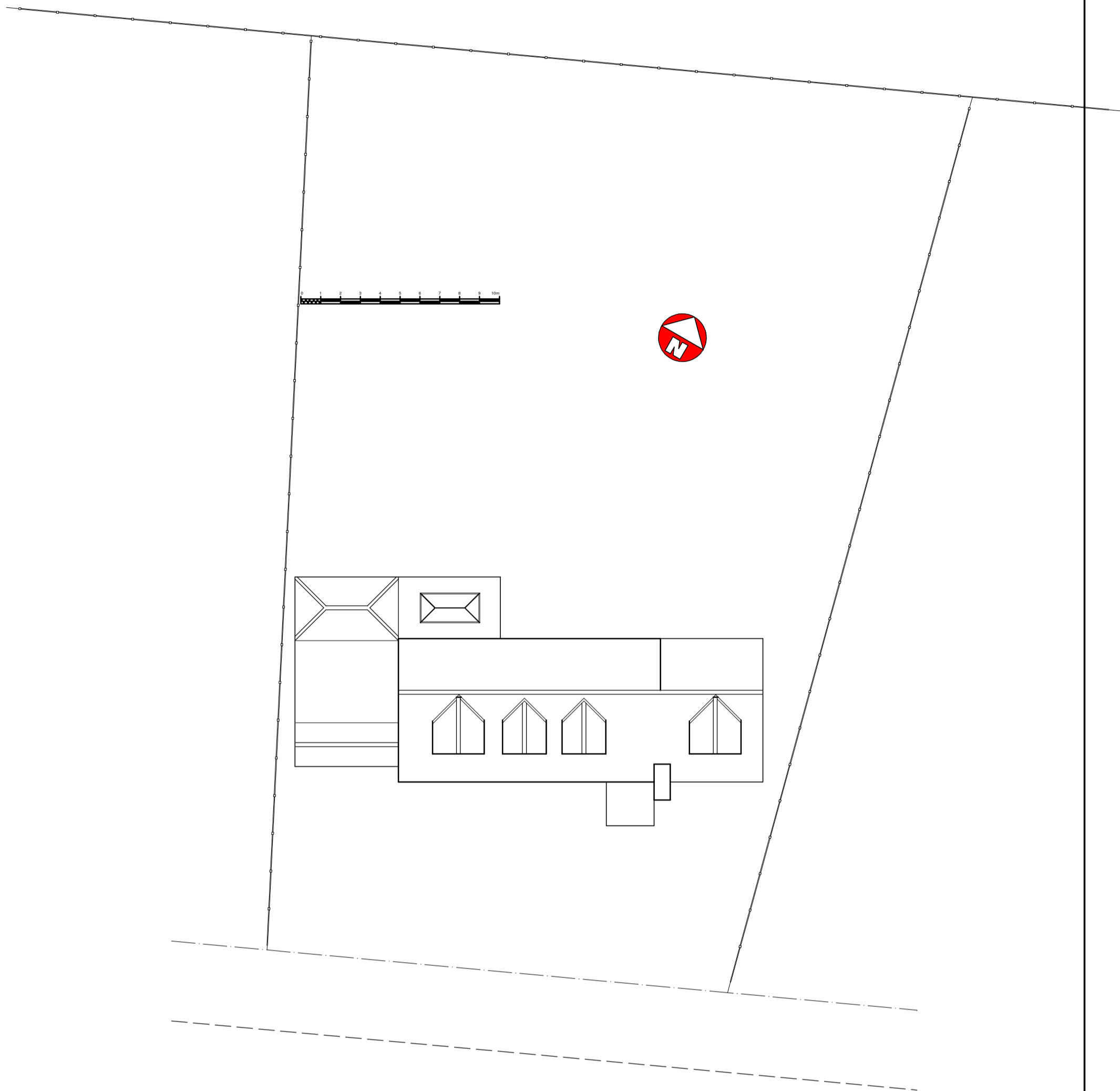
DATE: 14/10/2019

REF: wren naj 35c 2019

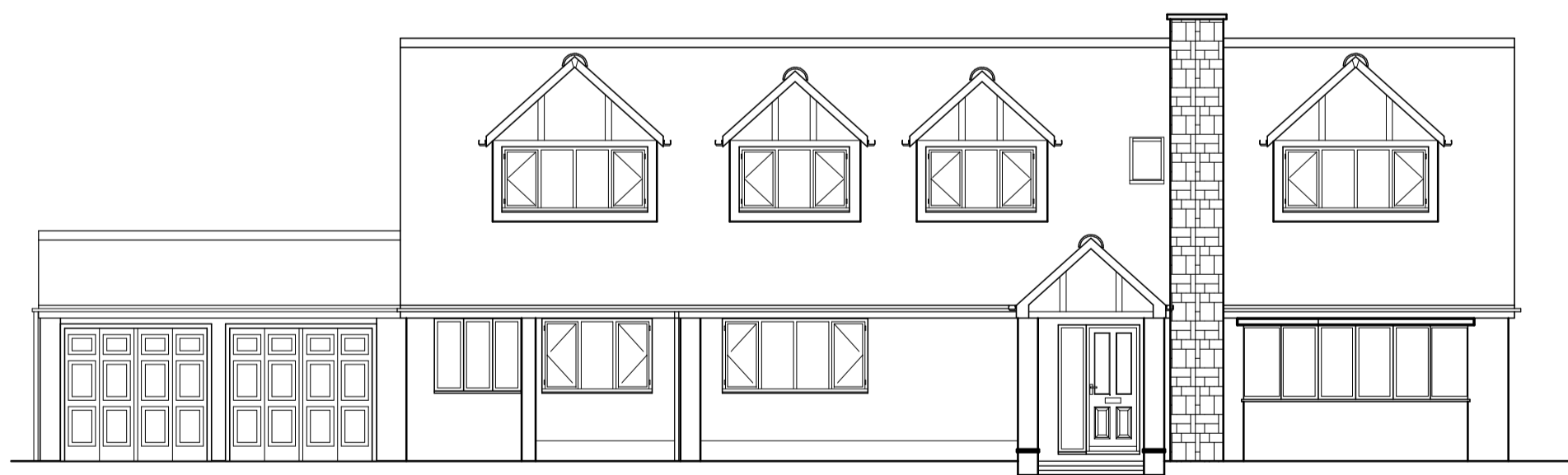
REVISION: A



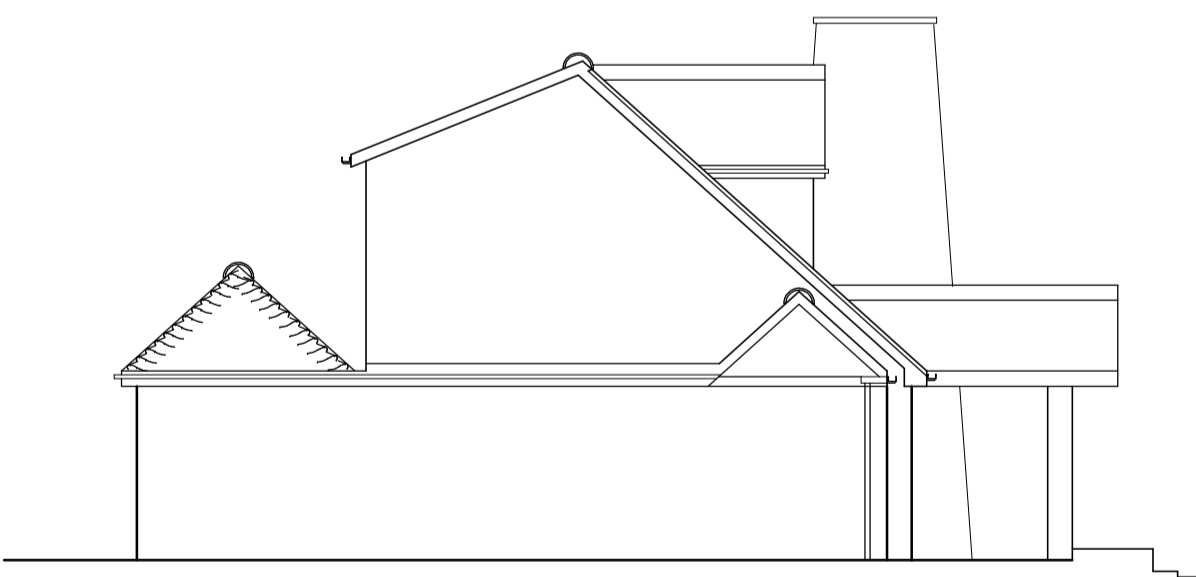
Ground Floor



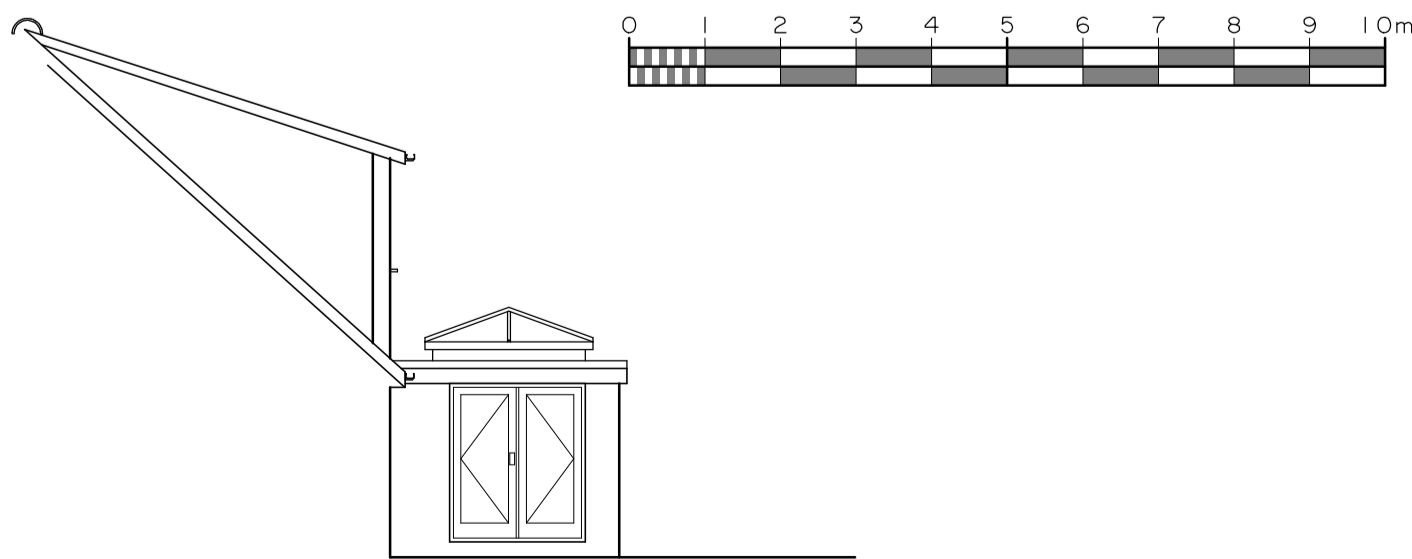
The Leys



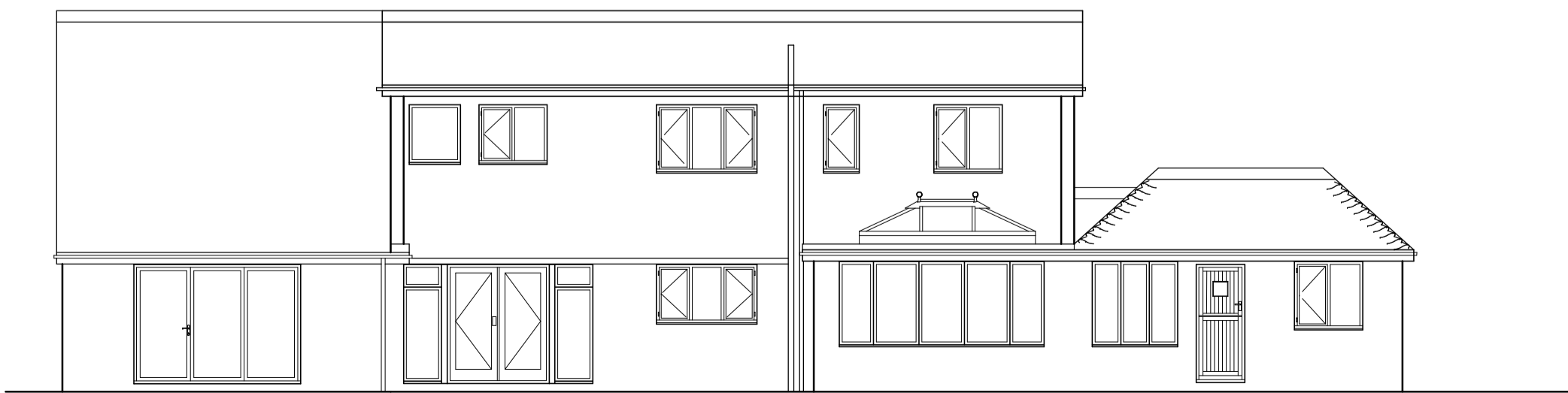
Front



Side



Side



Rear

This drawing is for planning and Building Regulations purposes only. Everyday hazards likely to be obvious to a competent contractor and unforeseeable hazards and risks have not been indicated.



Wren Designs
Planning & Building Consultants • Land Agent
Tel: 01442 263081
1 Thistlecroft, Hemel Hempstead, Herts HP1 1PB

CLIENT: Mr and Mrs Wise

PROPOSED: Existing plans

LOCATION: 6 The Leys
Hemel Hempstead

SCALE: 1:50, 1:100, 1:200

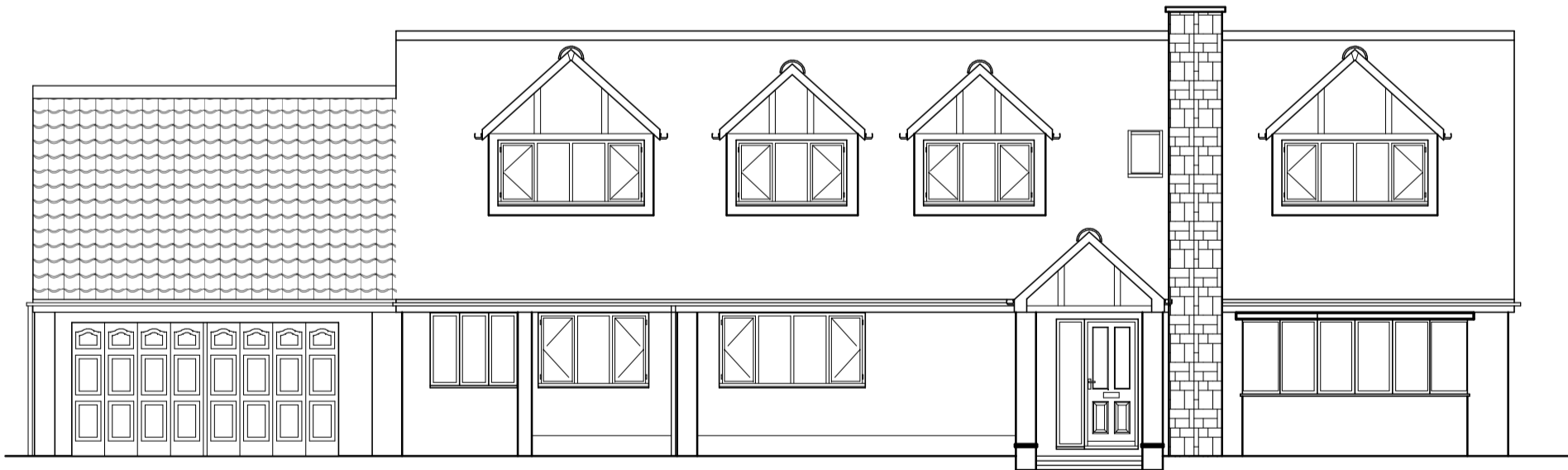
DATE: 06/05/2019

REF: wren naj 35 2019

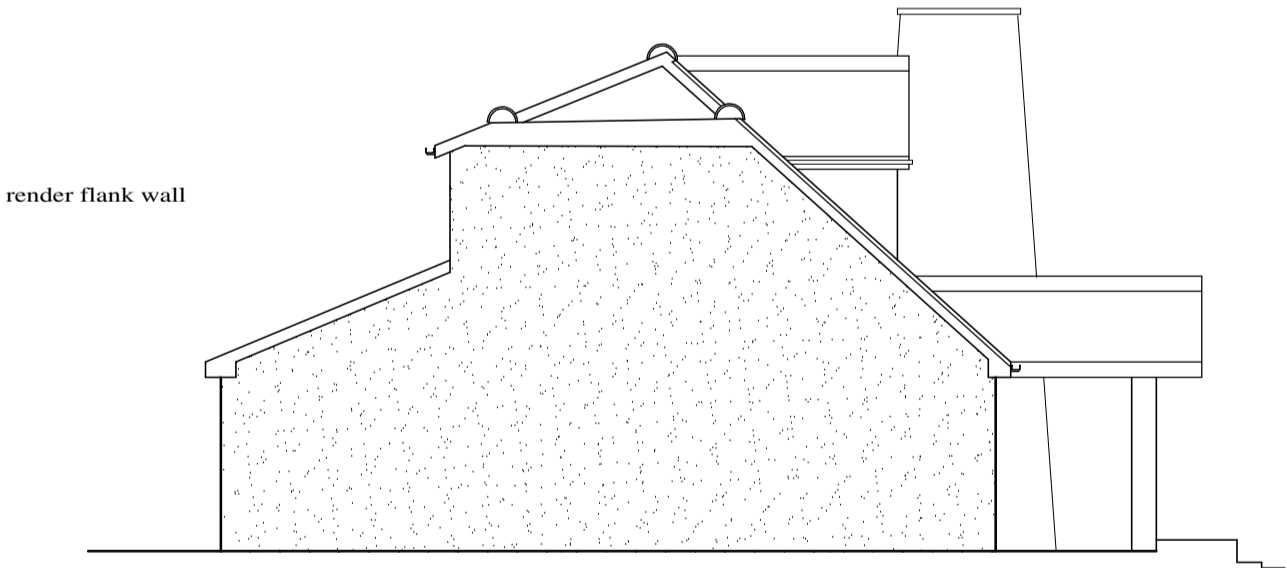
REVISION:



New roof to be continuouse
with existing and in tiles to match



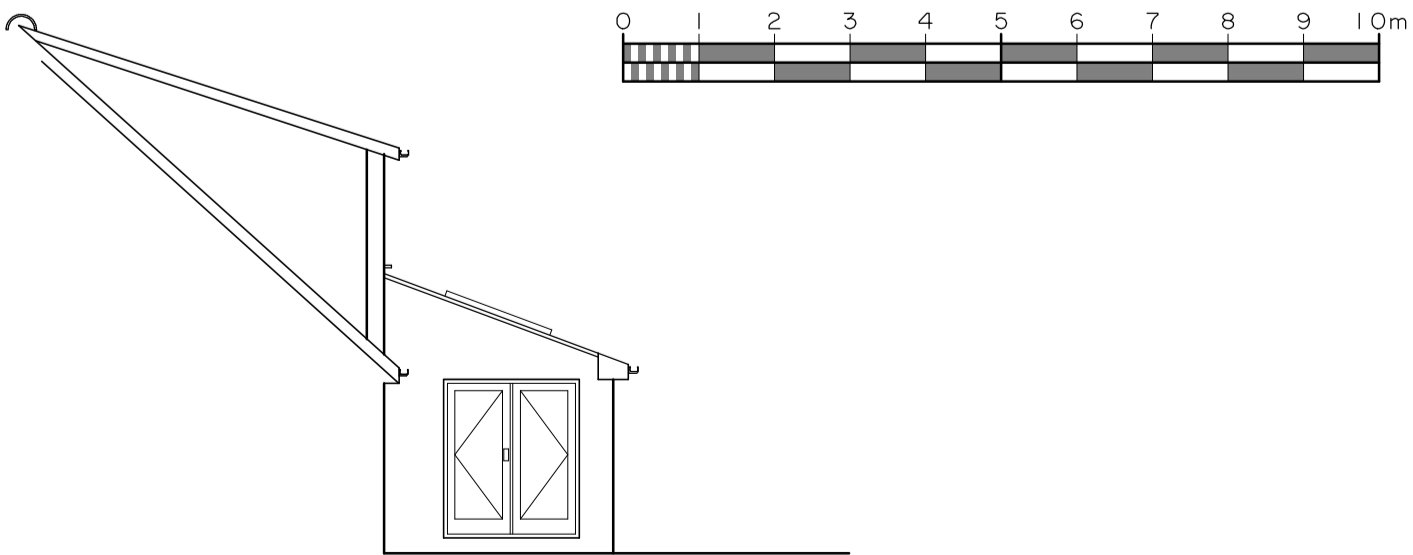
Front



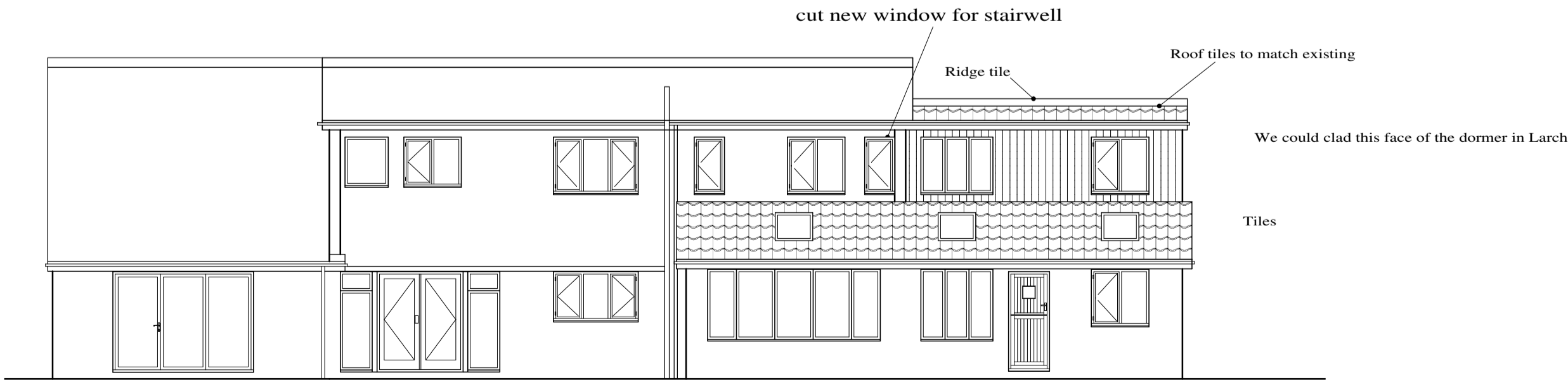
render flank wall

render flank wall

Side



Side



Rear

This drawing is for planning and Building Regulations purposes only. Everyday hazards likely to be obvious to a competent contractor and unforseeable hazards and risks have not been indicated.



Wren Designs
Planning & Building Consultants • Land Agent
Tel: 01442 263081
1 Thistlecroft, Hemel Hempstead, Herts HP1 1PB

CLIENT: Mr and Mrs Wise

PROPOSED: Roof extension and rear dormer to provide Granny annex

LOCATION: 6 The Leys
Hemel Hempstead

SCALE: 1:100, 1:200

DATE: 15/10/2019

REF: wren naj 35f 2019

REVISION: A

Report To Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	Policy and Procedure W/G
Meeting Held (Date)	4/11/2019
Present at Meeting	Nikki Bugden (Clerk) Cllr Michelle Berkeley Cllr Nicola Cobb Cllr Steve Roberts (joined for part of the meeting)
Apologies	None
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	We propose that NMPC adopt the following: <ul style="list-style-type: none">• Social Media & Electronic Communication Policy• Communication Policy• Community Engagement Statement of Intent.• Press & Media Policy• Parish Newsletter & Publicity Policy.
Spending Level Requiring Authorisation	£0
Quotes Circulated (if required)	n/a
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	n/a
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	n/a
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	n/a
Notes / Other Items Supporting Above	Policies were drafted using SLCC template documents.

Summary of Meeting

The working group met to discuss the SLCC suggested list of policies, the current NMPC policies and the NMPC policies which required updating.

Priority was given to the policies needed for the other W/G's to progress their planned actions.

The following policies were discussed and created using SLCC (Society of Local Council Clerks) template documents ready for circulation to full council:

- Social Media & Electronic Communication Policy
- Communication Policy
- Community Engagement Statement of Intent.
- Press & Media Policy
- Parish Newsletter & Publicity Policy.

These have all been included on the agenda for 11/11/2019.

It was decided that the W/G will work through the policies that are in draft form on the NMPC register, the GDPR policies and the employment policies required. Once these documents are completed the W/G will then look at additional policies that may be required.

It is anticipated that the group will look at no more than 3 policies each meeting to bring back to the full council agenda for adoption. The W/G will work on a continual rolling programme.

The next W/G meeting will take place on **Monday 25th November at 11am** and the Clerk will circulate outline documents in advance.

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	Communications and Social Engagement Open spaces Denes Heritage
Meeting Held (Date)	29 th October 2019
Present at Meeting	Jan Maddern, Lisa Bayley, Michele Berkeley, Steve Roberts, Alan Briggs, Nicola Cobb
Apologies	Mandy Lester Emily Tout
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	Logo – quotes / design Funding for mince pies / drinks – 7 th Dec VE day spend Village hall committee
Spending Level Requiring Authorisation	£
Quotes Circulated (if required)	
Relevant Powers to Spend (if spending approval needed) <i>Please liaise with Clerk if guidance required.</i>	Logo- LGA 1972 S.142 Xmas Spend - LGA 1972 s144 VE Day to be determined.
Policies Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Social media and Electronic Communication policy Communication policy
Risk Assessment Needed? Existing or New? <i>Please liaise with Clerk if guidance required.</i>	Denes Saturday engagements (inc. Christmas event 7 th Dec) TBC at a later date VE Day RA
Notes / Other Items Supporting Above	

Summary of Meeting

1. Communications and Social Engagement

- **Saturdays at the Denes**
 - Geoff Doole has a flip chart that we can borrow for Saturday Denes sessions – Michele will collect to try out on 9th November.
 - Lisa will complete the risk assessment ready for Saturday 9th November.
 - 9th November – Steve, Jan, Alan, Michele and Nicola available for all or part of the 11am - 1pm slot.
 - 7th December – Nicola, Lisa, Michele and Alan available
- **Magazine**
 - Aim to have magazine published and delivered to all before the Christmas event at the Denes (i.e. ready for delivery by end of November)
 - Deadline for printers – 23rd November
 - Nikki collecting input from regular contributors
 - Lisa suggested that we could rotate 'Letter from the chair' and instead each councillor could, in turn, do an update.
 - Alan will do some information gathering on other advertisers to help fund the magazine
 - Advertise the Denes sessions (including Christmas and future dates)
 - Future edition idea – Tales of the badger (Alan)
 - Councillor spotlight – to be determined who will be first!
 - Recipe – Jan has asked her friend
 - Christmas drink idea (we can google) e.g. mince pie vodka or Christmas gin
 - Christmas quiz – Michele will do this
 - Delivery options – think about getting comparisons for delivery in the new year to see whether current costs are correct
 - Nicola / Jan to investigate simplicity of cloud collaboration for the magazine
 - Possible article on social media
- **Social media**
 - Policy will be started on 4th November (policies working group)
 - Facebook, Instagram, Twitter should all be considered
 - Instagram could feed into parish website, including local photos from residents. Perhaps 'photo of the month'.
 - If ready, we can include in magazine.
 - Old Facebook page to be looked at / removed / reused?
- **Events**
 - Christmas at the Denes – 7th Dec. We discussed whether Parish Council can fund mince pies and whether possible to fund coupons that can be used to get a drink in the new coffee shop. If possible, councillors to then talk to owners of shop.
 - VE day – consider parties packs for residents associations. Add an article to the next magazine to advertise this (and the option for help to set up a residents association)

2. Denes

▪ Makeover of grass area

- In next working group, aim to create a plan of what we'd like (bench, new bin, planters, etc) and where / how we'd like it to share further for advice, permission and/or quotes (e.g. Highways, Sunnyside)
- Steve will contact Sunnyside for initial ideas and options around set up and maintenance.
- Check whether we already have a noticeboard or still wish to buy a new one.
- Check with Andrea whether 'Nash' RA can use the parish board if they wish (rather than a separate board)

3. Open spaces

▪ Play park

- Before any further action is taken regarding promotion, investigation on the lease needs to continue. Latest version signed and dated May 2015 still seems to have outstanding questions post that date.
- Nikki now has the name of the new bursar who may be able to shed some light on the latest lease dates and duration.
- Working group to check whether we can find out when the fence was installed.

▪ Grass verges

- Nikki has shared the most recent list. Is it possible for the warden to check this during his rounds to see if anything needs to be added / removed.
- Councillors to confirm accuracy for their own areas once list is up to date.
- Once confirmed, Jan can check who owns which verges (Herts Highways or Dacorum).
- DBC have a verge hardening scheme that we may be able to investigate.
- Problems specifically mentioned at the bottom end of Georgewood (near the junction of Highbarns)

4. Heritage

▪ War Memorial restoration

- Alan will contact Neil Robertson (heritage officer) for an update on repairs to the memorial.
- Ideal deadline for repairs will be VE day – May 2020.

▪ Local listing

- Not an immediate priority but will be picked up around Spring 2020.

5. Other topics

- Parish plan – to be discussed further when more time allows (aim for mid 2020)
- Village Hall committee – to be added to the Nov agenda for proposal for parish representation
- Dates of future working groups – plan to schedule in advance to allow as many to attend as possible. Dates toward the end of the month (between formal council meetings).

Items for November agenda

- Logo – quotes, designs agreement
- Mince pies and hot drinks – spend from parish funds
- VE day spend – party packs, Parish decorations
- Village hall committee – parish representation

Also to check with Niiki:

- Village Hall committee – help for car park improvements (has Geoff Doole contacted Nikki?)
- Proposed crossing, Nash Mills Lane – is there any action for us, should we work with Kings Langley councillors? Does it need to be on the Nov agenda?