



**NASH MILLS**  
PARISH COUNCIL

## Full Parish Council Meeting Minutes

14<sup>th</sup> February 2022 8.00pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Steve Roberts

Councillor Emily Tout

### **In Attendance**

Nikki Bugden (Clerk)

2 members of the public

### **AGENDA**

#### **22/020/FPC Apologies**

Councillor Mandy Lester, Cllr Jan Maddern. Apologies received and duly noted

#### **22/021/FPC Interests**

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

No declarations made.

#### **22/022/FPC Minutes**

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

#### **10<sup>th</sup> January 2022**

*Please note clerks' amendment to the date noted under agenda point 22/012/FPC (correction to financial year)*

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the minutes with the clerk's amendment were a true and accurate record of proceedings and duly signed by Cllr Bayley as Chairman. Unanimous decision.

#### **22/023/FPC Reports to Council (information only no actions arising unless separately detailed below)**

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

Clerk Report- circulated. **Appendix 2**

Reports received, clerk asked to clarify with the PCSO whether the crimes reported for February were all related or separate cases. Clerk asked to query with C/Cllr why no notification was received for the recent closure of Belswains Lane.

Clerk notified Council (at C/Cllr request) that the full Highways Locality Budget for next year 2022/23 was already allocated to a road safety project outside of the parish.

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

**22/024/FPC** Public Issues/Participation – no one registered to speak.

## **PLANNING & CONSULTATIONS- Cllr Briggs**

### **22/025/FPC Planning Applications**

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 7<sup>th</sup> February 2022.

[22/00126/LDP | Single Storey Rear Extension | 180 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XA \(dacorum.gov.uk\)](#)

Presented by Cllr Briggs as Lead Cllr Planning

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that NMPC offer no objection to this application for permitted development. Unanimous decision.

To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.

8<sup>th</sup> February 2022- 14<sup>th</sup> February 2022

[22/00333/FUL Installation of extraction ducting \(ESP system\) at the rear of the ground floor commercial unit so that the premises can be used as a sandwich and coffee shop. - 1 The Denes Hemel Hempstead Hertfordshire HP3 8AP](#)

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

*The Dacorum monthly list showing the individual applications that may be included for consideration at this meeting can be verified by members of the public using the link [Monthly List \(dacorum.gov.uk\)](#)*

### **22/026/FPC Consultations. (Clerk to advise)**

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

No consultations received.

### **22/027/FPC DBC Development Management Committee Meeting (DMC) (to consider any actions required) Appendix 3**

To receive the report relating to application 21/02671/FUL (18 Nash Green) and the Parish representation/DMC decision and to determine any actions arising (if deemed necessary).

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC receive the report and that the clerk sends a letter to Dacorum Borough Council (DBC) to convey their disappointment at the overriding of the parking standards, the lack of site specific knowledge on the planning and DMC team, the lack of collaborative working with the parish council and use of the local knowledge held by NMPC and also to invite officers and members to visit the site as an area of concern within Nash Mills. Unanimous decision.

### **22/028/FPC Planning Information/Updates from Clerk. (Clerk to advise)**

To note the update received for the St Albans City & District Local Plan -link to document below.

[localplannewsletter \(stalbans.gov.uk\)](#)

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that NMPC receive the update. Unanimous decision.

## **FINANCE**

### **22/029/FPC Monthly Financial Matters Appendices 4 a-f**

Chairman asked council to note that all financial items had been checked by Cllr Maddern as lead Cllr finance prior to the meeting,

a. To authorise payments to be made. (Monthly schedule attached)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the payments listed below be approved and authorised with Cllr Maddern and Cllr Berkeley authorising the payments online with the bank. Cllr Tout designated additional signatory on the printed January monthly schedule and invoices for the purposes of additional internal control measures. Unanimous decision.

Feb-22						
Payee	Method	Description	code	Amount	Vat	Amount
SALARIES/HMRC/PENSION	SO	FEB Salaries, HMRC, Pension	Various	£ 2,244.16		£ 2,244.16
Vodafone	DD	Clerk's Mobile	4060	£ 14.06	£ 2.82	£ 16.88
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
Clerk Expenses	Online	Domain Hosting	4115	£ 49.99	£ 10.00	£ 59.99
SLCC	Online	Conference (practitioners)	4140	£ 75.00	£ 15.00	£ 90.00
Viking Direct	Online	Stationery	4075	£ 46.24	£ 9.25	£ 55.49
<b>Totals</b>				<b>£ 2,536.05</b>	<b>£ 51.19</b>	<b>£ 2,587.24</b>

b. To receive month end reconciliation

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the month end reconciliation (£114079.41 on 31<sup>st</sup> January 2022) and supporting bank statements be received, approved, and signed by Cllr Bayley and Cllr Tout. Unanimous decision

c. To receive a summary of income received 1<sup>st</sup> April 2021-31<sup>st</sup> January 2022

d. To receive Quarter 3 Clerk/RFO report, statutory receipts and payments details to date and to note the budget and reserves position as at end January 2022

**Resolved**, proposed Cllr Berkeley, seconded Cllr Cobb that NMPC receive the summary of income circulated to date (£41626) and the Q3 budget report and note all budget and reserves figures to date. Unanimous decision.

e. To agree any virements between earmarked reserve headings (if required) prior to financial year end

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that no virements be required. Unanimous decision.

f. To note transfer from NatWest Business Reserve Account to NatWest Current Account to meet virement across to Lloyds Bank (virement previously agreed by council). Sum to be transferred £20000.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that NMPC note and approve the transfer and the letter of authority be duly signed. Unanimous decision.

## **STATUTORY MATTERS**

**22/030/FPC To receive and consider for adoption the reviewed policies and procedures as listed below**, (clerks suggested amendments advised when circulated).

- a. Risk Management (& Financial) Scheme
- b. Audit Plan
- c. ICO Publication Scheme
- d. Complaints Policy
- e. Vexatious Complaints Policy.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that NMPC adopt the above policies and procedures with the clerks' suggested amendments. Unanimous decision.

## **AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES**

**22/031/FPC Personnel Committee (Cllr Roberts) Appendices 5a-d**

- a. To receive and note the Personnel Committee report
- b. To adopt the appraisal policy recommended by committee
- c. To ratify the clerks revised job description recommended by committee
- d. To ratify the pay increment and increase to working from home allowance, recommended by committee, and awarded in line with budgets approved by council.

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC receive and note the report, adopt the appraisal policy, and ratify the job description, pay increment and increase to working from home allowance as recommended by committee and accounted for by full council during budget setting. Unanimous decision.

**22/032/FPC Jubilee Event Working Group (Cllr Briggs) Appendix 6**

To receive the report

To consider which actions the council wish to progress as outlined below ready for the Platinum Jubilee

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that the actions as summarised below be taken. Unanimous decision.

a. To agree that an event should be held	Approved
b. To agree which Councillors would host / attend the event	Briggs/Cobb/Tout/Lester/Berkeley others to confirm
c. To agree that the date of the event should be SATURDAY 4 <sup>th</sup> June, or an alternative.	Saturday 4 <sup>th</sup> June approved.
d. To agree that The Denes canopy should be decorated with bunting (in the same space where Christmas lights are installed). (See Clerks appendix with quotes)	Bunting and relevant licence application approved.
e. To determine which supplier and contractor should be used if bunting agreed above	Clerk sought 3 quotes. Only 1 response received. Due to time constraints council have approved quote From Lamps & Tubes at a

	cost £395(installation and removal).
f. To consider whether music should be provided, pre-recorded or local performers.	Working group to investigate options further
g. To consider and agree options for catering the event. Clerk to investigate permissions and options (See clerks appendix)	Clerk to investigate options for biscuits to be provided in line with relevant food hygiene certification requirements. Preferred options would be decorated shortbread with Jubilee logo and NMPC name (subject to cost). Numbers to be ascertained once costs advised to council.
h. Drinks (hot) to be included?	Due to risk and insurance requirements Cllr Tout to liaise with café at The Denes to discuss arrangements for a potential 'voucher' type provision paid for by NMPC. Council to determine maximum numbers for this once costing received but it is likely to be in the region of first 100 attendees.
i. Canapé style food (cream teas for example) to be included?	See above. Constraints re licenses therefore biscuits chosen
j. To agree to publicise the event on the official web site: <a href="https://platinumjubilee.gov.uk/events/">https://platinumjubilee.gov.uk/events/</a>	Agreed and use of parish social media/newsletter as well.
k. To consider and agree the use of Earmarked Reserves to fund the event if grant funding does not cover all the cost.	Council agreed to use EMR 'Community Events' for all associated expenditure.

#### Other Jubilee events

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

**Resolved,** proposed Cllr Briggs, seconded Cllr Tout that the working group investigate options for wider community events. Clerk to contacts school again. Unanimous decisions.

## Publicity

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

**Resolved**, proposed Cllr Briggs, seconded Cllr Tout that NMPC take the following action in relation to items a-d above. Unanimous decision.

a. To consider whether the timing of the parish magazine is appropriate to publicise the event.	Agreed that magazine timing will be in line with Jubilee requirements.
b. To consider whether an additional flyer should be produced	Not required – Parish Magazine and social media to be used.
c. To consider the options for distribution (distributor vs. Councillors)	N/A
d. To consider a poster for shop window(s)	Working Group to discuss and bring back to council.
e. To consider how to involve Residents Associations in the proposed events.	Clerk to contact Residents' Associations to see if they wish to publicise their events on our social media.

## **22/033/FPC Open Spaces Working Group (Cllr Berkeley) Appendix 7**

- a. To consider the appropriate responses to the statements included in the working group report (as circulated) to facilitate negotiations for the new draft lease between NMPC and Abbots Hill School.
- b. To instruct the clerk to engage a solicitor on behalf of NMPC.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Briggs that the clerk writes to the solicitor expressing the following requests for consideration within the new draft lease. Unanimous decision.

- (1) Wording required to be included within the Lease re 're-wilding' permissions. (Abbots Hill School are aware of this need.)
- (2) Request to ask the school to add playing field into their tree management plan.
- (3) Request to ask the school to take responsibility for trees/bushes within and surrounding the park.
- (4) Request to ask the school to maintain the fence (apart from this item purchased by NMPC and included on our asset register).
- (5) Request to ask the school to add a clause noting their responsibility for clearance/resolution should any further incidents relating to drainage issues arise.
- (6) Request that wording be included to state NMPC to be permitted (upon application to the school) to host community daytime events such as picnics etc.
- (7) Wording required to include the installation of a Picnic Style Bench and Rubbish Bin by NMPC.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Briggs that the clerk obtain quotes from a solicitor once the draft lease is received. Unanimous decision.

## **22/034/FPC The Denes -Jubilee (Cllr Cobb) Appendix 8**

To receive the report

To consider determining the following matters arising from the working group report:

- Dividing the project into two separate areas
- Bench style (Jubilee or Dacorum) agree costs and installation by DBC approved contractor
- Plaque type

**Resolved**, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC will:

- Split the project into two sections to facilitate completion of some works prior to the Jubilee weekend.
- That NMPC gratefully receive the offer of assistance from the DBC officer in relation to permissions and installation of the new bench by their approved contractor but that NMPC source their own 'Jubilee' bench which they feel is more appropriate for such an occasion rather than the standard DBC bench.
- That NMPC purchase the ornate Jubilee bench as per the example circulated.
- That they proceed with a plaque for the tree in line with the statutory guidance issued by the Queens Green Canopy organisation.
- Cost for bench purchase and installation and tree plaque to be met from the earmarked funds 'The Denes project'.

Unanimous decision.

*At this juncture (10pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Cobb that we suspend the Standing order 3 (x) to allow for the continuation of our meeting beyond the 2hr/10pm cut-off to cover urgent matters left on the agenda. Unanimous decision*

## **22/035/FPC Noticeboard (Cllr Cobb) Appendix 9**

To determine which quote and supplier as outlined in the report (circulated in advance) NMPC wish to instruct.

Two Councillors had visited examples of providers product in situ and shared images.

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that NMPC order the noticeboard from supplier 3 (The Parish Noticeboard Company) at a cost of £1790 plus vat, all noticeboard specifications previously agreed by full council. Unanimous decision.

## **22/036/FPC Magazine Delivery (Cllr Cobb) Appendix 10**

To consider actions to be taken to arrange future magazine deliveries

**Resolved**, proposed Cllr Cobb, seconded Cllr Roberts that NMPC instruct the clerk to investigate the options relating to welcoming expressions of interests in this role from the public. Clerk to investigate with insurer and advisory services re age limits (query re under 18's), liability, contracts and other areas of responsibility prior to matter being publicised on the Facebook page. Comments to be switched off but expression of interest by email to clerk. Unanimous decision.

## **22/037/FPC Remote Meetings – Lobbying of MP Appendix 11**

To consider whether NMPC wish to use the letter circulated to lobby in support of renewed remote meeting permissions and to note any suggested amendments or inclusions.

A discussion was held regarding public engagement and accessibility and the current lack of flexibility in the existing legislation.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the clerk sends the letter as circulated. Majority decision.

**22/038/FPC Action list Appendix 12 (for information only)**

Meeting closed 22.28pm

Chairman Signature.....

Date.....

***Our next meeting will be held Monday 14<sup>th</sup> March 2022, 8.00pm, agenda items to clerk no later than Thursday 3rd March please. Late items will not be accepted***