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Nash Mills Crime Figures 2022

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)	1												
BURGLARY (Other)													
THEFT FROM MOTOR VEHICLE													
THEFT OF MOTOR VEHICLE													
DAMAGE OR DESTROY <£5,000	2												
THEFT FROM SHOP													
THEFT, OTHER													
DRUG RELATED	1												
OTHER CRIMES	4												
TOTALS	8												
DWELLING BURGLARY		Shared accommodation (money stolen), untidy search of house conducted (nothing taken)											

Nash Mills Crime Figures 2022

BURGLARY OTHER	Highbarns
THEFT FROM MOTOR VEHICLE	
THEFT OF MOTOR VEHICLE	
DAMAGE OR DESTROY	Broken window at Pub, damage to vehicle
THEFT FROM SHOP	
THEFT OTHER	
DRUG RELATED	Drug operation – PC Broom – Bunkers Park
OTHER	2 x ABH (part of ongoing domestic), Stalking (domestic related), DA related Sexual Assault



Clerk Report February 2022

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

Signage received and fitted by warden.

Rewilding

11/1/2022 email sent to DBC re contractor reinstating the verges opposite Pond Road post works with a wildflower mix as recommended by RC. Chased 8/2/2022 response below

RC has suggested that if the contractor can de-compact the area, RC would arrange to carry out the seeding. RC has confirmed that he will action.

Verges Phase 2

Waiting for HCC and County Cllr/Borough Cllr updates (spreadsheet appended to this report). Email sent 24/1/2022 and chased 8/2/2022.

Budget/Precept

Precept demand signed and submitted before DBC deadline.

Audit update

Etaerio instructed for Audit year end 2021/22. Points raised last audit all actioned. Clerk has requested that he starts earlier this year as it is always so close to statutory deadline.

Projector Insurance Cover

I was asked by the Chairman NMVHA (Village Hall) to check that we have our own Insurance cover for the projector. Confirmed that we do have cover in place for when projector is not stored by clerk.

Defibrillator Sign

Clerk is waiting for quotes to bring back to council. Contactors who have been approached.

Solicitor

Clerk has received recommendations from fellow clerks for solicitors to use for the lease negotiations (if deemed necessary) and will obtain 3 quotes.

Annual Parish Meeting May 2022

Clerk has received no notice from Councillors in relation to changing the format of this meeting and it will therefore be held in the usual format on the same evening as the May council meeting. Clerk has reminded all Councillors of the cut off dates for annual reports prior to this meeting (7th April). With elections due May 2023 Clerk is asking council to consider a forum type event in Autumn 2022 or early Spring 2023 to summarise achievements for the current term, invite external partners etc.

Jubilee

Licenses

Waiting for DBC to confirm whether street licences will be required

HCC/Ringway License and permissions received should council decide they require bunting.

Contractor quotes

Clerk has arranged installation quotes should NMPC require bunting. 1 received waiting for second as site visit has just been undertaken. No response from third company. See separate agenda point.

Refreshments quotes

Difficulties sourcing suppliers and food safety/risk assessment concerns. See separate agenda point.

Tree planting

DBC team have confirmed that tree planting is due to commence shortly.

Fire at The Apsley Paper Trail, Frogmore Mill

PCSO advised clerk that cause of fire has now been confirmed and culprits identified. Clerk has written to Apsley Paper Trail to offer condolences re the catastrophic losses at the museum and visitors' centre.

Training Attended/Attending

Clerk at SLCC Practitioners Conference 15/16/17 February. Office will be closed, except for emergencies during this time.

Agenda can be found [by clicking here](#) should anyone be interested in the content.

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

- A resident on Bunkers Lane has written with regards to issues with the large lorries using Bunkers Lane. It appears that the route is becoming busier and consequently more vehicles are getting 'stuck'. Links to HCC provided. NMPC have previously discussed width restrictions on this route with the County Councillor at the time. Council to notify me if they wish to raise the matter as an agenda item again.
- Two requests received from residents concerned about verges and enquiring about the inclusion of their verges in the verges project. Responses sent and both forwarded to Councillor MB as working group lead. (Meadow Road/Barnacres Road)
- Request for allotments received. Details of who to contact provided. NMPC have a statutory requirement to consider the provision of allotments under the Smallholdings and Allotments Act 1908¹ but as previously notified by the clerk we do not own any of our own land to facilitate this. The allotments on Chambersbury Lane are all administered by DBC but are within the parish. I have emailed DBC to check this procedure as it appears that the law states that if a parish council is present then they should be the ones to administer the allotments, but I am unsure of the historic arrangements.²
Those at Red Lion Lane are administered by KLAGA (Kings Langley Allotments and Gardens Association).

¹ [Small Holdings and Allotments Act 1908 \(legislation.gov.uk\)](#)

² • **Who should provide allotments where there is a Town or Parish Council?**

If there is a Town or Parish Council in a particular area, then the responsibility for allotments within the boundaries of that town or parish lies with them. The District Council, in this case, has no powers to act in any manner over allotments.

(Paragraph 9 sub-paragraph (1) of Schedule 29 to the Local Government Act 1972)

NMPC Verges Project Phase 2 Update Request 20th January 2022

Please see below the final column requesting updates from C/Clr or County Locality Officer please?

We are hoping to table this in March for council to make decisions regarding works and budgets.

NMPC Verges Project Phase 2 October 2021

Verges Schedule (V6) dated 20.08.2021 was used for the purpose of this meeting.

AREA	Site Visit Outcome	Action to be taken	County Officer Response	Update Required Please
GEORGEWOOD ROAD - Junction of Barnacres	A suggestion was made by RC that this Verge could be adopted for 'Rewilding with Wildflowers' which he advised is currently being planted along roadside verges in Hertfordshire.	Clerk sent separate email to Rob Cassidy 12/10 to commence this process.	I believe RC stated its not highway. No visibility/highway issues. Ok for the rewilding.	
GEORGEWOOD ROAD – Junction of Highbarns	It was recommended that as the verges are not heavily damaged, which shows occasional parking, then we should leave this for the time being and monitor over the coming months	No action at the moment	Agreed.	
EAST GREEN – Grasscrete recommended for both areas.	PW advised that there did not appear to be any serious safety issues and that he recommended Grasscrete to both these areas. A price for these works is to be obtained for further discussion. It was agreed that it would be sensible to allow the works to be carried out on the exposed 'Hole' in this area before any Highways works could be done.	Obtain quotes for grasscrete as an indicator for future works please	Approximate desk top cost for both areas 53m x 1.4m = 74m2 = £11,000	
CHAMBERSBURY LANE -Junction Market Oak Lane	The verges are growing back so it was agreed to Monitor this area over the coming months.	No action at the moment	Agreed	
CHAFFINCHES GREEN	PW agreed that the tarmac should be repaired and replaced at the corner and Highways would review. PW agreed that a TRO would not be required for the standard junction protection (white lines) to be installed. PW advised that they look into options and costs for this area as there are already Double Yellow Lines installed so an extension could be considered. It was agreed that it would still be difficult to stop residents parking on some of the verges. JM advised that she thought that some of the land belonged to Housing. Highways to report back.	Highways to report back.	A TRO is required for all new or amended yellow lines including junction protection. Junction protection requires less consultation as HCC consider junction protection is endorsing what's in the highway code. Approx. desk top cost for 30m2 bitmac, 9m kerb and 7m pcc edging = £3,000.	Highway report and recommendations required.

CHAMBERSBURY LANE (above 120 past the small park)	The verges are growing back so it was agreed to Monitor this area over the coming months.	No action at the moment	Agreed	
CHAMBERSBURY LANE (87-89)	The verges are growing back so it was agreed to Monitor this area over the coming months.	No action at the moment	Agreed	
CHAMBERSBURY LANE (42 Highbarns next to 27 Chambersbury)	PW advised that there was no serious safety aspect at this junction as the views were not obstructed so he suggested that we could extend the Tarmac Apron to create a further 2 parking spaces or Grasscrete. However, having reviewed JG (DBC) email 7.12.20 he advised that Tarmac would be installed and in keeping with what is already there. PW also suggested that the Kerb should be dropped to match the opposite side for the safety of Pedestrians crossing with pushchairs or for residents with disabilities. This should also be extended on the corner to Highbarns Road. PW also suggested that the concrete bollards should be installed to match what is currently installed to stop parking on the corner pavement. To be discussed with Councillors.	Costings and funding options to be investigated for tarmac, dropped kerb, bollards.	Approx. desk top cost for 41m2 bitmac + 1 pair ped. dropped kerb + 6 bollards. = £6,900	
BARNACRES ROAD #A (514-518)	It was felt that the developers of these new houses had not provided sufficient parking which has now created over parking and the verges have been destroyed. It was agreed that the only solution would be to be either Tarmac or Grasscrete both areas. JM advised that she would speak for Joe at DBC for further advice. To be discussed by Councillors.	Response outstanding from JM JM advised that she would speak for Joe at DBC for further advice.		DBC and Jan to advise further
BARNACRES ROAD #B (387-425 / 423)	PW advised that works to this area have already been approved and programmed to be carried out by Highways. Double Height Kerbs will be installed and Grasscrete accordingly.	Update please on approved and programmed works	Was due 29.9.21. Update requested.	In progress, works commenced
PARKING at JUNCTION CHAMBERSBURY LANE/BUNKERS ROAD	We looked at the problems that are being caused at this junction due to cars being parked on the pavement heading up the hill. This has become dangerous with cars having to regularly drive on the opposite side of the road as it is blocked by parked cars. It is a matter of time before an accident. PW advised that Double Yellow Lines could be considered but would have to be	PW advised that Double Yellow Lines could be considered but would have to be initiated by Borough Councillor Costings required please.	See note on Chaffinches Green re junction protection.	Further report and recommendations due from Jan.

	initiated by Borough Councillor. Costs implication for TRO. To be discussed by Councillors.			
NEW CROSSING AT BUNKERS PARK ENTRANCE	PW confirmed that there is a new crossing being planned for this road and he would advise further once the design is available. JM will look into this	NMPC awaiting design and update re this	I need to discuss the crossing with Jan. Following that I can provide an update.	Jan to progress the Design with Highways.

Phase 1 Agreed but Works Outstanding (funded by HCC)

33 & 37 MEADOW ROAD – Grasscrete both areas.	PW and JM advised that they would look into when these approved works will commence	Update from HCC please	Approved works - Jan / Highways/DBC to confirm when these will commence as delay was due to design details being carried out by DBC.
DENES - Double Height Kerb. (Repairs to the Verge with Topsoil and Seed)	PW advised that he investigate when these approved works will commence.	Update from HCC please	Completed 19/10/2021 Photos sent to PW. Could we review with Highways and Borough Councillor for recommendation of posts or bollards to be fitted as a further deterrent now or as part of the Denes make-over. Will need to be brought back to Council for discussion.



NASH MILLS
PARISH COUNCIL

REPORT FOR FULL COUNCIL

OBJECTION TO PLANNING PROPOSAL - DACORUM DEVELOPMENT MANAGEMENT COMMITTEE (DMC)

21/02671/FUL - Rebuilding, to the same shape and form, a completely burned down single bedroom house, and constructing a single storey extension, to form a new two-bed house. - 18 Nash Green Hemel Hempstead Hertfordshire HP3 8AA

DMC MEETING DATE: 13/01/2022

NMPC COUNCILLOR SPEAKER: Alan Briggs

OUTCOME: Application approved

Speech delivered:

On behalf of our local community, Nash Mills Parish Council opposes this development primarily on the grounds of lack of parking provision, but also due to the loss of a locally historic architecturally distinctive façade.

The octagon shape of a highly visible part of the former building was particularly distinctive and we would lament its loss. The proposed new build contains a lesser polygon.

Regarding parking provision, the Officer has noted in her report, that the development would increase the number of bedrooms to 2 and remove the only parking space. As a result, the development does not conform to the parking standards. We don't understand the point of the parking standards if they can so readily be ignored. The Officer states the parking stress survey result was 75% to 88%. So surely 88% is the key number to note – parking needs to accommodate the maximum need not the minimum. The parking stress report counts a section of grass verge opposite numbers 11 to 15 Mill Close which is unfortunately used for parking – presumably because there is insufficient on road parking. The Parish Council has projects in progress or under consideration with both the Borough and County Councils - at significant cost - to resolve issues with grass verges which are being used for parking. I visited the area myself on foot on Tuesday evening at 9pm and apart from one of the spaces on the grass verge, there was nowhere that a car could have been safely parked in the near vicinity. This committee will know that insufficient parking in Nash Mills is a recurring menace that has a direct impact on the lives of residents. We cannot continue to allow the parking deficit to be increased. Mill Close is the worst affected residential street in the Parish

In summary, we ask that this development be refused due to non-conformity with the parking standards and the issues of unsustainable Parking Stress in the Parish to which it would add.

Outcome

The committee members discussed and wrongly concluded that there would be a dropped kerb that could be re-instated where the parking space is removed. This is incorrect as the space was previously accessed from a dropped kerb shared with the parking provision for adjacent properties that will remain.

The committee approved the proposal primarily on the basis of the Officers statement that “Whilst the Parking Standards Supplementary Planning Document (2020) sets out the level of parking provision that should be provided, Paragraph 6.10 of this document notes that deviations to the Council’s parking standards can be made where ‘on-street parking stress surveys, (undertaken in accordance with the specification provided in Appendix C), indicate sufficient spare capacity or there is a controlled parking zone for the area or one is proposed and secured (new residents will not normally be allocated permits unless surveys show ample spare on-street capacity).’ The Agent has submitted a Parking Stress Survey, (as commissioned by CTS Traffic and Transportation), in support of the application. Whilst this document notes that the surrounding is heavily congested, (i.e., with parking stress levels noted to range between 75-88%), the report concludes that the proposed development would not lead to parking stress within the area becoming significantly worse, given the availability of parking spaces along the North and South of Mill Close and Nash Green. “

Cllr Biggs

Jan 2022

Nash Mills Parish Council

Feb-22

FINANCIAL SCHEDULE

Feb-22

Payee	Method	Description	code	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	SO	FEB Salaries, HMRC,Pension	Various	£ 2,244.16		£ 2,244.16		
Vodaphone	DD	Clerk's Mobile	4060	£ 14.06	£ 2.82	£ 16.88		491348033
NMVHA	SO	Hall Hire	4165	£ 36.00		£ 36.00		
DBC	DD	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12		
Paybureau	SO	Monthly Wages Fee	4050	£ 18.00	£ 3.60	£ 21.60		nm0222
Clerk Expenses	Online	Domain Hosting	4115	£ 49.99	£ 10.00	£ 59.99		326364
SLCC	Online	Conference (practitioners)	4140	£ 75.00	£ 15.00	£ 90.00		bk204894-1
Viking Direct	Online	Stationery	4075	£ 46.24	£ 9.25	£ 55.49		8260820
				£ 2,536.05	£ 51.19	£ 2,587.24		

NIKKI NOTES

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 1 February 2022

<u>Confirmed Bank & Investment Balances</u>			
<u>Bank Statement Balances</u>			
31/01/2022	Lloyds Current A/C	5,172.80	
31/12/2021	'.	80,846.95	
30/07/2021	NatWest Current A/C	6,007.43	
31/01/2022	Lloyds 32 Day	22,052.23	
25/11/2021	Lloyds Holding Account	0.00	
			114,079.41
<u>Other Cash & Bank Balances</u>			
			0.00
			114,079.41
<u>All Cash & Bank Accounts</u>			
1	Lloyds Current A/C	5,172.80	
2	NatWest BR	80,846.95	
3	NatWest Current A/C	6,007.43	
4	Lloyds 32 Day	22,052.23	
5	Lloyds Holding TF Account	0.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		114,079.41

Detailed Receipts & Payments by Budget Heading 31012022

Income Received to 31st January 2022

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	28,428	28,428	(0)			100.0%	
1077 Council Tax Grant	634	0	(634)			0.0%	
1090 Bank Interest	14	100	86			13.9%	
1100 Grants Received	9,853	10,379	526			94.9%	
1110 CIL	2,696	0	(2,696)			0.0%	2,621
Grand Totals:- Receipts	41,626	38,907	(2,719)			107.0%	
Payments	0	0	0	0	0	0.0%	
Net Receipts over Payments	41,626	38,907	(2,719)				
less Transfer to EMR	2,621						
Movement to/(from) Gen Reserve	39,005						



RFO Report Finance Q3 (plus 1 Month) 31st January 2022

Please note that the full financial figures are listed at the back of this document. These are from a third-party software programme and therefore are not able to be made accessible in this document. Please contact the clerk should you require assistance.

Summary

Nash Mills Parish Council (NMPC) are just over $\frac{3}{4}$ through the budget year and there are currently no concerns in relation to underspends or overspends under any budget category. Due to the unexpected nature of some projects some budget categories are showing significant overspends. Due diligence has been undertaken and these have been pre-approved by council with adequate funds being available under earmarked reserves or surplus available in the general reserves. NMPC continues to have healthy reserves and current council is currently mid-way through their 4-year term. Some projects are mid-implementation (Verges project), and some are in the pre-implementation stage of investigation (The Denes makeover/ Rewilding project).

There is currently a sound process of earmarking reserves once projects are approved by council to ensure that funds are available for any proposed projects, even if the budget cannot always accurately reflect when this will require funding due to the processes involved and the time taken from conception to Implementation.

All projects are considered with funding as a key part of the deliberation, whether it be the use of reserves to fund them or potential external funding opportunities. The ability to cover any ongoing expenditure from the parish funds is also considered.

Prior to this year's budget setting council undertook an exercise to complete an action plan to prioritise actions for the mid to long term and as RFO I would recommend that council revisit this early in Q1 2022/23 with a view to considering options for the CIL reserves that have accrued, some of which will require spending by 2025. Council to note that CIL is a conditional spend relating to infrastructure projects/projects.

¹*The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.*

¹ [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Position 31st January 2022 (income/expenditure)

	Budget	Actual	Variance	Notes
Income	38907	45876	(6969}	<p>As previously noted at half year we have received more income than budgeted. £2621 CIL income unbudgeted as it is an unknown figure dependent on planning approvals. <i>(£2621 CIL transferred into earmarked reserves)</i> £349 Advertising income unbudgeted £3901 vat on receipts (not included in budget)</p>
Expenditure	41604 (annual)	55911	(14307)	<p>As previously noted at half year, we have an overspend due to unbudgeted expenditure for new projects, however overall, this is reduced due to underspends in other areas. £17584 was transferred from reserves to cover for the following expenditure that was unknown at budget setting. £16779 CCTV £505 defib case £300 Grant to Willows Residents Assoc. There are currently no concerns in relation to budgeted expenditure.</p>

The bottom-line figure of net receipts over payments actual year to date is - **£10035 (against a budgeted shortfall figure of -£2697)** with this being covered by use of general reserves.
 The net transfer to/from EMR to date is **-£15709** (£18330 out of EMR and £2621 paid in)
 With transfers to and from earmarked reserves (EMR) this currently projects £5673 being transferred back into general reserves at year end, however with 2 full months of expenditure left it is likely that NMPC will end up using more funds from general reserves and I will report the true figures at year end.

As of 31st January 2022, the general reserves stand at £29145 with approx £7000 expenditure outstanding. This is worked out as (general reserves £39180) minus (current year to date - £10035), net £29145.

Total balances held on all accounts on 31st January 2022 £114079.41

Budget heading Overspends over £100 or 15% of budget (reported as per our Financial Regulations)

- 4002 -WFH Allowance. This is showing as over budget because this is a new heading and was budgeted under the main salary heading and had to be separated out for statutory financial reporting purposes only.
- 4065-Parish magazine. Council approved free advertising and magazine costs. Increase to production costs at printer.
- 4070-Magazine Delivery. Purchase of trolley approved by council. £58.00
- 4300-Projects/street furniture. CCTV new project and Defib approved by council.
- 4305-4305- repairs/signs/park-As previously reported Christmas lights mis budgeted, error in calculation.

Budget Heading Underspends over £100 or 15% of budget (reported as per our Financial Regulations)

- 4075- Office supplies -order just placed not showing on accounts yet.
- 4130 – Community grants, grants applications not yet received. Willows grant already awarded is under separate heading 4135 Grants made. Budget reduced for 2022/23.
- 4140 -Conferences/training -COVID has restricted attendance. National conference in February not yet invoiced. Budget reduced for 2022/23.
- 4165- Hall Hire - we originally budgeted for full hall fees, but Covid restrictions meant that the cheaper zoom meetings created an underspend.
- 1150-Advertising Income – figure previously not included in budget-included for 2022/23

Nikki Bugden

Clerk to the Council 1st February 2022

Please note that in line with our financial internal control NMPC will require an independent Councillor sign off the bank reconciliation this month in addition to the usual signatories.

Attached

Earmarked Reserves

Bank reconciliation -All Accounts

Receipts and Payments details 31012022

Please note that documents from this point onwards are from third party software and are therefore not accessible. Please ask the clerk should you require additional formats.

01/02/2022	Nash Mills Parish Council	Page 1
17:47	Earmarked Reserves	

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Expenses	17,000.00		17,000.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	2,500.00		2,500.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	10,000.00	-300.00	9,700.00
327 EMR - Village Hall Support	1,021.60	-1,000.00	21.60
328 EMR - Verges	25,000.00	-15,000.00	10,000.00
329 EMR - Community Events	1,000.00	-137.30	862.70
330 EMR - Projects ,Denes, Defib	10,000.00	-2,913.47	7,086.53
331 EMR - CIL (Conditional spend)	18,021.26	2,621.18	20,642.44
332 EMR - Groundworks/ DBC Grant R	1,600.00		1,600.00
333 EMR - Elections 2019 owed	0.00		0.00
336 EMR - The Denes CCTV	0.00	1,020.90	1,020.90
	100,642.86	-15,708.69	84,934.17

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 1 February 2022

Confirmed Bank & Investment Balances			
<u>Bank Statement Balances</u>			
31/01/2022	Lloyds Current A/C	5,172.80	
31/12/2021	;',	80,846.95	
30/07/2021	NatWest Current A/C	6,007.43	
31/01/2022	Lloyds 32 Day	22,052.23	
25/11/2021	Lloyds Holding Account	0.00	
			114,079.41
<u>Other Cash & Bank Balances</u>			
			0.00
			114,079.41
<u>All Cash & Bank Accounts</u>			
1	Lloyds Current A/C	5,172.80	
2	NatWest BR	80,846.95	
3	NatWest Current A/C	6,007.43	
4	Lloyds 32 Day	22,052.23	
5	Lloyds Holding TF Account	0.00	
	Other Cash & Bank Balances		0.00
	Total Cash & Bank Balances		114,079.41

10:57

Detailed Receipts & Payments by Budget Heading 31012022

Reconciled Receipts and Payments up to 31st January 2022

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	28,428	28,428	(0)			100.0%	
1077 Council Tax Grant	634	0	(634)			0.0%	
1090 Bank Interest	14	100	86			13.9%	
1100 Grants Received	9,853	10,379	526			94.9%	
1110 CIL	2,696	0	(2,696)			0.0%	2,621
200 Administration							
4000 Staff Costs (Inc HMRC & Pensio	(22,927)	(29,900)	6,973		6,973	76.7%	
4002 WFH allowance & mileage	(211)	0	(211)		(211)	0.0%	
4050 Payroll Charges	(180)	(228)	48		48	78.9%	
4055 P.O.Box	(300)	(300)	0		0	100.0%	
4060 Communications/Mobile	(186)	(360)	174		174	51.8%	
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 Community Grants	0	(1,000)	1,000		1,000	0.0%	
4135 Grants Made	(300)	0	(300)		(300)	0.0%	300
4140 Conferences/Training Courses	(443)	(975)	533		533	45.4%	
4160 Misc (park and misc)	(963)	(900)	(63)		(63)	107.0%	137
4165 Hire Costs (Hall or Zoom)	(283)	(404)	121		121	69.9%	
4170 Tools/Covid Exp	(33)	(200)	167		167	16.6%	
4175 Garage Rent	(526)	(663)	137		137	79.3%	
250 Parish Magazine							
1150 Advertising (Income)	349	0	(349)			0.0%	
4065 Parish Magazine	(2,248)	(1,950)	(298)		(298)	115.3%	
4070 Delivery of Magazine	(419)	(360)	(59)		(59)	116.4%	
300 Projects							
4300 Projects (new) /Street Furn/Ma	(17,893)	0	(17,893)		(17,893)	0.0%	17,893
4305 Christmas Lights	(1,252)	(635)	(617)		(617)	197.2%	
999 VAT Data							
115 VAT on Receipts	3,901	0	(3,901)			0.0%	
515 VAT on Payments	(4,465)	0	(4,465)		(4,465)	0.0%	
<hr/>							
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	45,876	38,907	(6,969)			117.9%	
Payments	55,911	41,604	(14,307)	0	(14,307)	134.4%	
Net Receipts over Payments	(10,035)	(2,697)	7,338				
plus Transfer from EMR	18,330						
less Transfer to EMR	2,621						
Movement to/(from) Gen Reserve	5,673						



NASH MILLS
PARISH COUNCIL

NASH MILLS PARISH COUNCIL

PERSONNEL COMMITTEE

Report to Full Council

14 February 2022

Report of meeting held on 10 January 2022 at Nash Mills Village Hall

Present:

Councillor Steve Roberts (Chair)
Councillor Michele Berkeley (Vice Chair)
Councillor Alan Briggs

In Attendance:

Nikki Bugden (Clerk)

Cllr Bayley and Cllr Maddern sent apologies which were noted.

NOTES:

1. Full minutes for this meeting have been provided to all members of the Committee and will be signed at the next Committee Meeting
2. By reason of the confidential nature arising out of the business to be transacted, in accordance with LGA1972, Schedule 12a (part1), members of the public and press were not allowed at the final section of the meeting where Allowances and Staffing Budgets were discussed.

Appraisal Scheme

The NMPC scheme was adopted unanimously as proposed, with one amendment to the effect that the appraisal meeting would be carried out by two councillors, ordinarily the Chairman Personnel and Vice Chairman Personnel, but if either or both of these were unavailable, other councillors could carry out the appraisal on their behalf.

Clerks Job Description and Objectives

These documents were prepared by the Clerk in discussion with the Chair Personnel in 2021 following the March appraisal meeting but had not been presented previously to the Committee for approval. They were approved by unanimous vote.

Training Budget

The committee noted the training budget as approved by full council December 2021. This action was delayed due to the deferral of the October Personnel meeting.

CONFIDENTIAL ITEMS

Allowances

The Committee agreed to increase the Clerk's working from home allowance for 2022/23 in line with budget figures set by full council and HMRC guidance.

Staffing Budgets

The committee reviewed the current staffing budgets as approved by full council for 2021/22 and 2022/23 and made no additional recommendations prior to precept setting. Due to the deferral of the October personnel meeting the clerk had considered contingency planning and had budgeted accordingly.

Clerk's salary

1. The Clerk has had no performance-related increases in 3 years. The only increase was a contractual increase due to CiLCA being passed.
2. We are still awaiting this year's annual statutory pay awards.
3. The Chairman Personnel proposed that the Clerk be awarded a performance-related salary increase of 1 spinal column point. This is in recognition of sustained, high standard of work, emphasis on continued professional development and the efforts made to build links between NMPC and other clerks, councils and public agencies. There was a unanimous decision to accept the proposal, with the change effective from 1st April 2022 to coincide with the new budget figures agreed by full council.

Next meeting

No date was set for the next meeting.

Councillor Steve Roberts

Chairman of Personnel Committee



NASH MILLS

PARISH COUNCIL

NASH MILLS PARISH COUNCIL – REPORT of a WORKING GROUP MEETING The Queen's Platinum Jubilee Commemoration

Meeting held via Teams 19/01/2022

Present:

Alan Briggs, Michele Berkeley, Nicola Cobb, Steve Roberts, Lisa Bayley.

Apologies: Jan Maddern, Mandy Lester

The Working Group (WG) met to collate a list of potential activities to commemorate the Queen's Platinum Jubilee in June 2022.

Given the short time frame, the WG decided to ask the Clerk to investigate permissions and to obtain quotations in advance of the February 2022 full Council Meeting (NMPC) so that the information necessary for decision making by NMPC would be available.

The WG worked on the assumption that COVID restrictions would not be applicable to the proposed activities, but wishes to highlight to NMPC that the scope for short term alterations or cancellation should be considered in case of a change in applicable the regulations.

The four days of events are guided as follows on the royal.uk web site:

Thursday 2nd June

The Queen's Birthday Parade (Trooping the Colour) / Platinum Jubilee Beacons

Friday 3rd June

Service of Thanksgiving:

Saturday 4th June

The Derby at Epsom Downs / Platinum Party at the Palace

Sunday 5th June

The Big Jubilee Lunch / The Platinum Jubilee Pageant

The WG concluded to present the following options for consideration / decision making by the Council.

Social Event

- To hold a social event at The Denes
 - Clerk to request a schedule of events to be organised by Dacorum Borough Council (DBC) for consideration by NMPC

- Clerk to check insurance
- Clerk to check permissions: DBC, Herts County Council, playing music
- To agree that an event should be held
- To agree which Councillors would host / attend the event
- To agree that the date of the event should be SATURDAY 4th June, or an alternative.
- To agree that The Denes canopy should be decorated with bunting (in the same space where Christmas lights are installed).
 - Clerk to obtain quotes
- To consider whether music should be provided, pre-recorded or local performers.
- To consider and agree options for catering the event.
 - Clerk to investigate permissions and options
 - Drinks (hot) to be included?
 - Canapé style food (cream teas for example) to be included?
- To agree to publicise the event on the official web site: <https://platinumjubilee.gov.uk/events/>
- Funding
 - Clerk to investigate grants from Dacorum or other sources
 - To consider and agree the use of Reserves to fund the event if grant funding does not cover all the cost.

Other events

- To consider options for a treasure hunt type activity for residents and families to search for Jubilee related items around the Parish.
- To consider working in liaison with the Nash Mills Primary School to produce Jubilee related art, including a competition for the best art.
- To consider asking Councillors to approach shopkeepers to encourage them to decorate their windows and / or display a publicity poster.
- To consider options for a best decorated house competition.

Publicity

- To consider whether the timing of the parish magazine is appropriate to publicise the event.
- To consider whether an additional flyer should be produced
 - To consider the options for distribution (distributor vs. Councillors)
- To consider a poster for shop window(s)
- To consider how to involve Residents Associations in the proposed events.

Alan Briggs

Report to Nash Mills Parish Council

All reports to be circulated in advance of NMPC Meeting.

Working Group Name	The Denes
Meeting Held (Date)	19 Jan 2022 (update on actions only)
Present at Meeting	Nicola Cobb, Alan Briggs, Michele Berkeley, Steve Roberts, Emily Tout, Lisa Bayley, Mandy Lester
Apologies	Jan Maddern,
Agenda Items for Resolution/Decisions Needed <i>Please list each point requiring a decision separately for inclusion on the agenda.</i> <i>Please note items not included on the agenda cannot be approved.</i>	To consider options for the following items: <ul style="list-style-type: none">▪ Project into two spaces? Yes or no▪ Bench style – Jubilee or Dacorum – agree costs and installation▪ Plaque – whole garden, bench only or both?

UPDATE ON 'IN PROGRESS' ITEMS

The following items related to this working group have already been actioned and are in progress:

- **Cycle racks and installation** – style agreed and clerk in contact for installation options
- **Noticeboard** – style and size agreed - separate agenda item to agree vendor
- **Post box** – picked up by our borough councillor – Jan has discussed this with the appropriate party at Royal Mail who will look into options. It is now left with them to determine whether a post box can be added to the Denes. No further action for the parish council.
- **Design illustrations** - Our parish clerk initially asked the Dacorum Parks & Open Spaces Officer to provide two drawings, to include wildflower and formal planting and different proposed bench options. However, given his busy schedule, it has been agreed that council will first choose preferences during February and March meetings, then share with him for drawing completion before 3rd June. Planting, etc. should then be able to commence in Autumn 2022.

OUTSTANDING ITEMS FOR CONSIDERATION

During our January meeting, the working group discussed options to keep things moving and after discussion with clerk (based on priority and availability of time on the agenda) it is proposed that the following agenda items are split between February and future meetings:

PRIORITY ITEMS FOR FEBRUARY – detailed information from page 2 onwards

- **Jubilee garden space** - Do council agree to split the Platinum Jubilee Garden into two separate areas (central space and the area where new tree will be planted) to prioritise Jubilee items?
- **New bench** (location depends on decision above) – council to consider the choice of a Jubilee bench or a standard Dacorum bench? Bench and installation cost information below.
- **Jubilee plaque** – there is already a generic plaque for the Queen's Green Canopy. Do council want to consider a plaque for the garden overall and/or something for the bench?

FUTURE CONSIDERATIONS – subject to priority and agenda space

- **Additional benches** – Style options
- **Memorial plaques for benches** – Yes/No and, if yes, names for memorial benches
- **Memorial policy** – can we adopt DBC memorial policy as we don't own the land?
- **Planting** – formal, wildflower or combination and possible sponsorship / school involvement
- **Bin** – options, how many, replace existing bins?
- **Red telephone box** – yes / no and, if yes, options for use
- **Bug hotel or similar** – yes / no, location
- **Earmarked reserves** – use of funds / requests for change to categorisation if needed?
- **Drug link** – are there volunteering opportunities for drug link programme?
- **School art projects** – ideas / locations for school art work to be publicly displayed
- **Double height kerb** – options to protect and manage parking
- **Street signs** – request replacements

BACKGROUND INFORMATION FOR FEBURARY AGENDA

PLATINUM JUBILEE GARDEN – LOCATION OPTIONS

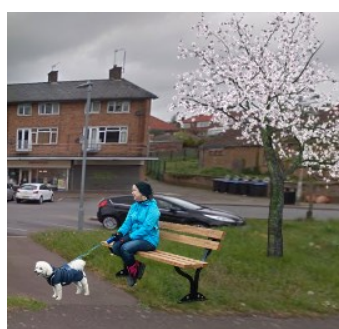
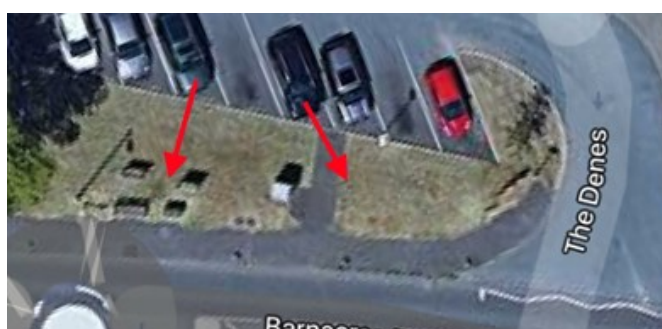
Do council agree to split the Platinum Jubilee Garden into two separate areas (central space and the area– where new tree will be planted) to prioritise Jubilee items?

OPTION 1 – Seating in central space only

Other than a new tree, all other items are placed in the central space (where the existing Golden Jubilee bench is currently located).

OPTION 2 – Seating split across two locations

Garden is split across two areas – central space and new tree space. A new bench is installed near to the tree (exact location to be determined by Dacorum installation team once NMPC preferences are shared but example shown below). This would allow us the opportunity to progress the project without the full design for the central area.



NEW BENCH

New bench (either in area 1 or area 2 depending on decision above) – council to consider the choice of a Jubilee bench or a standard Dacorum bench? Bench and installation cost information below.

Our first new bench will either be added to the area near the Jubilee tree, or replace the existing bench. Additional benches will be discussed in future meetings.

OPTION 1 – Installation cost only - Standard Dacorum bench

This option would be provided free of charge by Dacorum Parks & Open Spaces team as they have one available. No waiting time for bench but we'd need to work with installer to arrange suitable installation time before the Jubilee.

OPTION 2 - £620 plus installation - Traditional style bench with Jubilee engraving

This option would be a similar style replacement for the Golden Jubilee bench. Benches are made to order so, if ordered soon after 14th February, should be available end April or early May. Earmarked reserves of £2,500 available for replacement bench.

<https://www.corido.co.uk/balmoral-6ft-queen-s-platinum-jubilee-commemorative-bench.html>



Installation costs - £340 plus VAT

The Parks & Open Spaces Officer can arrange the installation of either bench by the approved supplier. They already have an agreement to install benches on Highways land. Nash Mills Parish Council would pay the installation cost of £340 plus VAT. This would include provision of a large base to include wear point for bench 1800mm x 900mm and fix bench to base.

Additional information

The images below show existing bench and wording “Presented by Dacorum Borough Council to the Parish of Nash Mills” a ready engraved Platinum Jubilee bench of a similar style or a Jubilee plaque that could be added to a Dacorum bench (example below from Silver Jubilee).



PLAQUE (Tree, bench, garden)

Jubilee plaque – there is already a generic plaque for the Queen’s Green Canopy (QGC) which we can use for the tree. Do council want to consider a plaque for the garden overall and/or something for the bench?

Option 1 – Personalised garden plaque only

One plaque to cover the entire Platinum Jubilee garden. This plaque could mention that the garden was named to mark the occasion of the Queen’s platinum year. E.g. *“The Denes Platinum Jubilee Garden - This garden has been created to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II – June 2022”*.

Option 2 - Personalised Bench plaque only

Personalised plaques for the garden and bench. This might be an option if a Dacorum bench is selected. For example, *“This bench marks the occasion of Her Majesty Queen Elizabeth II’s Platinum Jubilee 2022”*

Option 3 - Personalised garden plaque plus bench plaque

If opting for the Dacorum style bench which would be ready for the Jubilee, this could be marked with a plaque this year with a larger plaque to follow for the entire garden to mark the completion within the Jubilee year.

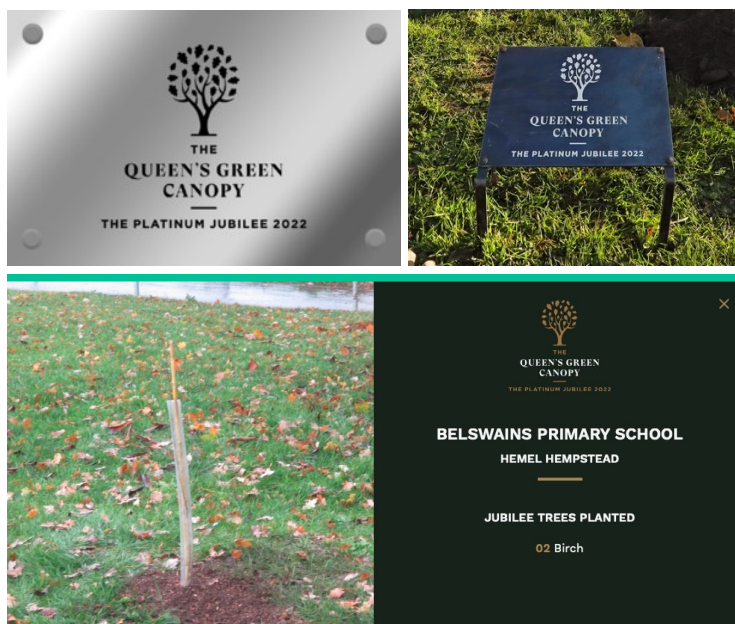
Additional information

Details for use of Platinum Jubilee emblem if we want to consider this for plaque design: <https://www.royal.uk/queens-platinum-jubilee-emblem>

Physical QGC plaques: QGC plaques must be freestanding. According to the website, the addition of personal messages, or logos to feature alongside a QGC plaque, is not permitted.

Cost of physical plaques available from vendors on this link: <https://queensgreencanopy.org/commemorative-plaques/>

Virtual QGC plaques: For our tree, we can add a pin to the QGC website to show the location of our tree. Once a pin is added, we would receive a digital plaque which can be shared online. Below left is an example of a location added to the QGC website.



BACKGROUND INFORMATION FOR FUTURE AGENDA ITEMS (info only)

The following items (additional benches, bins, planting, etc.) were discussed at the working group meeting on 19th January. However, these will not be considered on the February agenda. They are provided here as a report of the meeting and for illustration purposes only.

Use of Earmarked Reserves, including Community Infrastructure Levy

Earmarked reserves, some of which might be available for the Denes:

- Groundworks grant (noticeboard) - £1,600
- Bench and plaque - £2,500
- Projects, Denes, Defib - £7,086.53
- Community Support - £9,700
- CIL (Conditional Spend)* - £20,642

Benches (central space)

Two options presented by Parks and Open Spaces officer

- Standard Dacorum bench <https://wybone.co.uk/product/dacorum-bench/>
- Curved bench <https://www.cyan-teak-furniture.com/henley-semi-circle-bench-curved-teak-bench>

Jubilee bench, if not selected in February, may be a future option: <https://www.corido.co.uk/balmoral-6ft-queen-s-platinum-jubilee-commemorative-bench.html>

Suggestions shared by Cllr Briggs

- Combined seating and planter (exact style to be determined if selected) – link to large example from Hemel Hempstead <https://www.externalworksindex.co.uk/entry/137214/Street-Design/Planters-with-integrated-benches-Hemel-Hempstead/>



Other examples of seating / planter combinations: <https://www.street-design.com/48pseating.html>

Planting options

- Formal planting – planters (style wood / concrete) – could consider concrete for non-parking
- Formal planting – bed
- Wildflower turf - <https://www.wildflowerturf.co.uk/products/wildflower-turf/> - if yes, where
- Combination - (wildflower border to carpark, plus formal planters)

Note that there may be a grant available towards rewilding and we can look at sponsorship options for planters.



Example layout / design options

Examples to be refined once further decisions are made in March.



Quote summary for 9xA4 double window noticeboards



Background information

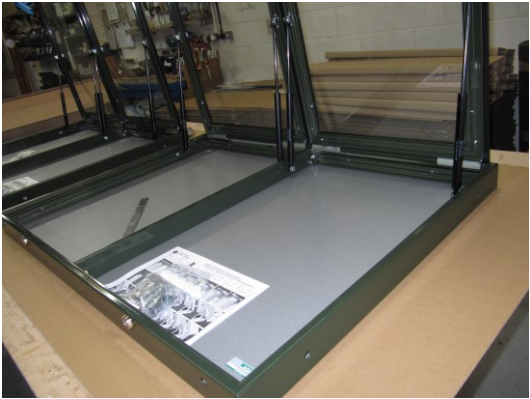

- Nash Mills Parish Council have a £1,600 grant towards the cost of the noticeboard.
- This report covers quotes from two suppliers for a double 9xA4 size board.
- 'Supplier 2' who provided quotes for previous options does not make the chosen size of board.
- For information: **A4** = 210 x 297 mm, **A1** = 594 x 841 mm, **9 x A4 sheets in portrait** = 630 x 891
- Both boards options are a depth that allows greater volume of internal air which should reduce condensation.

Option 3 (style selected at January meeting) – Double board – 2 x 9xA4 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 3
 <p><i>Image for leg style difference only</i></p>	
Quote ref: 25451/1	Quote ref: nash mills pc
Design - A-max noticeboard	Design - Prestige noticeboard
Description: A-Max Noticeboard, Double Bay A1 Portrait (O/A 1430 x 1045 x 60mm)	Description: 80mm deep noticeboard, 1300(h) x 1550(w), landscape, 2 equal doors, side hinged, front face key locks
60mm deep	80mm deep
External size 1430(w) x 1045(h)	External size 1550(h) x 1300(w)
Individual window 913 x 599	
Display capacity 9 x A4 sheets in portrait orientation per bay.	
Top hinged	Side hinged
Vinyl lettering and/or graphics	Vinyl lettering and/or graphics
£3,866.25	£1,790 plus VAT (£2,148)
VAT and delivery included	excluding delivery and installation
Installation not included	Installation £475 plus VAT
Delivery: Currently 12 to 14 weeks from receipt of order.	Delivery: Currently 35-42 working days

<p>What the website says:</p> <p>The A-Max offers the ultimate in build quality, engineering and durability. With a 60mm deep aluminium frame these boards are ideal for use in the toughest and most prestigious locations. The flexibility of the A-Max is also enhanced by the range of popular standard sizes available and also by a comprehensive range of options including choices of display panels, headers, posts and finishes ensuring that users can specify a board to fit their precise requirements.</p>	<p>What the website says:</p> <p>The prestige range is a high quality external aluminium parish and town council notice boards. We believe that every one of the parish notice boards we manufacture is built with the same attention to detail as the very first one we made way back in 1996. As a manufacturer we understand our products and over the years have fine-tuned our boards and manufacturing techniques to deliver noticeboards of exceptional quality at a price that is affordable. Buy direct from the manufacturer and save yourself money on your new parish notice board</p>
<p>Additional information:</p> <ul style="list-style-type: none"> ■ Paint external back panel to match frame: +£158.80 (External panel is SILVER as standard) ■ This quote states A1 size boards but the size is actually larger (hence including in Option 3) ■ Each board is powder-coated RAL6005 Green, has a bow pattern header panel with printed logo & cut-vinyl lettering in white Arial font & has the decorative posts with non-standard ball finials. ■ The boards can display in each bay either 1 x A1 portrait poster or 9 x A4 posters. ■ Both models are top-hinged with the doors opening on gas-stays. 	<p>Additional information:</p> <ul style="list-style-type: none"> ■ 4mm thick glazing ■ Single, Double or Triple door options ■ Toughened glass glazing as standard ■ Front key locks or 'All Access' thumb locks ■ Magnetic or pinboard interiors ■ Integral weatherproof rubber seals ■ Available as 95mm or 50mm deep profiles
<p>Answers provided following questions from last meeting:</p> <ul style="list-style-type: none"> ■ The boards themselves are 60mm front to back, while the aluminium extrusion varies between 2 – 3 mm thick depending on where it's measured. ■ Photo shows the inside of a 2-bay A-Max board so you can see the extrusion. 	<p>Answers provided following questions from last meeting:</p> <ol style="list-style-type: none"> 1. The aluminium we use in the construction of our prestige boards is an extruded piece of aluminium therefore there isn't really a quantifiable thickness to it. It is extruded into a sort of box section (most noticeboards are produced this way). Overall box section we use to form the main carcass is 80mm x 60mm (image below of the extrusion). Rear backing sheet is 2mm thick. 2. Aluminium and stainless steel both should perform equally as well as each other. Aluminium is lighter than stainless steel therefore it doesn't put as much excess strain on the posts. But in terms of corrosion etc they are pretty much the same. Stainless steel has chromium added to it to help prevent from rusting whereas aluminium doesn't rust at all 3. The first boards we installed were back in 2001 and they are still standing to this day. If they are properly maintained you should easily get a minimum 15yrs lifespan from them. 'Properly maintained' means looking after certain perishable elements of the board. Locks ideally need to be greased and the rubber seal which holds the glazing in place does shrink over time and if not replaced could let water into the door frame (probably every 5-7 yrs) 
<p>Local installations?</p> <p>We supplied an A-Max 2-Bay A2 board (though with standard posts, not the quoted decorative version) to: St George's URC, 106A Long Chaulden, HP1 2HX Streetview: https://goo.gl/maps/nTdRaGiQnzo7Sn548</p>	<p>Local installations?</p> <p>St Mary the Virgin in Walkern (about 25 miles away). It is slightly different to the board I have quoted you for as it has a centre panel with some fixed information on it but it should give you a good idea as to the build quality Find us - St Mary the Virgin - A Church Near You</p>



AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>1 Feb 2022</u>
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AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider actions to find new magazine delivery options

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

- Our current magazine team will no longer be delivering so we need to look at alternative options. For example, can we advertise via social media for someone to take on this task? Other ideas / suggestions to make sure we get someone in place ready for the next delivery around Easter?
- We have a trolley that can be used by one person or a team delivering together.
- Our budget for the year is £360 (£120 per magazine delivery x 3 times a year).

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED. ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

none

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

n/a

Appendix A – Model letter for councillor/council to local MP

This model letter is a template that councillors and/or councils may use to highlight their support for legislation enabling the use of virtual and hybrid council meetings to their local MP. Text in bold for personalisation.

Template:

Dear **(Local MP)**,

I am/We are writing to you to seek your help in promoting the case for councils to have the flexibility to decide how best to conduct their local meetings. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their peers, missing relevant discussions and being deprived of their democratic right to vote on, decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected

office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

We experienced improvements in attendance by both our Residents and Councillors.

Public engagement is vitally important and living in a 'commuter town' we often find it harder to engage regularly with our young/mid generation demographic. They work elsewhere and with unpredictable public transport/ traffic delays, often arrive home late therefore evening attendance at a village hall is not always a convenient option.

Due to our proximity to London, we have Councillors who commute and the ease of being able to join remotely had huge benefits. We also have Councillors who have young families and the option to join remotely removed the need to source childcare to facilitate attendance in person. By removing this barrier to stand or engage we may be able to retain the breadth of knowledge and variety of Councillors that we are very fortunate to have. The lack of optionality with regards the methods to conduct or attend official meetings means we are potentially missing on collaborating with a huge cross section of our community who are wanting to work with us improve our parish but who need help to make it accessible to all.

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business.

[Support with evidence from the use of virtual meetings if you have such data] in addition to the benefits listed above we also were able to save public funds in our budget. As a council we saved on hall hire costs as we do not have our own premises and also saved on at least 11 car journeys and the associated emissions to and from the hall every month. This was a considerable benefit as we are very concerned about the detrimental environmental impact that all of these short car journeys contribute to.

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** implore you to support our call for the Government to amend legislation to provide councils with the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

Appendix B – Model councillor/council to Kemi Badenoch, Minister for Levelling Up Communities

This model letter is a template that councillors and/or councils may use to highlight their support for legalising of virtual and hybrid council meetings to the relevant Government minister. Text in bold for personalisation.

Template:

Dear Minister,

I am/We are writing to you to ask you to consider the case for councils to have the flexibility to decide how best to conduct their local meetings, including virtual, hybrid and in-person meeting options. **I/We** welcome the return to in-person meetings where they can safely and efficiently take place, but also recognise the benefits of providing flexible meeting options, including opening up local democratic decision-making and creating a more accessible experience for councillors and the public.

Every week in local communities up and down the country, councillors are taking part in meetings as part of their responsibilities to represent their residents and make decisions about local issues. Councillors are proud to do this work and ensure that their residents voices are heard as part of this fundamental exercise of local democracy.

Before the coronavirus pandemic, council meetings took place in person with elected members, officers and the public present in one place. The contagious nature of the pandemic made this impossible and appropriate provision was made for councils to meet virtually under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. During this period of crisis, virtual council meetings allowed councillors to continue to meet and make democratic decisions safely and without delay or relying on delegating decisions to officers.

The relevant provision for council meetings ceased to have effect from 7 May 2021 and in-person public meetings resumed from this date. Councils are known for making things work in difficult circumstances and democratic services, monitoring officers and directors of public health have worked hard to ensure that council meetings go ahead as safely as possible. Despite this, in-person council meetings are not and cannot be fully accessible, without more flexibility as to how people can attend them.

For people who are clinically extremely vulnerable to COVID-19 and people who care for them, attending council meetings presents very real risks. As a consequence, councillors are being forced to decide between representing their residents in council meetings and protecting themselves or their loved ones. The combination of vulnerable councillors, self-isolation and children being sent home from school to isolate can mean it is difficult to get full attendance at council meetings. In most cases, the ability to attend meetings virtually would enable councillors who are unable to attend a meeting in person to attend and represent their communities from another location.

The requirement to always attend meetings in person can be a significant barrier for disabled councillors and councillors with children, caring responsibilities, and work commitments. For elected councillors, this can mean they are not able to attend as many meetings as their peers, missing relevant discussions and being deprived of their democratic right to vote on,

decisions about key local issues. For prospective councillors, knowing that there will be the option to join meetings virtually can make the difference between them pursuing elected office or not. Local parties already find it difficult to encourage people to stand for election and this is particularly the case for young people, parents and disabled people.

In my council....[INSERT PERSONAL EXPERIENCES OR EXPERIENCES AT YOUR OWN COUNCIL].

Offering a range of ways to engage with council meetings, including virtual options, is more democratic, accessible and efficient for councillors, officers and the public. Virtual meeting options can help disabled people, carers, parents and workers to engage more freely and frequently with council meetings resulting in better attendance by councillors and members of the public, and a reduction in travel time, cost and carbon emissions associated with council business. **[Support with evidence from the use of virtual meetings if you have such data]**

Councillors are glad to meet in-person where it is safe to do so, but this past 18 months demonstrated how inclusive councils could become. Returning to in-person only meetings is a missed opportunity to open up local democracy and create a 'new normal' where anyone interested in local democracy can participate, particularly people who are underrepresented or currently denied access due to their personal circumstances preventing them from attending meetings in person.

For these reasons and in the interest of local democracy, **I/we** ask you to prioritise your Department's response to the Call for evidence: Remote meetings and bring forward legislation to allow councils the flexibility to use virtual meeting options for council meetings.

Yours sincerely,

Signature

Name

Full Council Action List

Jan 2022 (post Meeting)

Cllr Actions from Most Recent Meeting	Comment
Asset of Community Value WG meeting to be arranged.	JM
CCTV visit -request	JM
Awaiting Further Updates	
Photo Authorisation form required (to accompany RA)	LB
Cllr Cobb obtaining feedback re advertisements	NC
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Draft Jan Minutes & upload to web	Actioned
Draft and submit planning comments for Jan x 2	Actioned
Update action list	Actioned
Minutes to website for Dec	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
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
Obtain answers re Noticeboard construction/metal specifications.	Actioned
Query new quotes with auditor	Actioned
Addendum to clerk contract/notify payroll re payrise	Actioned
Apply for green grant	Actioned
Submit consultations	Actioned
Update policies and procedures for February meeting.	Actioned
Update DMC list and circulate	Actioned
Submit Precept demand	Actioned
Upload approved budget to accounting software	Outstanding
Engage Auditor	Actioned
Add civility stmt to website	Actioned
Join Dacorum Climate Action Network	Actioned
Arrange bank Tf	Outstanding
Clerk ongoing actions (longer term)	
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
Long Term Actions No Immediate Resolution (Reminders)	
Projector screen	JM
War Memorial (status review before handover)	
Borough Councillor Actions/ County Councillor Actions	
JM to contact Steve Barnes re: ticket meter. (ongoing)	JM (Borough) ongoing
Gulleys@ The Denes	JM (Borough) ongoing

Georgewood Steps (repairs)	JM
Road markings at Red Lion Lane/London Road fading	JM (County)
Surface water run off at Bunkers Lane	JM (Borough)