



Full Parish Council Meeting Minutes

held on

12th October 2020 via Zoom

Present

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

In Attendance

1 Member of the public
C/Clr Howard
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.

Meeting Commenced at 8.02pm

20/145/FPC Apologies

Cllr Lester. Noted

20/146/FPC Interests

None declared.

20/147/FPC Minutes Appendix 1

To confirm the minutes of the meeting 14th September 2020 as a true and accurate record of proceedings.

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

20/148/FPC Reports to Council

Parish Warden's Report – David Drew. No Report.

Clerk's Report – circulated. (*Appendix 2*). Received. Clerk asked to add Georgewood Rd speeding issues to her report summary next month.

Borough Cllr's Report – B/Cllr Jan Maddern (*Appendix 3*). Received. No questions arising.

C/Cllr's Report – C/Cllr Tina Howard. No updates, C/Cllr Howard was asked to take forward the subject of speeding on Georgewood Road in relation to previous comments.

20/149/FPC Public Issues/Participation – no attendees registered to speak.

PLANNING & CONSULTATIONS

20/150/FPC Planning

To consider the Parish Council's response to the following planning applications or requests for consultation received since last meeting up to 5th October 2020.

Reference: 20/02771/FHA

Proposal: Proposed single storey kitchen extension to flank ground floor.

Address: 32 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley, that NMPC raise no comment on this application. Unanimous decision.

Reference: 20/02715/FHA

Proposal: Vehicle hard standing and dropped curb.

Address: 77 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8BB

Resolved, proposed Cllr Briggs, seconded Cllr Roberts, that NMPC submit their concerns regarding the cross over the public verge, its construct, suitability and who will execute and pay for the works needed to provide access to the hardstanding. NMPC offer no objection in principle to the hardstanding itself. Unanimous decision.

Reference: 20/02951/FHA (Clerk to check with planning, this may be mis-reporting by DBC as this property may be outside of parish)

Proposal: Front porch

Address: 27 Hill Common Hemel Hempstead Hertfordshire HP3 8JH.

Confirmed that this was not a parish property but had been submitted to NMPC in error. No comment.

To consider any planning applications received during the period 5th October 2020- 12th October 2020
(Clerk to advise) None received.

20/151/FPC Development Management Committee (to consider any actions required).

Application for 10 Bunkers Lane is on the agenda for 15th October 2020. Cllr Berkeley attending to deliver council view previously agreed and notified to DBC.

20/152/FPC Planning Information/Updates from Clerk. None received.

20/153/FPC Consultations. None received.

FINANCE

20/154/FPC Monthly Financial Matters (Appendix 4a-i)

- a) To review and, if agreed, authorise payments made in accordance with the budget (monthly schedule attached)
- b) To note the revised Sept schedule (total not entries)

Clerk clarified that the auto sum function had not been applied correctly on the Sept schedule. No further questions were arising.

Resolved, proposed Cllr Maddern, seconded Cllr Tout, that NMPC authorise the payments for October and note the corrected schedule for September. Unanimous decision.

- c) To ratify the additional quote to replace the stepping pad top in the playpark (£119.90)
- d) To receive the Quarter 2 RFO report/Budget position
- e) To receive bank reconciliation and cashbook up to 30th Sept 2020
- f) To note on file LG221 Pension return for Sept 2020

Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that the above items c-f be noted, received, and ratified. Unanimous decision.

- g) To note the budget first draft and any questions arising
- h) To note on file the Earmarked Reserves figures and any questions arising

Cllr Cobb noted that the budget figure for magazine delivery covered 4 editions rather than 3 per year. Clerk to amend. Clerk to investigate mobile phone contract options. Clerk to bring implications of CiLCA attainment to council in November. No further comments arising.

- i) To agree to vire up to £17980 from Earmarked Reserves to cover the previously agreed donation to NMVHA

It was suggested that NMPC should have an article on this donation in the next parish magazine.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the clerk can vire the funds to cover the donation. Unanimous decision.

WORKING GROUP UPDATES

20/155/FPC Verges Working Group (Cllr Berkeley)

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

Cllr Berkeley asked Council to note that a site visit will take place with C/Cllr Howard, the locality officer from Herts County Council, the clerk and the working group leads. (Cllr Cobb, Cllr Berkeley) on Monday 19th October 2020. Cllr Tout expressed an interest in attending. All attendees have been notified that they will be expected to adhere to current Govt. Guidelines relating to Covid-19.

AGENDA REQUESTS FROM COUNCILLORS

20/156/FPC Remembrance Day Arrangements

To consider the current Covid-19 situation and resolve appropriate arrangements.

Resolved, proposed Cllr Briggs seconded Cllr Berkeley that NMPC hold no formal event. Unanimous decision. Cllr Maddern to place parish wreaths.

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that clerk to draft amended risk assessment taking into account Covid-19 guidance. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that clerk to email usual attendees to notify them that the service will not take place and if they choose to lay a wreath it will be at their own risk. Majority decision.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that If the memorial works are not completed, the clerk will seek to obtain permissions to enable the gardens to be used. Unanimous decision.

Warden to place Tommies away in the garage with effect from 20th November 2020.

At this juncture a comfort break was taken and the meeting reconvened at 9.10pm

20/157/FPC Christmas Lights (Cllr Cobb).

To confirm the 21st November switch on and any further actions relating to this. (Deferred from previous meeting)

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that NMPC lights are switched on 20th November 2020 or thereabouts dependant on contractor with no formal event. Unanimous decision.

To consider and if agreed, adopt the Christmas lights risk assessment. (*Appendix 5*)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the risk assessment be adopted. Unanimous decision.

20/158/FPC Parish Magazine (Cllr Cobb) Deferred from previous meeting. (*Appendix 6*)

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

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that a Winter issue be prepared for delivery in early December and then April, August, December 2020 with free advertisements for Nash Mills businesses and recommencing external adverts in various sizes for all other businesses.

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

20/159/FPC Defibrillator (Cllr Briggs) (*Appendix 7*)

To consider creating a working group to specifically look at matters relating to the defibrillator as listed in the attached summary.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that a working group be created. Membership Cllr Briggs (lead) Cllr Maddern, Cllr Bayley, Cllr Roberts. Scope: to discuss and bring back to council options relating to potential locations/suitability of existing equipment/implementation/budgetary matters and relevant support agency. Unanimous decision.

20/160/FPC Action List- (circulated) (*Appendix 8*)

Information only. Updated version to be circulated post meeting.

STATUTORY MATTERS

20/161/FPC Policy Updates

To consider, 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)

This item was brought pack to council following dissent in relation to section 9 (examples of unsatisfactory work performance) bullet point 2 and 4.

- inadequate IT skills
- unsatisfactory communication skills.

Clerk clarified that the official advice from the county organisation was that this was a professional NALC document that had undergone rigorous checking procedures via HR Consultants and in line with ACAS guidance however council were at liberty to amend if they so wished.

Resolved, proposed Cllr Roberts, seconded Cllr Maddern that the document be amended and then adopted. Majority decision.

- Remote Meetings Protocol *Appendix 14* (request from Cllr Roberts)

Clerk advised that this item was brought back to council as Cllr Roberts had requested that the document be reviewed following the adoption in August.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that this item be deferred for review in Spring 2020. Majority decision.

20/162/FPC Permitted Development and changes to planning regulations presentation (Cllr Maddern).

Cllr Maddern will circulate slides and take any questions arising rather than discuss in the meeting.

20/163/FPC Items for Consideration for inclusion at next meeting Monday 9th November 2020

Items to be received no later than 9am on Thursday 29th October 2020

Meeting closed at 23.07pm.

Please note that all minutes and supporting documents for previous meetings can be found on our website

DRAFT