

| | |
|---|----|
| Appendix 2 Delegated Decisions | 2 |
| Appendix 3 Nash Mills Crimes June 2020 | 3 |
| Appendix 4 Clerks Report June 2020 | 5 |
| Appendix 5 Borough Cllr Report | 7 |
| Appendix 12 REGISTER OF ADOPTED POLICIES AND PROCEDURES | 9 |
| Appendix 13 Meeting dates 2020 v1 confirmed | 10 |
| Appendix 14 Updated WG March 2020 | 11 |
| Appendix 15 Christmas Lights Doc | 12 |
| Appendix 15 Christmas Lights images | 13 |
| Appendix 16 Action List March 2020 (post meeting) | 17 |

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 | 20/00832/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 stmtnt 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

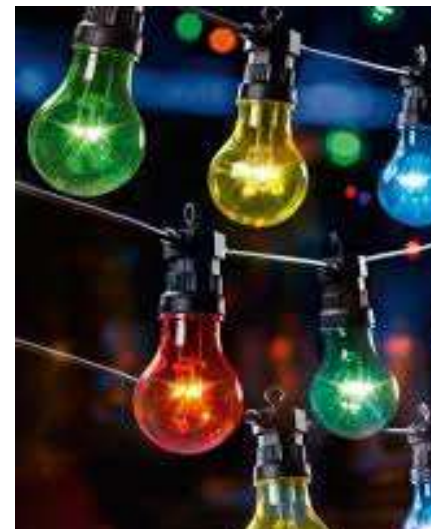
Lite can also provide lights for the tree if were interested



SOLAR TREES



ICICLES





FESTOON





Full Council Action List

March 2019 (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 |