



Full Parish Council Meeting Minutes

13th December 2021 8.00pm

held at Nash Mills Village Hall

Present

Councillor Jan Maddern (Acting Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Mandy Lester

Councillor Emily Tout

In Attendance

Nikki Bugden (Clerk)

As the Chairman was not present the Vice-Chairman, Cllr Maddern took the chair.

AGENDA

21/169/FPC Apologies

Cllr Bayley, Cllr Roberts

Apologies received and duly noted.

21/170/FPC Interests

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

Cllr Briggs noted an interest in agenda item 21/174/FPC (Milbor)

21/171/FPC Minutes

To confirm the minutes of the following Meeting(s) as a true and accurate record of proceedings.

8th November 2021

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that the minutes of the 8th November 2021 are a true and accurate record of proceedings, and they were duly signed by the Chairman. Majority decision.

21/172/FPC Reports to Council (information only no actions arising unless separately detailed below)

Crime Report (PCSO Keir Simpson) **Appendix 1**

Clerk asked to clarify the crimes listed as the location given (Thwaites) is unknown in the parish.

Clerk Report- circulated. **Appendix 2**

PUBLIC PARTICIPATION 15 MINUTES TOTAL (MAX 3 MINS PER PERSON)

21/173/FPC Public Issues/Participation

No members of the public were present however Cllr Maddern invited questions in her capacity as Borough and County Councillor and provided updates on the following points raised by Councillors.

Georgewood Steps- awaiting contractor quotes for remedial works

Parking on Red Lion Lane- liaising with relevant County and Borough departments in relation to additional resources.

PLANNING & CONSULTATIONS

21/174/FPC Planning Applications

To consider and approve the Parish Council's response to the following planning applications received since last meeting up to 6th December 2021.

[21/04406/FUL | 12 Longdean Park HP3 8BZ](#)

Resolved, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection. Unanimous decision. At this point Cllr Briggs left the meeting due to his declared interest.

[21/04364/DRC | Milbor Engineering HP3 9XE](#)

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that NMPC offer no objection. Unanimous decision. Cllr Briggs re-joined the meeting.

To consider any planning applications received during the period after which the agenda was published. 6th December 2021- 13th December 2021.

No additional applications received.

21/175/FPC Consultations. (Clerk to advise)

To consider and decide actions (if any) to be taken by NMPC in relation to consultations received.

- Hertfordshire Rapid Transit from HCC (HERT) [Link to HERT information](#) **Appendix 3a,3b**
- [SW Herts Joint Strategic plan \(swhertsplan.com\)](#) Statement of community involvement [Click here for SCI details](#). (Consultation exp 17th Jan 2022)
- [Kings Langley-neighbourhood-plan](#) (consultation closes 28th January 2022)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC actively publicise the HERT consultation to encourage individual responses and that a working group be set up to formulate responses to the SW Herts strategic plan and Kings Langley neighbourhood plan. Membership to be Cllr Cobb (lead), Cllr Briggs, Cllr Berkeley, Cllr Maddern. Group to disband once responses sent. Unanimous decision.

21/176/FPC DBC Development Management Committee Meeting (to consider any actions required)

No actions required.

21/177/FPC Planning Information/Updates from Clerk. (Clerk to advise)

No updates received.

FINANCE

21/178/FPC Monthly Financial Matters Appendix 4 (a, b)

- a. To authorise payments to be made. (Monthly schedule attached)
- b. To receive month end reconciliation

Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC authorise the payments listed below and confirm the combined reconciliation at £121,065.15. Unanimous decision. Cllr Maddern and Cllr Berkeley to release the bank payments.

| Payee | Description | Amount | Vat | Amount |
|-------------------------|-----------------------------|-------------------|----------------|-------------------|
| SALARIES/HMRC/PENSION | DEC Salaries, HMRC, Pension | £ 2,284.66 | | £ 2,284.66 |
| Vodafone | Clerk's Mobile | £ 14.06 | £ 2.82 | £ 16.88 |
| NMVHA | Hall Hire | £ 36.00 | £ - | £ 36.00 |
| DBC | Garage Rental | £ 52.60 | £ 10.52 | £ 63.12 |
| Paybureau | Monthly Wages Fee | £ 18.00 | £ 3.60 | £ 21.60 |
| Play Inspection Company | Quarterly Inspection (Dec) | £ 100.00 | £ 20.00 | £ 120.00 |
| SLCC | Annual Membership | £ 241.00 | | £ 241.00 |
| Nikki Bugden (expenses) | PO Box | £ 300.00 | £ 60.00 | £ 360.00 |
| Total | | £ 3,046.32 | £ 96.94 | £ 3,143.26 |

21/179/FPC Budget Setting 2022/23 Appendix 5

- a. To consider the second budget draft and updated recommendations (circulated in advance) and to determine whether council are to agree the expenditure budget for 2021/22
- b. To confirm that whilst the Personnel Committee have been unable to meet to review the salary budget in line with our financial regulations section 4.4, Council have been provided with full calculations to enable them to accurately deliberate the sums and contingency included within the budget.

Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC accept the expenditure budget version 2 (£42005.12), the proposal to use reserves to fund 50% of any budget shortfall and wait for the clerk to bring the income and grant figures back to council once received from Dacorum Borough Council. Council also confirmed that relevant information was available to enable satisfactory review of staffing budgets and contingency for budget setting. Unanimous decision.

21/180/FPC Auditor 2022/23 Appendix 6

- a. To consider appointment of Etaerio as the auditor for 2022/23 and to note the revised charging structure (accounted for in the draft budget V2)

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that this item be deferred until the clerk can obtain further clarity regarding the statutory minimum requirements for the audit process 2022/23 and the impact of this on the auditors' proposals. Cllrs also wish to know if the fees are tailored dependant on council size. Unanimous decision.

STATUTORY MATTERS

21/181/FPC To Receive and Adopt the Risk Assessments Listed Below

- a. Bunkers Lane Play Park Risk Assessment **Appendix 7**

Resolved, proposed Cllr Lester, seconded Cllr Berkeley that NMPC adopt the risk assessment as presented by the clerk. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

21/182/FPC Play Park Inspection Reports Appendix 8

- a. To receive the clerks report and recommendations and to note that the Open Spaces working group will be bringing any items deemed necessary for further investigation back to council in due course.

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that NMPC receive and note the report as presented by the clerk. Working Group to bring recommendations back to council when appropriate. Unanimous decision.

21/183/FPC Rewilding -Clerk Note Appendix 9

- a. To determine project areas.

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that NMPC agree that the following areas (noted in the report) be earmarked for re-wilding but specific locations within these sites be chosen by the Borough Officer (The Denes, the area near to Georgewood Road steps, the area opposite Pond Road, Bunkers Lane Play Park). Unanimous decision.

- b. To determine whether the clerk should apply for funding from Dacorum Borough Council in relation this this project (Green Community Grants) [Grants \(dacorum.gov.uk\)](http://Grants(dacorum.gov.uk))

Resolved, proposed Cllr Maddern, seconded Cllr Tout that the clerk should apply for the Dacorum Borough Council grant funding for this project. Unanimous decision.

- c. To determine any associated financial earmarking in relation to the project.

Resolved, proposed Cllr Maddern, seconded Cllr Tout that any future financial earmarking be assessed once any project or ongoing maintenance costs are known. Unanimous decision.

21/184/FPC The Denes Working Group Appendix 10 Cllr Cobb

- a. To receive the report

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the report be received. Unanimous decision.

- b. To determine the final size/design/colour of the noticeboard to enable the clerk to obtain 3 precise quotes

Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that the clerk obtain quotes for 2 sizes of board, 2xA1 and double 9xA4 with the following specifications to bring back to council for a decision to be made. Unanimous decision.

| | |
|----------------|---|
| Material | Metal |
| Colour | Dark green |
| Shape | Curved top |
| Lettering | White |
| Font | Capitals -as close to logo font as possible |
| Logo Shape | Oval |
| Leg Shape | Decorative-not straight |
| Top Decoration | Balls not gothic finial |
| Door sizes | Lockable side opening |
| Back board | Grey or factory default |
| Fixing method | Magnetic |

c. To determine the size/style of the suggested cycle racks and positioning.

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that NMPC authorise HCC to install grey metal cycle racks at the Denes to encourage use of cycling as a means of transport within the parish and to provide the necessary cycle parking, this should also deter parking on the pavement on the corner near to 'Amy's' café. Unanimous decision. Supplier and installation (as quoted in the attached report) by recommendation of the county locality officer and subject to final County Cllr permissions. Clerk to clarify whether protection bollards are included in the quote supplied. Funds to be taken from The Denes earmarked reserves fund.

21/185/FPC Action list Appendix 11 (for information only)

Noted

Meeting closed at 21.34

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Chairman 10th January 2021