



## Full Parish Council Meeting Minutes

held on

9<sup>th</sup> March 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 Lisa Bayley (Chairman)  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Jan Maddern

### In Attendance

4 Members of the public  
David Drew (Warden)  
Nikki Bugden (Clerk)

### Meeting Commenced at 8.00pm

*Prior to the formal commencement of the meeting the Chairman spoke to the Cllrs and attendees regarding the recent coronavirus virus outbreak and the potential implications, alongside measures that we should all take to keep ourselves safe.*

*The Clerk advised that guidance from HAPTC and SLCC is that we should keep abreast of all advice given by Public Health England and that the Clerk has emergency delegated powers for business continuity.*

Business commenced at 8.10pm

### 20/051/FPC Apologies

- Cllr Mandy Lester, Cllr Emily Tout

The apologies were noted.

### 20/052/FPC Interests

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

No declarations received.

### 20/053/FPC Minutes

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

- NMPC Meeting Monday 10<sup>th</sup> February 2020 (*appendix 1*)

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

## 20/054/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 was unable to attend, apologies received.

Clerk was asked to obtain further information (copying in Chairman) relating to the reports including date of incidences. Clerk advised of data protection restrictions. Added to action list.

- Parish Warden's Report –David Drew (verbal update)

Warden advised of recent increase in fly tipping incidences on the private Nash Wharf car park (corner of Red Lion Lane). Warden was advised that as this is private land no parish action to be taken to report or clear. Enforcement have been advised and B/Cllr Maddern will take forward. Issues with doors on Gade Tower bin store have been reported. B/Cllr Maddern to take forward. Added to action list.

- Clerks Report- circulated. (*appendix 3*)

No questions arising. Clerk requested to share slides from DBC Strategic planning meeting with Chairman. Added to action list.

- Borough Cllr Report –B/Cllr Jan Maddern (*appendix 4*)

No questions arising.

Cllr Maddern requested that the purchase of a grit bin be added to NMPC agenda for April.

Clerk to circulate lists of existing bins and warden to verify.

Cllr Briggs suggested that the memorial benches could be considered within The Denes working group.

- C/Cllr Report – C/Cllr Tina Howard. No report received.

C/Cllr Howard sent apologies. No updates available.

The council have been unable to move forward with verges and road safety initiatives due to lack of response from C/Cllr and Herts Highways.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the Clerk investigates the escalation and complaints procedure at Herts County Council and submits the necessary information to commence this process. The Clerk was also asked to advise the local political party Chairman re NMPC concerns over responsiveness of their member. Unanimous decision. Added to action list.

## 20/055/FPC Reports from Personnel Committee

- No Meeting Held.

**Resolution needed.**

- Full Council to consider and, if agreed, resolve to defer standing order 4 d (i) (March review of policies and salaries) to a later date due to NJC Salary increments not yet having been received.

**Resolved**, proposed Cllr Roberts, seconded Cllr Maddern that the salaries be brought back to council once pay awards have been finalised. Unanimous decision.

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## FINANCE

### 20/056/FPC Monthly Financial Matters (*Appendix 5 i-viii*)

- I. To authorise payments made in accordance with the budget. (Monthly Schedule attached).
- II. To note receipt of expenditure against budget attached (Feb).
- III. To receive bank reconciliation and cashbook up to end Feb 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 February.
- VI. To note the virement of funds from 'contingencies' to cover the expenditure for dog waste bags

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley, that the above documents and actions be received and noted, the schedule signed, and the payments duly made. Unanimous decision.

- VII. To consider whether NMPC wish to take ill Health Liability Insurance (Clerk report circulated).

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC authorises the Clerk to apply for the Ill Health Liability Insurance policy. Unanimous decision. Added to action list.

- VIII. To note the order of the Parish laptop with additional McAfee cover @ £706.62 net (*original sum agreed £700 but annual McAfee licence expired so this was also purchased from Dell using an inclusive package discount*)

Purchase noted.

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

#### **20/057/FPC Public Issues/Participation**

No public comment.

### **PLANNING & CONSULTATIONS**

#### **20/058/FPC Planning**

- To Consider the Parish Council's response to the following planning applications or requests for consultation;  
*received since last meeting up to 2<sup>nd</sup> March 2020.*

No applications received.

- To consider any planning applications received during the period 2<sup>nd</sup> March 2020- 9<sup>th</sup> March 2020

**20/00507/NMA**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?keyVal=Q6LVGZFOH5000&activeTab=summary>.

Internal amendments only. No increase to number of dwellings.

Parish noted the application. No further comment.

#### **20/059/FPC Development Management Committee**

- No items for discussion.

#### **20/060/FPC Planning Information/Updates from Clerk.**

- No items to note.

#### **20/061/FPC Consultations. (Clerk to advise)**

- Update to pre-public consultation documents for crossing improvements at Red Lion Lane/Rucklers Lane. NMPC had previously commented. No further Parish comments.

*The meeting adjourned here at the direction of the Chairman for a comfort break and was reconvened at 8.58pm*

### **WORKING GROUP UPDATES**

**20/062/FPC Policy and Procedures Working Group (Clerk)**

No report or meeting. Next meeting Monday 30<sup>th</sup> March.

**20/063/FPC Open Spaces Working Group (Cllr Berkeley) (Appendix 6)**

*Relevant Power to Spend Local Govt (Miscellaneous Provisions) Act 1976, s.19*

- I. To consider the Clerk's report on the playpark inspections and matters arising
- II. To resolve the actions to be taken to resolve the matters arising above.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the Clerk should contact the original contractor to progress investigations for the gate issues. Unanimous decision

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the Clerk should arrange for quotes to be obtained for completion of any outstanding repairs as detailed in the RoSPA report.

Clerk to investigate options (with the Warden) for algae removal. Unanimous decision.

**20/064/FPC Communications and Social Engagement (Cllr Cobb) (Appendix 7)**

- I. To consider, and if agreed, approve that working groups leads can work together to create a presentation summarising NMPC activities and future projects for the Annual Parish Meeting (May 2020)

**Resolved**, proposed Cllr Cobb, seconded Cllr Roberts that the working group leads can develop the presentations for the Annual Parish Meeting. Unanimous decision.

**20/065/FPC VE DAY 75 (Cllr Cobb) (Appendix 8)**

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

- I. To consider the working group proposals for VE Day Event 2020
- II. To agree the draft plan and timings for the event, including entry for 'Dance for VE Day' competition run by English Heritage.
- III. To approve maximum expenditure from general reserves for the Parish VE Day Event.

**Resolved**, proposed Cllr Cobb, seconded Cllr Maddern that NMPC forsake a VE Day event due to other large events happening locally and lack of local public interest for a parish led event. NMPC are also mindful that no expenditure should be committed for any large events whilst the coronavirus outbreak outcome is uncertain. Unanimous decision.

*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*

**AGENDA REQUESTS FROM COUNCILLORS**

**20/066/FPC Purchase of Projector Screen (Cllr Briggs) (Appendix 9)**

*Relevant Power to spend, Local Govt Act 1972, s.111*

- I. To consider the purchase of a larger projector screen for Nash Mills Village Hall and associated implications for installation, storage, risk assessment, insurance, and NMVHA insurance cover.
- II. If agreed to resolve the maximum sum to be spent on the above item (details circulated)

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that NMPC purchase a large projector screen up to a maximum spend of £500 to include installation.

No purchase to take place prior to permissions being sought from NMVHA and NMVHA insurance cover being verified. Unanimous decision.

**20/067/FPC Inter-Parish Working (Cllr Briggs)**

- I. To consider whether a formal working relationship (a working group) should be proposed to Kings Langley Parish Council, and if agreed to propose what format that should take, and how frequently meetings should be held.

II. If agreed to resolve the next steps to be taken in relation to the above.

Clerk advised that guidance had been sought from 3 other councils who successfully use cross-parish working. It is ordinarily as a result of a joint matter for concern or a joint project. A discussion was held discussing the merits and potential obstacles.

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that the Clerk arranges an informal meeting with the Clerk at KLPC to ascertain the need/ desire for cross parish working on a formal working party basis. Unanimous decision.

**20/068/FPC Working Group Restructure (Cllr Cobb) (Appendix 10)**

- I. To consider a restructure of the working groups in line with the proposal circulated. If agreed to then resolve:
- II. To assign scope/project
- III. To assign members
- IV. To assign leads
- V. To confirm ongoing tasks
- VI. To adopt a blanket term of reference for all working groups (excluding the policy and procedures working groups)

A discussion was held, Clerk advice was given with regards the need for a working group to be 'task and finish'. Views were exchanged regarding pre-determination and a reminder that W/G are investigatory and must bring shortlisted choices back to council to consider and vote on.

**Resolved** that;

- The working groups be restructured in line with appendix 10aa
- Membership assigned as membership of 4 with a quorum of 3
- The Clerk will update the term of reference to reflect the changes
- Clerk to circulate list in case Cllr Lester and Cllr Tout wish to join any groups
- Some working groups will be deferred as no further progress can be made until permissions are obtained from the C/Cllr.
- Some working groups will be deferred to the next agenda to enable Cllr Tout and Cllr Lester to take place in the discussions.

Proposed Cllr Cobb, seconded Cllr Maddern. Unanimous decision.

**20/069/FPC Action List- (circulated) (Appendix 11)**

- information only  
updated copy attached (appendix 11a)

**20/070/FPC Notice and information re Crematorium Public Consultation – INFORMATION ONLY-**  
B/Cllr Maddern.

B/Cllr Maddern shared the information and drawings obtained at a recent consultation event held by DBC and the developer. NMPC will be consulted in due course as a statutory consultee.

**20/071/FPC Items for Consideration for inclusion at next meeting Monday 20<sup>th</sup> April 2020**

Grit Bins

Updated Risk Assessment/ Photo Authorisation form

Terms of Reference for working groups (Clerk)

Working Group membership (revisit with full Cllr attendance)

Investments report and policy (Clerk)

Abbots Hill School Meeting report (Clerk)

*Meeting closed at 10.35pm*

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*Chairman April 20<sup>th</sup>, 2020*

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