



Full Parish Council Meeting Minutes

held on

9th November 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

2 Members of the public (for part of the meeting)
PCSO Ian Martin (for part of the meeting)
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

20/164/FPC Apologies

Councillor Emily Tout. Duly noted.

20/165/FPC Interests

Councillor Lisa Bayley declared an interest in agenda item 20/169/FPC Planning Reference: 20/03101/FHA.

20/166/FPC Minutes

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

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the minutes of the 12th October 2020 accurately reflected business transacted, and they will be signed at an appropriate time. Unanimous decision.

20/167/FPC Reports to Council

Crime Report (PCSO Ian Martin) (appendix 1 & 1a). Received and presented.

Parish Warden's Report –David Drew. No report

Clerks Report- circulated. (appendix 2)

- Council to note change of Christmas lights switch on date and to ratify clerks' actions

Report received.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that council ratify the change of switch on day to 19th November 2020 at 6pm. Daily timer 3pm-11pm daily. Unanimous decision.

Borough Cllr Report –B/Cllr Jan Maddern (appendix 3) Report noted.

C/Cllr Report – C/Cllr Tina Howard. Report noted.

20/168/FPC Public Issues/Participation –

No requests for participation received.

PLANNING & CONSULTATIONS

20/169/FPC Planning

To consider the Parish Council’s response to the following planning applications or requests for consultation received since last meeting up to 30th October 2020.

Reference: 20/03101/FHA

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=details&keyVal=QI35ZWFO00800>

Proposal: External rear terrace and screen fencing

Address: 13 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY

Cllr Bayley was placed into the meeting room for this application only. Cllr Maddern abstained from the discussion and vote.

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

Reference: 20/02550/FUL

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=details&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 Roberts that NMPC object on the grounds over overdevelopment, lack of parking and note their support of the conservations officer’s objection and report. Unanimous Decision.

To consider any applications received during the period 2nd November 2020- 14th November 2020

Reference 20/03358/FHA

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=details&keyVal=QJ9FHUFOLB800>

Proposal: Single Storey Rear extension

Address: 385 Barnacres Road, Hemel Hempstead, Herts HP3 8JR

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

20/170/FPC Development Management Committee

No actions required.

20/171/FPC Planning Information/Updates from Clerk. (info only no action)

To note that the following application expired without parish comment.

Reference: 20/03022/FHA

Proposal: New retaining wall in garden to facilitate widened drive

Address: 30 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU

Noted.

20/172/FPC Consultations. (Clerk to advise)

To consider whether NMPC wish to take any actions on the following consultation

- Dacorum Borough Council review of taxi and private hire licensing policy
<http://www.dacorum.gov.uk/home/do-it-online/consultation-feedback/current-consultation>

Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC offer no comment on this consultation. Unanimous decision.

FINANCE**20/173/FPC Monthly Financial Matters Appendix 4a-g**

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

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that NMPC authorise the payments for November. Unanimous decision

Payee	Description	Amount	Vat	Amount
Staff Costs	Nov Net Salaries and HMRC	£ 1,884.25	£ -	£ 1,884.25
Vodafone	Clerk's Mobile Nov	£ 23.16	£ 3.44	£ 26.60
NMVHA	Hall Hire Oct	£ -	£ -	£ -
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly wages Fee	£ 18.00	£ 3.60	£ 21.60
Clerk Pension	Pension	£ 360.60	£ -	£ 360.60
clerk expenses	warden PPE/ Jacket/high vis	£ 55.76	£ 9.82	£ 65.58
clerk expenses	zoom NOV	£ 11.99	£ -	£ 11.99
HAPTC	Training	£ 30.00	£ -	£ 30.00
JRB	Dog Bags	£ 82.37	£ 16.47	£ 98.84
Total		£ 2,518.73	£ 43.85	£ 2,562.58

- To note the expenditure quote for the new Willow trees from DBC (circa £255)- previously approved
- To note that Cllr Berkeley will sign off payments this month to comply with our internal control processes
- To receive bank reconciliation and cashbook up to 31st October 2020
- To note on file LG221 Pension return for Oct 2020
- To note the clerk contractual salary, increase of one point following successful attainment of the CiLCA qualification.
- To receive the final Community Infrastructure Levy (CIL) update for financial year 2020/21

h.

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that the above appendices and actions be noted, and the bank reconciliation and CIL update received. Unanimous decision.

20/174/FPC Budgets 2020/21 Appendix 5

- a. To note the budget document and report circulated in advance and to raise any comments prior to a final version being presented at the December meeting.

A discussion was held with reference to the supporting report. Council confirmed that they wished the clerk to formulate a draft budget with appropriate use of general reserves to facilitate a zero increase in the precept during these challenging times. Cllr Cobb will obtain quotes to reduce production costs of the parish magazine by reducing the number of pages. The clerk asked council to note that the revised draft budget should be able to reflect their desired outcome but that council must note that any longstanding reliance on reserves to fund general expenditure is not recommended and asked council to note that existing grant income from Dacorum Borough Council is not guaranteed for future years.

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that the clerk prepare the final budget for presentation in December with the adjustments and suggestions made. Unanimous decision.

- b. To consider continuation of all subscriptions to professional bodies for 2020/21 (HAPTC/SLCC/ICO).

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that NMPC continue with its membership of professional bodies. Unanimous decision.

Addendum: clerk has noted the incorrect financial year above as it should read 2021/22 and this addendum will be noted at the next meeting.

WORKING GROUP UPDATES

20/175/FPC Verges Working Group (Cllr Berkeley) Appendix 6

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

- a. To review the report circulated, raise any questions arising and to resolve whether NMPC will agree to prioritise four initial projects to progress these investigations as suggested by the Highways Locality Officer
- b. to determine these priority areas.

A lengthy discussion was undertaken. Council were unable to reach a consensus. There is unanimous support for addressing the verge issue, however Council were unable to reach a decision on all of the priority areas. The clerk advised council that as three of the areas had received budgetary support from the County Councillor then it could be that these areas may well go ahead without further council input, however council were unable to agree on the fourth area for prioritisation.

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that the item be deferred until December 2020 and that the clerk during this time investigates the options available for addressing the parking issues in Georgewood Road. Unanimous decision.

At this juncture a comfort break was taken, and the meeting reconvened at 9.40pm.

20/176/FPC The Denes Working Group (Cllr Cobb) Appendix 7

To receive the most recent working group report and any comments arising.

- a. To consider and if approved, agree whether NMPC should arrange for quotations and relevant permissions to provide and install cycle racks at The Denes.

Resolved, proposed Cllr Cobb, seconded Cllr Maddern that the working group can liaise with the clerk to advance this project and obtain quotes to bring back to council. Unanimous decision.

STATUTORY MATTERS

20/176/FPC Policies, Procedures, Risk Assessments

To receive and review the documents listed below (circulated in advance) to confirm whether NMPC can assert that there is an effective, robust system of internal control in place and that the internal audit and auditor provide effective methods to examine the controls.

- a. Review of Internal Control measures (and report) (6 monthly review)
- b. Review of the Effectiveness of Internal Audit and Auditor (6 monthly review)

Councillors were happy that stringent procedures are in place to ensure compliance with all financial regulations and statutory requirements.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that NMPC confirm that safe and effective systems of internal control measures are in place for the financial year 2020/21 and that the audit procedures and auditor are robust and effective in their examination of these controls. Unanimous decision.

To receive the documents listed below (circulated in advance) and if appropriate suggest any necessary amendments to then consider adoption by NMPC.

- c. Remembrance Day Risk Assessment (new) Appendix 8
- d. Playpark Risk Assessment (annual review) Appendix 9
- e. Asset Register (6 monthly review) Appendix 10

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the items c-e above be adopted with the suggested clerk amendments. Unanimous decision.

20/177/FPC General Powers of Competence (GPC)

To resolve to confirm eligibility in line with the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (s) 2012/965. Nash Mills Parish Council have met the following conditions evidencing that GPC has been achieved and that the associated powers may be implemented.

- The clerk has attained the CiLCA qualification
- Two-thirds of councillors are elected

Resolved, proposed Cllr Roberts, seconded Cllr Cobb that NMPC confirms its eligibility for GPC in accordance with the above. 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

20/178/FPC Action List- (circulated) Appendix 11

Information Only

20/179/FPC Vistry Homes/Wharf Estate

To consider whether NMPC wishes the clerk to facilitate a new meeting between council and the managing agents or attendance at a council meeting, to determine the purpose of that meeting and to resolve who will attend from council if necessary.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that NMPC do not wish to hold an additional meeting with the developer following the recent meeting that Borough Cllr Maddern and the clerk had attended with Vistry. Unanimous decision.

20/180/FPC Covid-19 Lockdown 2 Response

To consider the implications in relation to the current Govt guidance and any necessary actions arising

Warden

The clerk explained that due to recent Govt Lockdown restrictions it was thought prudent for council to discuss whether the warden could continue to undertake his duties within the scope of the new Govt guidance.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the warden continues working with the appropriate safeguards and Covid-19 risk assessment in place. Majority decision. One abstention.

Parish Magazine

A discussion was undertaken as to whether it would be appropriate for the magazine to continue to be produced for a Christmas delivery period in light of recent lockdown restrictions. A lengthy discussion was undertaken.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the magazine is produced and distributed. Majority decision.

20/181/FPC Items for Consideration for inclusion at next meeting Monday 14th December 2020



Items to be received no later than 9am on Thursday 3rd December 2020

Please note that all minutes and supporting documents for previous meetings can be found on our website please contact the clerk should you require an alternate format.