



Full Parish Council Meeting Minutes

held on

12th April 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

5 Members of the public (for part of the meeting)
PCSO Ian Martin (for part of the meeting)
Nikki Bugden (Clerk)

Meeting Commenced at 8.02pm

21/057/FPC Apologies

Apologies noted Cllr Tout.

21/058/FPC Interests/Dispensations.

Cllr Briggs asked for his interest in the Milbor application to be noted.

21/059/FPC Minutes

To confirm the minutes of the following as a true and accurate record of proceedings.
8th March 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.

21/060/FPC Reports to Council (information only no actions arising unless separately detailed below)

Crime Report (PCSO Ian Martin) Appendix 1

Borough Cllr Report –B/Cllr Jan Maddern Appendix 2

Clerks Report- circulated. Appendix 3

Reports listed above noted as received. Due to purdah restrictions B/Cllr Maddern's report will not be published until after the restrictive period.

PUBLIC PARTICIPATION

21/061/FPC Public Issues/Participation

A member of the public presented regarding their planning application and requested council support of the amended drawings.

PLANNING & CONSULTATIONS

21/062/FPC Planning

To consider and approve the Parish Council's response to the following planning applications received since last meeting up to 5th April 2021.

[21/00425/FHA 113 Chambersbury Lane](#) (re-consultation).

Resolved, proposed Cllr Briggs, seconded Cllr Lester that NMPC raise no objection to the revised application. The revised drawings show that the original parking concerns have been satisfactorily addressed. Unanimous decision.

[21/00256/TPO Apsley Lock](#) (re-consultation)

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that NMPC offer no objection now that the replanting strategy had been clarified and that the number of trees being felled has been reduced. Unanimous decision.

Cllr Briggs was moved to the waiting room at this point.

[21/01176/DRC Milbor \(discharge conditions 10&11\)](#)

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that NMPC write to the planning officer relating to the discharge of these conditions and requesting assistance with regards to the debris that is falling under the boundary fence. NMPC have grave concerns that the presence of asbestos is showing in the reports and therefore any debris that is not contained is a potential risk. The clerk was instructed to write to the Borough Cllr to seek assistance with progressing this concern through the appropriate channels (including the Health and Safety Executive.). 1 abstention. Unanimous decision.

Cllr Briggs re-joined the meeting.

[20/04010/FUL Nash House Dickinson Square](#)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC request a site visit following the email from the agent. 1 abstention. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that Cllr Alan Briggs act as Councillor representative and accompany the clerk on the visit once arranged. 1 abstention. Unanimous decision.

To consider any planning applications received during the period after which the agenda was published. 6th April 2021- 12th April 2021.

[21/01416/FHA 2 Silverthorn Drive](#)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC offer no objection. 1 abstention. Unanimous decision.

[21/01390/LDP 1 Chaffinches Green](#)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC offer no objection.
Unanimous decision.

21/063/FPC Consultations.

None.

21/064/FPC Development Management Committee (to consider any actions required)

None required.

21/065/FPC Planning Information/Updates from Clerk. (info only no action)

No updates.

FINANCE

21/066/FPC Monthly Financial Matters Appendix 4 (b-j)

a. To authorise renewal of the Adobe subscription.

Resolved, proposed Cllr Lester, seconded Cllr Briggs that the renewal be authorised.
Unanimous decision.

b. To authorise payments made in accordance with the budget.

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the payments below be authorised. Unanimous decision.

Apr-21						
Payee	Method	Description	Amount	Vat	Amount	
NET STAFF SALARIES/HMRC	SO	April Net Salaries and HMRC	£ 1,883.56		£ 1,883.56	
LGPA	online	pension	£ 360.60		£ 360.60	
Vodafone	DD	Clerk's Mobile	£ 14.06	£ 2.82	£ 16.88	
NMVHA	SO	Hall Hire	0			
DBC	DD	Garage Rental	£ 52.60	£ 10.52	£ 63.12	
Paybureau	SO	Monthly Wages Fee	£ 18.00	£ 3.60	£ 21.60	
Rialtas	online	Year end Training	£ 92.50	£ 18.50	£ 111.00	
Diverse Print	Online	Parish Magazine	£ 725.00	£ -	£ 725.00	
HAPTC	Online	Annual Subscriptions	£ 914.16	£ -	£ 914.16	
ICO	DD	Annual Subscriptions	£ 35.00		£ 35.00	
clerk expenses	Online	Zoom Apr	£ 11.99		£ 11.99	
Clerk expenses	Online	stationery	£ 16.86	£ 3.39	£ 20.25	
clerk expenses	online	Adobe for parish mag	£ 198.68		£ 198.68	
clerk expenses	online	Magazine trolley	£ 58.91	£ 11.78	£ 70.69	
clerk expenses	online	warden Mobile phone	£ 44.99		£ 44.99	
Total			£ 4,426.91	£ 50.61	£ 4,477.52	

c. To receive month end reconciliation.

d. To receive and note the quarter end figures (q4)

e. To receive and note the VAT return (q4)

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that items c, d, e be received and noted. Unanimous decision.

f. To authorise the apportioning of CCTV expenditure from earmarked reserves.

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that the clerks suggested movements (circulated in advance) between earmarked reserve headings to fund the CCTV be approved. Unanimous decision.

g. To receive and note the updated earmarked reserve figures at year end.

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the earmarked reserves figure be noted at £100642.86 at 31st March 2021 (pre-audit). Unanimous decision.

h. To receive and approve the asset register as of 31st March 2021.

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that the asset register be received, and the value noted as £16128.00 at 31st March 2021 (pre-audit). Unanimous decision.

i. To receive and approve the annual Direct Debit and Standing Order List for 2021/22

Resolved, proposed Cllr Briggs, seconded Cllr Lester that the annual direct debits and standing order list be approved. Unanimous decision.

j. To note audit responsibilities in preparation for annual return completion (clerk report circulated)

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the report be received, and responsibilities noted. Unanimous decision.

k. To authorise renewal of the Ill Health Liability insurance (IHLI)

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the IHLI be renewed. Unanimous decision.

21/067/FPC Annual Council Meeting Clerk Report Circulated Appendix 5

a. To consider the expiration of the current coronavirus restrictions (expiring 7th May 2021) and rescheduling of the Annual Council Meeting to an alternative date in May (4th, 5th, or 6th)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC move the meeting to Tuesday 4th May 2021. Unanimous decision.

b. To consider additional delegation to the clerk.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that NMPC agree, in line with the report circulated, the emergency delegation to the clerk to enable council to continue business when the permitted remote meeting legislation expires, be sanctioned. Matters reserved in statute for deliberation by full council will not be delegated. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

21/068/FPC Personnel (report circulated) Appendix 6

Agenda point to ratify action taken to undertake an appraisal with the clerk.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the decision be ratified, and the report received. Unanimous decision.

20:45 a comfort break was taken, meeting reconvened 20:52

STATUTORY MATTERS

21/69/FPC Policy Updates

a. Standing Orders (official NALC document last adopted June 2020)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the changes suggested by the clerk be made to section 13c. Unanimous decision.

Resolved proposed Cllr Bayley, seconded Cllr Maddern that the changes at 19c be agreed. Unanimous decision

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that all remaining changes be agreed, and the document adopted. Unanimous decision.

Agenda order changed.

b. Scheme of Delegation (last adopted June 20 but Personnel TOR last adopted April 2019)

Resolved Cllr Bayley, seconded Cllr Maddern that scheme be adopted with the change to the scheme of delegation as recommended by the clerk. Unanimous decision.

c. Code of Conduct (official NALC Document last adopted June 2020)

d. Press & Media Policy (last adopted Nov 2019)

e. Social Media (last adopted Nov 2019)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the code of conduct be adopted unchanged as an interim document until the Dacorum Borough Council code is ready for adoption, and that d and e be adopted unchanged. Unanimous decision.

21/070/FPC Action List- (circulated) Appendix 7 Information Only

21/071/FPC Items for Consideration for inclusion at next meeting on May 4th -clerk will circulate agenda cut-off date.

Meeting closed 21.03.

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Signed

Chairman / /2021