

Appendix 2 Clerk Report January 2022 _____	2
Appendix 22007FPC Agenda item Jan 22 - Consultation reports ____	4
DMC attendees Jan 22 - May 2022 _____	7
Appendix 4c Council Budget Report 21_12_2021 _____	8
Appendix 5a Precept & Budgets 5 Yr comparison 2022 23 for Jan meeting _____	10
Appendix 5a Budget Year Notes 202223 Accessible Version _____	12
Appendix 5b Master Rilas in Excel for Budget Setting Final for signing _____	13
Master Rilas in Excel for Budget Setting Final for signing _____	14
Appendix 5c Parish precept form 2022-23 221221 _____	15
Appendix 6 Clerk report - Appointment of Auditor January 2022 ____	16
Warden Risk Assessment v4 (REVIEW Jan 2022) _____	18
Appendix 22013FPC Clerk report - Addendum to Scheme of Delegation January 2022 _____	25
NASH MILLS PARISH COUNCIL _____	27
Appendix 22015FPC Quote summary for Parish noticeboards v3 ____	28
Appendix 9 Clerk report - Civility & Respect Project January 2022 ____	32
Appendix 22018FPC Clerk report - Dacorum Climate Action Network January 2022 _____	34
Appendix 22019FPC Rewilding grant app and report _____	36
Action List Dec 2021 (post meeting) _____	47



## Clerk Report January 2022

### Defibrillator update

Signage received. Council to determine who will fit as it will require fitting above vandalism height therefore warden cannot action.

Additional sign handed to builders' merchants, and one placed on noticeboard. Café to also receive one. 2 incidents over the Christmas break. Apparatus not used but public directed to Defib.

### Works to Bunkers Lane Playpark (Signage/Benches/Bins Etc.)

Signage received and being fitted by warden.

### Rewilding

Dacorum officer has requested enforcement for vehicle that has parked on verge nominated for rewilding. I met with DBC Officers for a walk around 21/12/21 to assess sites. Report and grant application circulated to council for comment prior to submission January 2022.

### Verges Phase 2

To be included in Feb agenda.

### Budget Setting

Precept figures arrived 22/12/2021. Reworked figures now with council and on agenda.

### Covid-19 Developments

Face masks must now be worn inside Village Halls. Website and Agenda updated to reflect this.

### Crime Report Updates from previous Meeting

The Thwaites Crime has been wrongly crimed as Thwaites it was actually Longman House, where unfortunately shoes were taken from outside a property. All other crimes are within parish.

### Warden Issues

Warden collected 10 bags of additional rubbish at Gade Tower post-Christmas. DBC refused to take the bags away. I have escalated this to DBC and have been advised that this is now in hand. Miscommunication between DBC teams.

### Correspondence received (please note that this may not include all items)

- Cllr Berkeley has copied me into correspondence with DBC re Nash Green and the BAM works, Cllr Berkeley chased post-Christmas and apparently works are due to be finished February 2022.

- Complaint re speeding within parish. Resident reassured of Parish actions (SIDS) but email also forwarded to C/Cllr at residents request.
- Approach from school re collaborative working with art dept. Clerk to circulate and bring back to council. School looking to display art around the parish. Maybe this could be tied in to rewilding and the rewilding information boards.
- Approach from Druglink for collaborative projects for participants. Possible assistance with Rewilding/The Denes project planting and maintenance. Clerk to circulate information.

Training Attended

*Nikki Bugden*  
*6/1/2022*



## AGENDA ITEM – JANUARY 2022

### CONSULTATION REVIEWS

A working group meeting was held on Tuesday 4th January. Attendees were Alan Briggs, Michele Berkeley and Nicola Cobb. Jan Maddern sent her apologies. The purpose of the working group was to discuss two current consultations:

- South West Herts Joint Strategic Plan (Statement of Community Engagement)
- Kings Langley Neighbourhood Plan

This report provides a summary of the points we would like to make on behalf of Nash Mills Parish Council.

### South West Herts Joint Strategic Plan (JSP)

<https://www.swhertsplan.com>

This stage of the consultation for the South West Herts JSP was to review the Statement of Community Involvement (SCI). This document sets out the broad approach that will be taken to engage at different stages of the plan. Engagement and consultation on the plan itself will come later in 2022.

The working group did not have any specific comments on the document itself and were pleased to note that “town councils and parishes” are listed on page 8 as an example of groups that will be engaged with during the JSP preparation process.

**We would like to pose the following general comments/questions related to the process and website:**

- How will this plan and associated consultations align with others such as Dacorum’s Local Plan, Hemel Garden Communities, etc?
- We found the website confusing to navigate when trying to find the relevant areas/documents to comment on. For example, in the FAQs under How can I have my say on the plan, it says “Go to [The South West Herts Vision](#) page to have your say”. However, the current consultation on the SCI is not linked here and the previous engagement / consultation is no longer available.
- A side note for information - Vision page (<https://www.swhertsplan.com/sw-herts-vision>) the Lifecycle diagram shows the Draft Vision available for review in January 2021 (should be 2022).

## Kings Langley Neighbourhood Plan 2020 - 2038

<http://www.dacorum.gov.uk/home/regeneration/neighbourhood-planning/kings-langley-neighbourhood-plan>

Kings Langley has been assigned 'neighbourhood' status by Dacorum Borough Council. This consultation was to review the Neighbourhood Plan and associated documents for potential impact on Nash Mills.

**We would like to pose the following comments/questions related to these specific documents:**

### [Kings Langley Walking and Cycling Network Proposals](#)

We noted on this documents that many of the walking and cycling routes discussed are shared between Kings Langley and Nash Mills and we would be delighted to proactively collaborate with Kings Langley Parish Council to enhance these areas, such as tow paths, for year round use.

- **Page 16:** Nash Mills Bridleway - The areas shown on this page are wholly within the parish of Nash Mills.
- **Page 18:** Bridge from Nash Mills Wharf – a shared resource between Kings Langley and Nash Mills
- **Page 18:** B154 Doolittle – this bridge is outside Kings Langley and Nash Mills. However, it's worth noting that this bridge can be very slippery when frosty or icy for both cyclists and pedestrians.
- **Page 25, paragraph 4.3:** Part of the towpath (behind Nash Mills Village Hall) sits within Nash Mills but we'd like to reiterate our willingness to work together as stated above.
- **Page 33:** The location for a proposed Toucan crossing is at the boundary of Kings Langley and Nash Mills. It would be useful to work together on a solution that works for residents of both parishes.
- **Not addressed in this document:** The footpath on London Road running alongside Westside (towards Apsley) has not been mentioned in this document but is a very narrow path with large hedges that impede the use of the footpath.

### [Kings Langley Public Realm Strategy](#)

The changes suggested on this document to slow traffic through Kings Langley and give priority to pedestrians will potentially push traffic to other roads, such as narrow back roads of Kings Langley or via Primrose Hill and through Nash Mills. The latter is already a busy route with its own pinch-points, flooding and parking issues. We'd like to see a full analysis of the impact that proposed changes could have on traffic flow between the M25 and Hemel Hempstead.

### [Local Green Spaces Review](#)

We were concerned to note that the Red Lion Lane Allotments are not currently already protected as statutory allotments. So, it's good to see that the Neighbourhood Plan identifies them as having community value and in need of protection by designating the site as a Local Green Space.

We also share the concern that, despite the importance attached to Green Belt in the National Planning Policy Framework, Dacorum's emerging local plan sets out a need to allocate land for development which could put local Green Belt at risk.

### [Design Guidance and Code](#)

We note that there is little mention of design options for higher rise properties (beyond two storey) which may benefit younger generations and allow for affordable housing. This seems in contradiction with the acknowledged concern that houses in Kings Langley are less affordable and could be out-pricing first time buyers and younger families.

### Kings Langley Neighbourhood Plan

- **Page 32:** Nash Mills Wharf – We don't feel this is necessarily a fair example of a badly planned development in relation to green space. The photos appears to show the same block from two different angles. If the photographer turned 90 degrees, they would be faced with a view towards Nash House with the park and greenery in front of it. Other blocks in the estate have more greenery round them or the canal alongside and some have gardens built into the middle of the block (not visible from the paths). A better example might be the other end of Kings Langley where offices have been repurposed into flats.
- **Page 57:** The boat trip and canoe club mentioned on this page are not based at Nash Mills (the parish), although they are part of Nash Mills Recreation Centre, based on Nash Mills Lane so this perhaps needs to be more specific.
- **Page 81:** We'd like to see Nash Mills included in the following statement "Maintaining a dialogue with neighbouring authorities – in particular Three Rivers District Council and Abbots Langley Parish Council, who are also preparing a neighbourhood plan."
- **Page 83:** Canal towpath (Home Park to Red Lion Lane) – note that the last part of this tow path, from Red Lion Lane to just short of the railway bridge, is within Nash Mills.
- **Page 83:** Double kerbing is mentioned to protect grass verges. We believe this would require additional measures to avoid large four wheel drive vehicles from mounting the kerbs.
- **Not addressed:** We note that there is no mention of potential major developments away from the village centre (e.g. potential future use of Shendish land) where new community facilities may need to be incorporated into the design.
- Some proposed plans mentioned across the documents are not within Kings Langley but instead stretch into the surrounding areas of Nash Mills, Apsley and Abbots Langley. What are the plans for working with local councils in those areas to achieve specific goals linked to those areas?

**Development Management Committee Nominated Attendees Updated Jan 2022-May 2022**

[illegible]

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RECEIPTS</b>						
100 <b>Income</b>						
1076 Precept	28,428	28,428	(0)			100.0%
1077 Council Tax Grant	634	0	(634)			0.0%
1090 Bank Interest	12	100	88			12.1%
1100 Grants Received	9,853	10,379	526			94.9%
1110 CIL	2,696	0	(2,696)			0.0%
250 <b>Parish Magazine</b>						
1150 Advertising (Income)	349	0	(349)			0.0%
999 <b>VAT Data</b>						
115 VAT on Receipts	3,901	0	(3,901)			0.0%
<b>TOTAL RECEIPTS</b>	<b>45,874</b>	<b>38,907</b>	<b>(6,967)</b>	<b>0</b>	<b>0</b>	<b>117.9%</b>
<b>PAYMENTS</b>						
200 <b>Administration</b>						
4000 Staff Costs (Inc HMRC & Pensio	20,719	29,900	9,181		9,181	69.3%
4002 WFH allowance & mileage	193	0	(193)		(193)	0.0%
4050 Payroll Charges	144	228	84		84	63.2%
4055 P.O.Box	300	300	0		0	100.0%
4060 Communications/Mobile	167	360	193		193	46.5%
4075 Office Supplies	82	300	218		218	27.2%
4080 Subscriptions	1,190	1,100	(90)		(90)	108.2%
4085 Insurance	736	854	118		118	86.2%
4105 Audit Fees	750	650	(100)		(100)	115.4%
4110 Website Maintenance	0	150	150		150	0.0%
4115 Domain Hosting	89	80	(9)		(9)	110.9%
4120 ICT/Licenses/IT Support	436	595	159		159	73.3%
4130 Residents' Assoc Initiative	0	1,000	1,000		1,000	0.0%
4135 Grants Made	300	0	(300)		(300)	0.0%
4140 Conferences/Training Courses	443	975	533		533	45.4%
4160 Misc (park and misc)	852	900	48		48	94.7%
4165 Hire Costs (Hall or Zoom)	247	404	157		157	61.0%
4170 Tools/Covid Exp	33	200	167		167	16.6%
4175 Garage Rent	473	663	190		190	71.4%
250 <b>Parish Magazine</b>						
4065 Parish Magazine	1,450	1,950	500		500	74.4%
4070 Delivery of Magazine	299	360	61		61	83.0%
300 <b>Projects</b>						
4300 Street Furn/Maint/CCTV/Defib	17,893	0	(17,893)		(17,893)	0.0%
4305 Repairs/signs/Park/Xmas	867	635	(232)		(232)	136.6%
999 <b>VAT Data</b>						
515 VAT on Payments	4,348	0	(4,348)		(4,348)	0.0%
<b>TOTAL PAYMENTS</b>	<b>52,010</b>	<b>41,604</b>	<b>(10,406)</b>	<b>0</b>	<b>(10,406)</b>	<b>125.0%</b>



	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>Total Receipts</b>	45,874	38,907	(6,967)			117.9%
<b>Total Payments</b>	52,010	41,604	(10,406)	0	(10,406)	125.0%
<b>Net Receipts over Payments</b>	<u>(6,136)</u>	<u>(2,697)</u>	<u>3,439</u>			
plus Transfer from EMR	18,330					
less Transfer to EMR	2,621					
<b>Movement to/(from) Gen Reserve</b>	<u><b>9,573</b></u>	<u><b>(2,697)</b></u>	<u><b>(12,270)</b></u>			

AGAR (confirmed actuals) Year end Figures		Proposed 2022/23	2021/22 (up to 31/12/2021)		2020/21		2019/20	2018/19	2017/18	
Balance Brought forward			£	124,115.00	£	135,588.00	£	125,975.00	£	121,365.00
Precept	Proposed	£	29,690.00	£	28,428.00	£	28,584.00	£	28,365.00	£
Other Income				£	13,195.00	£	31,989.00	£	21,051.00	£
Staff Costs					£	27,398.00	£	26,988.00	£	23,504.00
All Other Payments					£	44,648.00	£	12,815.00	£	14,679.00
Balances inc Reserves					£	124,115.00	£	135,588.00	£	125,975.00
Proposed Budget Draft 2022/23 V2 with DBC and historical budgets		2022/23	2021/22		2020/21		2019/20	2018/19	2017/18	
		option 2 with DBC actuals	Budget							
Income										
Precept		£	29,690.09	£	28,428.00	£	28,584.00	£	28,365.00	£
Bank Interest		£	100.00	£	100.00					
Grants Received/CIL		£	10,379.94	£	10,379.94	£		£	12,510.70	£
Advertising Income		£	573.00	£	-					
Total Income with revised precept		£	40,743.03	£	38,907.94	£	39,396.00	£	39,176.32	£
CIL				£	-				£	41,010.73
Expenditure										
Staff Costs HMRC Pension		£	29,900.00	£	29,900.00	£	30,228.90	£	28,547.48	
WFH Allowance & Mileage		£	432.00	£	-					
Payroll Charges		£	216.00	£	228.00	£	226.80			
PO Box		£	300.00	£	300.00	£	300.00	£	300.00	
Mobile		£	240.00	£	360.00	£	360.00	£	360.00	
Office Supplies		£	300.00	£	300.00	£	250.00	£	250.00	
Subscriptions (HAPTC SLCC ICO)		£	1,155.00	£	1,100.00	£	1,100.00	£	1,200.00	
Insurance		£	879.62	£	854.00	£	854.24	£	856.48	
Audit Fees		£	918.00	£	650.00	£	618.00	£	618.00	
Website Maintenance		£	150.00	£	150.00	£	100.00	£	100.00	
Domain Hosting		£	82.40	£	80.00	£	80.00	£	50.00	
ICT Licences & Support		£	532.00	£	595.00	£	800.00	£	723.72	
Resident Association Initiative		£	668.00	£	1,000.00	£	1,000.00	£	-	
Training/Conferences		£	675.00	£	975.00	£	1,325.00	£	500.00	
Misc (park inspections and misc)		£	400.00	£	900.00	£	562.00			
*New heading * Park Repairs		£	400.00	£	-					
*New heading* Sundry Expenditure		£	100.00	£	-					
*New heading *Defib Sundries										
*New heading * The Denes Project/Maintenance										
*New heading * Rewilding Projects										
s137		£	-							
Adobe Licence										
Election costs					£	500.00	£	500.00		
Hire Costs (Hall or Zoom)		£	432.00	£	404.00	£	404.25	£	396.00	
Tools/Covid Exp		£	200.00	£	200.00	£		£	900.00	
Garage Rent		£	587.10	£	663.00	£	662.76	£	757.44	
Parish Magazine		£	1,950.00	£	1,950.00	£	1,545.00	£	1,095.00	
Delivery of Magazine		£	360.00	£	360.00	£	360.00	£	300.00	
Repairs/Signs/Park/Xmas lights		£	1,128.00	£	635.00	£	600.00	£	722.50	
Use of reserves for RAI						£		£	2,800.00	
items included under obsolete budget headings					£	521.00	£	740.30		
TOTAL EXPENDITURE ACTUAL OR BUDGET		£	42,005.12	£	41,604.00	£	42,397.95	£	41,716.92	£
Total Budgetted Income		£	39,480.94							
Total budgetted income with revised precept		£	40,743.03							
Shortfall without change to precept		-£	2,524.18							
Use of reserves for 50%		-£	1,262.09							
Budgeted overspend/use of reserves		-£	1,262.09	-£	2,696.06	-£	3,001.95	-£	2,540.60	£
Anticipated required precept (shortfall plus £28428) if not using reserves		£	30,952.18		use reserves		use reserves			
Anticipated precept if 50% of shortfall (£1262.09)funded from reserves		£	29,690.09							



## Budget Year 2022/23 Accessible Version

Notes updated 6/1/2022

DBC Figures have now been received

Please consult the green column for the figures for 2022/23. There are no changes to the expenditure agreed by council in December 2021.

- Warden grant- inflation of 2.5% has been applied on 21/22 allocations (£8594.31)
- Concurrent services grant has been frozen at 21/22 levels. (£1468.39)
- CTS grant- reduced by 50% of the 21/22 grant allocation. It is proposed that this grant will reduce to nil in 23/24. (Currently £317.24)
- Please note that all grant allocations are subject to approval by Council in February 2022
- Tax Base has increased from 1236.70 to 1260.50 (actual 1334.60 plus adjustments)
- A “tax base” is the **number of Band D equivalent dwellings in a local authority area**. To calculate the tax base for an area, the number of dwellings in each council tax band is adjusted to take account of any discounts, premiums, or exemptions.
- Shortfall on new figures £2524.18 therefore 50% use of reserves as agreed by council = **£1262.09**
- **New precept per band D property £23.55- (56p PER BAND D) increase of 2.44% as NMPC have funded 50% of any increase.**
- The budget version 2 has now been amended with all suggestions raised at the meeting 8th November.
- Actual expenditure has only risen by £401 overall with the cost cutting measures that have been implemented. 2021/22 £41604 2022/23 £42005 suggested.
- NMPC can agree an expenditure budget of £42005.12. This will result in an increase to the precept however exact figures for the increase cannot be ascertained until DBC advise NMPC of the tax base and grant figures for the new financial year. (Chased 29/11/2021)
- NMPC will resolve to pay 50% of any budget shortfall from reserves and the clerk will advise council of this sum when the final precept demand paperwork is received from DBC and prepared for council (usually early January).
- Previously NMPC paid the full shortfall from reserves.
- Should any significant expenditure changes be advised prior to the precept demand being raised then the clerk will bring the budget back to council for approval.
- Please note that the Personnel Committee has not been able to meet to review salary budgets in line with our financial regulations (section 4.4) prior to finalisation of this budget, however contingencies for salary awards have been built into this budget in consultation with the Chairman Personnel. Full calculation has been supplied to all councillors in preparation for this final budget version. *(4.4. The salary budgets are to be reviewed at least annually in October or November for the following financial year).*

	A	B	C	D	E
	2021/22	2022/23		2022/23	Comments
1	Draft 2022/23 V2 with DBC figures	Budget	Option 2	option 2 with DBC actuals and precept proposal	
2	Income		3% & reductions		
3	Precept	£ 28,428.00	£ 28,428.00	£ 29,690.09	
4	Bank Interest	£ 100.00	£ 100.00	£ 100.00	
5	Grants Received/CIL	£ 10,379.00	£ 9,853.00	£ 10,379.94	
6	Advertising Income	£ -	£ 573.00	£ 573.00	Assuming all advertisers pay rather than offering free advertising for residents (using 2021/22 income figures)
7	Total Income	£ 38,907.00	£ 38,954.00	£ 40,743.03	
8	CIL	£ -			E2621 RECEIVED 2021/22 not budgeted for as conditional spend.
9					
10					
11	Expenditure				
12	Staff Costs HMRC Pension	£ 29,900.00	£ 29,900.00	£ 29,900.00	over budgeted in previous years. 3% on actual monthly expenditure, includes IHL - worked out on actual costs inc o/t (50% claimed, 2.5 hr pm) and IHL/ Pension please see attached working
13	WHN Allowance & Mileage	£ -	£ 432.00	£ 432.00	currently 18 x 12 £216. option 2 maybe £26 pm x 12 plus mileage approx £10 pm additional
14	Payroll charges	£ 228.00	£ 216.00	£ 216.00	no 3% 18x12
15	PD Box	£ 300.00	£ 300.00	£ 300.00	
16	Mobile	£ 360.00	£ 240.00	£ 240.00	15x12 ACTUAL BUDGET 20X12 so some leeway for increments or to top up warden PAYG credit
17	Office Supplies	£ 300.00	£ 300.00	£ 300.00	
18	Subscriptions (MAPTC SLCC ICO)	£ 1,100.00	£ 1,155.00	£ 1,155.00	Actual figures now received E884 hapt&nalcc E30 ICO SLCC E241 2022/23
19	Insurance	£ 854.00	£ 879.62	£ 879.62	
20	Audit Fees	£ 650.00	£ 918.00	£ 918.00	updated Nov 2021 as letter received from IA
21	Website Maintenance	£ 150.00	£ 150.00	£ 150.00	
22	Domain Hosting	£ 80.00	£ 82.40	£ 82.40	Domain & Web Hosting Biannual £96 plus £36 leave as is.
23	ICT Licences & Support	£ 595.00	£ 532.00	£ 532.00	532.00 Ralltas software and Office 365 see heading 4065- removed Adobe licence and added £168 to community grants
24	Resident Association Initiative	£ 1,000.00	£ 668.00	£ 668.00	reduce, add £168 Adobe saving Change title to Community Grant Awards? Could we pay from reserves
25	Training/Conferences	£ 975.00	£ 675.00	£ 675.00	reduce by £300 national/CTS Practitioners Conference Webinars 5 @ £40 any additional training from reserves to maintain CPD
26	Misc (park inspections and misc)	£ 900.00	£ 400.00	£ 400.00	change heading to park inspections 4x£100
27	*New heading * Park Repairs	£ -	£ 400.00	£ 400.00	new heading
28	*New heading* Sundry Expenditure	£ -	£ 100.00	£ 100.00	£40 wreath
29	*New heading *Sundry Sundries				to be taken from EMR as and when required
30	*New heading * The Denes Project/Maintenance				to be taken from EMR as and when required
31	*New heading * Rewilding Projects				
32					
33	£137	£ -	£ -	£ -	Zero as we have GPC
34	Adobe Licence				heading not to be used unless licence required for magazine post elections.
35	Election costs				heading not required yet due to earmarked reserves
36	Hire Costs (Hall or Zoom)	£ 404.00	£ 432.00	£ 432.00	36x12 previously based on x13 we don't always miss August now
37	Tools/Covid Exp	£ 200.00	£ 200.00	£ 200.00	leave as is
38	Garage Rent	£ 663.00	£ 587.10	£ 587.10	57x10 plus 3%
39	Park Magazine	£ 1,950.00	£ 1,950.00	£ 1,950.00	drive up income to cover/reduce pages/ £725 per edition x3
40	Delivery of Magazine	£ 360.00	£ 360.00	£ 360.00	£120x3
41	Repairs/Signs/Park/Xmas lights	£ 635.00	£ 1,128.00	£ 1,128.00	E493 plus £385 plus £250- I misread summary on last years budgetting hence off
42	Total Expenditure	£ 41,604.00	£ 42,005.12	£ 42,005.12	
43					
44	Budgeted overspend/ increase to precept	£ 2,697.00	£ 3,051.12	£ 1,262.09	50% on green version
45	Anticipated required precept (shortfall plus £28428) if not using reserves	£ -	£ 31,479.12	£ 30,952.18	
46	Anticipated precept if 50% of shortfall funded from reserves	£ -	£ 29,953.56	£ 29,690.09	* 3% increase used for most as RPI projected at 4% & inflation projected 3%
47					Tax Base 1236.70 2021/22
48					tax base 1260.50 (confirmed 2022/23 DBC figures)
49	For Clerk Info				
50	£	42,005.12	Option 2	£ 42,005.12	Total Expenditure with suggested reductions (column D)
51	£	41,604.00			Most income unchanged but ultimately there is incr to precept see below
52	£	401.12			50% shortfall from reserves
53					1,262.09 Increase to precept therefore Precept Demand = £28428+E1525.56+E 29953.56 28428+1262.09 = £26980.09
54					0.56 Approx increase per band D property if tax base remains the same as last year/ green column includes actual tax base for 2022/23
55					Precept per Band D last year was 22.99
56					Increase per band D property 2.4% on new figures
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					
91					
92					
93					
94					
95					
96					
97					
98					
99					
100					
101					
102					
103					
104					
105					
106					
107					
108					
109					
110					
111					
112					
113					
114					
115					
116					
117					
118					
119					
120					
121					
122					
123					
124					
125					
126					
127					
128					
129					
130					
131					
132					
133					
134					
135					
136					
137					
138					
139					
140					
141					
142					
143					
144					
145					
146					
147					
148					
149					
150					
151					
152					
153					
154					
155					
156					
157					
158					
159					
160					
161					
162					
163					
164					
165					
166					
167					
168					
169					
170					
171					
172					
173					
174					
175					
176					
177					
178					
179					
180					
181					
182					
183					
184					
185					
186					
187					
188					
189					
190					
191					
192					
193					
194					
195					
196					
197					
198					
199					
200					
201					
202					
203					
204					
205					
206					
207					
208					
209					
210					
211					
212					
213					
214					
215					
216					
217					
218					
219					
220					
221					
222					
223					
224					
225					
226					
227					
228					
229					
230					
231					
232					
233					
234					
235					
236					
237					
238					
239					
240					
241					
242					
243					
244					
245					
246					
247					
248					
249					
250					
251					
252					
253					
254					
255					
256					
257					
258					
259					
260					
261					
262					
263					
264					
265					
266					
267					
268					
269					
270					
271					
272					
273					
274					
275					
276					
277					
278					
279					
280					
281					
282					
283					
284					
285					
286					
287					
288					
289					
290					
291					
292					
293					
294					
295					
296					
297					
298					
299					
300					
301					
302					
303					
304					
305					



Local Government Finance Act 1992 - Precept Form																																													
Parish of (please select from the dropdown list) <b>Nash Mills</b>																																													
<b>Please complete and return to financial.accounting@dacorum.gov.uk by 21 January 2022</b>																																													
To Dacorum Borough Council, being the Billing Authority for the Borough. The Town/Parish Council as stated above under Section 41 of the Local Government Finance Act 1992 hereby give notice that in respect of the financial year beginning on 1st April 2022, the sum outlined in the																																													
Please make payment by the 30th April 2022 to:																																													
Sort Code	<b>309921</b>																																												
Account Num	<b>63289260</b>																																												
Signed at the meeting of the Town/Parish Council on the date shown below by the Chairman and two members of the Town/Parish Council:																																													
Date	<b>10/01/2022</b>																																												
Chairman	<b>Lisa Bayley</b>																																												
Chairman's telephone number:																																													
Member 1	<b>Michele Berkeley</b>																																												
Member 1's telephone number:																																													
Member 2	<b>Steve Roberts</b>																																												
Member 2's telephone number:																																													
Estimate of expenses of the Town/Parish Council for the financial year 2022/23:																																													
<table border="1"> <thead> <tr> <th colspan="2">Estimate 2022/23</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>ONGOING EXPENDITURE (General Fund): Please ensure this includes an expenditure in relation to concurrent services and wardens. Please specify below:</b></td> </tr> <tr> <td>Item 1:</td> <td>Staffing Costs (including HMRC Contributions,Pensions,Allowances,P 30,548.00</td> </tr> <tr> <td>Item 2:</td> <td>Parish Council project support and administration 11,457.12</td> </tr> <tr> <td>Item 3:</td> <td></td> </tr> <tr> <td>Item 4:</td> <td></td> </tr> <tr> <td>Item 5:</td> <td></td> </tr> <tr> <td>Item 6:</td> <td></td> </tr> <tr> <td><b>Total Ongoing Expenditure</b></td> <td><b>42,005.12</b></td> </tr> <tr> <td colspan="2"><b>One Off Costs (Eq Parish Plan, Office Refurbishment etc)</b></td> </tr> <tr> <td>Item 1:</td> <td></td> </tr> <tr> <td>Item 2:</td> <td></td> </tr> <tr> <td>Item 3:</td> <td></td> </tr> <tr> <td><b>Total One Off Expenditure</b></td> <td><b>0.00</b></td> </tr> <tr> <td colspan="2"><b>Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)</b></td> </tr> <tr> <td>General Income</td> <td>(673.00)</td> </tr> <tr> <td>Use of Reserves</td> <td>(1,262.09)</td> </tr> <tr> <td>Wardens Grant</td> <td>(8,594.31)</td> </tr> <tr> <td>Concurrent Services Grant</td> <td>(1,468.39)</td> </tr> <tr> <td>Council Tax Support Grant</td> <td>(317.24)</td> </tr> <tr> <td><b>Total Income</b></td> <td><b>(12,315.03)</b></td> </tr> <tr> <td><b>Net Expenditure to be met from Precept</b></td> <td><b>29,690.09</b></td> </tr> </tbody> </table>		Estimate 2022/23		<b>ONGOING EXPENDITURE (General Fund): Please ensure this includes an expenditure in relation to concurrent services and wardens. Please specify below:</b>		Item 1:	Staffing Costs (including HMRC Contributions,Pensions,Allowances,P 30,548.00	Item 2:	Parish Council project support and administration 11,457.12	Item 3:		Item 4:		Item 5:		Item 6:		<b>Total Ongoing Expenditure</b>	<b>42,005.12</b>	<b>One Off Costs (Eq Parish Plan, Office Refurbishment etc)</b>		Item 1:		Item 2:		Item 3:		<b>Total One Off Expenditure</b>	<b>0.00</b>	<b>Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)</b>		General Income	(673.00)	Use of Reserves	(1,262.09)	Wardens Grant	(8,594.31)	Concurrent Services Grant	(1,468.39)	Council Tax Support Grant	(317.24)	<b>Total Income</b>	<b>(12,315.03)</b>	<b>Net Expenditure to be met from Precept</b>	<b>29,690.09</b>
Estimate 2022/23																																													
<b>ONGOING EXPENDITURE (General Fund): Please ensure this includes an expenditure in relation to concurrent services and wardens. Please specify below:</b>																																													
Item 1:	Staffing Costs (including HMRC Contributions,Pensions,Allowances,P 30,548.00																																												
Item 2:	Parish Council project support and administration 11,457.12																																												
Item 3:																																													
Item 4:																																													
Item 5:																																													
Item 6:																																													
<b>Total Ongoing Expenditure</b>	<b>42,005.12</b>																																												
<b>One Off Costs (Eq Parish Plan, Office Refurbishment etc)</b>																																													
Item 1:																																													
Item 2:																																													
Item 3:																																													
<b>Total One Off Expenditure</b>	<b>0.00</b>																																												
<b>Income Please ensure this includes all income in relation to concurrent services and wardens. (enter as a minus figure)</b>																																													
General Income	(673.00)																																												
Use of Reserves	(1,262.09)																																												
Wardens Grant	(8,594.31)																																												
Concurrent Services Grant	(1,468.39)																																												
Council Tax Support Grant	(317.24)																																												
<b>Total Income</b>	<b>(12,315.03)</b>																																												
<b>Net Expenditure to be met from Precept</b>	<b>29,690.09</b>																																												

Key Information for 2021/22	
<b>2022/23 Tax Base Calculation</b>	
November Tax Base	1,334.60
Manual Adjustments	18.67
Starting Tax Base	1,353.27
Council Tax Support Adjustment	(85.13)
Non Collection Allowance	(7.64)
<b>Tax Base for 2021/22</b>	<b>1,260.50</b>
<b>Parish Precept Calculation and Information</b>	
Precept Demand	29,690.09
Tax Base	1,260.50
<b>2022/23 Band D Tax</b>	<b>23.55</b>
2021/22 Band D Tax	22.99
<b>Band D Tax Increase / (Decrease)</b>	<b>0.56</b>
<b>Band D Tax Change (%)</b>	<b>2.44%</b>



**NASH MILLS**  
PARISH COUNCIL

## Clerk Report – Appointment of Auditor (Jan 2022)

### Clerk Recommendation

- That council agree to appoint Etaerio as Internal Auditor for the new financial year 2022/23
- That council determine the level of audit required (any consideration of the lower scale should be dependent on a nominated Cllrs ability to regularly commit to undertaking additional checks, in addition to our financial regulations and risk management throughout the financial year).

### Background

Council must be able to evidence that an Internal Auditor is independent, competent and that they have received a letter of engagement/terms.

NMPC has used Etaerio as our internal auditor for a number of years. The principal was previously the DBC Officer with responsibility for audit until the service was disbanded by DBC and therefore has extensive, sector appropriate knowledge.

Over recent years the governance and accounting framework has been significantly improved which has resulted in increased audit metrics. There has been no recent increase in pay scale and therefore there is a significant change this year.

### Further Information

The auditor has confirmed that his fees reflect the size of our council.

The budget has been set to accommodate the higher scale detailed in the auditors' notes previously circulated.

There is no requirement for councils to regularly change or review auditors although it would be prudent to reassess this is good time for the financial year 2023/24, in particular as the clerk has not undertaken this process since being in post and will then be in a position to review recommendations from peers once the revised framework has commenced and in advance of budget setting.

### Statutory Requirements

[The Accounts and Audit Regulations 2015 \(legislation.gov.uk\) \(part 2, regulation 5\)](https://legislation.gov.uk)



[practitioners-guide-2021-15.pdf](#) – this is the document that lays out our required financial processes.

Full council sign of the annual governance statement and have to be content that they comply with the following assertions which are laid out in the above guide.

#### *Assertion 6 – Internal Audit*

***We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.***

*In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:*

*1.34 Internal audit – The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities.*

*1.35 Provision of information – The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required.*

#### ***Selecting and appointing an internal audit provider***

*4.6. In addition to ensuring the appointed internal auditor has relevant knowledge of the public sector, there are two key principles an authority must follow in appointing an internal audit provider: independence and competence.*

*4.7. There are various ways for an authority to source an internal audit service, for example:*

- *Purchasing an internal audit service from a local firm or specialist internal audit practice with an understanding of the local government legal framework*
- *Purchasing an internal audit service from a principal local authority*
- *Engaging a competent internal auditor with sufficient organisational independence to undertake the role*
- *Appointing a local individual or a member of a panel of individuals administered by a local association affiliated to NALC, SLCC or ADA.*

*4.8. There is no requirement for a person providing the internal audit role to be professionally qualified, however essential competencies to be sought from any internal audit service should include:*

- *understanding basic book-keeping and accounting processes; where an authority exceeds the £200,000 threshold, this understanding must include accrual accounting and balance sheets*
- *understanding the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;*
- *awareness of relevant principles and practice of financial and other risk management*
- *understanding proper practices in relation to governance and accounting requirements within the legal framework and powers of smaller authorities, as set out in Sections 1 and 3 of this guide (knowledge of which is a prerequisite)*
- *awareness of the most recent model Standing Orders and model Financial Regulations as published by NALC and how they are adopted by authorities*
- *awareness of relevance of VAT and PAYE/NIC rules as applied to the authority*
- *for larger authorities, a clear understanding of the risks and controls associated with ‘cut off’ procedures, particularly with respect to revenue generating activities.*

#### Previously circulated and not appended

Etaerio Fees Letter

Etaerio Service Details

*Nikki Bugden Clerk to the Council 20<sup>th</sup> December 2021*

Only suggested amend is the addition of a sentence relating to covid-please note a separate covid 19 RA is also in place.



**NASH MILLS**  
PARISH COUNCIL

Nash Mills Parish Council  
Warden Risk Assessment v2

Adopted	13/1/2020
Review Date	Jan 2021
Agenda Reference	20/023/FPC

Signed by the Warden \_\_\_\_\_ .... /...../.....  
Signed By Chairman Personnel Committee \_\_\_\_\_ ...../...../.....

Please note that the tables below may cause issues should you use a screen reader. They highlight the risk matrix used and can be made available in a different format if required.

**Details to complete the Risk Assessment**

**STEP 1:** Rate hazard - assign a letter from A to C to denote the SEVERITY of harm or consequence of the hazard

<b>A</b> death major injury major damage or major loss to property/equipment/corporate reputation	<b>B</b> serious over-3-day injury damage to property/equipment	<b>C</b> minor injury minor damage to property/equipment
---	---	--

**STEP 2:** Rate risk/Likelihood - assign a number from 1 to 3 to denote the LIKELIHOOD of the event causing the risk to be realised

<b>1</b> extremely likely to occur	<b>2</b> frequent/often/likely to occur	<b>3</b> slight chance of occurring
---------------------------------------	--	--

**STEP 3:** Use the combination in the risk rating chart to link to the action criteria

Likelihood	Severity		
	Major = A	Serious = B	Slight = C
Extremely likely to occur = 1	A1	B1	C1
Likely to occur = 2	A2	B2	C2
Unlikely to occur = 3	A3	B3	C3

Action criteria:

VERY HIGH	Very high priority – Unacceptable risk: must receive attention - stop work activity or remove/reduce risk immediately
HIGH PRIORITY	High priority - Urgent: must receive attention as soon as possible to remove/reduce hazard or risk
MEDIUM / HIGH	Medium/high priority: Must receive attention to remove/reduce hazard or risk
MEDIUM	Medium priority: Should receive attention to remove/reduce hazard or risk
LOW	Low priority - remove/reduce hazard or risk after other priorities

Area/Risks	Risk Identified	Rate Hazard	Likelihood	Action criteria	Assessment	Conclusion
All areas	Tetanus Animal Bites, fencing and vegetation	B	3			Ensure regular 10year booster is kept up-to-date Warden's responsibility Warden to ensure that visual checks are undertaken to assess all situations prior to undertaking rubbish clearance or vegetation removal. External contractors to be used if required.
Lone working	Injury unattended	B	3		Call at regular intervals to ensure personal safety Ensure your mobile is kept on your person at all times	Regular contact with Clerk Staff Mobile provided
Violence & Aggression at work	Injury/attack	B	3		Highly unlikely	Warden to report any incidents. Clerk to investigate if any training required by warden.
Uneven Ground	Falling, tripping, bruising	C	3		Be vigilant of selected area's topography wear sturdy footwear with a firm grip Report any issues or concerns to the Clerk immediately	Warden directed to HSE website for information and advice <a href="http://www.hse.gov.uk/slips/index.htm">http://www.hse.gov.uk/slips/index.htm</a> PPE equipment supplied by NMPC

Area/Risks	Risk Identified	Rate Hazard	Likelihood	Action criteria	Assessment	Conclusion
Inclement weather: Sun / Cold, Wet, Hot	Burn, heat stroke, colds, fatigue	C	3		Work on grassland can be exposed Ensure properly attired for weather conditions, adequate waterproofs for wet weather and use high factor sun block and hat in hot conditions Always have adequate water for refreshment Plan work accordingly to avoid over exposure.	Warden to communicate with Clerk re this PPE equipment supplied by NMPC
Injury from manual handling	Back injury, joint pain, muscles injury	B	3		Avoid lifting/carrying heavy weights Plan a sensible route before lifting Use mechanical aids Instruction and training in correct kinetic handling gloves to be worn, sensible shoes to be worn at all times.	Warden directed to HSE website for advice and tips <a href="http://www.hse.gov.uk/MSd/manualhandling.htm">http://www.hse.gov.uk/MSd/manualhandling.htm</a> PPE equipment supplied by NMPC Warden offered training courses if required.

Area/Risks	Risk Identified	Rate Hazard	Likelihood	Action criteria	Assessment	Conclusion
Pesticides Paint	Poisoning, burns, damaged clothing, damage to property	A	3		<p>Ensure that at all time protective wear is used such as gloves and mask. Sensible clothing is worn</p> <p>If using pesticides Only use approved pesticides which contain an approval number. Follow the instructions on the label carefully and accurately</p> <p>Up to date training provided</p> <p>If possible retain the container</p> <p>Any such incidents or concerns should be reported to the Clerk.</p>	<p>PPE equipment supplied by NMPC</p> <p>Warden not to undertake any use of pesticides unless appropriate external training has been undertaken</p> <p>External contractors to be used if required.</p>

Area/Risks	Risk Identified	Rate Hazard	Likelihood	Action criteria	Assessment	Conclusion
Operating hand tools	Personal injury	A	3		Monitor that adequate working distances are maintained All tools must be in good condition and used safely. Any issues or concerns report to the Clerk immediately Place hazard warning signs for the public when necessary Plan work at off peak times	Warden to ensure that appropriate PPE is used and no works to be undertaken that could cause incident or injury. External contractors to be engaged where necessary.
Dog Faeces/hazardous waste Used Needles Litter and glass	Infection, Toxicariasis Needle stick injury Blood borne viruses (HIV, Hepatitis B) Minor injuries, cuts / abrasions	A	3		Inspection of the area and remove faeces Inspection of the area and litter pick (identify measures for preventing needle stick injuries) Inspection of the area and litter pick as required	Gloves to be worn at all times. Warden to liaise with Borough Council to ensure safe and prompt removal of all hazardous materials. Clerk to be advised immediately if there are any situations that require escalation. PPE equipment supplied by NMPC

Covid-19	Death/Infection	A	1		Separate Covid 19 RA in place	<p>All steps are being taken to mitigate risk under a separate Covid -19 RA.</p> <p>Warden adhering to appropriate Govt Guidance. Additional PPE and sanitizer provided. Steps being taken to ensure that warden can safely work whilst keeping a safe distance from the public. This process is reviewed regular and communication with warden and clerk is regular and appropriate mitigating measures assessed when Govt guidance changes.</p>
----------	-----------------	---	---	--	-------------------------------	---





**NASH MILLS**  
PARISH COUNCIL

## Addendum to Scheme of Delegation/Terms of Reference v4 January 2022

### Clerk Recommendation

- That council agree to add the addendum as specified below.

### Background

NMPC have a scheme of delegation in place which was adopted in April 2021. Section 8 (a2) allows for emergency delegation to the clerk in consultation with the Chairman to protect the councils position or assets. There is a statutory requirement for some reserved powers (as detailed in the scheme document) to only be lawfully resolved by full council.

To complement this scheme additional wording as detailed below is to be added as an addendum to enable actions to be taken if the chairman should be indisposed and to take into account additional circumstances that might necessitate use of this document.

Should the UK enter a new period of national lockdowns then council will require emergency Govt legislation to lawfully permit the use of remote meetings and decision making. The addendum is not suggesting unlawful remote meetings and resolutions but a means of information gathering prior to decisions being made under delegated authority.

### Recommended Addendum Wording

In the event that it is not possible to convene a meeting of the council within a reasonable time due to the continuing Covid-19 outbreak or any other national event (such as a period of official mourning), the Clerk shall have delegated authority after discussion with the Chairman or *Vice Chairman (or 2 other Councillors if the Chairman and / or Vice Chairman are indisposed)*, to make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation

must be recorded in writing and must be published in accordance with the relevant regulations.

Should it be deemed necessary by the Clerk (for example if the Govt instigate a national lockdown without invoking new legislation) a members' 'forum' may be convened to conduct an information gathering session to enable the Clerk to reach a delegated decision. This approach would only be used in cases of extreme urgency and for decisions that are likely to require consideration of multiple responses. All decision making would be subject to full transparency and publication of all supporting documents and subsequent decisions.

The addendum to the delegated authority will cease upon council resolution when it is possible for the Council to meet formally after the event, until that determination is made the whole scheme will continue to remain in force and will be reviewed annually at the May meeting.

*Nikki Bugden*

*Clerk to the Council 20<sup>th</sup> December 2021*



### **MEETING DATES FOR 2022**

<b>Date of Meeting</b>	<b>Agenda items by 9am</b>
Monday 10 <sup>th</sup> January 2022	Thursday 30 <sup>th</sup> Nov 2022
Monday 14 <sup>th</sup> February 2022	Thursday 3 <sup>rd</sup> Feb 2022
Monday 14 <sup>th</sup> March 2022	Thursday 3 <sup>rd</sup> March 2022
Monday 11 <sup>th</sup> April 2022	Thursday 31 <sup>st</sup> March 2022
Monday 9 <sup>th</sup> May 2022	Thursday 28 <sup>th</sup> April 2022
Monday 13 <sup>th</sup> June 2022	Thursday 2 <sup>nd</sup> June 2022
Monday 11 <sup>th</sup> July 2022	Thursday 30 <sup>th</sup> June 2022
Monday 8 <sup>th</sup> August 2022*	Thursday 28 <sup>th</sup> July 2022
Monday 12 <sup>th</sup> Sept 2022	Thursday 1 <sup>st</sup> Sept 2022
Monday 10 <sup>th</sup> October 2022	Thursday 29 <sup>th</sup> Sept 2022
Monday 14 <sup>th</sup> November 2022	Thursday 3 <sup>rd</sup> Nov 2022
Monday 12 <sup>th</sup> December 2022	Thursday 1 <sup>st</sup> Dec 2022

- August meeting is only 'if required'

Full agenda details can be found on our website  
[www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

## Quote summary for Parish noticeboards

### Background information

Nash Mills Parish Council have a £1,600 grant towards the cost of the noticeboard.

This report covers quotes for three sizes of board:

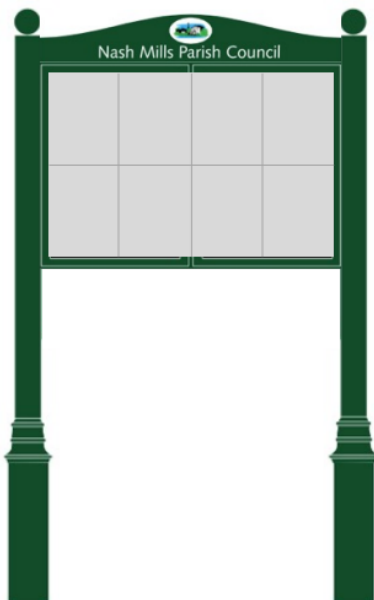
**Option 1** – Single board – A1 landscape window

**Option 2** – Double board – 2 x A1 portrait windows

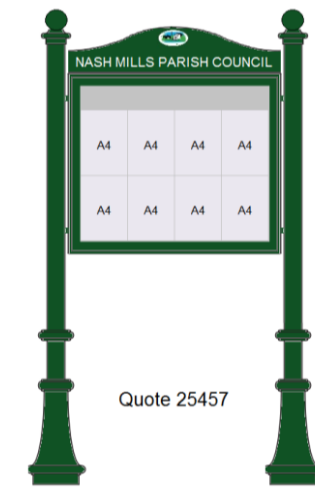
**Option 3** – Double board – 2 x 9xA4 portrait windows

### Option 1 – Single board – A1 landscape window

A single A1 landscape board will fit 8 x A4 sheets positioned as portrait.



*Note different decorative leg style provided by Supplier 1*

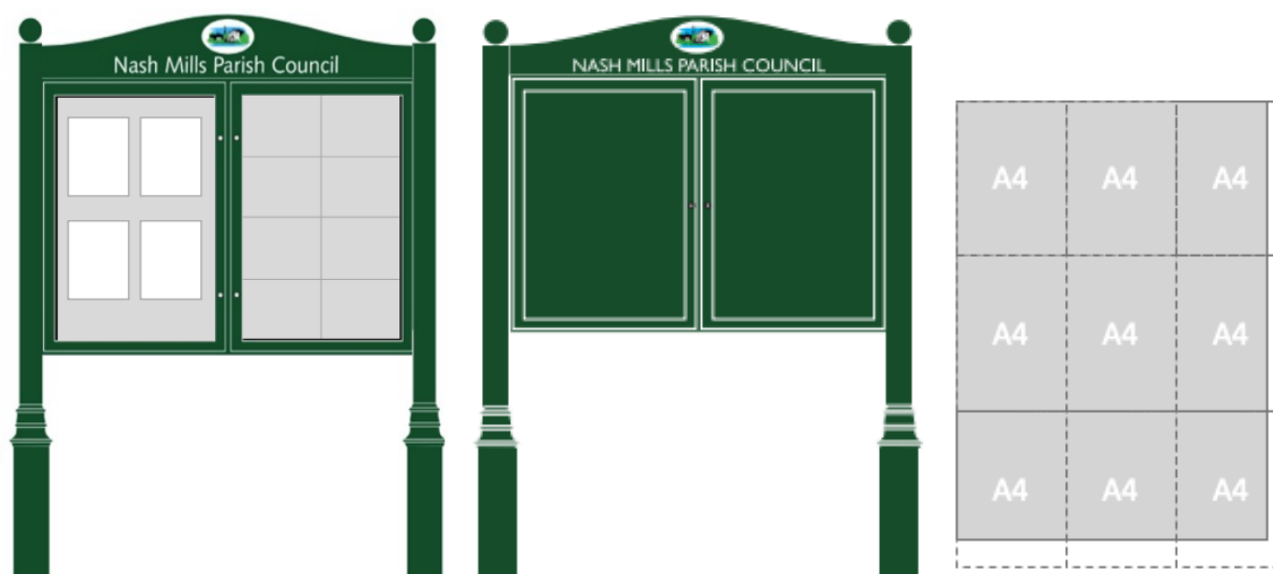


Supplier 1	Supplier 2	Supplier 3
<b>Quote ref:</b> 25457/1	<b>Quote ref:</b> JW17835/1	<b>Quote ref:</b> nash mills pc
<b>Description:</b> A-Max Noticeboard, Landscape, 8 x A4 (O/A 970 x 820 x 60mm)	<b>Description:</b> Cavalier Notice Board - A1 Single Door, Window Size: A1 - 841mm x 594mm (8 x A4 sheets)	<b>Description:</b> 80mm deep noticeboard, 880(h) x 1000(w), landscape, single door, left hinged, front face key lock
<b>£2,802.36 inc VAT</b>	<b>£3,074.40 inc VAT</b>	<b>£1,440 plus VAT (£1728)</b>
VAT and delivery included Installation not included	VAT and standard delivery included Delivery and installation £980 plus VAT	Installation and delivery not included Installation £475 plus vat
Logo and lettering included	Full colour printed graphics included	Lettering included (Logo?)
<b>Delivery:</b> Currently 12 to 14 weeks from receipt of order.	Delivery lead time not provided	<b>Delivery:</b> Currently 35-42 working days
Additional information <ul style="list-style-type: none"> <li>Paint external back panel to match frame: +£84.52 (External panel is SILVER as standard)</li> <li>Nikki has queried top opening</li> </ul>		

## Option 2 – Double board – 2 x A1 portrait windows

An A1 portrait window (in a double window board) will fit 8 x A4 sheets if positioned as landscape.

*Note: If positioned as portrait, only four A4 sheets will fit completely as additional sheets would hang over the edge.*



Supplier 1	Supplier 2	Supplier 3
<b>Quote ref:</b> 25451/1	<b>Quote ref:</b> JW17836/1	<b>Quote ref:</b> nash mills pc
<b>Description:</b> A-Max Noticeboard, Double Bay A1 Portrait (O/A 1430 x 1045 x 60mm)	<b>Description:</b> Cavalier Notice Board - A0 Double Door - Window Size: 2 x A1 windows - 594mm x 841mm (16 x A4 sheets)	<b>Description:</b> 80mm deep noticeboard, 1200(h) x 1420(w), landscape, 2 equal doors, side hinged, front face key locks
<b>£3,866.25</b>	<b>£3,718.80</b>	<b>£1,620 plus VAT (£1,944)</b>
VAT and delivery included Installation not included	VAT and delivery included Installation not included	excl delivery and installation Installation £475 plus VAT
Delivery: Currently 12 to 14 weeks from receipt of order.	Delivery lead time not provided	<b>Delivery:</b> Currently 35-42 working days
<i>Note: Although this quote states A1 boards, the size actually fits 9xA4. Therefore, it is a larger board and also included in the quotes for Option 3.</i>	<i>Query quote states black but green available on request-does this cost more? Does header board include vinyl lettering? Query delivery costs if not installing and add to bottom line and vat.</i>	

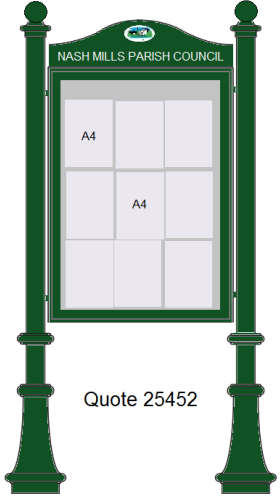

### Option 3 – Double board – 2 x 9x4 portrait windows

A 9 x A4 portrait window is slightly bigger than A1 to allow the additional space and flexibility for up to nine A4 sheets to fit completely into one window.



Supplier 1	Supplier 2	Supplier 3
<b>Quote ref:</b> 25451/1	<i>Quote not provided</i>	<b>Quote ref:</b> nash mills pc
<b>Description:</b> A-Max Noticeboard, Double Bay A1 Portrait (O/A 1430 x 1045 x 60mm)		<b>Description:</b> 80mm deep noticeboard, 1300(h) x 1550(w), landscape, 2 equal doors, side hinged, front face key locks
<b>£3,866.25</b>		<b>£1,790 plus VAT (£2,148)</b>
VAT and delivery included Installation not included		excluding delivery and installation Installation £475 plus VAT
Delivery: Currently 12 to 14 weeks from receipt of order.		<b>Delivery:</b> Currently 35-42 working days
Additional information <ul style="list-style-type: none"> <li>Paint external back panel to match frame: +£158.80 (External panel is SILVER as standard)</li> <li>This quote states A1 size boards but the size is actually larger (hence including in Option 3)</li> <li>Each board is powder-coated RAL6005 Green, has a bow pattern header panel with printed logo &amp; cut-vinyl lettering in white Arial font &amp; has the decorative posts with non-standard ball finials.</li> <li>The boards can display in each bay either 1 x A1 portrait poster or 9 x A4 posters.</li> <li>Both models are top-hinged with the doors opening on gas-stays.</li> <li>Nikki has queried top opening</li> </ul>		

Alternative quotes provided (information only)

 <p>Quote 25452</p>	<p><b>Supplier 1 - Quote 25452/1</b></p> <p><b>One window portrait 9 x A4</b></p>	<p>Total incl. delivery and vat <b>£3,003.85 (excluding installation)</b></p>
	<p><b>Supplier 2 – Quote JW17834/2</b></p> <p><b>Overall size A1</b> <b>Two window A2 (4 x A4 portrait)</b></p>	<p>Total incl. delivery and vat <b>£3,266.40.85 (excluding installation)</b></p>



**NASH MILLS**  
PARISH COUNCIL

## Clerk Report - Civility & Respect Project (Jan 2022)

### **Clerk Recommendation**

- That council agree for the clerk to place the statement listed below on the website.

### **Background**

Throughout our sector, there are growing concerns about the impact bullying, harassment and intimidation is having on our councils, councillors and staff and the resulting effectiveness of local councils. In response, a Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including Councils, County Associations, National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).

The primary aim of the project is to coordinate a programme of work designed to promote civility and respect in public life, including good governance, positive debate and to support the well-being of councillors, professional officers and staff.

### **Suggested Text**

'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.

The zero-tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media.

The council considers threatening behaviour to be:

Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.

The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.

This policy applies throughout all council meetings, but it also applies to any councillor or council staff away from council meetings

### **Statutory Requirements**



Councillors have a duty to adhere to the 'Nolan Principals' [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life)

NMPC, as a corporate body have duties under current employment law to undertake necessary steps to protect its staff and officers.<sup>1</sup>

*Nikki Bugden Clerk to the Council 16<sup>th</sup> December 2021*

---

<sup>1</sup> Health and Safety at Work Act 1974.



**NASH MILLS**  
PARISH COUNCIL

## Clerk Report – Dacorum Climate Action Network (Jan 2022)

### **Clerk Recommendation**

- That council agree for the clerk to join on behalf of NMPC
- That Cllrs consider (outside of the PC meeting) whether they would like to join as individuals.

### **Background**

#### **[Dacorum Climate Action Network](#)**

As part of our recent 'green' grant application this network was mentioned as a useful resource for support.

The aim of the network is to bring about meaningful change and provide a platform that will support, educate, encourage and enable people to make positive environmental changes in their everyday lives. These collective actions will help to tackle the Climate and Ecological Emergency by reducing emissions and increasing biodiversity.

### **Benefits listed on the webpage**

By joining the network, regular environmental information and advice will be provided via:

- Monthly e-newsletter
- Facebook group
- Regular events, webinars and courses
- Quarterly virtual meetings
- Annual conference and networking event

Great reasons to join Dacorum CAN

- Receive information and advice about positive environmental actions
- Stay up to date on local environmental initiatives
- Discover environmental events in your local area
- Be inspired by local Sustainable Superstars
- Collaborate with like-minded local people
- Discover local groups and initiatives to get involved with
- Environmental webinars and training sessions
- Learn about organisations and services that help to achieve positive environmental targets.

Additional benefits for organisations

- Amplify the impact of environmental projects and campaigns
- Free promotion of environmental events
- Find volunteers to help support initiatives
- Discover funding opportunities.

*Nikki Bugden Clerk to the Council 20<sup>th</sup> December 2021*

## Rewilding January 2021 – Areas suggested by Cllrs for DBC consideration

Please note that these areas have been selected as an outline area for the DBC Officer to then confirm which section will be utilised for re-wilding. It is the intention of NMPC that smaller sections are used to enhance the area and that pathways margins are left neat and tidy as appropriate. The area within the play park should ensure that sufficient space is remaining for safe play and to facilitate football etc within the main body of the playpark. The area selected at The Denes should be sympathetically incorporated into the design for the 'Jubilee Garden' area which will also contain some more structured planting.

### Bunkers Lane Play Park [what3words](#) /// [money.hooked.tooth](#)



#### DBC Officer suggestions

- That a full ecological survey is undertaken prior to any commencement of planting so that the area can be assessed, and any benefits measured for the purposes of the grant funding.
- Survey to be conducted Summer 2022 as this is when max species are likely to be found.
- That the woodland area of the park (to the left as you enter) is naturalised using wild garlic and bluebells.
- That an information board is provided to explain what we are doing, species etc (for the benefit of children and adults using the park)

### Opposite the Denes [what3words](#) /// [assume.museum.zebra](#)



#### DBC Officer suggestions

- That the edge nearer to the wall is used to create wildflower planting (this area is sloped so difficult to mow)
- Approx 10mx 2m (20sqm) of wildflower turf to be planted in Spring 2022.
- Possibility of an information board to inform residents of the purpose of the project/biodiversity aims etc?

Opposite Pond Road [what3words /// lift.moved.cloud](https://www.what3words.com/lift.moved.cloud)



#### DBC Officer suggestions

- This area is a large area that would benefit from wildflower seeding in the Autumn.
- As there are currently works being undertaken there will be an obligation for the agency to reinstate the land-the recommendation is that they should be requested to seed the area with a good quality native wildflower seed mix. This would need to be approx 90% wildflower/10% grass to ensure a quality result.
- Possibility of an information board to inform residents of the purpose of the project/biodiversity aims etc?

The Denes incorporated (within the new plans for the Jubilee Garden) [what3words /// quiz.neon.truth](https://www.what3words.com/quiz.neon.truth)



#### DBC Officer suggestions

- Wildflower planting is incorporated into the overall design
- 20Sqm metres approx of wildflower turf to be laid in the autumn but with bulbs being planted underneath to give a longer coverage period.



#### DBC Officer suggestions

- This project is already under way and will not be included in the grant application.
- Rewilding of the verge.

#### Budget details from DBC Officer

The cost for the biodiversity initiatives-

Wildflower turf (All native species) 45m2	£597,25
Wildflower plugs (All native species) 200	£220
Bee houses, with bee cocoons	£150
Ecological survey (Bunkers play area)	£750
Info sign	£400 x 3 = £1200
<b>Total</b>	<b>£2917.24</b>

Rob

Please can you confirm the above plans are correct please can you also answer the following for me?

- Would it be feasible to have 3 x info boards? (Opposite Pond Road/Opposite The Denes/Play Park)
- Where would the bee cocoons go?
- Can you please remind me where the wildflower plugs would go?

#### CLlr Actions

- A planting group will be required to assist with the project
- Own tools to be supplied to assist with grant objectives
- Invite local schools to assist
- Clerk to arrange insurance/risk assessments in association with DBC
- Ongoing maintenance costs to be ascertained

#### Clerk Actions

- Complete grant application
- Contact Herts & Middx Wildlife trust
- Contact Butterfly World
- Liaise with Rob re scheduling/information boards



- Communicate with Abbots Hill School
- Draw up communication plan with magazine Working Group/Social Media group

### *Grant Questions -draft responses*

***3. Provide an outline of the project or activity that you are applying for funding for and give details on how you expect your project to contribute to mitigating the Climate and Ecological Emergency? (max 1000 words) \****

**Note: For practical energy projects and biodiversity projects please also provide separately relevant technical documents to support your application, such as, the specification of the proposed works, feasibility study, technical reports, site plans and maps etc. These should be prepared by a suitably qualified professional where required. You are also welcomed to send in images, maps, sketches of your project or similar case-studies to help support your application. Include these when you email your supporting documents.**

Please see attached plans.

NMPC have recently arranged to 'rewild' one verge in association with the DBC opens spaces officer, initially as part of a wider project to look at protecting our verges. As with many urban parishes we have an issue in balancing protection of our green margins and parking within the parish.

A presentation by the borough officer at a recent council meeting to talk about this issue then prompted the council to review all of our green spaces within the parish to ascertain what more could be done locally to support the global impact of climate change.

NMPC were keen to support the DBC Climate and Ecological Emergency objectives, enabling us to educate our residents about climate change and to enhance our local area with a project that would have long term benefits for our residents and our planet.

As a parish we do not own any of our own land, but we were confident that we would be able to find a way of working collaboratively with the landowners (DBC and Abbots Hill School) so that we would be able to obtain the relevant permissions to contribute in our own particular way.

It was decided that biodiversity was an area in which we would be able to have the most significant impact. We do not own any parish council buildings or have any parish council vehicles therefore we could mitigate the effects of emissions within the parish by planting trees and native flowers to provide homes for invertebrates and small mammals whilst making a contribution to offsetting carbon emissions. A number

of our inhabitants live in densely populated areas, but we are also very fortunate to be surrounded by some fabulous open parks. Many of our residents are commuters and it was only through the recent Covid-19 lockdowns that many of these residents managed to explore the local area, often finding spaces that they had not been previously aware of. Council felt that by capitalising on this new-found enthusiasm for our local area it would be perfect timing to commence a new community project.

Council have highlighted 5 areas within the parish, 4 of which are included in this application. The largest site in Bunkers Lane Playpark is leased to us by Abbots Hill School. The school have enthusiastically given permission for the play park to be used as one of the target areas.

Following a site survey with the DBC officers it has been suggested that the way forward would be a mixture of rewilding resulting in a change to our usual cutting schedules which would then be supplemented by a change to our cutting schedule and a wildflower planting initiative. The planting of native species (sourced by DBC as locally as possible) would encourage invertebrates and pollinators and would then start the process of supporting the food chain at the earliest entry point. We would also be looking to install bee cocoons to encourage more pollinators to our sites and to assist in raising the community of solitary bees who have been in huge decline. The sites selected are mainly in prominent areas within our parish and we are hoping that this visibility will encourage discussion around the wider climate change crisis and the effects of planting responsibly to encourage biodiversity.

We have requested that information boards are installed as part of this project as having explanations of tangible benefits will assist us in the education of our residents, particularly the younger ones in the play park site. We would also be looking to help reinforce the educational aspect by placing articles on our social media and in our parish magazine. The responses to the questions below further evidence the benefit that this project will have to our parish. As the first parish to actively embrace this initiative we would hope that we would be able to be used as an example of collaborative community working, enabling the issue of climate and ecological emergency and the positive actions that can be taken to mitigate the effects, to be communicated across the borough.

***15. As a borough, we need to reach net-zero carbon emissions as quickly as possible.***

***Explain how your project relates to our Key Environmental Theme: Energy and Emissions?***

- Tell us what actions you will be taking specifically in this area and the outcomes you expect to see.***
- Outline how you plan to measure and report on the success of this?***

***(maximum 500 words)\****

Wildflower meadows are a good way of lowering our carbon footprint. A wildflower meadow can store up to three tonnes of carbon per hectare. Climate change and biodiversity loss are intrinsically linked and it is impossible to talk about the causes and effects of one, without the other.



We will rely heavily on the expertise of the partner organisations to ensure that species sourced and planted are all provided with the DBC goals in mind.

The reduction of the cutting schedule by 75% in these areas will reduce emissions and all volunteers will be encouraged to walk to sites where appropriate.

**6. In the UK, transport is the biggest sector for releasing greenhouse gas emissions.**

**Explain how your project relates to our Key Environmental Theme: Sustainable Transport?**

**Less cutting**

**More walking**

- Tell us what actions you will be taking specifically in this area and the outcomes you expect to see.**
- Outline how you plan to measure and report on the success of this?**

**(maximum 500 words)\***

Our rewilding and planting would dramatically reduce the cutting cycle by DBC. The reduction of the cutting cycle would reduce the emissions caused by the usual cutting but would also reduce the visits from the depot to our local area.

This will be easily measured by knowing that it likely that DBC will only cut once per season -a reduction of 75%. (currently they cut 4x per year).

The reduction of cutting would also reduce the amount of green waste that is currently being transported out of the borough to waste sites.

By improving our local verges and areas we would hope to encourage more resident to explore these areas on foot for example rather than using a car to visit the local shops. This project is creating local areas of interest that would be missed if residents were travelling by car. Our playpark is largely undiscovered but is within walking distance of one of our most densely populated areas. We are hoping that education and information sharing about the project would assist us in drawing more people to this valuable, local, green space. This outcome would be harder to measure but there is a possibility that should we offer to be part of initiatives like the DBC wild seed giveaway from this location we could provide measurable results via attendance figures.



## Question Title

**\* 17. In the past 50 years we have lost a global average of 68% of our wildlife populations.**

**Explain how your project relates to our Key Environmental Theme: Biodiversity?**

- Tell us what actions you will be taking specifically in this area and the outcomes you expect to see.
- Outline how you plan to measure and report on the success of this?

Our main introduction explains this objective in more detail.

Our project is predominantly aimed at improving biodiversity within the parish. Working with the DBC team we can ensure that the whole project is based around the DBC metrics. Native flowers in both seed and plug form will be used, using varieties that are known to encourage pollinators and small invertebrates. Nepeta (Cat mint), Achillea, Helenium and Echinacea are all known pollinator friendly species, however even species more commonly thought of as weeds such as dandelions and various types of cow parsley are hugely important in attracting the hoverflies, bees and invertebrates needed to support biodiversity. Some wildflower meadows can hold up to 40 different varieties of flowers. We hope to plant in excess of 45m<sup>2</sup> of wildflower turf and over 200 wildflower plugs. As well as improving biodiversity the wildflowers also have an important use in protecting the soil structure and nutrients. Some of our planting will be on a slope where it is anticipated that the root network will lend additional support to an area that could degrade over time.

The relevant expert knowledge in this area is the key to the success of the project which is why we are collaborating with DBC. There will be use of bee cocoons to capitalise on the anticipated rise in biodiversity and pollinators. This will assist by providing adequate food sources to encourage small mammals which will provide a valuable food source to owls and other birds of prey. We will be undertaking a full ecological survey on our largest site pre commencement to give us a baseline with which to benchmark and report any improvements. This initial survey, along with the project aims will be communicated via our parish magazine and social media. We will also seek support from the community support team at DBC to further the communication. By communicating the survey to our local school (and landowner) it may be something that supports their learning via their curriculum too. The chosen sites (apart from the playpark) are in areas that are prominent within the parish and therefore we expect them to promote communication about the objectives of this project. The other site is in an area where wildlife is likely to be found but which requires enhancement via planting to enrich its diversity and suitable ongoing support to retain its environmental wellbeing.

**(maximum 500 words)\***

**18. Living sustainably and 'Reducing, Reusing and Recycling' are all key behaviours that can help to mitigate environmental damage.**

**Explain how your project relates to our Key Environmental Theme: Waste and Consumption?**

- Tell us what actions you will be taking specifically in this area and the outcomes you expect to see.
- Outline how you plan to measure and report on the success of this?

**(maximum 500 words)\***

The ultimate aim is that by educating our residents we would encourage a more environmentally approach within the parish. At the moment this is not seen as a primary result but as a complementary matter that is harder to measure.

We would encourage any volunteers to use existing tools/share tools and will not be encouraging the purchase of any new equipment with this project. The project is right in the midst of the parish so local enough to encourage walking to the various sites rather than using cars. Other projects may be the opportunity to remind residents about the wider DBC initiatives such as encouraging the use of home grown produce, composting and reducing food waste. NMPC very much see this project as a 'gateway' project to start discussions.

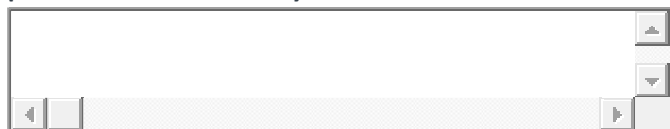
#### Question Title

**\* 19. Explain how your project involves the local community and encourages them to 'think global and act local'?**

***Outline how your activities will meet our Key Community Benefits; 'making new connections', 'being more active', 'learning' and 'volunteering'.***

- Provide an estimation of how many people it will engage and will be positively affected.***
- Tell us what actions you will be taking specifically in this area and the outcomes you expect to see; including how many residents you expect to benefit from the project.***
- Outline how you plan to measure and report on the success of this?***

***(maximum 500 words)\****



NMPC have an electorate of over 2000 people and each and every one of these will benefit in some way from our contribution. We have a number of residents associations and schools within the parish, and it is hoped that we will be able to gain a band of willing volunteers to assist in the planting.

NMPC are joining the DBC Climate Action Network and hope that our communication strategy will result in new members.

As a PC we received a number of enquiries about allotments during lockdown and we will be appealing to those individuals to ask if they would like to help. Many of our residents are commuters so by encouraging them to engage with the parish council we may be able to assist them in making new local connections where previously they may have been isolated.

We live in a densely populated urban area with many residents not having their own outside space. The mental health benefits to those living a solitary life and engaging in active group works or simply by being out in nature aren't easy to measure but it is an area with significant proven benefits.

The chosen project locations are ideally situated to encourage passers-by to stop, engage and enquire as they are highly visible to a number of our residents.

As mentioned previously NMPC see this project as a gateway to opening discussion and action within the parish about the much wider global issues. The project areas are ideally located to target the next generation so with clear communication and educational initiatives we will be able to measure the reach

on local youth groups. If we start with our younger residents, we are laying foundations to build upon in subsequent years.

By communicating the global issues and the local initiatives on our social media platforms we will be able to measure the reach of this messaging.

By working with the DBC teams our project can be used to highlight our success but also to learn from any challenges encountered during the process, particularly with biodiversity for which results can be affected by outside factors and results can be highly variable, contingent that it is on conditions being favourable.

#### Question Title

**\* 20. What are the long-term benefits of this project to Dacorum's environment and residents and how do you plan to sustain the project's benefits after completion?**

Increasing biodiversity in the parish will grant us an entry into the world of climate change improvements. Whilst the initial visual gain will be relatively quick the longer-term effects will take much longer to quantify. This is a starter project that will lay foundations for a longer-term education and environmental project for NMPC. Ongoing enhancement of areas and measurement of results will be paramount. This project will start the discussions with residents, and we would hope to see some change in behaviours and thought processes, particularly as we will be targeting our younger residents too. To sustain this project NMPC will be earmarking funds for this project over the longer term to enable us to enhance it further and to continue the messaging. It will incorporate it into its longer-term strategy. NMPC will be applying for the NALC quality council status and part of the criteria for attaining and retaining this prestigious award is evidencing environmental or biodiversity projects.

As a separate measure NMPC are currently a statutory consultee on all planning application within Nash Mills. We use local planning policies to consider all applications and by implementing this project we will have more awareness about the types of measures that can be taken to support climate change initiatives within the planning process.

**(maximum 500 words) \***

#### Question Title

**\* 21. What evidence do you have that this project is needed?**

Quoting the DBC website "A staggering 97 per cent of wildflower meadows have been lost in the UK since the 1930s." the impact of this loss of habitation has resulted in a catastrophic loss of invertebrates and pollinators that support the food chain and biodiversity. NMPC feel that this is their opportunity to make a tangible effort to address this issue.

The other benefits as listed below are equally impactful

- Flowering species add a changing palate of colour to the urban environment throughout the seasons
- Active involvement of the local community in managing the site encourages ownership values to be fostered – activities may range from mowing to the collection of seeds for use at a new location or for sale.
- Opportunities for education and recreation abound (ranging from nature studies to art lessons).

- Even small plots of wildflower planting can change the feel of a setting, so that the creation of a wildflower meadow as part of an urban greenspace can bring a little piece of countryside into the town. Source [Wildflower meadow habitats - Forest Research](#)

**(maximum 500 words)\***

Question Title

**\* 22. Please give details about how you are working in partnership with other organisations or groups to deliver this project?**

**(maximum 500 words)\***

NMPC will be working collaboratively with the DBC team as they will be advising and assisting with delivery. We have also worked collaboratively to obtain permission from one of our local landowners.

By joining to Dacorum Climate Action Network we hope to extend our partnership working. NMPC will also be using our local resident associations to cascade information and request volunteer help.

We have links with the Herts & Middx Wildlife Trust as they manage Long Denes nature reserve which is within the parish and will be able to call upon them for advice or assistance should it be required. We would also be keen to offer the 'Friends of Bunkers Park' the opportunity to join us as they are another parish community group.

With our educational messaging we would cascade this information out to our local schools and may seek the assistance of Butterfly World in conducting some local surveys later in the project.

Question Title

**\* 23. What kind of promotional activities will you be undertaking as part of the project and approximately how many people will you aim to reach with these?**

**(maximum 500 words)\***

The project will be featured in our publications and social media. We have a parish magazine that is delivered to over 1600 houses within the parish. We also have a very active Facebook page that has a reach of approximately 3000. We will be using 'information boards' to promote discussion and to provide a visible means of finding out about the project for the demographic that may not have access to social media. We hope that regular communication with our local schools will also foster interest in the scheme and the wider green initiatives within the borough.

Question Title

**\* 24. Are any particular permissions and consents required to deliver this project and if so, are these in place?**

Most areas are owned by DBC. The non-DBC site has given permission.

When the planting takes place, we will ensure that the relevant risk Assessments and Insurance requirements are in place with the lead DBC team.

**Please fully explain your answer. Provide details of any relevant legal and liability aspects of the project, such as: land owner consent, child protection (DBS checks), insurance etc. and what provisions are already in place. What permissions, consents etc have yet to be put in place? We do not expect you to have all necessary permissions in place at the time of applying, but this will be required before funding can be awarded.**

**(maximum 500 words)\***



Question Title

**\* 25. Please outline the current financial setup of your organisation/ group: \***

NMPC are a precepting authority with some earmarked funds. Funds will be allocated from reserves to enable longer term support of this project and ongoing maintenance costs once these figures are supplied by DBC. It is anticipated that should NMPC be successful in obtaining the full grant of £3000 then at least the same amount again will be earmarked as a contingency for this project.



Question Title

**\* 26. How will a grant from Dacorum Borough Council support you on your project/ initiative? \***

The grant will enable NMPC to obtain support from the DBC team to source and deliver the project with our volunteers. This expertise and the initial surveys will be paramount to the ongoing success of this project. The use of a central DBC procuring team will also ensure that the most appropriate sources are used for materials and planting.



# Full Council Action List

## Dec 2021 (post Meeting)

<b>Cllr Actions from Most Recent Meeting</b>	<b>Comment</b>
Asset of Community Value WG meeting to be arranged.	JM
CCTV visit -request	JM
<b>Awaiting Further Updates</b>	
Photo Authorisation form required (to accompany RA)	LB
Cllr Cobb obtaining feedback re advertisements	NC
<b>Clerk Actions (Most Recent Meeting Information Only)</b>	<b>In addition to standard duties</b>
Draft Dec Minutes & upload to web	Actioned
Draft and submit planning comments for Dec x 2	Actioned
Update action list	Actioned
Minutes to website for Nov	Actioned
Arrange for monthly payments to be made	Actioned
Key pension return	actioned
Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs where applicable	Outstanding
Arrange for Cllr Bayley to sign off all remote meeting documents	Outstanding
Report to Hall re concerns	Outstanding
Liaise with WG to get 3x quotes re Benches/Bins Play Park	ongoing
Signage	With warden
Local Council Award Scheme	Outstanding
Monitor appeal for Nash House	Outstanding
The Denes parking-send letter to businesses re staff parking	Outstanding
Continue to investigate Defib out of hrs messaging/storage of pads	Outstanding
Communicate rewinding sites with RC	Actioned
Amend play park RA now approved	Actioned
Query crime report with PCSO	Actioned
Contact 3 suppliers to arrange final quotes for noticeboards for January meeting.	Actioned
Query new quotes with auditor	Actioned
Book hall for personnel meeting	Actioned
Apply for green grant	In Progress
Update working group list with new WG (consultations)	Actioned
Query bike racks and whether bollards are included with HCC	Actioned
Collect defib pads for Christmas	Actioned
Deliver food bank parcel	Actioned
Check expiry of phone contract	Outstanding
Advise council of leave dates and office hours over Christmas	Actioned
Update website re new covid guidance/mask wearing	Actioned
Update policies and procedures for January meeting.	Actioned
<b>Clerk ongoing actions (longer term)</b>	
NatWest online banking	In progress
Add Cllr Berkeley as bank signatory	Once online banking finalised
Investigate web accessibility report/EU reference	Ongoing working through plan
<b>Long Term Actions No Immediate Resolution (Reminders)</b>	

[illegible]