



Full Parish Council Meeting Minutes  
held on  
**14<sup>th</sup> September 2020 via Zoom.**

**Present**

Councillor Lisa Bayley (Chairman)  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Jan Maddern (Vice-Chairman)  
Councillor Mandy Lester

**In Attendance**

5 Members of the public  
PCSO Ian Martin (to present his report only)  
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 8.02pm

**20/127/FPC Apologies**

Noted, Cllr Tout

**20/128/FPC Interests**

Cllr Maddern declared an interest in a planning matter that she will specify during the planning section.

Cllr Lester, interest declared in Nash House Planning matters.

Cllr Briggs, interest declared should Milbor planning be discussed in the meeting.

Cllr Cobb asked for it be noted that a near neighbour has submitted a planning application (for a different address) but that there is no predetermination.

**20/129/FPC Minutes**

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

- NMPC Meeting Monday 10<sup>th</sup> August 2020 (*appendix 1*)
- NMPC Extraordinary Meeting Wednesday 2<sup>nd</sup> Sept 2020 (*appendix 1a*)

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the minutes accurately reflected business transacted, and they will be signed at an appropriate time. Unanimous decision.

## 20/130/FPC Reports to Council

1. Crime Report - PCSO Ian Martin (circulated) (*appendix 2*) report presented.
2. Parish Warden's Report – David Drew. Verbal updated given by clerk, highlighting increase of littering and fly-tipping in parish.
3. Clerks Report- circulated. (*appendix 3*)

### Matters requiring Council discussion and decision from clerk's report.

- Accessibility

To decide what actions NMPC want to take regarding the accessibility report.

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that the clerk works with Cllr Briggs and Cllr Cobb to investigate the outstanding issues to enable NMPC to work towards compliance. Clerk to update some items relating to the accessibility statement on the website. Unanimous decision.

- Remembrance Day

Will NMPC permit the clerk to purchase a wreath using S.137 Monies?

Will NMPC permit the clerk to order a small token for the Gilman Dorr Blake memorial under s.137.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the council in accordance with its powers under sections 137 and 139 of the Local Govt Act 1972, shall incur the following expenditure which, in the opinion of the council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure; purchase of remembrance tributes.

Unanimous decision.

What (if any) arrangements do NMPC wish to make for the service this year considering current Covid-19 restrictions. Lead to be determined.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that any decision be deferred to the October meeting as Covid-19 restrictions are still changeable. Unanimous decision. Clerk to email all usual participants to inform them that NMPC are monitoring the situation.

- Assets of Community Value

Does NMPC wish the clerk to complete the ACV nomination form on behalf of NMPC (in association with nominated Cllr(s))?

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that the clerk submits the application (Cllr Briggs to review). Majority decision. One abstention.

Will NMPC create a working group to investigate ACV's in the parish and draft an interim contingency plan to ensure that there is an outline plan for action should the asset be placed for sale.? Membership/Lead to be determined.

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that a working group be created to investigate the options. Non-Cllr members can be invited. Lead Cllr Maddern, members Cllr Briggs, Cllr Cobb and the invited member of the public will give the membership of 4. Quorum is 3. Majority decision.

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

The following points were raised by Council. The weir, the empty unit at The Denes and the new planning white paper.

**Resolved**, proposed Cllr Bayley seconded Cllr Roberts that clerk can complete the s106 monies application as mentioned in the reports. Unanimous decision.

- C/Cllr Report – C/Cllr Tina Howard.

A verbal report was given, clerk to obtain clarity via email in relation to the matters discussed and report back next meeting.

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

### **20/131/FPC Public Issues/Participation –**

A member of the public was pre-registered to speak, however was not present due to IT issues. The Clerk asked the question of the County Councillor which was submitted in advance and will respond directly to the member of the public.

*21.05pm At this point the Chairman adjourned the meeting for a comfort break, meeting reconvened at 21.16pm*

## **PLANNING & CONSULTATIONS**

### **20/132/FPC Planning**

- To consider the Parish Council's response to the following planning applications or requests for consultation, *received since last meeting up to 7<sup>th</sup> Sept 2020.*

### **20/02413/FHA**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=summary&keyVal=QFEGOWFOK6700>

Proposal: First floor side extension, single storey extension to games room (Lower garage to rear) and increase in dormer window at second floor level.

**Address: 8 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU**

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC offer no comment. Unanimous decision.

### **20/02050/FHA**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=summary&keyVal=QDVDFBFOJQY00>

Proposal: Rear extension, hip to gable roof extension with new dormer. New 2 storey side extension. Replacement windows.

**Address: 10 Bunkers Lane Hemel Hempstead Hertfordshire HP3 8AX**

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC object. Parking suitability re access, ingress/egress proximity to junction, overdevelopment. Unanimous decision.

Cllr Maddern and Cllr Lester were placed in the waiting room for this item due to declared interests.

### **20/02550/FUL**

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=summary&keyVal=QG15EGFOKC800>

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

**Address: Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT**

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC object on the grounds of previous concerns not satisfactorily addressed. Overdevelopment, lack of parking provision. Unanimous decision.

### **20/02528/NMA**

<https://planning.dacorum.gov.uk/publicaccess/centralDistribution.do?caseType=Application&keyVal=QFVLDFFOKB200>

Proposal: Non material amendment to planning permission 4/01679/17/MFA

**Address; Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT**

As an NMA this application was not discussed separately.

- To consider any planning applications received during the period 8<sup>th</sup> September 2020- 14<sup>th</sup> September 2020 (**Clerk to advise**)

**20/01355/MFA Crematorium**

Clerk advised that as this was an update regarding drainage reports this application would be considered by the officer at the lead planning authority, no council input required.

**20/02685/FUL Land to the rear of 9 Chambersbury Lane detached dwelling**

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that NMPC object on the grounds of overdevelopment, privacy/overlooking/visual intrusion/unsafe ingress/egress, removal of parking from the public realm/loss of spaces caused by access. Unanimous decision.

**20/133/FPC Development Management Committee (to consider any actions required)**

No Actions required.

**20/134/FPC Planning Information/Updates from Clerk (info only no action)**

**20/02273/LDP 2 Bittern Close** to note that application lapsed without parish comment (permitted development). Noted.

**APP/A1910/W/20/3250417**

Nash Mills Methodist Church, Barnacres Road, Hemel Hempstead HP3 8JS

To note that HM Planning Inspectorate has dismissed the appeal.

**4/02781/18/MFA Milbor** to note revised drawings had been submitted to the planning officer in relation to the application. Noted.

**20/135/FPC Consultations (Clerk to advise)**

- Dacorum Borough Council Park and Open Spaces Byelaws Consultation (Comments by 30<sup>th</sup> September) (*appendix 5*)

To consider whether NMPC wish to act in response to this consultation and if so how?

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that NMPC support the document and make an observation relating to drones and the weight classification relating to model aircraft. Clerk to raise query with Dacorum Borough Council. Unanimous decision.

*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. Cllrs to decide which items can be deferred to a later meeting. Unanimous decision*

- Dacorum Borough Council Review of Licensing Policy (*appendix 6*) (comments by 7<sup>th</sup> October 2020)

To consider whether NMPC wish to act in relation to this consultation and if so how?

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC would submit an observation relating to the consultation concerning noise nuisance and use of outside space. Majority decision.

**FINANCE**

**20/136/FPC Monthly Financial Matters Appendix 7a-d**

- To review and, if agreed, authorise payments made in accordance with the budget. (Monthly Schedule attached)

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the above documents be duly noted and that the financial payments in appendix a can be authorised. Unanimous decision.

- To receive bank reconciliation and cashbook up to 31<sup>st</sup> August 2020.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that NMPC receive the documents.  
Unanimous decision.

- c. To note on file LG221 Pension return for August 2020
- d. To note the PKF Littlejohn (External Auditor) satisfactory notice of conclusion of audit and statutory requirements (circulated and displayed as required).
- e. To note that The National Joint Council for Local Government Services (NJC) and NALC have agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that NMPC note point c, d and e above.  
Unanimous decision.

#### **WORKING GROUP UPDATES**

##### **20/137/FPC Verges Working Group (Cllr Berkeley) Appendix 8**

*Relevant Power to spend Highways Act 1980, ss.47,116, Highways Act 1980, s.130, s.96, Parish Councils Act 1957, s1*

To receive the working group report.

To consider extending the proposed works at Meadow Road (Phase 1) to incorporate recommendations by HCC officer.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that NMPC extend the area as recommended. Unanimous decision. Clerk to enquire if county officer can conduct a site visit with council representatives.

#### **AGENDA REQUESTS FROM COUNCILLORS**

##### **20/138/FPC Willow Trees (Cllr Maddern) Appendix 9**

*Relevant Power to spend Open Spaces Act 1906 s9 and 10*

To discuss and if agreed, approve the purchase of young willow tree saplings to replace the ones that have recently died in The Willows development.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that NMPC approve the expenditure.  
Unanimous decision.

##### **20/139/FPC Christmas Lights (Cllr Cobb) Appendix 10**

To decide the date and actions relating to the lights switch on at The Denes.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that NMPC request that the lights be ready for 21<sup>st</sup> November- 11<sup>th</sup> Jan with the lights being switched off by 6<sup>th</sup> Jan 2020.

Hours of operation 3pm-11pm. Unanimous decision. Event planning to be deferred to a later date, The Denes working group to investigate.

##### **20/140/FPC Parish magazine (Cllr Cobb) Appendix 11**

To decide on the next publication date and the outline publication schedule for next year.

To decide the response with regards advertisements and parish business support/charging structure.

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that this item be deferred to October. Unanimous decision.

##### **20/141/FPC Bunkers Playpark Repairs (Clerk) (Appendix 12)**

To consider clerk's report and quotes for remedial works and actions to be taken.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the works are instructed so that the council have addressed the items contained in the quote using Sovereign with a council representative on site. Council noted that the clerk has been unable to obtain three quotes, however three inspections have been obtained. Clerk to contact DBC to investigate original installation and maintenance agreements.

**STATUTORY MATTERS**

**20/142/FPC Policy Updates**

To discuss, and if agreed adopt the following policies and procedures in line with SLCC/NALC templates

- NALC Model Disciplinary Policy *Appendix 13* (unresolved from previous meeting)
- Remote Meetings Protocol *Appendix 14* (request from Cllr Roberts)

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that this item be deferred to October.  
Unanimous decision.

**20/143/FPC Action List- (circulated) Appendix 15**

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that this item be deferred to October.  
Unanimous decision.

**20/144/FPC Items for Consideration for inclusion at next meeting Monday 12<sup>th</sup> October 2020**

Permitted Development/Planning (Cllr Maddern)

Christmas/ Remembrance Events

Policy updates

Parish magazine

Meeting closed 22.51pm

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CHAIRMAN 12<sup>TH</sup> October 2020