



## Full Parish Council Meeting MINUTES

held on

**10<sup>th</sup> February 2020**

Nash Mills Village Hall

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

### Present

Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Mandy Lester  
Councillor Jan Maddern

### In Attendance

7 Members of the public

**Meeting Commenced at 8.00pm**

### 20/027/FPC Apologies

Cllr Lisa Bayley (chairman)  
Clerk (Nikki Bugden)  
Apologies were noted.  
Warden (Dave Drew)

### 20/028/FPC Chairman of Meeting

It was noted that Cllr Maddern as Vice-Chairman would chair this meeting due to the absence of Cllr Bayley.

Cllr Cobb would be note taker for the clerk to type the minutes.

### 20/029/FPC Interests

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

Cllr Roberts asked for it to be noted that he has an interest in Sunnyside should any discussions take place concerning The Denes projects (matter not on the agenda for discussion.)

Cllr Cobb and Cllr Maddern asked for it be noted that they both have an interest in Nash Mills Village Hall as they are committee members.

### 20/030/FPC Minutes

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

- NMPC Meeting Monday 14<sup>th</sup> January 2019 **Appendix 1**

**Resolved**, Proposed Cllr Briggs, seconded Cllr Lester, that the minutes accurately reflect business transacted and they were duly signed. Unanimous decision.

#### **20/031/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 (circulated) **Appendix 2**  
PCSO Sweeting sent apologies. It was requested that the clerk ask for further information regarding the items stolen from a car and used at The Denes..
- Parish Warden’s Report –No report, apologies sent.
- Clerk Report- circulated. **Appendix 3**  
Apologies sent. No further comments or questions arising.
- Borough Cllr Report –B/Cllr Jan Maddern **Appendix 4**
- C/Cllr Report – no report received.  
Cllr Briggs asked if the Clerk could escalate the outstanding questions relating to the verge options directly to the county authority.

#### **20/032/FPC Reports from Personnel Committee**

- No meeting held. No report.

### **FINANCE**

#### **20/033/FPC Monthly Financial Matters Appendix 5 i-vi**

- I. To authorise payments made in accordance with the budget. (Monthly schedule attached).
- II. To note receipt of expenditure against budget attached (January).  
A question was raised regarding high value items not being visible. It was confirmed that redactions are standard process and that the copies provided for signing have the full detail to be verified.  
A question was raised regarding VAT deductions and their accuracy. Cllr Maddern confirmed that the clerk’s calculations were correct (non vatable items were listed on the Vodaphone invoice).
- III. To receive bank reconciliation and cashbook up to end Jan 2020.
- IV. To consider and approve invoices for payment not included in the schedule above. none
- V. To note on file LG221 pension return for January.
- VI. To note on file the VAT return for quarter end 31<sup>st</sup> December 2019.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the above documents be noted, payments authorised, and schedule duly signed. Cllr Berkeley as additional bank signatory to sign with Cllr Maddern in Cllr Bayley’s absence. Unanimous decision.

#### **20/034/FPC Laptop Purchase (clerk request circulated) Appendix 6 Power to Spend LGA 172 s111**

**Resolved**, proposed Cllr Roberts, seconded Cllr Lester that the clerk may purchase a laptop and warranty up to the value of £700 in line with the specifications outlined in the attached request and may move funds from general reserves to cover if needed. Unanimous decision.

#### **20/035/FPC Bank Balances and Investments (clerk report circulated) Appendix 7**

- I. To agree that the NMPC treasury reserve funds held with NatWest are allowed to expire and be deposited back into the NWB business reserve account

- II. To agree that the Clerk/RFO can make any necessary bank transfers in accordance with the circulated report to ensure that all funds are in the correct locations to be protected by the FCSC.

Questions were raised about the suggested investment options.

Cllr Maddern suggested that the matters be referred to the Clerk as responsible financial officer at the next meeting.

**Resolved**, proposed Cllr Lester, seconded Cllr Briggs that the clerk actions as outlined above with the matter being discussed further when the clerk is present. Unanimous decision

**20/036/FPC Grant Application (Clerk report circulated) (Appendix 8(a-e))**

To resolve to confirm the total sum to be awarded in the form of a grant to Nash Mills Village Hall Association for the purposes of resurfacing their carpark.

**Cllr Briggs chaired this section of the meeting due to Cllr Maddern's declared interest.**

**Resolved**, proposed Cllr Berkeley, seconded Cllr Tout that NMPC award no more than £19000 to NMVHA for a grant to contribute to the proposed resurfacing of the carpark. NMVHA will be responsible for engaging the contractor and ensuring that all relevant insurances and risk assessments are obtained. NMPC have no contractual obligations regarding these works and funds must be used for the purposes disclosed in the grant application. NMPC will remit the monies once the final quote has been updated and approved by NMVHA and forwarded to NMPC.

**PUBLIC PARTICIPATION 15 MINUTES TOTAL (MAX 3 MINS PER PERSON)**

**20/037/FPC Public Issues/Participation**

**No residents had registered to speak.**

A representative from Willow's Residents association was present and was invited to speak by the Chairman.

A number of items were raised and Cllr Maddern mentioned that she would liaise with the representative to ascertain which items could be discussed as Nash Mills Parish Council matters and which items could be addressed by Cllr Maddern in her Borough Councillor role.

**PLANNING & CONSULTATIONS**

**20/038/FPC Planning**

No planning applications received

**20/039/FPC Development Management Committee**

No matters to report

**20/040/FPC Planning Information/Updates from Clerk.**

No further updates to note.

**20/041/FPC Consultations. (Clerk to advise)**

No consultations received.

**THE MEETING WILL ADJOURN HERE FOR A COMFORT BREAK (10 MINUTES)**

*The meeting adjourned here at the direction of the Chairman for a comfort break and was reconvened at 8.44pm*

**WORKING GROUP UPDATES**

**20/042/FPC Policy and Procedures Working Group (Clerk)**

No report to be discussed as no meeting held.

**20/043/FPC The Denes Working Group (Cllr Cobb) appendix 9**

*Relevant Power to spend; Local Govt Act 1972, s.142*

- To discuss, and if approved, resolve, if NMPC can delegate the decision making regarding the design and type of promotional materials for the Denes sessions to the communications working group.
- To delegate a maximum spend of £300 from general reserves for all promotional materials (if agreed above)

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC delegate the decision making as outlined above and a spend of up to £300 to the working group. Clerk to receive all invoices.  
Unanimous decision.

**20/044/FPC Communications and Social Engagement (Cllr Cobb) appendix 10**

*Relevant Power to spend Local Govt Act 1972, s.145*

- I. To resolve whether NMPC will provide an event on Friday 8<sup>th</sup> May to commemorate VE Day.  
(Item to be included in March agenda for finer details and request for funds).

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC hold a VE day event on Friday 8<sup>th</sup> May as NMVH has availability. Unanimous Decision.

- II. To resolve whether NMPC will appoint a new working group for the organisation of the VE Day commemorations, to be constituted in line with the existing NMPC working group scheme of delegations and terms of reference.

**Resolved**, proposed Cllr Maddern, seconded Cllr Roberts that NMPC will appoint a VE Day event working group. Unanimous decision.

- III. To consider, and if approved resolve, if NMPC will permit the new working group to co-opt resident association representatives (should they wish to join). These co-options will be ratified by full council once the persons have been identified.

**Resolved**, proposed Cllr Maddern, seconded Cllr Briggs that NMPC will co-opt RA representatives. Unanimous decision.

- IV. To consider, and if approved resolve membership of VE Day working group.

**Resolved**, proposed Cllr Lester, seconded Cllr Briggs that the members of the VE day working group will be Cllr Cobb, Cllr Berkeley, Cllr Maddern, Cllr Roberts.

Unanimous decision.

- V. To consider, and if approved resolve, the quorum for this working group will be 3 Cllrs only (co-opted members do not count in a quorum)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that the quorum will be 3 Cllrs. Unanimous decision.

- VI. To formally approve the addition of Cllr Nicola Cobb to the Social Media working group (as discussed at the January meeting)

**Resolved**, proposed Cllr Maddern, seconded Cllr Lester that Cllr Cobb be added to the working group. Unanimous decision.

- VII. To formally approve the logo that is currently being used as the approved version for NMPC usage (*appendix 10 vii*)

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC use the logo attached. Unanimous decision.

**20/045/FPC Annual Parish Council Meeting (ACM) Monday 11<sup>th</sup> May 2020**

- To agree the start time of this meeting at 7.30pm (clerk to set agenda)

**Resolved**, proposed Cllr Cobb, seconded Cllr Tout that the ACM will commence at 7.30pm. Unanimous decision.

**20/046/FPC Annual Parish Meeting (APM) Monday 11<sup>th</sup> May 2020** (*Appendix 11*)

- I. To agree the start time of this meeting at 8.00pm

**Resolved**, proposed Cllr Cobb, seconded Cllr Tout that the APM will commence at 8pm. Unanimous decision.

- II. To discuss the format that Cllrs wish this meeting to take and to discuss if this can be covered by the Communication and Social Engagement Working Group. (clerk notes regarding ACM & APM circulated)
- III. To resolve (subject to agreement above) that the NMPC APM will be discussed and investigated by the Communication & Social Engagement working group.

**Resolved**, proposed Cllr Cobb, seconded Cllr Tout that the Communications and Social Engagement Working Group will discuss a format to bring back to council to approve. Unanimous decision.

**20/047/FPC Open Spaces Working Group (Cllr Berkeley)** (*Appendix 12*)

- I. NMPC to discuss the possibility of writing to DBC to express dissatisfaction at the condition of the site at The Former Methodist Church and to ascertain whether any measures can be taken to tidy up and secure the site to prevent anti-social behaviour and injury to local residents.

Views were exchanged. Cllr Maddern expressed a view that this matter was being dealt with by Dacorum Borough Council Enforcement team and that any matters concerning the borough council should be escalated via her. The other Cllrs acknowledged this but wanted NMPC to formally write to illustrate to residents that NMPC view this matter as a key issue in the parish.

- II. NMPC to consider, and if approved resolve, (if action above agreed) to request that the clerk send a letter drafted by a nominated Cllr to DBC (content in line with resolution above).

**Resolved**, proposed Cllr Berkeley, seconded Cllr Tout that NMPC would send a letter as outlined above. Majority decision.

- III. To resolve (subject to agreement above) who the nominated Cllr will be.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Lester that Cllr Roberts would draft the letter. Majority decision.

**20/048/FPC Verges (I & II deferred from January meeting) (Cllr Berkeley)** (*Appendix 13 a-b*)  
*Relevant Power to Spend; Highways Act 1980, s.96 (4)*

- I. To consider and resolve whether Chambersbury Lane verges (as previously discussed) remain the responsibility of NMPC (as NMPC are now aware that the section in question is outside of the parish boundary).

**Resolved**, proposed Cllr Berkeley, seconded Cllr Lester that the Chambersbury Lane verges were not the responsibility on NMPC. Unanimous decision.

- II. To consider and resolve, (dependant on determination above) whether Chambersbury Lane verges are a standalone project or remain within a Parish wide project as resolved previously by NMPC (June 2019).

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC would support the works on the verges and offer any assistance in support of its parishioners affected by this issue should it be deemed appropriate but that no funding would come from NMPC and it would sit outside any future working group meetings. Unanimous decision.

- III. NMPC to discuss and if approved to decide on a timescale for all verge information (ownership/ options/pricing) to be collated to enable NMPC to move forward to the decision-making stage.

Cllr Briggs presented his verges powerpoint. Cllr Briggs asked council to note that one slide was missing a question mark and that this was a working document subject to alteration. DBC are currently working through the verges list to ascertain which ones are owned by them. It was suggested that NMPC set a deadline and try to obtain the completed list by 24<sup>th</sup> February. Once DBC have verified their ownership the list can then be shared with Herts County Council so that they can verify their ownership rights.

No response has yet been received from County Cllr Howard in relation to pricing, permissions and options. NMPC have previously suggested a meeting with C/Cllr Howard to enable this item to be progressed.

No formal resolutions were made as the required detail is still **outstanding**.

**Commented [CN1]:** Is this ok?

- IV. NMPC to consider and resolve whether the clerk should send a letter drafted by a nominated Cllr to HCC and DBC to ask for enforcement of inappropriate parking on verges.
- IV. To resolve (subject to agreement above) who the nominated Cllr will be.

**Resolved**, proposed Cllr Lester, seconded Cllr Roberts that Cllr Briggs would draft a letter for the clerk to send requesting DBC assistance in writing to vehicle owners regarding inappropriate parking in the parish. Unanimous decision.

#### **20/049/FPC Action List- (circulated) (Appendix 14)**

information only actions arising to be discussed further listed below.

- Memorial works information verbal update from Cllr Briggs  
Verbal update delivered. Contractor appointed by DBC. DBC are aware that we wish the works to be completed in time for the VE day commemoration.

**20/050/FPC Items for Consideration for inclusion at Next Meeting**

Defibrillator -The Denes Working Group

Fun Palace – Communications working group

Strengthening Relationships with Kings Langley Parish Council-Cllr Briggs

Clerk to obtain further clarification from proposers to enable consideration of these items for the agenda Monday 9<sup>th</sup> March 2020

Meeting Closed 9.56pm

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**Chairman**

**Monday 9<sup>th</sup> March 2020**

draft