



Full Parish Council Meeting Minutes

held on

8th June 2020

Via Zoom Meeting ref 91544975574

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
Councillor Steve Roberts
Councillor Jan Maddern (Vice-Chairman)

In Attendance

6 Members of the public (one anonymous)
PCSO Ian Martin (attended to give crime report)
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 virtual meeting process and etiquette.

Business commenced at 8.05pm

20/072/FPC To Resolve To Undertake NMPC Meetings Remotely (*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England and Wales) Regulations 2020 ("The 2020 Regulations")*)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that NMPC would undertake remote meetings in line with government legislation and advice. Unanimous decision.

20/073/FPC Annual Council Meeting.

To ratify the decision taken to defer the Annual Council Meeting to May 2021 (in line with amended legislation and NALC Guidance L01-20) and for the Chairman, Vice-Chairman and Chairman Personnel, Vice-Chairman Personnel to remain in-situ for an additional year.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern at NMPC would defer the annual council meeting to May 2021 and that Cllr Bayley would remain as Chairman, Cllr Maddern as Vice-Chairman, Cllr Roberts as Chairman Personnel, Cllr Berkeley as Vice-Chairman Personnel. Unanimous decision.

20/074/FPC Apologies

- Cllr Emily Tout

Resolved, Proposed Cllr Bayley, seconded Cllr Maddern that NMPC would receive and approve the reason given for the absence of Cllr Tout in line with *Section 85 (1) of the Local Government Act 1972*. Unanimous decision.

20/075/FPC Interests

Cllr Maddern declared an interest in planning matters relating to Nash House as she would be speaking during public participation in her capacity as Borough Councillor.

20/076/FPC Minutes

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

- NMPC Meeting Monday 9th March 2020 (appendix 1)

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

20/077/FPC Decisions made under Delegated Powers-Covid-19

To ratify the decisions made by the clerk, and to note the actions taken by the clerk in consultation with the Chairman, under delegated powers during the Covid-19 emergency as detailed in the attached summary. (*appendix 2*)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that NMPC would ratify all decisions listed on the attached schedule. Unanimous decision.

20/078/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 Ian Martin (circulated) (*appendix 3*)
PCSO Martin was warmly welcomed back and presented his report.
- Parish Warden's Report David Drew sent apologies; Clerk gave a brief update
- Clerks Report- circulated. (*appendix 4*)
- Borough Cllr Report –B/Cllr Jan Maddern (*appendix 5*)
- C/Cllr Report – C/Cllr Tina Howard

No written report received; C/Cllr Howard sent apologies as she could not access the meeting. Cllr Briggs asked for it to be noted at this point that replies had still not been received regarding outstanding Highways queries from October 2019 and November 2019. The clerk confirmed that these emails had been chased.

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

20/079/FPC Public Issues/Participation –

- Cllr Cobb spoke in her capacity as a resident regarding the recent car accidents along Chambersbury Lane and Georgewood Road and requested that council consider adding the matter to a later agenda for full discussion. Clerk to note and add to agenda.
- Cllr Maddern spoke in her capacity as Borough Cllr to inform Cllrs of the history relating to the original Nash House planning application and the various amendments that have occurred prior to the existing Councillors taking their seats. B/Cllr Maddern expressed her opposition to the current proposals.

PLANNING & CONSULTATIONS

20/080/FPC Planning

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

received since last meeting up to 1st June 2020.

20/01108/FHA 10 Bunkers Lane Hemel Hempstead Hertfordshire HP3 8AX

Proposal: Rear extension, hip to gable roof extension with new dormer on garden slope and new 2 storey extension above an existing side volume (current kitchen and garage). Replacement of windows throughout for double glazed units, and external insulation to all existing structures.

<https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage>

A discussion was held. Cllr Maddern confirmed that the planning officer had approached the applicant to request that the application be withdrawn as he would be unable to approve the application without considerable amendments.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC would lodge an objection stating CS11 and CS12 of the local plan. Concerns relating to parking, impact on distinctive character streetscape, visual intrusion to neighbours. Unanimous decision. Clerk to notify planning officer.

20/01249/FUL Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT

Proposal: Conversion of gym into in to one 1-bedroom flat

<https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage>

20/01248/FUL Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT

Proposal: Conversion of basement into 1x 1-bedroom flat

<https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage>

Councillor Maddern declared an interest and did not take part in the discussion or vote for either of these applications.

Both applications were discussed independently.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC lodge an objection to both applications on the grounds of overdevelopment (CS12g) (CS11), impact on parking (CS12b), loss of community space, suitability of living space for basement dwelling, appln 1248, (right to light), suitability of gym conversion overlooking the unit's bin store. Unanimous decision.

- To consider any planning applications received during the period 2nd June 2020- 8th June 2020

None received.

At this juncture the meeting was adjourned from 21.17 for a comfort break and reconvened at 21.28, only one member of the public remained online to reconvene.

20/081/FPC Development Management Committee

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

None, however, at this point Cllr Cobb mentioned that the DMC schedule needed updating. Cllr Briggs offered to attend any meetings in June or July for NMPC and Cllr Cobb was available as reserve. The schedule for the rest of the year will be on the agenda for July.

20/082/FPC Planning Information/Updates from Clerk.

- Items for information only (no action needed)

20/083/FPC Consultations. (Clerk to advise)

None

FINANCE

20/084/FPC Monthly Financial Matters (Appendix 6 i-xii)

- I. To review and, if agreed, authorise payments made in accordance with the budget. (Monthly Schedule attached)
- II. To note the schedules signed off under delegated powers for April and May
- III. To note year-end figures up to 31st March 2020, including s.137 expenditure
- IV. To receive bank reconciliation and cashbook up to 31st March 2020
- V. To receive bank reconciliation and cashbook up to 30th April and up to 30th May 2020
- VI. To note on file LG221 Pension return for March, April, May 2020
- VII. To note the submission of the VAT return 30th June 2020
- VIII. To review and, if agreed, agree the annual direct debit and standing order summary
- IX. To receive the clerk report and note renewal of the annual NMPC insurance policy with Came & Co and cover of all insurable risks
- X. To ratify the delegated decision to renew the annual subscriptions to professional advisory services HAPTC, SLCC, ICO
Clerk asked for it to be noted at this point that the bank reconciliation and cash book for May was not available and would be produced in time for the meeting in July.
Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that the appendices and items above be noted, received, and ratified, the standing orders and direct debits be authorised for the year and the payments duly made. Unanimous decision.
- XI. To review Clerks investment strategy. and, if agreed to authorise the clerk to open a new interest-bearing account with NatWest (*Appendix 6xi*)
Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the clerk report be accepted as read and the clerk is instructed to open the new account. Unanimous decision.
- XII. To review and, if agreed, agree for the Clerk to purchase the new Rialtas parish accounting software. Clerks report provided (*Appendix 6xii*)
Council supported the purchase of a council specific accounting package. The clerk also highlighted that the parish specific programme would address comments contained in the audit report as 'Quikbooks' is unable to offer the same parish specific requirements.
Resolved, proposed Cllr Maddern, seconded Cllr Roberts that the clerk purchase Rialtas on a 3-year contract. Unanimous decision
Addendum: following receipt of the auditor's report a third quote was obtained by the clerk and circulated to council 9/6/2020 to supplement the report circulated. This quote was more expensive and therefore did not affect the decision resolved by council
- XIII. To note receipt of our precept plus grants from DBC (as budgeted) £39597.95
- XIV. To note receipt of community infrastructure levy (CIL) £6009.51 (Total held at 1st June now £15510.79)
Resolved, proposed Cllr Maddern, seconded Cllr Lester that the sums listed above be noted. Unanimous decision.

AUDIT

20/085/FPC Audit actions

- I. To receive the asset register up to 31st March 2020 (*Appendix 7*)
Resolved, proposed Cllr Lester, seconded Cllr Berkeley that NMPC receive the asset register as of 31st March 2020. Unanimous decision.

- II. To receive the Internal Auditor's Report for 2019/20 (*Appendix 8*)
Resolved, proposed Cllr Cobb, seconded Cllr Maddern that NMPC receive the Annual Internal Auditor's Report for the Annual Governance and Accountability Return 2019/20 (AGAR) and the separate audit report. Assertions A-L were met where applicable. The control objectives were achieved throughout the financial year to the standards needed to be compliant. Unanimous decision.
Clerk to action recommendations and to report back to council. Clerk brought the Cllrs' attention to recommendation 2 regarding the laptop purchase. Clerk and Cllr Briggs confirmed that it is virtually impossible to compare computer system from provider 'a' to computer system from provider 'b' but that they ascertained the correct specifications for council requirements, conducted a search of the market and purchased directly from the supplier with software included. The spend had been pre-approved by council resolution.

- III. To review and, if agreed sign the Annual Governance Statement (Section 1) (*Appendix 9*)
Resolved, proposed Cllr Maddern, seconded Cllr Lester that NMPC approve assertions 1-8 of the annual governance statement 2019/20 and that the statement be duly signed by the chairman once the clerk can arrange a safe meeting to do so. Unanimous decision.

- IV. To review and, if agreed sign the Accounting Statement (Section 2) (*Appendix 10*)
Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC approve the accounting statement 2019/20 as detailed in section 2 of the Annual Governance and Accountability Return 2019/20

- V. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 15th June 2020-Friday 24th July 2020 (*Appendix 11*)
Resolved, proposed Cllr Maddern, seconded Cllr Lester that the dates be set as above and notices appropriately displayed. Unanimous decision.

- VI. To note that the clerk will now submit all completed audit documentation to the external auditor. 'Wet' signatures will be obtained to comply with the regulations
Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the clerk arranges for signing of the AGAR documents and submission to the external auditor. Unanimous decision.

STATUTORY MATTERS

20/086/FPC Items carried forward from deferred May 2020 meeting. (documents circulated)

- I. To review the effectiveness of the System of Internal Control
- II. To review and, if agreed, adopt the Financial Management Risk Assessment
- III. To review and, if agreed, adopt the Effectiveness of the Internal Auditor
- IV. To review and, if agreed, adopt the amended Reserves Policy, including the earmarked reserves summary
Resolved, proposed Cllr Roberts, seconded Cobb that NMPC adopt the updated documents listed above with all amendments made by the clerk.
Council agreed that the system of Internal control was effective, and that the auditor complied with all statutory standards and characteristics of effectiveness as detailed in the Internal controls document and as evidenced by the AGAR and associated reports. Our systems and processes evidenced necessary risk prevention and sound financial controls. The updated reserve figures were agreed as suitable for inclusion in the reserves policy. Unanimous decision.
- V. To adopt the NMPC standing orders

- VI. To adopt the NMPC Financial Regulations
- VII. To adopt the NMPC Complaints Policy
- VIII. To adopt the NMPC Publication Scheme
- IX. To adopt the Scheme of Delegation/Terms of Reference
- X. Consideration of the policy and procedure review schedule for 2020/21 and the adoption of all policies and procedures of the council currently in place, not listed above and previously adopted by full council in the preceding year (*Appendix 12*)

Resolved, proposed Cllr Maddern, seconded Cllr Lester that all documents listed above v-x be adopted by council in conjunction with all other policies and procedures as listed in the schedule. Unanimous decision.

- XI. Review of representation on or work with external bodies and arrangements for reporting back

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that Councillor Cobb remain as the NMPC representative on the NMVHA committee. Unanimous decision.

- XII. Consideration of any changes to the schedule of meetings set in January (*Appendix 13*)

Resolved, proposed Cllr Cobb, seconded Cllr Maddern than NMPC hold a meeting on 10th August 2020 as an additional meeting as meetings were missed due to the Covid-19 crisis. Unanimous decision.

- XIII. Review of any training needs for Councillors

Clerk was asked for clarification, the clerk explained that there was a budget should any Cllr wish to attend suitable training to assist with their role. All courses must directly benefit NMPC, the cost must be appropriate to council budget and the clerk will check to see if HAPTC are able to offer any courses that are suitable at this moment in time. This will also be extended to include the Warden.

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

WORKING GROUP UPDATES

20/087/FPC Working Group Restructure (partially deferred from previous meeting) (*Appendix 14*)

- I. To consider the requirement for any changes to the existing working groups' memberships and if there are any requirements for additional working groups
 - II. To assign members to any groups
 - III. To assign leads to new groups
- Council discussed the merits of the working groups and the differences between working groups, committees, and delegated powers. The clerk had taken advice from HAPTC and was able to offer clarity around the subject of predetermination.
- Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that the working groups and membership stands as per the schedule with the removal of the Christmas lights and website enhancements groups (website and document storage to be postponed). Cllrs can request to be added to groups and clerk can add to future agendas should the need arise. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS

20/088/FPC Christmas Lights at The Denes (Cllr Cobb) (Appendix 15)

Relevant Power to spend, Local Govt Act 1972, s.144

- I. To consider the procurement of Christmas lights for The Denes and associated implications for installation, risk assessment, insurance

Cllr Cobb presented the option for Christmas lights at The Denes. The application for the licence must be submitted by end of June.

Resolved, proposed Cllr Cobb, seconded Cllr Maddern that NMPC should hire lights rather than purchase. Unanimous decision.

Resolved proposed Cllr Cobb, seconded Cllr Maddern that NMPC should choose icicle lights but that council could resort to festoon lights should the supplier be unable to fit the icicles due to head height or any other issue. Unanimous decision.

Resolved, proposed Cllr Cobb, seconded Cllr Maddern that quotes would now be obtained from all suppliers to enable council to decide on the expenditure and which company they will instruct. Unanimous decision.

- II. If agreed to resolve for the clerk to submit the licence application form to Herts County Council

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the clerk can now complete the licence application form to submit to HCC and can also inform DBC of the intentions. Unanimous decision.

22.55 Cllr Lester had IT issues and left the meeting.

22.57 re-joined.

20/089/FPC Action List- (circulated) (Appendix 16)

- information only
Action list to be updated by the clerk.

20/090/FPC Items for Consideration for inclusion at next meeting Monday 13th July 2020

Verges
Local Plan
Play inspections
Tree report
DMC schedule
Christmas Lights expenditure
Willow Trees
Road safety at Georgewood/Chambersbury.

[Items to be received no later than 9am on Thursday 2nd July 2020.](#)