



Full Parish Council Meeting

MINUTES

held on

13th January 2020

Nash Mills Village Hall

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

Present

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Mandy Lester

In Attendance

Nikki Bugden (Clerk)

David Drew (Warden)

6 Members of the public (including C/Cllr Tina Howard)

Meeting Commenced at 8.01pm

20/001/FPC Apologies

Cllr Jan Maddern

Cllr Steve Roberts

Cllr Emily Tout

Apologies were noted.

20/002/FPC Interests

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

Cllr Briggs asked for it to be noted that he has an interest in the Milbor development. (Matter not on the agenda for discussion.)

20/003/FPC Minutes

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

- NMPC Meeting Monday 9th December 2019 **Appendix 1**

Cllr Briggs mentioned that he had asked for his interest in the Milbor Development be noted. It was agreed that it would be added as a handwritten addendum.

Resolved, Proposed Cllr Bayley, Seconded Cllr Briggs, that with the addendum to be added by the Clerk and signed by the Chairman that the minutes accurately reflect business transacted and they were duly signed. Unanimous decision.

20/004/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. No comment arising from report. Cllr Bayley requested that the Clerk ask if there is any further information that the parish need to be aware of concerning an incident and car chase on Sunday (Bunkers Lane area).
- Parish Warden's Report –David Drew (verbal update)
David presented his report verbally. The role has been exceptionally busy due to the volume of waste following Christmas.
There is a car that has been 'abandoned' at the rear of The Denes, the car has a valid mot and road tax. It was requested that the car also be reported to the police in case it is stolen.
- Clerk Report- circulated. **Appendix 3**
Cllr Briggs will investigate options for replacing the Clerk laptop.
A question was raised re the funds on TRO which expire in February, the Clerk confirmed that suggestions for re-investment of these funds will be included on the February agenda. The Clerk was requested to investigate whether BT would allow NMPC to share the power source to the telephone box (for defibrillator use).
Clerk confirmed that the report comparing the Wickstead report and RoSPA report will be provided to the relevant working group when it is completed.
No further comments or questions arising.
- Borough Cllr Report –B/Cllr Jan Maddern (no report received)
- C/Cllr Report – C/Cllr Tina Howard (no report received)

20/005/FPC Reports from Personnel Committee

- No meeting held. No report.

FINANCE

20/006/FPC Monthly Financial Matters

- I. To authorise payments made in accordance with the budget. (Monthly schedule attached). **Appendix 4.**
- II. To note receipt of income and expenditure against budget attached (Dec). **Appendix 5**
Expenditure only was available at the time of the meeting.
- III. To receive bank reconciliation and cashbook up to end Dec 2019. **Appendix 6.**
- IV. To consider and approve invoices for payment not included in the schedule above. none
- V. To note on file LG221 pension return for December. **Appendix 7**

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

- VI. To note NMPC continued inclusion in the Local Govt Pension Scheme (LGPS) pooling arrangements
- VII. To note that NMPC has received the triennial valuation for LGPS and the subsequent reduction of employer contributions.

Employer pension contributions are decreasing from 23.8% to 22.15%, Clerk has checked with other councils and they are remaining within the pooling arrangements.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the above documents be noted, authorised and duly signed. Unanimous decision. Clerk to notify pay bureau re the decrease in contributions effective from 1st April 2020.

20/007/FPC Precept Demand For 2020/21 Appendix 8
Power to raise a precept Local Govt Finance Act 1992, s.41

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that a precept for **£28583.94** be requested, in accordance with the NMPC budget previously agreed and approved by council, the document be noted, authorised and duly signed by the Chairman, Cllr Berkeley and Cllr Cobb. Unanimous decision. Clerk to return completed form to Dacorum Borough Council in sufficient time to comply with DBC deadline.

20/008/FPC S137 Limit for 2020/21

The Ministry of Housing, Communities and Local Government (MHCLG) have notified that the appropriate sum for Section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish, Town and Community Councils for 20th 20-21 is £8.32 per elector.
Noted on file- no comment needed.

20/009/FPC Receive and Consider the NMPC External Auditor Report (2017/18) (Circulated) Appendix 9

A request was made by the internal auditor in June 2019 that the external auditor report for the previous year (2017/2018)-no actions arising- be formally received by NMPC as he could not find a reference to it in the previous year's minutes.

Resolved, Proposed Cllr Bayley, seconded Cllr Cobb to formally receive the external auditor report 2017/2018. Unanimous Decision

20/010/FPC Review the Effectiveness of The Internal Auditor and Audit Process Appendix 10

There was some duplication here from the documents signed off in December but prior to appointing the internal auditor for the new financial year the RFO/Clerk wanted to ensure that all statutory requirements were fulfilled, including a review of the current years internal audit report. **Resolved**, that NMPC agree with the RFO review and confirm that the overall internal audit process is effective, that the auditor is efficient, the process is adequate, and standards ensure that the process complies with all statutory requirements as required by the *Local Audit and Accountability Act 2014* whilst considering and then mitigating (where possible) risk to NMPC. Proposed by Cllr Bayley, seconded by Cllr Briggs. Unanimous decision.

20/011/FPC Consider (And If Agreed), Appoint the Internal Auditor

A discussion was held, and the Clerk confirmed that the current auditor was previously employed by DBC to conduct internal audits. The Clerk suggested that for continuity that Etaerio be appointed for this year and if so desired NMPC could investigate alternative options for subsequent years. The clerk confirmed that the costs remain the same as the previous year.

Resolved, that NMPC formally appoint Philip Rhoden (Etaerio). Proposed by Cllr Bayley seconded by Cllr Berkeley. Unanimous decision.

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

20/012/FPC Public Issues/Participation

There were no persons registered to speak however the Chairman welcomed a new attendee who was a resident from Bunkers Lane. The resident briefly mentioned his concerns regarding speeding on Bunkers Lane and the difficulty he encountered when trying to cross over to visit the play park

with his young family. The Chairman reassured the resident that this matter was also a concern for NMPC and was on the agenda for further discussion.

C/Cllr Howard was present, and it appears that there had been a misunderstanding re reports/verbal comment. C/Cllr Howard had missed the agenda and had also missed the email requesting a report for the meeting. It was respectfully requested that C/Cllr continue to submit written reports (in advance of the meeting) to enable the Clerk to circulate them to Cllrs and residents. The cut-off date for receipt of reports for the next meeting was noted as 9am, 30th January 2020.

PLANNING & CONSULTATIONS

20/013/FPC Planning

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

19/03162/ROC | Variation of Condition 2 attached to planning permission 4/00755/19/FHA - Enclosed outdoor seating area | 28 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU
<https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage>

Appendix 11

A discussion was held regarding this application. The original application was subject to an appeal process. The Clerk advised that following discussions with the planning officer it is acceptable in law for an application to be submitted to vary conditions attached to planning permissions.

Resolved, that NMPC would offer no comment in relation to this application for variation.

Proposed by Cllr Briggs, seconded by Cllr Lester. Unanimous decision.

- To consider any planning applications received during the period 6th January 2020 – 13th January 2020

One further application was received.

Ref /20/00035/TPO

Works to Oak Tree Protected by a TPO

22 Bunkers Lane Hemel Hempstead Herts

Resolved, that NMPC would offer no comment in relation to this application for works.

Proposed by Cllr Briggs, seconded by Cllr Lester. Unanimous decision.

20/014/FPC Development Management Committee

- To update the DMC meeting attendee rota for February-May 2020. **Appendix 12**
The dates were discussed and the Cllrs who will be available to present the NMPC view/comment for any item on the agenda were listed.

- For info only – Meeting 9th January 2020 cancelled.

20/015/FPC Planning Information/Updates from Clerk.

No further updates to note.

20/016/FPC Consultations. (Clerk to advise)

No consultations received.

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

The comfort break was moved to a later point in the agenda by the Chairman.

20/017/FPC To confirm the NMPC Meeting Dates for 2020 (schedule circulated) Appendix 13

Following a discussion, it was decided that as Nash Mills Village Hall was not available the Clerk should approach DBC to see if a room was available at The Forum Hemel Hempstead to hold the

April meeting, (which is being moved due to Easter). The proposed date for this would be Monday 20th April.

All other dates were approved in accordance with the schedule attached and will be duly published. The Clerk will not be present for the February meeting. All documents will be prepared and handed over for the meeting. Cllr Berkeley and Cllr Cobb will assist with the minutes of that meeting.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the meeting dates be accepted by NMPC. Unanimous decision.

The meeting adjourned here at the direction of the Chairman for a comfort break and was reconvened at 9.01pm

WORKING GROUP UPDATES

20/018/FPC Policy and Procedures Working Group (Clerk) report circulated

A meeting has not been held since the last meeting, but the Clerk has updated the policies below as they were deemed urgent.

I. NMPC Standing Orders V3 *Appendix 14*

The revision to the standing orders was to section 5xvii-xxii only. It was not a review of the whole document. This document had been discussed and then adopted by full council in April 2019 and again in Sept 2019. The changes being made were to prevent duplication of duties during the annual council meeting in May and to reduce the number of statutory items on the agenda in May. Cllr Briggs raised a question regarding Standing Order 5c. (*If no other time is fixed, the annual meeting of the council shall take place at 6pm*) the Clerk explained that this was a NALC template document and that this particular standing order was a statutory inclusion that could not be removed or amended and also that this particular standing order was not on the agenda for discussion.

Resolved that NMPC would adopt the Standing Orders V3 with amendments to draft (circulated) accepted. Proposed Cllr Berkeley, seconded Cllr Bayley. Unanimous decision.

II. Financial & Management Risk Assessment (revised) *Appendix 15*

The financial management risk assessment should be reviewed at least annually. It now reflects the changes to committee structure within NMPC.

Cllr Briggs raised a question regarding the storage of passwords now that the majority of parish items were stored using cloud-based storage. The Clerk confirmed that in line with standard parish council practise a signed sealed envelope is held by the Chairman containing all relevant passwords. This envelope can only be opened under dual control in an emergency situation. Cllr Briggs requested that an alternation be made to 'play park inspections' and that it was generic with the provider name (in this case Wickstead) being removed.

Resolved that NMPC would adopt the revised Financial and Management Risk Assessment with amendment listed above. No further queries were raised. Proposed Cllr Briggs, seconded Cllr Lester. Unanimous decision.

20/019/FPC The Denes Working Group (Cllr Cobb)

No Report

20/020/FPC Communications and Social Engagement (Cllr Cobb)

No Report

Power to spend; LGA 1972 s145

- I. To discuss (and if approved) propose the next steps in relation to NMPC commemorating VE Day 2020.

A discussion was held, and the Chairman welcomed the views of the public who were in attendance. The consensus was that an offering from NMPC would depend on what space was available to host an event and whether it should be held on the Thursday before the bank holiday Friday so those intending to holiday during the long weekend would still be able to attend. A representative from a local Residents Association confirmed that the 'party packs' provided last time were a welcome provision. Cllr Cobb will draft an email to be sent by the Clerk to all residents' associations to see what support for their own celebrations they may be interested in. Enquiries will be made to investigate space availability and party pack ideas to bring back to full council to decide on the finer details. The Clerk is to investigate the relevant power to spend to provide party packs and to confirm officially whether it is limited by statute to organised associations.

Resolved, that NMPC support the idea of commemorating the VE Day celebrations and providing party packs. Proposed Cllr Cobb, seconded Cllr Berkeley. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley, that the 'Tommies' will be on display in the memorial gardens during the commemorations.

This item will be included on the next agenda (February).

- II. To discuss (and if approved) propose the next steps in relation to NMPC participating in Hertfordshire Year of Culture 2020.

Power to spend; LGA 1972 s145

A discussion was held about the merits of supporting HYOC 2020 and the view that NMPC would like to provide an event to showcase local organisations, businesses and clubs. Investigations will be made and brought back to the relevant working groups and then full council for decision making.

Resolved, proposed Cllr Cobb, seconded Cllr Lester that NMPC would like to support the HYOC 2020. Unanimous decision.

- III. To discuss (and if approved) to propose NMPC use of Instagram and/or Twitter.

Power to give information, Local Govt Act 1972 s.142

It was suggested that an additional Cllr be added to the working group to enable a quorum to be maintained, this will be on the next agenda for resolution.

Proposed, Cllr Lester, seconded Cllr Berkeley that NMPC will link Twitter and Instagram to the updated Facebook Account. Twitter will be on a trial basis to ensure that there is not an influx of negative content posted by third parties. Unanimous decision.

20/021/FPC Open Spaces Working Group (Cllr Berkeley)

No Report

20/022/FPC Verges (deferred from December meeting)

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).
- 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).

A full discussion was held. It was confirmed that the verges are outside of NMPC boundaries. Cllr Cobb asked if NMPC could contribute to the area should they feel that it would protect the safety of children from the parish who attend the school. It was also asked if it would be beneficial in assisting the decision making if NMPC could ascertain the percentage of children attending the school who come from the parish.

The clerk advised that the spend on that basis could be deemed lawful however council must ensure that expenditure is considered based on any spend being commensurate to the direct benefit to the residents who are residing in the parish and thus paying the precept. The clerk commented that it is also for consideration and for council to decide if spending on this area would be deemed appropriate should it be at the expense of other areas within the parish that are also causing inconvenience to the electorate.

At this point C/Cllr Howard contested the PC information that was supplied at the last meeting (*minuted 19/145/FPC Public Issues/Participation*) stating that the verges were not in her allocated County boundary. It was C/Cllr Howard's belief that the verges were in her boundary. C/Cllr Howard mentioned that she had funds available in her budget to contribute to these verges.

At this juncture (10pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Cobb 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

The Chairman stated that due to the fact that conflicting information has been reported in this meeting regarding the ownership of the verges, decisions relating to these verges could not be given proper, informed consideration without absolute clarity around their ownership and C/Cllr boundaries as this would inform the overall impact on NMPC, particularly if the C/Cllr can contribute.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that this matter be deferred until the next meeting to enable further investigation to take place. Unanimous decision.

20/023/FPC Warden Risk Assessment Appendix 16

To consider a change to the Warden RA (re lone working and mobile phone contact) and to discuss (and if agreed), propose to remove the contact statement in the risk assessment, or alternatively propose to approve the purchase of a basic pay as you go mobile phone for emergency use.

The clerk suggested that a mobile phone be purchased for warden use to ensure that he is safe and able to contact the clerk or request assistance, particularly in an emergency.

Cllr Briggs requested that the risk assessment be altered to remove the 'in emergency use only' statement relating to the telephone provision.

The Chairman requested that a reference to an aggression and violence at work policy be added to the risk assessment. (Clerk to create Violence and Aggression Policy)

Resolved, Proposed Cllr Bayley, seconded Cllr Berkeley that NMPC adopt the Warden Risk Assessment with the changes made as above. Clerk to circulate revised version. Unanimous decision.

Resolved, Proposed Cllr Bayley, seconded Cllr Berkeley that the clerk investigates and purchases a sim only or low-cost mobile phone. Unanimous decision.

20/024/FPC Bunkers Lane

Power to Spend; Highways Act 1980, s274A

- I. To consider and (if agreed) propose to spend £300 on a speed and volume survey prior to purchasing a SID for Bunkers Lane.

The clerk confirmed that the speed and volume survey was recommended by HCC in C/Cllr Howard's previous report and would support NMPC by providing an official means of justifying any future expenditure on traffic calming.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the spend is approved and that the clerk may arrange for the survey to be instructed. Unanimous decision

- II. To discuss and (if agreed) to propose to spend £435.00 for a new bollard at the playground to prevent parking on the kerb.

- III. To discuss and (if agreed) propose to spend £600 on 'slow' road markings

- IV. To discuss and (if agreed) propose to spend £300 on traffic sign and post

Resolved, proposed Cllr Briggs, seconded Cllr Lester that items II, III, IV (above) are deferred until the results of the speed and volume survey are received. Unanimous decision.

- V. To propose to delegate to the Clerk a maximum overspend per item above to remove the need for the matter to be brought back to the full council for approval should the quotes given by the County Cllr differ to the actual cost at Herts County Council.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the clerk can spend up to maximum £500 for any additional overspend following email authorisation by the chairman (as detailed in the financial regulations). This will then be formally ratified by full council. Unanimous decision.

- VI. To discuss and (if agreed) propose to permit the Clerk to move the above sums from general reserves to cover the cost of the above (if required).

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the Clerk is permitted to move funds from general reserves as required. Unanimous decision.

20/025/FPC Action List- (circulated) Appendix 17 updated Appendix 17 (a)

Updated copy attached. No further comments.

20/026/FPC Items for Consideration at Next Meeting Monday 10th February 2020

Events Risk Assessment.

NatWest Bank Access. (move to March as no clerk in February)

Annual Parish Meeting.

Potential Grant Application (Nash Mills School).

VE Day

Verges

The meeting closed at 10.33pm

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Chairman

Monday 10th February 2020