



## Annual Council Meeting Minutes

held on

**4<sup>th</sup> May 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

### **In Attendance**

2 Members of the public (for part of the meeting)  
Nikki Bugden (Clerk)

### **Meeting Commenced at 8.02pm**

#### **21/001/ACM Election of Chairman**

**Resolved**, proposed Cllr Maddern, seconded Cllr Briggs that Cllr Lisa Bayley be elected as Chairman. Unanimous decision.

#### **21/002/ACM Signing of Declaration of Acceptance of Office for Chairman**

Declaration signed on camera.

#### **21/003/ACM Election of Vice-Chairman**

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that Cllr Jan Maddern be elected as Vice-Chairman. Unanimous decision.

#### **21/004/ACM Signing of Declaration of Acceptance of Office for Vice-Chairman**

Declaration signed on camera.

#### **21/005/ACM Apologies**

Cllr Tout absent.

#### **21/006/ACM Interests**

Review of members' pecuniary and disclosable interests.

Outstanding forms to be sent to clerk.

To receive any declarations of interest for items on the agenda or requests for dispensation.

Cllr Maddern, Cllr Briggs (Willows Residents Association grant application)

Cllr Briggs (Milbor planning application)

### **21/007/ACM Minutes**

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

- 13<sup>th</sup> May 2019 ACM
- 12<sup>th</sup> April 2021

**Resolved**, Proposed Cllr Bayley, seconded Cllr Maddern that the minutes be confirmed as a true and accurate record of proceedings and will be duly signed at an appropriate time.

Unanimous decision.

### **21/008/ACM Public Issues/Participation**

Cllr Maddern and Cllr Briggs were moved to the waiting room at this juncture.

A representative from the Willows Residents Association presented the grant requested under item a below.

Another representative from the Willows Residents Association presented the grant requested under item b below.

Both parties answered questions arising from Cllrs in relation to the submitted applications.

### **21/010/ACM To consider the grant requests received from Willows RA**

a. £300 Fencing Repairs (Appendix 1)

**Resolved**, proposed Cllr Lester, seconded Cllr Roberts that NMPC award a grant of £300 to WRA as contribution to the emergency fence repairs under the terms of the NMPC grant and donation policy. No liability in relation to these works to be held by NMPC. Public Liability insurance is held by the association. Majority decision.

b. Up to £1000 Noticeboard Replacement (Appendix 2)

Since submitting their application to replace the vandalised noticeboard Willows RA have received notification of their potential eligibility under the Dacorum Borough Council Community Grant Scheme.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC defer consideration of this application until after the outcome of the Dacorum Borough Council application is known. Unanimous decision.

Cllr Maddern and Cllr Briggs were re-admitted to the meeting.

### **21/009/ACM To ratify all decisions made at the April meeting**

Clerk explained the recent information received relating to the public mourning days for HRH The Prince Philip and the posting of agendas.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that all decisions made at the April council meeting as listed in the appropriate minutes be ratified. Unanimous decision.

### **Committees & Working Groups**

**21/010/ACM** Review of Committees, membership of those Committees, including election of Chairman.

#### **Personnel**

a. Elect Chairman

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that Cllr Steve Roberts be elected Chairman Personnel. Unanimous decision.

b. Elect Vice-Chairman

**Resolved**, proposed Cllr Roberts, seconded Cllr Maddern that Cllr Michele Berkeley be elected Vice-Chairman Personnel. Unanimous decision

c. Review membership

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the following members be agreed, Cllrs Roberts, Berkeley, Bayley, Maddern, Briggs. Unanimous decision

#### Working Groups (see attached list) (Appendix 3)

a. Approve leads and membership.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the following working groups be disbanded as no longer required Christmas Lights, Communications, Local Plan, Polices & Procedures. Unanimous decision.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the remaining groups, leads, and membership remain unchanged. Clerk to circulate updated list. Unanimous decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Maddern that the Website enhancements group be renamed IT Working Group and that the membership be the Clerk, Cllr Briggs, Cllr Roberts, Cllr Cobb, Cllr Lester. Unanimous decision.

Clerk reminded council that the agreed quorum is 3 for all working groups and that the agreed membership was no less than 4.

#### **21/011/ACM Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.**

a. NMPC Scheme of delegation (adopted April 2020)

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the scheme be adopted. Unanimous decision.

#### **21/012/ACM Review of representation on or work with external bodies and arrangements for reporting back**

a. Nash Mills Village Hall Association (NMVHA).

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that Cllr Cobb remain as the NMPC representative on the Village Hall committee. Unanimous decision.

Meeting suspended at 21.06 for a short comfort break and recommenced 21.12.

#### **Planning & Consultations**

##### **21/013/ACM Planning**

To consider the Parish Council's response to the following planning applications or requests for consultation received since last meeting up to 27<sup>th</sup> April 2021.

Cllr Briggs was moved to the waiting room for the first item.

Clerk presented the revised drawings and amendments to the previous objection.

[21/00855/DRC | Details as required by conditions Milbor Engineering Hemel Hempstead Ltd](#)

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that NMPC submit an objection to this application. The grounds being that NMPC would like to secure a guarantee that all boundary fences will be replaced. Currently a small section (marked in green on the drawings) would only be replaced should the developer deem it necessary. Majority decision.

Cllr Briggs was re-admitted to the meeting.

[21/01678/FHA | Proposed roof level garage conversion 14 Butterfly Crescent](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection to this application. Unanimous decision.

To consider any planning applications received during the period 27<sup>th</sup> April- 4<sup>th</sup> May 2021. None received.

#### **21/014/ACM Development Management Committee**

To approve the DMC attendee list for May-Dec (Appendix 4)

Cllr Maddern advised that there may be some confusion regarding the dates downloaded from the Dacorum Borough Council website as the scheduling had since been amended.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the clerk obtains the dates from DBC, confirms availability with Cllrs and document will then be taken as adopted. Unanimous decision.

#### **Financial & Audit**

Presented by Cllr Maddern

**21/015/ACM** To review, and if agreed, authorise payments in accordance with the budget (Appendix 5)

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the payments listed below be duly authorised. Unanimous decision.

Payee	Description	Amount	Vat	Amount
NET STAFF SALARIES/HMRC	May Salaries and HMRC	£ 1,883.56		£ 1,883.56
LGPA	pension	£ 360.60		£ 360.60
Vodafone	Clerk's Mobile	£ 14.06	£ 2.82	£ 16.88
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.00	£ 3.60	£ 21.60
clerk expenses	Zoom May	£ 11.99		£ 11.99
AIS	Deposit CCTV	£ 8,389.55	£ 1,677.91	£ 10,067.46
Office depot	Ink/Paper	£ 19.26	£ 3.85	£ 23.11

MC	Magazine Delivery	£ 120.00	£ -	£ 120.00
Came & Co	Insurance Renewal	£ 736.21		£ 736.21
Total		£ 11,605.83	£ 1,698.70	£ 13,304.53

## 21/016/ACM Audit Actions

a. To receive the asset register up to 22<sup>nd</sup> April 2021. (Appendix 6)

**Resolved**, proposed Cllr Maddern, seconded Cllr Lester that the asset register (£16231.99 22/4/2021) be received. Unanimous decision.

b. To receive the updated earmarked reserves figure. (Appendix 7)

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that the earmarked reserves figure (£100642.86) be received. Unanimous decision.

**Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that items c-g inclusive be deferred until the auditor is finished. Unanimous decision

c. To receive the Internal Auditors Report for 2020/21 (Appendix 8)

d. To review and, if agreed, sign the Annual Governance Statement (Section 1) (Appendix 9)

e. To review and, if agreed, sign the Accounting Statement (Section 2) (Appendix 10)

f. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 15th June 2020-Friday 24th July 2021 (Appendix 11)

g. To note that the clerk will now submit all completed audit documentation to the external auditor. 'Wet' signatures will be obtained to comply with the regulations.

h. Confirmation of arrangements for insurance cover in respect of all insurable risks (3-year Long Term Agreement with Came & Co) (Appendix 12)

**Resolved**, proposed Cllr Maddern, seconded Cllr Roberts that all insurable risks are covered under the new policy schedule, and cover be continued with Came & Co for 2021/22. Unanimous decision.

i. To note that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector.

Noted

j. To confirm that NMPC remain compliant with all conditions required to maintain the General Power of Competence. (attained in 2020).

**Resolved**, proposed Cllr Maddern, seconded Cllr Cobb that NMPC remain compliant and retain the GPC. Unanimous decision.

k. To note that the LGPS pension annual return has been submitted.

l. To note the Community Infrastructure Levy (CIL) Update April 2021. (Appendix 13)

m. To note receipt of grants and precept sum £38916 plus CIL £2621.18 (total £41537.18).

**Resolved**, proposed Cllr Maddern, seconded Cllr Lester that points k, l, m listed above are noted. Unanimous decision.

## **Statutory Matters**

### **21/017/ACM Review of the Council's and/or staff subscriptions to other bodies (HAPTC/SLCC/ICO)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that memberships continue. Unanimous decision.

**19/018/ACM Review of the effectiveness of the internal audit and auditor (Appendix 14)**  
To review system approved in Nov 2020 as sufficient in relation to internal audit above or to suggest any amendments.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that this review be deferred until the audit is finalised. Unanimous decision.

### **19/019/ACM Procedures and Policies (schedule attached) (Appendix 15)**

Consideration of the policy and procedure review schedule for 2021/22 and the adoption of all policies and procedures of the council currently in place and previously adopted by full council in the preceding years.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the review schedule and all policies and procedures on the circulated list be adopted by NMPC. Unanimous decision.

### **19/020/ACM Review of training needs for councillors**

None arising.

### **19/021/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 16)**

Clerk explained that the June meeting would be cancelled and dealt with under delegated powers until Covid-19 restrictions are lifted. An extraordinary meeting will be called to sign off the audit paperwork and annual returns as this cannot be dealt with under delegated powers. Clerk and Chairman to discuss July meeting once the risk assessment is completed and refer back to council.

Cllr Briggs noted an error in the date of the November meeting (should be 8<sup>th</sup> Nov 2021). Clerk to update schedule.

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the dates for the remainder of the year be confirmed with the amendments above. Unanimous decision.

### **19/022/ACM OPCC Road Safety Fund- Barnacres Road (Appendix 17)**

To consider the grant application form and any additional actions arising.

To confirm whether NMPC would like the clerk to apply for an additional Speed Indicator Device (SID) within the parish and the location of that SID.

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that NMPC should apply for the grant for a new SID. Unanimous decision.

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that the SID should be requested for Barnacres Road (downhill near to the zebra crossing) and should be moveable to enable it to be rotated to face the other direction. It was noted that ultimately Herts County Council will determine the exact location in line with their procedures. Unanimous decision.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the clerk can complete the application. Unanimous decision.

Meeting closed 21.47.

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Cllr Bayley  
Chairman

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