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Delegated decisions list

Date	Decision to be Made	Responses	Decision made	Ratification Needed?	Justification
24/03/2020	Closure of play park	n/a	Closed	no-Govt directive	
24/03/2020	Reduce Wardens exposure/hrs	n/a	Social distancing/essential works only	no-Govt directive	
24/03/2020	20/00685/FHA Planning Longdene Studio	Lisa/Jan/Alan/Michele/Steve/Nicola	No objection submitted on portal 27/3/2020	yes clerk within delegated powers.	
26/03/2020	Instruct web designer to create page	n/a	90 mons work with designer creating 2x pages	yes clerk within delegated powers.	
27/03/2020	suspend DD to NMVHA	n/a	Moved DD to July Payment	no -for info only	
31/03/2020	Dave to remain at home for 2 weeks 31/3/2020-14/4/2020	n/a	Clerk decision as line mgr	no-info only	whilst Govt advice is still that staff who cannot wfh can continue to work I am unhappy re risk to Dave and wider public.
31/03/2020	referral of vulnerable gentleman to Nash Mills community support group	n/a	Referred	no-HAFTC advice sought	Matter will be reviewed with Chairman and Chairman personnel prior to Dave returning to work.
31/03/2020	Signed agreement with HLU (pension insurance)	N/A previously approved by Council		n/a Information only previously approved by Council	Referral across to non parish organisation w as notified to full council. No parish responsibility. Vulnerable gentleman my priority.
31/03/2020	Notified payroll provider of reduction in pension contributions	n/a	n/a	n/a info only see above	
06/04/2020	20/00595/NMA Land South West Bedmond Road Hemel Hempstead HP3 BLN	NMA so no parish comment			
06/04/2020	VAT RETURN SUBMITTED	info only			TO NOTE reclaim up to year end.
06/04/2020	Adobe renewed for 1 yr	info only			to note spend £158.68
06/04/2020	March bank rec & cashbook agreed	info only			to receive cashbook and bank reconciliation March 2020
07/04/2020	PRECEPT RECEIVED AND CHECKED TO BUDGET	info only			TO NOTE receipt of E35597.95 (precept E28583.94 grants £11014.01)
07/04/2020	CIL AWARDED AND REPORTED ON WEBSITE AS PER REGULATION 62	info only			TO NOTE receipt of E6009.51 April 2020, total sum held now £15510.79
07/04/2020	Move balance left in Lloyds across to reserves as precept received.	info only			to note E3801.14 moved as this was figure left on account at year end.
09/04/2020	20/00812/TEL Telecoms Mast Gate Tower	Lisa/Jan/Alan/Emily/Steve/Michele/Nicola	no objections	ratify decision	Clerk to request minimum disruption to residents during work
09/04/2020	20/00798/FHA 1 Chaffinches Green	Steve/Alan/Nicola	no objections (comment re bushes being preserved)yes	ratify decision	Clerk to request vegetation(trees/bushes) preserved or replaced.
09/04/2020	DAVES ROLE	HAPTC/Dave/Steve	Dave to stay at home /review in 2 weeks (23/4)		HAPTC advice/no essential duties/duty of care as an employer
14/04/2020	Monthly Payments list	Jan/Lisa	Approved for Pyt	no-delegated powers, note only	signed off by Jan & Lisa 14/4/2020
14/04/2020	LG21	n/a	Approved by Clerk-monthly pension return	no-note only	TO NOTE LG21 (April) submitted
16/04/2020	Annual pension return completed and submitted to LGPS	n/a	completed by Clerk	no-note only	TO NOTE
16/04/2020	Play inspection instructed				
20/04/2020	Clerk to engage contractor for post inspection repairs quite (cost £149 plus vat)	Steve/Michele/Emily/Lisa/Nicola/Alan	approved spend for post inspection repairs quote	yes	to ratify approval of spend.
20/04/2020	20/00924/DRC Nash House details of condition 2 of planning	Alan, Michele,Jan,Lisa,Nicola,Emily		ratify decision	ratify decision
21/04/2020	Clerk to defer May meeting, review for June	Agree Lisa/Steve,Nicola,Jan		ratify decision	ratify decision
21/04/2020	Circulate planning list and process for commenting to residents	n/a info only			
23/04/2020	Add Facebook tabs to website cost to NMPC	n/a	n/a		£13.50 spend under delegated powers
23/04/2020	Warden to remain at home, review 2 weeks	Lisa/Steve	n/a	no info only	
23/04/2020	tr E6009.51 lloyds c/a to lloyds 32 day savings (oil monies received in)	Jan/Lisa	n/a delegated	no-note only as per financial regulations.	note internal transfer from c/a to savings account at Lloyds
05/05/2020	20/01007/FHA 5 The Lees	Nicola/Alan/Michele/Jan/Steve	no further comment	ratify decision	ratify decision
05/05/2020	20/01023/DRC 1 Highbarns	Alan/Michele/Lisa/Nicola/Steve	no further comment	ratify decision	ratify decision
07/05/2020	Insurance renewal	Steve/Jan/Lisa/Michele/Alan/Nicola		ratify decision	ratify decision
11/05/2020	payments sheet for May				signed off by Jan & Lisa 1
14/05/2020	warden to return to work	Clerk/Chairman/Chairman Personnel			
14/05/2020	Warden Covid-19 Risk assessment implemented.	Clerk/Chairman/Chairman Personnel			
14/05/2020	20/01108/FHA 10 Bunkers Lane				
19/05/2020	4/01679/17/MFA Nash House				
19/05/2020	4/01828/15/MFA Former Methodist Church				
Actions to Note					
15/04/2020	Enquiry re C/Clr complaint sent to monitoring officer at HCC.	chased 23/4			
21/04/2020	First batch of financials sent to internal auditor				
23/04/2020	Liaise with HCC re Christmas light licences.	applic needed for June			
23/04/2020	Email to Peter Wright@HCC to chase verges answers, Cllr Berkeley/Bayley copied.				
23/04/2020	Remove twitter feed on website to make FB feed more prominent.				
23/04/2020	Check NALC advice on employment contacts and changes from April 2020	n/a	Our contracts are compliant/communicated to Chairman Personnel		
23/04/2020	Contact CCLA for further information re investments and protection.				
23/04/2020	Update covid page on website				
23/04/2020	Liaise with local residents re NM history articles for Cllr Cobb				
23/04/2020	Check in with Warden				
23/04/2020	Arrange Tomatoes/vegetables for Veday 75				
23/04/2020	Attend HAPTC meeting update meeting				
27/04/2020	Drafted Investment strategy, spoke to CCLA re investments				
27/04/2020	Further email to Chief MO at HCC.				
28/04/2020	Further email to Sue Woodnough (Apsley Paper trail) Hayden Dicker planning agent re QR code on Nash House history board				
28/04/2020	Submit removal of old signatories to NWB by email			no	to note-finally able to complete forms online for removal of old parish signatories, 3 remaining Lisa/Jan/Nikki
30/04/2020	BHB and Came & Co quotations requested for insurance renewals				
30/04/2020	Investigate alternate Parish bookkeeping systems				
30/04/2020	Upload Parish Mag pages to website				
30/04/2020	HAPTC meeting				
04/05/2020	Circulated April crime figures				
04/05/2020	Circulated Parish update to mailing group				
04/05/2020	Investigate alternative financial systems				
04/05/2020	Report water leak in Bunkers field				
12/05/2020	updated reserves summary				
12/05/2020	updated reserves policy				
12/05/2020	updates s/o / fin regu/complaints policy/pblication scheme to new template				

Nash Mills Crime Figures 2020

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)		3	1		1								
BURGLARY (Other)													
THEFT FROM MOTOR VEHICLE	2	1	2		1								
THEFT OF MOTOR VEHICLE		2		1									
DAMAGE OR DESTROY <£5,000	1	3			1								
THEFT FROM SHOP													
THEFT, OTHER	1	2	1		2								
DRUG RELATED			1										
OTHER CRIMES		1	1	2	1								
A.S.B (Youths)													
TOTALS	4	12	6	3	6								

Nash Mills Crime Figures 2020

DWELLING BURGLARY	Hill Common – Property entered and keys to Audi taken, car was then stolen
BURGLARY OTHER	
THEFT FROM MOTOR VEHICLE	Embankment – number plates taken
THEFT OF MOTOR VEHICLE	
DAMAGE OR DESTROY	Barnacres – Damage to wing mirror of car following domestic incident
THEFT FROM SHOP	
THEFT OTHER	Chambersbury Lane – Theft of large stuffed monkey from front garden of property Embankment – pedal cycle taken from underground car park
DRUG RELATED	
OTHER CRIMES	Chambersbury Lane – Fail to stop following car accident

Clerks Report June 2020

Items for information only

Herts Highways/County Cllr

Following on from my emails from October 2019 which were outstanding, the following action has now been taken to expedite the process with HCC and our County Cllr to enable NMPC to investigate the options available to assist with road safety at Bunkers Lane/ entry to the play park.

14/5/2020 report sent to Peter Wright at HCC and C/Cllr Howard requesting the speed and volume survey for Bunkers Lane. Chased 26/5/2020.

A separate report will be submitted regarding the 'verges' project once council have deliberated.

*UPDATE * HCC are now awaiting details regarding implementing a speed and volume survey at the site.

Warden

Returned to work 18/5/2020 with appropriate Covid-19 risk assessment in place.

Pension/III Health Liability Insurance

- Annual pension return completed and submitted
- IHLI arranged and in force.

Council Annual Insurance

- Report circulated; policy renewed.

Community Infrastructure Levy

- Awarded and reported on website as per regulation 62

Employment contracts

- NALC advice on employment contracts and changes from April 2020.
- Contracts reviewed and found to be compliant with new regulations.

Tree reports/School Visit Report

- With working group.

Communications

- Rise in enquiries relating to allotments, (4) these have been directed to KLAGA and DBC.
- Water leak in field on Bunkers Lane reported to DBC.

Play Park

- Algae treated
- Annual Inspection booked but delayed due to Covid-19 (RoSPA in May).
- Pre works inspection report booked with Sovereign in June
- Works to be instructed once inspection report received and considered by council.

Training

I have been attending the weekly 'remote' Clerks seminar provided by HAPTC where advice/best practise is being shared in regard to the current crisis and the implications to procedures and the relevant legislative changes. Further mentoring and support in all areas of clerk and council business is also being provided within our peer group via this forum. We have been able to liaise with HR advisors and legal services.

Audit

Most audit work is in its final stages as I write this report. The auditor has a vast amount of information to check, both financial and procedural, therefore for next year I will be asking for an interim audit to enable a lot of the processes to be undertaken in quarter three so that there is not such demand for information at the end of the financial year. This will enable the us to meet the statutory sign off dates without as much pressure on my workflow.

Nikki Bugden

Clerk to Nash Mills Parish Council.

June 2020

Nash Mills Parish Council - Borough Councillor Report - June 2020

As we have all adjusted to the challenges of 'business as normal' during the lockdown, I'm delighted to report that DBC have managed to transfer their business online most efficiently. Please see here a report of my DBC work over the last couple of months

Dacorum Council Meetings

DBC were very quick to set the entire staff up to work from home, and meetings moved swiftly to MS Teams. Development Management (every three weeks) is being run in this way. These meetings are working really well; it is even easier to focus without distractions, and as the councillors are now being sent the full officer presentations a week in advance it enables us to study them and send in questions in advance, making the meetings incredibly efficient. Members of the public still attend and speak as normal.

Team Nash Mills

I set up a volunteer scheme before lockdown, and several weeks before TeamHerts was up and running. I have 30+ volunteers on standby for any shopping, prescription collections etc that people may have. Whilst we don't have lots of requests as soon as anyone needs help, we are able to respond and help within minutes or an hour. I received a call from Boots in the Marlowes last week asking if they could give out my details to people who needed support with prescription delivery, which I was more than happy to agree to. The wonderful thing is that most people are supporting each other, which is why we are not overrun.

Grants

DBC have administered grants to small businesses and community groups/charities on behalf of the government. Several local businesses and charities that I know of have reported to me that the system was extremely straight forward and efficient, and they had money in the bank within a week or 10 days of applying.

Local Matters:

Red Lion Lane

This – as always – is a huge bug bear, and I am still lobbying for a short stretch of yellow lines adjacent to the island. Unfortunately, there is very little I can do other than continue to email Herts Highways and the county councillor, which I am still doing. I have received several phone calls from local residents during lockdown about this as people are out walking and getting frustrated.

Nash Mills Methodist Church – Planning Appeal

The owners of the site have lodged an appeal against the decision to refuse planning. At the time of writing this report, the planning inspectorate has not yet decided whether the appeal is valid. If they decide it is, they will issue a 'start date' letter to DBC, at which time everyone who commented, either in support or objection, will be contacted immediately and anyone can comment. I will keep the parish council fully updated through the coming weeks.

Planning Applications

There are three planning applications that will be on the agenda next week. I have received several telephone calls and emails/messages on all three. I will be speaking in my role as borough councillor on planning matters at the parish meeting.

Parish Chairs and Vice Chairs' Weekly Meeting

Every Friday there is an informal Zoom meeting, organised by HAPTC, for Chairs and Vice Chairs of parish councils. These are very helpful and offer an opportunity to raise many issues. Last week we discussed whether parish councils (or indeed, anyone else) should be delivering leaflets at the present time. There was a mixed response to this question. Another really helpful discussion was on the challenges and benefits of parishes adopting a parish/neighbourhood plan. It seems that these can hold weight in determining planning applications, rather like the DBC Local Plan, but they really need to be properly constructed to stand up to scrutiny. The general consensus was that they are most successful if they are prepared by a professional. This is something I would be happy to discuss further.

	A	B	C	D	E	F
1	Nash Mills Parish Council Document Register	Adopted	Website	Review period	Review Date	Applicable Statute
2						
3	GOVERNANCE					
4	Standing Orders v3	Apr-19	y	2 years	Apr-21	Local Govt Act 1972,Public Contracts Regs 2015,Smaller Authorities Transparency Regs 2015
5	Code of Conduct	Apr-19	y	2 years	Apr-21	Localism Act 2011,s27
6	ICO Publication Scheme	Apr-19	y	Annually	Feb-20	Freedom of Information Act 2000
7	SCHEME OF DELEGATION (INCORPORATES BELOW)					
8	Scheme of Delegation (inc Working Groups)	Dec-19	y	2 years	Apr-21	Local Govt Act 1972 s101,117 Lga 1972 s.12a (part1), LGA 1972 s.102 DPA 1998, Public Bodies(admission to meetings Act) 1960s2
9	Personnel TOR	Apr-19		2 years	Apr-21	Local Govt Act 1972 s101,s117
10	Finance TOR	N/A				
11	Planning TOR	N/A				
12	POLICIES & PROCEDURES					
13	Complaints Policy	Apr-19	y	Annually	Feb-20	Freedom of Information Act 2000 Section 14, Health and safety at Work Act 1974,Data Protection Act 1998/2018,GDPR 2018
14	Social Media & Electronic Communications Policy	Nov-19	y	2 years	Apr-21	Data Protection Act 1998/2018, Local Govt Act 1972, GDPR 2018
15	Grant & Donation Policy & Application	Apr-19	y	2 years	Jan-21	Local Govt Act 1972 & Local Govt Act 1972 s137
16	Planning Code of Practice	Apr-19	y	Annually	May-20	Local Govt Act 2000/ Localism act 2011
17	Community Engagement Stmtnt of Intent	Nov-19	y	when required		
18	Press and Media Policy	Nov-19	y	2 years	Apr-21	
19	Accessibility stmnt for website	01-Mar-20	y	as req		clerk added to website no need for formal adoption
20	Privacy Stmtnt (for website)		y			
21	Virtual Meeting Procedure	01-Jun-20		as req		Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)Regs 2020
22	Health & Safety Policy Stmtnt					Health And Safety At Work Act 1974
23	(GDPR-Needs review)					
24	Information& Data Protection Policy					Data Protection Act 1998 revised 2018, The Freedom Of Information Act 2000,GDPR 2018
25	Freedom of Information Policy		y			
26	Subject Access Request Policy		y			
27	GDPR Data Audit		y			
28	GDPR Guidance and Action Plan		y			
29	GDPR Consent and Privacy Notices		y			
30	General Privacy Notice		y			
31	General Contacts Consent		y			
32	STAFFING (Needed)					
33	Recruitment Policy					
34						
35	Bullying and Harrassment Policy					
36	Equality Policy					
37	Training & Development policy					
38	Violence and Aggression at work policy					
39	Disciplinary Procedure					
40	Absence Policy					
41	Member/Officer Protocol					
42	Others (needed)					
43	Co-option Policy					
44	Retention Policy					
45						
46	RISK					
47	Risk Management (& Financial) Scheme v2	Jan-20	y	6 mnthly Jan & June	Jun-20	NALC model doc
48	Warden Risk Assessment	Jan-20	y	annually	Jan-21	Health And Safety At Work Act 1974
49	Event Risk assessment	Nov-20		as and when		review with any new event or Govt guidance/working document
50	Warden Covid-19 Risk Assessment	Jun-20		as and when		HSE/ Government advice notes
51	H&S Risk Assessment Play Area	Jun-19		annually		
52	FINANCIAL					
53	Financial Regulations v2	Dec-19	y	annually	Dec-20	Nalc Model Doc
54	Asset Register	Apr-19	y	annually	Mar-20	updated March 2019
55	Review of the Effectiveness of the Internal Auditor & Audit	Jan-20	y	6 Monthly Dec/May	Nov/Dec and May 2020	
56	Audit Plan			Annually	Dec-20	
57	Reserves Policy	Oct-19	y	Annually	May/June 2020	Local Govt Finance Act 1992
58	Earmarked Reserves (appendix to above policy)	Jun-20		October and April	Oct-20	Local Govt Finance Act 1992 s32,s43
59	Review of the Effectiveness of Internal Control	Dec-19	y	6 monthly Dec/May	May-20	
60						
61	Investment Strategy	Jun-20		Annually	Mar-20	Local Govt Act 2003
62	Budget Setting Process					
63	OTHER					
64	Good Councillors Guide					
65	Arnold Baker	10th edition				
66	Local Councils Explained	NALC 2013				
67	KEY					
68	Items in black have been adopted					
69	Items in blue are still needed or historic docs need reviewing.					
70	Items in red have been drafted					
71	Notes					



MEETING DATES FOR 2020

Date of Meeting	Start Time	Venue
Monday 13 th January 2020	8pm	Nash Mills Village Hall
Monday 10 th February 2020	8pm	Nash Mills Village Hall
Monday 9 th March 2020	8pm	Nash Mills Village Hall
Monday 20 th April 2020	8pm	Meeting Room 1 The Forum Hemel Hempstead
Monday 11 th May 2020	8pm <small>Please note that this start time will change once the Annual Parish Meeting and Annual Council Meeting have been agreed.</small>	Nash Mills Village Hall
Monday 8 th June 2020	8pm	
Monday 13 th July 2020	8pm	
No August Meeting	8pm	
Monday 14 th September 2020	8pm	
Monday 12 th October 2020	8pm	
Monday 9 th November 2020	8pm	
Monday 14 th December 2020	8pm	

Supporting documents are available on our website.

www.nashmillsparishcouncil.gov.uk

Agendas are advertised on the website and on the noticeboard at

The Denes, Barnacres Road, Nash Mills.

NB: During the winter months it is advisable to contact the Parish Clerk and check for cancellations.

clerk@nashmillsparishcouncil.gov.uk

Working Groups Restructure

Group	Responsibilities / investigations	Members	Lead	
Communications	Keep group temporarily to complete outstanding short-term tasks Annual Parish Meeting (ideas for the Annual Parish meeting in May)	All	Nicola	
Heritage	<ul style="list-style-type: none"> War memorial Local listing 	Alan, Jan, Michele, Nicola	Alan	Resolved
Policies & Procedures	<ul style="list-style-type: none"> Reviewing existing policies Creating missing policies (based on existing templates) 	Nikki, Nicola, Michele, Steve Note: Councillor quorum = 2	Nikki	Resolved
Grass verges	<ul style="list-style-type: none"> Establish ownership, options for verge protection and parking issues Work with County Councillor to prioritise options 	Michele, Alan, Mandy + Jan	Michele	Resolved
Play park	<ul style="list-style-type: none"> Crossing options, lease, grass cutting, tree surgery, equipment repairs 	Michele, Alan, Mandy + Jan	Michele	Resolved
Denes makeover	<ul style="list-style-type: none"> Planning the area, Sunnyside, planters, defib options, noticeboard, benches, bins 	As existing (currently all)	Nicola	Defer to April
Christmas lights	<ul style="list-style-type: none"> Contact suppliers, establish power source, license required – link to Events to switching on, carol singing options? 	Emily, Nicola, Jan TBC	Emily?	Defer to April
Website enhancements	<ul style="list-style-type: none"> Review calendar options Documents library for useful information (for councillors?) Other visual improvements? Councillor working documents area (could be Google Drive, OneDrive or similar) 	Nikki, Alan (technical) + 2? - TBC All to input Councillor quorum = 2?	TBC	Defer to June or July (post Audit)

Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Nikki (All to contribute)	Nicola/Jan Clerk to sign off
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Mandy, Jan, Nicola, Nikki (admins)	Mandy/Jan Clerk Admin

Company	Type of lighting	Price	Agreement type	Install / remove			Power install Year 1 only	Pre season check Year 2	Pre season check Year 3	Delivery	Total cost over 3 years	Average per year	Additional info
				Year 1	Year 2	Year 3							
Lite	Icicle lights	£1,700.00	Purchase	£0.00			£350.00	£0.00	£0.00	£0.00	£2,050.00	£683.33	Waiting for year 2 / 3 installation costs
Lite	Icicle lights	£1,114.00	Rental	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	£0.00	£3,692.00	£1,230.67	Price per year based on 3 year agreement, cost includes install / removal, pre-season checks
Lite	Festoon lights	£2,098.00	Purchase	£0.00			£350.00	£0.00	£0.00	£0.00	£2,448.00	£816.00	Waiting for year 2 / 3 installation costs
Lite	Festoon lights	£1,198.00	Rental	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	£0.00	£3,944.00	£1,314.67	Price per year based on 3 year agreement, cost includes install / removal, pre-season checks
Lite	Festoon lights	£1,906.00	Permanent install	£0.00	£0.00	£0.00	£350.00	£0.00	£0.00	£0.00	£2,256.00	£752.00	
Lamps and Tubes	Icicle lights	£822.80	Purchase	£350.00	£350.00	£350.00	£770.00	£250.00	£250.00	£0.00	£3,142.80	£1,047.60	
Lamps and Tubes	Icicle lights	£411.40	Rental	£350.00	£350.00	£350.00	£770.00	£250.00	£250.00	£0.00	£3,554.20	£1,184.73	Price per year based on 3 year agreement
Lamps and Tubes	Festoon lights	£736.45	Purchase	£350.00	£350.00	£350.00	£770.00	£250.00	£250.00	£0.00	£3,056.45	£1,018.82	
Lamps and Tubes	Festoon lights	£362.05	Rental	£350.00	£350.00	£350.00	£770.00	£250.00	£250.00	£0.00	£3,406.15	£1,135.38	Price per year based on 3 year agreement
Plantscape	Lamp post trees	£196.00	Rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£175.00	£2,289.00	£763.00	Solar powered, installation included. Cost depends on number required, limited availability, inbuilt timer
Plantscape	Hanging trees	£78.00	Rental	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£175.00	£2,397.00	£799.00	Solar powered, installation included. Cost depends on number required, limited availability, inbuilt timer

Other companies contacted:

Christmas Plus - not able to do installation / removal in 2020

Spark X - awaiting quote

Notes:

None of the companies have been able to visit the Denes but have used Street View for estimates

All prices exclude VAT

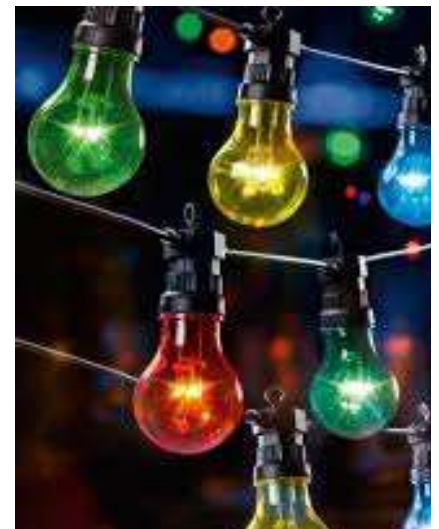
Lite can also provide lights for the tree if were interested



SOLAR TREES



ICICLES





FESTOON





Full Council Action List

March 2020 (post Meeting)

Actions from Most Recent Meeting (To Be Discussed)		Comment
NMVH Cleanliness/ Coronavirus signage		JM/NC to take forward
Update RA to take into account latest Coronavirus recommendations		LB
Awaiting Further Updates (ONGOING to Be Discussed)		
Letter to DBC/Highways regarding parking enforcement/parking on verges		CLlr Briggs drafting
Letter to Chamonix re parking		ML to draft/Clerk to send
Photo Authorisation form required (to accompany RA)		LB
Borough Councillor Actions		
Gade Tower, doors on bin store (Osbornes)		JM (Borough) to contact (Mar)
Fly Tipping (Red Lion Lane car park) Lindens/Cress		JM (Borough) to contact (Mar)
CCTV Upgrade costings @ The Denes		JM (Borough) ongoing with DBC
The Denes Signage (CCTV /Fly Tipping etc)		JM (Borough) ongoing
Verge permissions at The Denes (DBC ??)		JM (Borough) to contact (Mar)
JM to contact Steve Barnes re: ticket meter. (ongoing)		JM (Borough) ongoing
Enforcement issues relating to the Former Methodist Church site (tidiness. Security)		JM (Borough) reported, ongoing with DBC Enforcement. (Feb)
County Councillor Actions		
Updated questions to C/CLlr Howard re verges/pricing (price per m/area)		Clerk emailed Nov 2019, awaiting response
Refer to C/CLlr Howard re yellow lines @ Red Lion Lane (by traffic island only)		Clerk emailed Nov 2019, awaiting response
Traffic calming Bunkers Lane –NMPC taking forward with C/CLlr for SID		Clerk emailed October 2019, awaiting response
Clerk Actions (Most Recent Meeting Information Only) in addition to standard post meeting duties		
Investigate Investment options		Clerk April Agenda
Investigate warden phone		Clerk
Slides from DBC Strategic Planning meeting to Lisa		Clerk
Investigate County Complaints Procedure/Political Party complaints		Clerk
Investigate HCC escalation procedures (in line with above)		Clerk
Informal meeting with K/L Clerk and report back		Clerk
Sign up for IHLI policy		Clerk
Notify LGPS re above		Clerk
Crime reports, more information & dates of incidents		Clerk
Grit Bins Clerk to circulate current locations		April Agenda
Update working group TOR/Membership/Scope- add some to April agenda		Clerk April Agenda
Arrange quotes for playground works		Clerk
Update NMPC on meeting at Abbots Hill		Clerk April Agenda
Long Term Actions No Immediate Resolution (Reminders)		
Costed plan from Sunnyside to be obtained once permissions re land recd.		SR, on hold
LB contacted Luke Johnson, re: tree survey in Highbarns.		JM/LB LB chasing LJ who has been on leave.
All councillors to continue to report unauthorised banners within NM to JM.		ALL
Willow Trees – Monitor report from Luke Johnson		JM/AB (check Spring growth)
Garage Clear out/archiving		CLERK/JM/LB (Spring 2020)- April 2020