



NASH MILLS
PARISH COUNCIL

Full Parish Council Meeting Minutes

10th January 2022 8.00pm

held at Nash Mills Village Hall

Present

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Steve Roberts

In Attendance

Nikki Bugden (Clerk)

1 member of the public

As the Chairman and the Vice-Chairman were absent

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that Cllr Roberts take the chair. Unanimous decision.

22/001/FPC Apologies

Cllr Bayley, Cllr Maddern, Cllr Lester, Cllr Tout. Apologies received and duly noted.

22/002/FPC Interests

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

No declarations made.

22/003/FPC Minutes

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

13th December 2021

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that the minutes were a true and accurate record of proceedings and duly signed by Cllr Roberts as acting Chairman. Unanimous decision.

22/004/FPC Reports to Council (information only no actions arising unless separately detailed below)

Crime Report (PCSO Keir Simpson) **No Report.**

Clerk Report- circulated. **Appendix 2** no questions arising.

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

22/005/FPC Public Issues/Participation

No persons had registered to participate in this section.

PLANNING & CONSULTATIONS

22/006/FPC Planning Applications

To consider and approve the Parish Council's response to the following planning applications received since last meeting up to 4th January 2022.

[21/04681/DRC | Details required by Condition 2 \(Roof tiles\) and Condition 9 \(Noise impact assessment\) attached to Planning permission 4/02583/18/FUL - Two storey extension and conversion into 4 1-bed flats and demolition of outbuilding | 245 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XE \(dacorum.gov.uk\)](#)

Presented by Cllr Briggs as Lead Cllr Planning

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC offer no comment on this discharge of conditions. Unanimous decision.

To consider any planning applications received during the period after which the agenda was published. 4th January 2022- 10th January 2022

[21/04782/FHA | Two storey rear extension | 8 Chaffinches Green Hemel Hempstead Hertfordshire HP3 8JW \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that NMPC offer no objection to this proposal. Unanimous decision.

22/007/FPC Consultations. (Clerk to advise)

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

- To consider the responses collated by the Consultations working group in relation to the Kings Langley Neighbourhood Plan (KLNP) and the Herts Strategic Plan and their submission to the relevant authorities.

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that the clerk submit the responses as contained within the circulated report with an additional comment for the KLNP stating that the allotments on Red Lion Lane are used by our parishioners too, not just Kings Langley residents. Unanimous decision.

22/008/FPC DBC Development Management Committee Meeting (to consider any actions required)

To appoint council representatives for DMC meetings February to May 2022 (as and when required to submit the parish views).

Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that the representatives be agreed as determined in the meeting and the updated list circulated to council. Unanimous decision.

22/009/FPC Planning Information/Updates from Clerk. (Clerk to advise)

No additional updates.

FINANCE

22/010/FPC Monthly Financial Matters Appendix 4 (a, b)

- a. To authorise payments to be made.

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

Payee	Description	Amount	Vat	Amount	Minutes ref	Inv No

SALARIES/HMRC/PENSION	Jan Salaries, HMRC, Pension	£ 2,244.16		£ 2,244.16		
Vodafone	Clerk's Mobile	£ 19.12	£ 3.83	£ 22.95		485681048
NMVHA	Hall Hire	£ 36.00	0	£ 36.00		
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12		
Paybureau	Monthly Wages Fee	£ 18.00	£ 3.60	£ 21.60		nm0122
AC	Magazine delivery	£ 120.00	£ -	£ 120.00		5
Diverse	Park Signage	£ 111.00	£ 22.20	£ 133.20	21/111/FPC	19701
Diverse	Christmas Mag Print	£ 798.00	£ -	£ 798.00		19723
Lamps & Tubes	Removal of lights	£ 385.00	£ 77.00	£ 462.00	20/104/FPC	70427
Total		£ 3,783.88	£ 117.15	£ 3,901.03		

- b. To receive month end reconciliation
- c. To receive budget position as at end December 2021
- d. To note that the VAT return up to 30th December 2021 has been filed.

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that the month end reconciliation and supporting bank statements be received, approved, and signed by Cllr Roberts, that the budget position at 31st December 2021, as circulated, be noted and received and that the filing of the VAT return be noted (along with the correct date of 31st December 2021). Unanimous decision.

- e. To consider moving £20000 from the NatWest Account into the Lloyds 32-day account

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that the clerk arrange the transfer from NatWest to Lloyds for £20000. Unanimous decision.

22/011/FPC Precept Setting 2022/23 Appendix 5

- a. To consider the grant income details received from Dacorum Borough Council and their impact on the expenditure budget set in December 2021

Council received and noted the updated figures circulated in advance , Cllr Briggs recommended that the clerk remove any acronyms contained in all of the financial documents.

- b. To approve the final income and expenditure budget in association with these figures and all reserves held.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC approve the final budget for 2022/23 as circulated. Unanimous decision.

- c. To confirm the sum that NMPC will be requesting as precept from Dacorum Borough Council for the financial year 2022/23

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that NMPC submit a precept demand for the sum of £29690.09 for the year 2022/23. NMPC have confirmed that they will fund 50% of the budgetary income/expenditure shortfall from general reserves (£1262.09) resulting in an anticipated rise in the precept figure of .56p per band D property (from £22.99 per band D property to £23.55). This is a below inflation rise of 2.44%. This is subject to Dacorum Borough Council ratifying all sums notified for grants and the tax base figure remaining as included in the DBC precept demand form. Unanimous decision. The precept form was signed by Cllr Roberts (acting Chairman), Cllr Briggs and Cllr Cobb for submission to DBC.

22/012/FPC Auditor 2022/23 Appendix 6

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

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC engage Etaerio with the enhanced audit package at a cost of £918.00 (as budgeted). Unanimous decision. The clerk to consider comparisons for council to deliberate for subsequent years.

At the time of writing the minutes the clerk noted a typographical error with the dates listed above and it should be noted that the auditor is actually being engaged for the year end 2021/22, the clerk is requesting further information from the auditor, and this will be brought to council to ratify at the next meeting.

STATUTORY MATTERS

22/013/FPC To receive and consider for adoption the reviewed policies and procedures as listed below

- Risk Management (& Financial) Scheme
- Warden Risk Assessment
- Audit Plan
- Updated addendum to the NMPC Scheme of Delegation (Addendum 1)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that at the clerk's request that the Audit Plan and Risk Management Scheme be deferred to the next meeting. Unanimous decision.

Resolved, proposed Cllr Roberts, seconded Cllr Cobb that the Warden Risk assessment be adopted with the clerk's suggested amendment as circulated. Unanimous decision.

Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that the updated addendum to the scheme of delegation, as circulated, be adopted. Unanimous decision.

22/014/FPC To receive and consider for adoption the council meeting dates for 2022 Appendix 7

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that the dates as circulated are adopted and published accordingly. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

22/015/FPC The Denes Working Group Appendix 8 Cllr Cobb

- a. To receive the report
- b. To review the quotes and specifications within the report and to authorise the clerk to purchase the product from the supplier as determined.

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

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that option 3 in the report be selected. Unanimous decision. Clerk to order a double board 2x (9xA4) window, dark green, magnetic interior. Logo and council name to be included on frame in white (in upper case to match letter heading style as previously determined).

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that the choice of supplier be deferred to the next meeting and that the clerk be requested to obtain the following information as the difference between the quotes was significant;

- Thickness of metal used in production
- Installation costs for HCC approved contractor to install
- Location of examples in situ that Cllrs can visit should they so wish.

Unanimous decision.

22/016/FPC Personnel Committee

- To note that a personnel committee meeting was held prior to full council (10th January 2022)
- To receive a verbal update from the Chairman (if deemed necessary) and to note that a report will be submitted in the February meeting (any items with budgetary implications have already been reviewed by full council and the necessary budget contingencies made as deemed appropriate).

Council noted that the meeting had taken place and that a report and minutes will be circulated in due course. No questions arising.

22/017/FPC Civility & Respect Project Appendix 9

To consider whether NMPC wish to support the NALC/SLCC/HAPTC project and add the suggested anti-bullying and harassment statement to the website to support Councillors, Officer and Staff

Resolved, proposed Cllr Cobb, seconded Cllr Briggs that the statement, as circulated, be added to the website. Unanimous decision.

22/018/FPC Dacorum Climate Action Network

To consider whether NMPC wish to join the organisation to facilitate networking and further support climate action within the parish. [Dacorum Climate Action Network](#)

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that the clerk join the network on behalf of NMPC. Unanimous decision.

22/019/FPC Rewilding & Grant Application.

To consider the grant application as circulated by the clerk and to determine any further actions prior to authorising the clerk to submit the application (closing date 16/1/2022) [Grants \(dacorum.gov.uk\)](#)

A discussion as held, and some concerns were raised regarding the proposed area suggested by the Dacorum officer at The Denes. The clerk advised council that they had resolved for the Dacorum officer to make the final decision in relation to the exact locations of the rewilding and that the purpose of this document was to consider the grant application only. The clerk however did suggest that she amend the report to reflect the concerns for the DBC Officer's consideration.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the clerk submit the application for the DBC grant requesting £3000. Unanimous decision.

22/020/FPC Action list Appendix 10 (for information only)

No comments arising.

Meeting closed 21.19pm

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

Signed Chairman