



## Full Parish Council Meeting

### MINUTES

held on

9<sup>th</sup> December 2019

Nash Mills Parish Hall

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

#### Present

Councillor Lisa Bayley  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Emily Tout  
Councillor Jan Maddern joined at 8.10pm

#### In Attendance

Nikki Bugden (Clerk)  
7 Members of the public

**Meeting Commenced at 8.00pm**

#### 19/139/FPC Apologies

To receive and note on file apologies for absence.  
Cllr Mandy Lester.

#### 19/140/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.  
None received.

#### 19/141/FPC Minutes

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

- NMPC Meeting Monday 11<sup>th</sup> November 2019 **Appendix 1 Resolved**, proposed Cllr Bayley seconded Cllr Tout that the minutes accurately reflected business transacted, and they were duly signed. Unanimous decision

#### 19/142/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 Appendix 2**  
Report received, PCSO Sweeting sent apologies. No questions or actions arising.
- **Parish Warden's Report –David Drew**  
No report. Warden sent apologies.
- **Clerks Report- circulated. Appendix 3**  
No comments or actions arising.
- **Borough Cllr Report – Verbal update re CCTV at The Denes- B/Cllr Jan Maddern**  
Verbal update given regarding B/Cllr Maddern's visit to the DBC CCTV control room.  
Nash Mills CCTV has poor image quality due to the age of the equipment.  
Nash Mills is the only parade of shops in Dacorum that has just one CCTV camera  
DBC are currently on a 2-year rolling renewal programme.  
B/Cllr Maddern is to report back to council on costings for upgrade of CCTV plus additional camera. It may be possible for DBC to cover the expenditure for renewal in 2020.  
B/Cllr Maddern will also take forward investigations re improved signage at The Denes highlighting the CCTV operation as a possible deterrent to crime and fly tipping.
- **C/Cllr Report – C/Cllr Tina Howard (report circulated) Appendix 4**  
C/Cllr Howard sent apologies.  
Comments arising from the report:  
Clerk to request further information on the exact location of proposed verge works and the length of the improvements.  
Clerk to request a price per linear metre for bird beak fencing, double height kerbs and grasscrete to enable a cost comparison to be made by Council.

#### **19/143/FPC Reports from Personnel Committee Appendix 5**

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 (11<sup>th</sup> November 2019)**  
Report received, no comments or actions arising.  
**Resolved**, proposed Cllr Maddern seconded Cllr Briggs that NMPC receive the report.  
Unanimous decision.
- to ratify (if necessary) or note decisions or actions arising from meeting above.  
No comments or actions arising.

#### **19/144/FPC Monthly Financial Matters Appendices 6(i)-6(x)**

- I. **To authorise payments made in accordance with the budget. (Monthly Schedule attached).**
- II. **To note receipt of income and expenditure against budget attached (Nov).**
- III. **To receive bank reconciliation and cashbook up to end Nov 2019. (to be signed by non-bank signatory in accordance with Financial Regulations 2.2)**
- IV. **To consider and approve invoices for payment not included in the schedule above.**  
None.
- V. **To note on file LG221 Pension return for November**
- VI. **To consider requests for items to be purchased by Cllr's and budget area (to be supplied in advance of the meeting).**  
None

No comment arising from documents above.

During signing clerk noted that the financial schedule had an error (pension contribution included twice in total) and therefore the revised document will be included as an additional appendix. Total altered down from £4114.97 to £3752.44

**Resolved**, proposed Cllr Maddern seconded Cllr Tout that the above documents be noted, approved and signed and that Cllr Tout can be the additional signatory this month to comply with financial regulations 2.2. Unanimous decision.

VII. **To agree and adopt the revised Financial Regulations. NALC Minor Amendment (circulated in advance)**

All recommendations marked on the appendix accepted.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the updated Financial Regulations be adopted by NMPC. Unanimous decision.

VIII. **Review of the effectiveness of internal control (circulated)**

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the internal control systems for NMPC are effective and that the system of internal control and audit complies with regulatory requirements. Unanimous decision.

IX. **To consider, and if approved, adopt the NMPC Reserves policy (circulated).**

A question was raised regarding future election costs. Clerk confirmed that the reserves policy calculated election costs forward for 8 years, (2 further elections) however this document required regular review (at least annually) and that the details may change should projects or expenditure plans change. Local council accounting is based on a cash accounting basis. There are no accruals and the Clerk will always endeavour to ensure income and expenditure is banked prior to the year end.

A further question was raised regarding warden expenditure. The Clerk confirmed that the warden had been notified that he had until 31<sup>st</sup> March 2020 to complete his expenditure for this financial year

The clerk confirmed that reserve levels would be brought back to council for consideration following the financial year end (after 31<sup>st</sup> March 2020).

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the new Reserves Policy be adopted by NMPC. Unanimous decision.

X. **To receive notification of DBC Parish Funding 2019/20 (circulated)**

Clerk advised that there is an increase to income anticipated in the budget.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the DBC Parish Funding for 2019/20 be noted by NMPC. Unanimous decision.

**19/145/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.**

A representative from Chambersbury Residents Association reinforced his appeal in relation to his earlier appeals for NMPC assistance with the verges at Chambersbury Lane. It was mentioned that there were concerns for the safety of the children using the school. Clarity was requested relating to the C/Cllr report however the Chairman advised that the RA should contact the C/Cllr Howard themselves in relation to this. Council will be approaching C/Cllr separately and this will be reported on in due course.

The Chairman thanked the resident for his comments and explained that verges were being discussed later on in the agenda.

The Chairman gratefully received a parcel for donation, along with the Cllrs contributions, to the Dacorum Foodbank.

At this point Cllr Maddern advised Council that the Chambersbury Lane verges in question were not in the parish (or in C/Cllr Howard's ward) and that this matter had been advised to the previous council. As the existing council (and clerk) had not previously been made aware of this detail it was decided that all matters relating to verges would be deferred to January for further investigation.

The Chairman welcomed the other public attendees and explained that whilst council ordinarily required prior notice for presentations, they were able to speak if they had a pressing matter of concern. The residents of the cottages on Belswains Lane explained their concerns re the recent 'Milbor' appeal and the enforcement of the conditions attached to the appeal by HM Planning Inspectorate. Correspondence had been exchanged with the clerk explaining the procedure for raising comments or complaints with the planning inspectorate as council did not have statutory power to act once a case had had an appeal decision made.

The proposed mosque site and the enforcement of conditions relating to security and tidiness of the site was mentioned.

Cllr Maddern offered to take the matter forward with Dacorum Borough Council in her capacity as borough councillor.

#### **19/146/FPC Planning & Consultations**

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

**None**

- To consider any planning applications received during the period 2<sup>nd</sup> December 2019 – 10<sup>th</sup> December 2019  
(clerk to advise)

*INFO ONLY 38 Meadow Road -approval of details reserved by condition. (application originally agreed Feb 2017 Ref 4/00403/17/FUL). **Appendix 7***

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

No action required, dates for 2020 will be brought to the meeting in January.

- Items for information only (no action needed)

4/01828/19/MFA

Nash Mills Methodist Church Barnacres Road Hemel Hempstead HP3 8JS

Demolition of existing building & construction of place of religious worship

**Application refused by DBC- Decision Notice can be found by using the link below**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=documents&keyVal=ZZZWEIFOID048>

**The meeting will adjourn here for a comfort break (10 minutes)**

#### **19/148/FPC Policies and Procedures Working Group**

- To consider, and if approved, amend the quorum and membership of the policies and procedures working group.

Clerk requested that the change is made due to it currently being any 3 Councillors plus the clerk which is making it harder to book meetings within the clerk's working hours.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that the quorum for the policy and procedure working group be amended to any 3 persons, including the clerk and be adopted by NMPC. Unanimous decision.

## 19/149/FPC Further Working Group Updates

### Heritage Working Group (Cllr Briggs) Report Circulated *appendix 8* Information only

Cllr Briggs requested that the wreaths be moved to safe keeping prior to the works commencing in January. The warden will action. Clerk to advise all donors.

Cllr Briggs to arrange for a laminated sign that can be placed near to the memorial to inform members of the public where the wreaths are.

### The Denes Working Group (Cllr Cobb) Report Circulated *appendix 9*

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

- *To propose that NMPC approach Sunnyside Rural Trust for a costed plan for The Denes 'makeover'*

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that NMPC approach Sunnyside Rural Trust for the costed plan and that Cllr Roberts could arrange this (in association with the clerk). Unanimous Decision.

- *To confirm the content of the initial plan request that Cllr Roberts (in association with the clerk) will take forward to Sunnyside Rural Trust*

A discussion was held about the content of the costed plan as detailed in the working group report. The clerk requested that she be copied in to any emails.

Councillors were reminded that suitable permissions would need to be sought from DBC or HCC prior to any contracts being entered in to. Cllr Maddern will confirm ownership of the green at The Denes.

The clerk will forward examples of noticeboards to the working group for consideration.

A question was raised re procurement and whether NMPC could stipulate certain conditions or constraints on companies that they approach for works i.e. to ensure that NMPC gave priority to local companies. The clerk expressed concern that the legal requirement was to spend transparently and that special conditions could leave the council decisions open to challenge by any provider not included in the quote process.

The clerk advised that she recommend that council used the conditions in the standing orders and statutory guidance rather than implementing new conditions but that she would investigate all statutory requirements and report back. The clerk advised that there was an obligation to obtain best value and (depending on value) three quotes should or must be obtained.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the content of the costed plan will reflect the items detailed in the working group report but that additional items suggested by Sunnyside could be included (as no expenditure was being agreed at this stage).

Cllr Briggs requested that the clerk also investigated the 'BT adopt a phone box scheme'.

Communications and Social Engagement (Cllr Cobb) Report Circulated *appendix 10*

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

- *To propose the name for the NMPC Facebook page*  
**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the page be called Nash Mills Parish Council. Unanimous decision.
- *To propose the administrators of the page (in line with the NMPC Social Media & Electronic Communications Policy)*  
Clerk advised that admin must be set up via a clerk email address.  
**Resolved**, proposed Cllr Cobb, seconded Cllr Roberts the administrators would be the clerk, Cllr Bayley, Cllr Lester, Cllr Maddern.
- *To propose the launch date of the page*  
**Resolved**, proposed Cllr Maddern, seconded Cllr Cobb that the page would be in place before the end of January 2020.

A discussion was held about linking to the website and the clerk requested that all items for the website designer in relation to the facebook page and twitter feed etc be submitted as one job at a later date.

Open Spaces Working Group (Cllr Berkeley) report circulated

To receive the report (circulated in advance if applicable) and if necessary, to propose to resolve actions arising from that report. **Report circulated, see agenda point below for Verge update.**

No questions arising from the report.

**19/150/FPC Verges**

- To consider and resolve whether Chambersbury Lane verges are a standalone project or remain within a Parish wide project as resolved previously by NMPC (June 2019)
- To receive an update from Cllr Berkeley following her appraisal of the verges and to decide what actions will be included for discussion and resolution on the January 2020 Agenda.

A discussion was held and following Cllr Maddern's earlier disclosure re the verges not being in the parish it was decided that all matters relating to verges would be deferred to January for further investigation. Cllr Briggs will have his presentation completed for this meeting. Cllr Maddern was asked to circulate the information relating ownership of verges detailed on the verges list prior to this meeting.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that all discussions re verges would be deferred to the January agenda. Unanimous decision.

**19/151/FPC Events Risk Assessment (Cllr Bayley) Appendix 12**

Cllr Bayley to present additional comment on recently adopted RA for review by Council and adoption of those changes by NMPC.

A discussion was held, and Cllr Bayley advised that both Cllr Briggs and Cllr Maddern had changes to the RA but that it was a template document and whilst it suitably covered recent events it would always be an evolving document to be reviewed and adopted for each event. Due to time constraints the amendments would be deferred to the February agenda.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that all discussions re the RA would be deferred to the February agenda. Unanimous decision.

**19/152/FPC Action List- (circulated) Appendix 13, updated following meeting Appendix 13a**  
Matters and actions arising.

Clerk asked to chase Aquiva again re aerial questions.

Clerk

Noticeboard- keys now obtained and changeover to happen shortly.

Contract and RA now with warden for signing

Long Term Actions

A discussion was held regarding the ticket machines for The Denes. Discussion was inconclusive.

***At this juncture (10pm) it was Resolved, proposed Cllr Bayley, Seconded Cllr Roberts 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***

A discussion was held regarding yellow lines around the traffic Island on Red Lion Lane

Cllr Cobb requested that the clerk ask C/Cllr Howard for an update re these.

Clerk was asked to investigate lanyards now that the logo was in place.

**19/153/FPC Items for Consideration at Next Meeting Monday 13<sup>th</sup> January 2020**

Chairman advised council that the clerk will be on leave therefore all reports (including working group reports) must be with the clerk

**NO LATER THAN 10am Monday 23<sup>rd</sup> December**

**Meeting Closed 22.07pm**

.....  
**Chairman 13<sup>th</sup> January 2020**