



## Clerk Report October 2020

(information only, if any resolutions are required, they will be noted on the agenda)

### HCC Updates/ County Councillor

**Site meeting booked (provisionally at time of publication Monday 19<sup>th</sup> October 2pm)** with C/Cllr Howard, Locality Officer, Clerk and Working Group Leads (Cllr Cobb & Cllr Berkeley). Current Covid-19 precautions to be taken.

Subject	NMPC Request	County Officer Response (Aug 2020)
Bunkers Lane project.	Speed and volume survey Speed device Bollards to deter parking near park entrance	.
Red Lion Lane parking restrictions.	Update re proposal to address safety issues <b>(around the traffic island only)</b>	
Verges Project	Request for accurate costings in relation to Phase 1	Updates given, await outcome of site visit
The Denes Project	Request for permissions and advice on how to move the project forward	Await outcome of site visit
Grit Bins	Bunkers Lane location suggested.	Highways suggested that we submit a FOI request if needed but a new bin will not be permitted on HCC owned land.

### Tree Works

Works scheduled 26<sup>th</sup> & 27<sup>th</sup> October.

The houses affected by the lane closure have been leafleted (and the ones affected by the temporary lights), all residents' associations notified, Facebook will be updated, and the warden will lock the park

### Playpark Works

Booked, awaiting dates

### Accessibility Plan

Cllr Briggs and Cllr Cobb have assisted. Plan now updated and I will be working through it when time allows.

### Assets of Community Value

ACV application completed and Cllr Maddern is checking it through with the landlord prior to submission.

### Fly-tipping Red Lion Lane

Borough C/llr Maddern assisting with tracing ownership of this land via DBC as the Canals & Rivers Trust have confirmed that it is not theirs.

### Defibrillator

Discussion and investigation with Community Heartbeat Trust following a recommendation from fellow clerks. See later agenda item with Cllr Briggs.

### Christmas Lights Licence

Approved. See later agenda item (Cllr Cobb)

**PAYE query**

Payroll provider is investigating but with an unsatisfactory conclusion so far. We appear to be in credit, but I have checked my figures and they tally with payroll provider therefore I will be speaking to HMRC.

**Remembrance Day**

Usual attendees have been emailed. Wreaths have arrived. Herts County Council and Public Health Hertfordshire current guidance circulated. Separate Agenda item for consideration by council.

**Memorial Update**

Works have commenced.

**Finance Schedule for Sept 2020**

See separate agenda item under Finance heading. Schedule updated as previous version had the correct entries, however the auto sum had not been applied correctly to the version circulated therefore the total sum was incorrect.

**Correspondence Received**

One resident has written requesting a 'dog only' exercise area-signposted to Dog Warden as not a parish matter.

One resident has written regarding a problem neighbour, referred to correct dept at DBC.

**Training**

NMPC now has a CiLCA qualified Clerk, all five modules passed with 3 exemplary submissions.

I have booked to attend

- SLCC 'virtual' national conference 12<sup>th</sup>-17<sup>th</sup> Oct,
- VAT training,
- Accessible excel documents training (provisional at time of writing)

*Nikki Bugden*

*Clerk to the Council 8<sup>th</sup> October 2020*

## **Nash Mills Parish Council - Borough Councillor Report - October 2020**

It has been another very busy month, particularly with local residents' issues that I have been working on, enforcement, planning and the ongoing problems in Nash Mills Wharf. Please don't hesitate to ask about anything I may have missed.

### **Nash House**

I have 'called in' the latest application for Nash House and have made my feelings very clear to the planning officer regarding this. If he is minded to approve it, it will be sent to Development Management Committee and I will be speaking strongly in objection.

### **Nash Mills Wharf**

The original weir (at the junction where the inlet comes from the canal) suffered 2 collapses in the last couple of weeks. The first culminated in the canal being drained between Apsley Lock (#67) and Nash Mills Lock (#68) and the boats sitting on the bottom. The issue turned out to be caused by the temporary dam at the old weir, just above lock #68, which had given way. I contacted Canal & River Trust (CRT) and it was resolved very quickly. Then on Weds 8<sup>th</sup> October a concrete ledge over the top of this same weir/temporary dam had caved in. This was caused by the sheer volume of water due to the heavy rainfall over the last week. I spoke to CRT again and they told me that the water levels were the highest they have ever been. They visited the site and are keeping a close eye on the situation. They are putting more pressure on the developer and the Environment Agency to resolve the issues at the weir site. I am also in regular contact with the Enforcement team at DBC regarding the shortcomings of the developer on the site and they are following up on some of the outstanding issues.

### **The Denes**

- Empty unit – At the time of writing this report I am still awaiting a firm update on the empty unit, but I have again requested an update from DBC's Estates team.
- CCTV – This was due to be on the parish agenda in October but due to the number of items deferred from September will need to be pushed back to November
- I have received complaints from residents that the recycling bins at the shops are being misused and there is no space to put their rubbish. I am investigating this with the CCTV team at DBC and have asked the residents to keep a diary of when they are filled so we can easily check the CCTV.

### **Hospital Campaign**

The West Herts Hospitals Trust and Herts Valleys CCG voted unanimously last week to rebuild/refurb the Watford site. Dacorum Council, Sir Mike Penning MP and The New Hospital Campaign Group (of which I am a member) are united in our opposition to this decision. We are working together to challenge it, and our Judicial Review is due to be heard in the High Court later this month.

## **Various**

- Noise issues reported:
  - Barnacres – motorbikes speeding up and down the road late into the night
  - Building works – various building schemes are creating noise disturbance
  - Emergency electrical repairs in Nash Green – a loud generator was causing a noise nuisance
- Unlawful advertising – there are various examples of unlawful advertising around Nash Mills and these are reported regularly, including two Enforcement cases that I am dealing with
- Land at the rear of 292 Belswains Lane – Following the recent burglary I have been in contact with Enforcement to ask them to persist with enforcing this derelict plot of land, as it seems to be an area for antisocial behaviour
- School Appeal – I represented a local family in a school appeal this week

## **Team Nash Mills – Ready to Go!**

Team Nash Mills is standing by to help local people with shopping, prescription collections etc. I intend to put out a newsletter in the next week or two (depending on restrictions), to remind local residents that we are here.

## **Summary**

Everything is still very busy and people are anxious about further restrictions. If anyone needs help then please don't hesitate to contact me.

Jan Maddern

Dacorum Borough Councillor, Nash Mills

07711 066696 / [jan.maddern@dacorum.gov.uk](mailto:jan.maddern@dacorum.gov.uk)



# NASH MILLS

## PARISH COUNCIL

### RFO Quarter 2 Budget Report for Councillors (up to 30<sup>th</sup> Sept 2020)

#### Introduction

*Financial Regulations 4.8 "The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances"*

#### Overall Position.

- Budgets overall are currently standing at 45.7% of annual total but we are waiting for the auditor's bill and have a large playground repair to factor in next quarter.
- Anticipated income is down slightly as we have received no advertising income this year due to NMPC local business assistance given in wake of Covid-19. This anticipated income was not factored into our operating budget for this year.

#### Detail of excesses to annual budget at month 6

Most budgets headings should be at 50% of annual budget at month 6

- Pension Costs are at 57.8% as this includes the IHLI insurance premium which was new and therefore not budgeted for this year.
- Office Supplies are at 53.5%
- Subscriptions are showing at 83.3% as they are front-loaded.
- Insurance is showing at 83.9% as this is front-loaded.
- Website maintenance is at 76.5% due to unbudgeted expenditure re accessibility works.
- Parish magazine at 60%

#### Potential Overspends at year end

- ICT currently at 105.3% due to new accounting software (Rialtas) and first year installation costs which were not budgeted for.
- Miscellaneous Expenditure currently at 121.3% (tree report £450, additional play inspection £149, all unbudgeted). Plus works to playpark agreed but not on accounts yet (approx. £1400)
- Tools and Replacement Equip category has a zero budget but I have used this heading for all Covid-19 PPE signage and the moss treatment so that we can keep a separate record.

#### Summary.

Whilst we have had a small degree of unexpected expenditure there will also be some budget areas that are showing an underspend at year end. Once all necessary adjustments have been made at year end I will vire any shortfall out of our general reserves if required. Individual budget headings will be adjusted accordingly for next year.

*Nikki Bugden 1/10/2020*

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## Nash Mills Parish Council

### Bank - Cash and Investment Reconciliation as at 30 September 2020

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#### Confirmed Bank & Investment Balances

##### Bank Statement Balances

30/09/2020	Lloyds Current A/C	20,210.37
31/07/2020	Natwest BR	80,835.49
31/07/2020	NatWest Current A/C	963.57
30/09/2020	Lloyds 32 Day	60,209.40

**162,218.83**

##### Other Cash & Bank Balances

**0.00**

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**162,218.83**

##### All Cash & Bank Accounts

1	Lloyds Current A/C	20,210.37
2	NatWest BR	80,835.49
3	NatWest Current A/C	963.57
4	Lloyds 32 Day	60,209.40
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>162,218.83</b>

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Reserves Review Oct 2020 (pre budget setting)

Notes from March 2020

Comments Oct 2020

Reserves	Workings Out		
Business contingency	17000	16084.5	Clerk or Warden Cover (6mnts) , Replacement Laptop, Replacement Printer
Tree surveys/maintenance	5500		Trees in park will be costly for surveys and trimming- ball park figure to be used.
Items from 'wanted list'	2500		£1000 grant in bank towards new noticeboard
Election costs for 2023	3000		
Election costs for 2027	3000		
Election costs for 2030	3000		
Community Support	10000		Grants £1000 per annum for 5 yrs, plus additional £5000 for special requests.
Village Hall Support	19000		Grant request approved awaiting final quote
Community Projects	25000		Remainder of verges / playpark works /installation and additional costs of noticeboard
Community Events	1000		Small reserve to cover additional insurances/licenses etc
Earmarked projects	10000		Defib/phonebox/installation etc
<b>Grants awarded to NMPC</b>			<b>Grants awarded,conditional spends but still in NMPC balance figure</b>
CIL	15500		Infrastructure only see CIL notes, potentially could be used for verges ?
Groundworks Grant	1000		New Noticeboard
	115500		
	135500		On account approx
	-115500		Earmarked
	2500		owed for 2019 elections
	17500		Remaining
			Should be no more than 1 years precept in general reserves -ideally only 6 mnths
	17500		will remain on general reserves and can be vired across to supplement exp if needed.

leave as is  
 leave as is for possible lease negotiations/ play park repairs £540 paid out of general a/c Sept 2020 and will be vired if needed but change heading to playpark?  
 Bench and plaques remove reference to noticeboard as that will be covered by grants below and s106 monies.  
 leave  
 leave  
 leave  
 leave  
 leave  
 £17980 due to be paid 10/20, leave remainder for any subsequent grant requests next year.  
 leave as verges only /remove other references as they are listed separately -cil could also be used for this project  
 Leave as is  
 The Denes Infrastructure costs plus Defib potential costs up to £2000 plus £500 additional extras if required./bin £500 Planters £1140 Plants £200  
 to include s106 monies when received.quote approx £1500 tbc plus installation £450

Still outstanding

**RFO Comments**

I would suggest that the majority of these separate 'pots' are left but that the descriptions/headings are updated slightly as we now have a bit more clarity around anticipated projects. This will be a working document as our next batc of CIL is due this month and I will then update this accordingly.  
 We may need to make an adjustment at year end as part of the monies allocated for certain projects (ie tree surveys) may not be needed as other budgets areas may be underspent and it may balance out.



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	Nicola Cobb	<b>DATE:</b>	2 Sep 2020
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree...”

1. To consider whether to have a formal ‘switch on’ date for Christmas lights?

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Do we need to think about a switch on date for the Christmas lights? With the rules around gatherings / social distancing, what (if anything) can we do on the day? It may not be appropriate or possible in the current situation but, if we do want to have a definite date, then we'll need to consider arrangements, timing, etc.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

n/a

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a



**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	Nicola Cobb	<b>DATE:</b>	2 Sep 2020
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree...”

1. To agree delivery timing of Winter magazine
2. To agree duration of free adverts / listing for those who have been listed in Autumn magazine

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

**Magazine timing** – I’d like to consider the timing of the magazine delivery for two reasons. Firstly, we are planning Christmas lights so we may want to share the ‘switch on’ date (if we can have one) in the mag. Secondly, it might be an opportunity to promote some local ‘small business’ shopping for presents (if there are enough to make a feature of it – I can investigate this in the meantime).

**Advertising** – depending on the number of enquiries we receive for the Winter magazine (for those who have not had a free ad in the Autumn mag), should we keep the adverts that have appeared in the Autumn magazine? These could be as they are now – six to a page - or (if the same space is not available) a simple listing of previous advertising at the end of the section.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

n/a

**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a



Figure 1 logo

**AGENDA REQUEST FORM**  
**(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)**

**PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED **A MINIMUM OF FIVE** WORKING DAYS BEFORE THE DATE OF THE MEETING.**

**Please note** the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

<b>NAME:</b>	<u>Alan Briggs</u>	<b>DATE:</b>	<u>27/09/2020</u>
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**AGENDA ITEMS** - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

To consider creating a Working Group (WG) to specifically look at matters relating to the defibrillator:

- Evaluate and report to full council on potential locations, including the green space at the Denes, The Three Tuns pub and others.
- Ascertain that the purchased defibrillator is fit for purpose.
- Pursue an implantation plan to support the installation and ongoing operation, with the support of The Community Heartbeat Trust.
- Provide investments proposals to full council, including cabinet and installation costs.

If council agrees to create a WG, then members to be agreed.

**BACKGROUND INFORMATION** - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Council purchased a defibrillator some years ago. An action plan is needed to get it out of storage and into use.

There are numerous related decisions to evaluate, propose and decide – so a WG would seem the best way to begin.

**BACKGROUND DOCUMENTS** LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

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**COSTS** - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

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# Full Council Action List

## Sept 2020 (post Meeting)

Actions from Most Recent Meeting (To Be Discussed)	Comment
Submit Licence	Clerk
Awaiting Further Updates (ONGOING to Be Discussed)	
Letter to DBC/Highways regarding parking enforcement/parking on verges	Cllr Briggs drafting <b>done</b>
Letter to Chamonix re parking	ML to draft/Clerk to send
Photo Authorisation form required (to accompany RA)	LB
Projector screen	JM
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
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 HCC Response received, awaiting C/Cllr response <b>Updated following Sept meeting comments and emailed 17/9</b>
Refer to C/Cllr Howard re yellow lines @ Red Lion Lane (by traffic island only)	Clerk emailed Nov 2019, awaiting response <b>Clerk to chase</b> <b>Updated and chased 17/9</b>
Traffic calming Bunkers Lane –NMPC taking forward with C/Cllr for SID	Clerk emailed October 2019, awaiting response HCC Response received, awaiting C/Cllr response <b>Clerk to chase</b> <b>Chased again 17/9</b>
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Fly tipping 14-16 Kingfisher (fence panel)	
Play park - instruct works	
Litter Bunkers Lane-discuss with Warden	
Investigate Accessibility report/EU reference	
Check website dates and document retention	
Check our insurance re Christmas Lights	
Do our Lights RA	
Complete and send off licence application	
Query-Steve Cassidy Re playpark history	
Minutes to website for Aug	
Draft Sept Minutes	
Draft and submit planning comments for Sept x 5	
Draft consultation responses/observations x2	
Order Wreaths x 2	
Send Remembrance email	

Budgets/quarterly figures	
Update action list	
Covid RA	
Send queries to Highways Officer and C/Cllr Howard	
Complete ACV application	
Add ACV Working Group to scheme of delegation	
Invoice for magazine delivery.	
Investigate PAYE query	
Pay tree Survey	
Arrange for monthly payments to be made	
Key pension return	
Arrange for Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs	
NatWest online banking	In progress
Add signatory to NatWest account	
Investigate Investment options	Clerk to open account once online banking resolved.
Investigate warden phone	
Informal meeting with K/L Clerk and report back	
Update RA to consider latest Coronavirus recommendations	Clerk to create separate Covid-19 RA and to update existing RA
LB contacted Luke Johnson, re: tree survey in Highbarns.	Clerk taking over, chaser email sent Aug 2020
Grit Bins Clerk to circulate current locations	Clerk to request info from HCC following request.
Investigate audit comments and historic comments too	Ongoing
Gate (Bunkers Park)	Awaiting quote for works
Add addendum to clerk contract with payroll dates	
<b>CLERKS AUGUST ACTIONS (ACTIONED)</b>	
Await playground inspections/quote (Sovereign& RoSPA)	Chasing Sovereign <b>Actioned</b>
Chase DBC permissions re Christmas lights	Chasing HCC again now! <b>Actioned</b>
Notify planning comments x4	<b>Aug Actioned</b>
Draft minutes and circulate/add to website	<b>Aug Actioned</b>
Email school re tree survey/obtain quotes for works once risk assess in	<b>Actioned</b>
Bins at Riverside Flats	Awaiting response emailed Aug 2020
Clerk to report grit bin fly tipped on Bunkers Lane	<b>Actioned</b>
Key SPD consultation document.	<b>Actioned</b>
Update adopted policies and add to website	<b>Actioned</b>
Speak to HAPTC re NALC disciplinary procedure	For Sept agenda. <b>Actioned</b>
Create ACV report	<b>Actioned</b>
Find speaker re ACV process.	w/g to action
Liaise with HCC Conservative representative.	<b>Actioned</b>
Verges-clerk to liaise with HCC to obtain permissions and costings for phase 1	<b>Actioned</b>
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	
Costed plan from Sunnyside to be obtained once permissions re land recd.	SR, on hold
All councillors to continue to report unauthorised banners within NM to JM.	ALL
Willow Trees	JM
Garage Clear out/archiving	CLERK/JM/LB (Spring 2020)-April 2021