



## Full Parish Council Meeting Minutes

held on

**14<sup>th</sup> January 2021 via Zoom**

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Mandy Lester

Councillor Jan Maddern

Councillor Steve Roberts

Councillor Emily Tout

### **In Attendance**

1 Member of the public (for part of the meeting)

PCSO Ian Martin (for part of the meeting)

Nikki Bugden (Clerk)

### **Meeting Commenced at 8.00pm**

#### **21/001/FPC Apologies**

None received.

#### **21/002/FPC Interests**

None declared.

#### **21/003/FPC Minutes**

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the minutes of the 14<sup>th</sup> December 2020 accurately reflected business transacted, and they will be signed at an appropriate time. Unanimous decision.

#### **21/004/FPC Reports to Council**

Crime Report (PCSO Ian Martin) Appendix 1

PCSO Martin gave a brief summary of the last year. Crime numbers for Nash Mills remained low when compared to the rest of the area.

Clerk's Report- Appendix 2.

Report received, no questions arising.  
County Cllr Report – None received  
Borough Cllr Report –B/Cllr Jan Maddern Appendix 3  
Report received, no questions arising.

#### **21/005/FPC Public Issues/Participation**

No attendees wanting to speak.

### **PLANNING & CONSULTATIONS**

#### **21/006/FPC Planning**

- [20/04010/FUL | Conversion of basement into 1x 1-bedroom flat | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC object to the application.  
Unanimous decision.

- [20/02550/FUL | Conversion of basement into 1x 1-bedroom flat | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)  
Appeal Lodged. Noted

To consider any planning applications received during the period 4<sup>th</sup> January 2021- 11th January 2021, one application advised by clerk.

- Reference: 20/04055/FHA  
Proposal: Part two storey, part first floor alterations, two storey front extension, alterations and remodelling of existing dwelling and construction of rear canopy.  
Address: 3 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BT

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that NMPC offer no comment to the application. Unanimous decision.

**21/007/FPC Development Management Committee.** No actions required.

**21/008/FPC To agree the attendees for DMC meetings up to May 2021.**Appendix 4

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the members as listed by the clerk be noted as the approved representatives. List to be circulated. Unanimous decision.

**21/009/FPC Planning Information/Updates from Clerk.** Nothing to note.

**21/010/FPC Consultations.**

[Longdean School Specialist Resource Provision \(SRP\) consultation | Hertfordshire County Council](#)

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

## **FINANCE**

### **21/011/FPC Monthly Financial Matters Appendix 5a-e**

To authorise payments made in accordance with the budget.

Payee	Method	Description	Amount	Vat	Amount
Payroll	SO	Jan Net Salaries and HMRC Deductions and pension.	£ 1,884.25	£ -	£2244.85
Vodafone	DD	Clerk's Mobile Dec	£ 7.92	£ 2.13	£ 10.05
NMVHA	SO	Hall Hire Jan		0	0
DBC	DD	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	SO	Monthly wages Fee	£ 18.00	£ 3.60	£ 21.60
clerk expenses	Online	Zoom January	£ 11.99	£ -	£ 11.99
MC	Online	Magazine delivery	£ 100.00		£ 100.00
Total			£ 2,435.36	£ 16.25	£ 2,451.61

- a. To receive quarter end figures and bank reconciliation up to 30<sup>th</sup> December 2020
- b. To note VAT Return for quarter end Dec 2020
- c. To note that an addendum has been prepared for the clerk's contract

**Resolved**, proposed Cllr Maddern, seconded Cllr Lester that NMPC accept the figures and addendum provided by the clerk and authorise the payments accordingly. Unanimous decision.

- d. To approve a maximum, spend of £200 for the purchase of a new grit bin on Bunkers Lane (subject to relevant permissions/insurance and liability investigations etc)

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that NMPC purchase a grit bin if required once the clerk has verified all ownership, liability, and insurance implications. Unanimous decision.

### **21/012/FPC Proposed Budget 2021/22 Appendix 6**

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that 2021/22 budget version 6 (expenditure £41604.00) be agreed and accepted. Unanimous decision.

### **21/013/FPC Precept Demand 2021/22 Appendix 7**

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that 2021/22 Precept demand £28428.45 be agreed and accepted. Unanimous decision.

### **21/014/FPC To appoint the internal auditor for 2021/22**

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that Etaerio be appointed, with a possible review undertaken for 2022/23 provision as suggested by the clerk as a review has not been undertaken for many years. Unanimous decision.

## **AGENDA REQUESTS FROM COUNCILLORS**

### **21/015/FPC To consider the purchase of a new magazine delivery trolley (Cllr Cobb)**

Appendix 8

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that a trolley be purchased but that the clerk must arrange a letter confirming ownership and permitted usage terms for user. Unanimous decision.

### **21/016/FPC To approve the meeting dates circulated for 2021 Appendix 9**

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the dates be approved with August narrative being amended to 'if required'. Unanimous decision.

## **STATUTORY MATTERS**

### **21/017/FPC Policy Updates**

- Grant & Donation Policy (last adopted April 2019)
- Financial Management Risk Assessment (last adopted June 2020)
- Warden Risk Assessment (last adopted January 2020)
- Audit Plan (last adopted Dec 20 as part of NMPC Internal Control doc)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Maddern that all items be accepted and adopted with the changes as specified by the clerk. Unanimous decision.

### **21/018/FPC Action List Appendix 10**

Information Only, noted.

**21/019/FPC Items for Consideration** for inclusion at next meeting Monday 8<sup>th</sup> February 2021, none.

Meeting closed 20.59

*Please note that all supporting appendices for this agenda can be found on our website*