



**NASH MILLS**  
PARISH COUNCIL

## Full Parish Council Meeting Minutes

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

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Jan Maddern joined at 8.07pm

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

### **In Attendance**

Nikki Bugden (Clerk)

2 members of the public

3 additional members of the public joined at 8.15pm

### **AGENDA**

#### **22/039/FPC Apologies**

Cllr Emily Tout, Cllr Steve Roberts. The apologies were duly noted.

#### **22/040/FPC Interests**

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

No declarations made.

#### **22/041/FPC Minutes**

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

#### **14<sup>th</sup> February 2022**

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

#### **22/042/FPC Reports to Council (information only no actions arising unless separately detailed below)**

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

Council expressed concerns about the rise in domestic related incidents. Clerk was asked to approach the PCSO to ascertain whether a separate category for domestic related incidents could be included.

Council asked for PCSO to be invited to join a meeting when available to enable council to ask questions relating to drug related incidents that have been witnessed within the parish and the steps that the police can take or are taking to follow up these reports.

Clerk Report- circulated. **Appendix 2**

Clerk asked to liaise with warden to see if the Residents Association noticeboard at Highbarns can be repaired.

Clerk confirmed that a response to the lease enquiries had been received 14<sup>th</sup> March 2022 and will be circulated for the working group to bring back to council.

Clerk requested that the verges group include the placement of tree stumps on the verges at Chambersbury Lane on their agenda. Clerk to report obstruction.

Clerk was asked to write to DBC to express disappointment that there was no invitation to the ground-breaking ceremony at the New Crematorium that is being built within our parish.

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

### **22/043/FPC Public Issues/Participation**

A member of the public was present and was invited to speak in relation to their planning application. Plans were shown. Application to be deliberated under the planning agenda point.

Cllr Maddern as County Councillor and Borough Councillor invited questions relating to her areas of responsibility. Cllr Maddern confirmed that the works to the steps at Georgewood Road had commenced but that there were issues that would prevent speedy completion.

Cllr Maddern confirmed that she was trying to locate the correct contact so that NMPC can arrange a visit to the CCTV monitoring centre.

As the county team were unable to enforce the parking on the pavement at Belswains Lane Council decided that the clerk should contact the Police and Crime Commissioners Office to seek advice and raise their concerns in support of a visually impaired local resident who was finding it difficult to navigate the footpath along Belswains Lane due to parked vehicles obstructing the area.

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

### **22/044/FPC Planning Applications**

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 8<sup>th</sup> March 2022.

[22/00476/FHA | First floor side and rear extensions, replacement of existing roof structure and external remodelling. | 2 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BT \(dacorum.gov.uk\)](#)

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

[22/00492/FHA | Proposed garage | 13 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY \(dacorum.gov.uk\)](#)

As the resident was present, he was invited to comment on the application.

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

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

9<sup>th</sup> March 2022- 14<sup>th</sup> March 2022 (*Clerk to advise*).

[22/00697/FHA | Demolition of conservatory, construction of two storey rear extension, extending first floor over the garage and replacement of doors and windows \(amended scheme\) | 13 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ \(dacorum.gov.uk\)](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection. Unanimous decision.

## **22/045/FPC Consultations. (Clerk to advise)**

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

[The Future of Network House \(networkhouseapsley.co.uk\)](http://networkhouseapsley.co.uk)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC share the link to the website and also invite the representative to attend a parish council meeting. Majority decision. 1 abstention.

## **22/046/FPC DBC Development Management Committee Meeting (to consider any actions required) None**

## **22/047/FPC Planning Information/Updates from Clerk. (Clerk to advise)**

No further updates or actions.

## **FINANCE**

### **22/048/FPC Monthly Financial Matters Appendices 3 a-d**

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

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that the payments as listed below be approved and authorised. Cllr Bayley and Cllr Maddern to sign off bank payments. Unanimous decision.

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Mar Salaries, HMRC, Pension	£ 2,716.64		£ 2,716.64
Vodafone	Clerk's Mobile	£ 14.06	£ 2.82	£ 16.88
NMVHA	Hall Hire	£ 36.00		£ 36.00
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.00	£ 3.60	£ 21.60
L&T	Jubilee bunting	£ 94.95	£ 18.99	£ 113.94
Viking Direct	Stationery	£ 73.93	£ 14.79	£ 88.72
		<b>£ 3,006.18</b>	<b>£ 50.72</b>	<b>£ 3,056.90</b>

b. To receive and approve month end reconciliation

**Resolved**, proposed Cllr Maddern, seconded Cllr Cobb that the bank accounts be reconciled to the sum of £112,005.70 (bank statements showing £132,005.70 due to an unrepresented inter account transfer of £20,000.00 which will clear by year end). Unanimous decision.

c. To note the s.137 allowance for 2022/23

*The Department for Levelling Up, Housing and Communities (DLUHC) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of*

*the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2022/23 is £8.82 per elector.<sup>1</sup>*

- d. To note that the NJC pay awards for 2021/22 have now been agreed with an increase of 1.75% and all contractual increments and backdated payments have been advised to our payroll provider. Employees will continue to be paid at these rates until the scales for 2022/23 are agreed.

**Resolved**, proposed Cllr Maddern, seconded Cllr Lester that council note the S.137 figures for 2022/23 and the contractual salary awards. Unanimous decision

- e. To consider and if agreed approve contractors quote to install defibrillator sign

Clerk explained that she has been unable to obtain three quotes as contractors had not responded. Clerk had obtained a quote from Dacorum Borough Council approved contractor who also provided a quote for the bench installation.

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that NMPC approve the quote of £75 plus VAT to install the defibrillator sign. Unanimous decision.

## **STATUTORY MATTERS**

**22/049/FPC To receive and consider for adoption the reviewed policies and procedures as listed below**, (clerks suggested amendments advised when circulated).

- a. Investment Strategy
- b. Covid Risk Assessment (updated Govt Guidance Feb 2022)

A discussion was held.

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that both items be adopted, with a caveat being added to the Covid Risk Assessment that NMPC would pay for the supply of lateral flow tests to Councillors should they stop being available free from the NHS website. Unanimous decision.

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

**22/050/FPC Jubilee Event Working Group (Cllr Briggs) Appendix 4**

- To receive the report

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the report be received.

- To ratify the decision made by the clerk to install the bunting 3<sup>rd</sup> May 2022 and remove asap post-Jubilee (in accordance with contractor's diary)

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the decision made by the clerk, as noted above be ratified. Unanimous decision.

- To receive verbal update in relation to visit to shopkeepers by Cllr Briggs/Cllr Berkeley

Verbal update received. Clerk to write to all shopkeepers to confirm Jubilee activities. Cllr Briggs drafting the note.

- To receive the verbal update re refreshments at The Denes (Cllr Tout)

Cllr Tout was absent but had confirmed that 'Amy's' café was able to offer a 50% reduction of the price of hot drinks for the parish Jubilee event. Further details below. Clerk to liaise with proprietor.

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<sup>1</sup> [LEGAL TOPIC NOTE 55 \(lalc.co.uk\)](https://www.lalc.co.uk)

- To consider which activities and associated actions detailed below that the council wish to progress as outlined in the circulated report

Area	Decision Needed
Use of portable amplifier	Yes, power to be obtained from De Beautique.
Provision of treasure hunt	Yes, Cllr Maddern coordinating. <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb. Unanimous decision.
Provision of Jubilee art event	Yes, open to all <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb. Unanimous decision.
Provision of best dressed residence competition	Yes <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb. Unanimous decision.
To determine the number of biscuits required, the provider, methodology for funding	Clerk explained that 3 local businesses had been approached but 2 were not able to provide product and one did not respond. <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb That NMPC authorise the order of 100 biscuits with crown motif from The Kitsch Hen at a cost of £1.50 each plus postage from earmarked reserves, Community Events. Unanimous decision.
To agree the biscuit labelling (if required)	<b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb That additional labels are not required – only allergen details from supplier. Unanimous decision.
To agree the labelling expenditure (if required)	n/a
To agree the use of the magazine to publicise the activities	Yes, <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb. Unanimous decision.
To agree the art frames expenditure, numbers required and design	Yes <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb That quotes to be obtained for 50/75/100 and brought back to council for sign off. Cllr Maddern to produce template. Unanimous decision.
To agree the timing of the event	2.30pm-4.30pm <b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Berkeley. Unanimous decision.

To agree the timings of any prize giving	Deferred to next meeting
To consider prize giving categories	Not required.
To determine refreshment provider, numbers to be funded, methodology for funding	<b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Cobb That NMPC use Amy's café. Up to 100 drinks to be funded and council pay upon receipt on invoice with the offered 50% discount. Voucher to be provided by council to monitor numbers. Unanimous decision.
To agree Clerk to approach nominated persons to judge relevant competitions	<b>Resolved</b> , proposed Cllr Briggs, seconded Cllr Lester that the clerk approach the nominated judges to check availability. Unanimous decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the working group convene to discuss the terms and conditions of any vouchers and the rules associated with any of the Jubilee activities and any other sundry matters not yet determined. 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 other items to be deferred. Unanimous decision

- To consider any other items for consideration for the Jubilee that have not been covered above or that have come to light since the agenda was published. **Urgent Matters only due to proximity of event.**
- No further items.

## 22/051/FPC The Denes -Jubilee (Cllr Cobb) Appendix 5

- To receive the report

Report received.

- To confirm the bench supplier and expenditure (only 2 suppliers available)

Council was informed that there are now supply issues from the 2 suppliers (subsidiaries of the same company) offering the 6-foot Jubilee bench. They could not guarantee delivery prior to the Jubilee weekend. Cllr Cobb brought alternative quotes from different suppliers whilst retaining the traditional, carved style as chosen by council. There was an additional cost, however council felt that a guaranteed delivery date for completion of this project pre-Jubilee weekend was crucial.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the Kenilworth bench be ordered from John Caldwell Memorial Benches at a cost of £843 inc VAT who can offer guaranteed delivery of a bench in the same style as previously agreed by council. It was noted that the new bench will be 5 feet long as opposed to 6 feet. Unanimous decision.

- To confirm the bench installation quote (DBC approved contractor)

Clerk and Cllr Cobb had met with the Dacorum Borough Council approved contractor on site. Contractor has the relevant permissions and licences to work on county land (confirmed by RC at DBC). Therefore, no other quotes were able to be sought. Quote received but this may now be reduced as the bench being purchased is now 5ft not 6ft. Due to the short timescales for installation on this occasion Council confirmed a maximum sum for expenditure.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that up to £340 plus VAT be agreed for the installation of the bench by the approved contractor. Funds to come from The Denes earmarked reserves. Unanimous decision.

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

<i>Area</i>	<i>Decision Needed</i>
Use of Space	Larger area using the slope
Benches	traditional
Memorial Plaques	Yes
How to obtain nominations for memorials	Council to determine during a 'closed' session and then clerk to approach the families of nominees.
Memorial policy	Refer any enquiries to DBC as NMPC do not own their own land to site benches.
Planting Style	combination
Street Signs	clerk to request DBC replacements
Bin	Yes

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the items be agreed as listed above. Working group to work out finer details of relevant street furniture for later sign off by council. Clerk and Cllr Cobb to liaise to pass the information across to RC at Dacorum Borough Council to assist with creation of the outline plan document which can then be taken to Herts County Council for permissions and properly costed by contractors. Unanimous decision.

## **22/052/FPC Magazine Delivery (Cllr Cobb) Appendix 6**

To consider and determine actions to be taken to arrange future magazine deliveries following outcome of investigations from previous meeting.

A discussion was held regarding the urgency of the next magazine delivery. Clerk reminded council of the feedback from the insurer and also the current constraints of the grant and donation policy. Council was advised that the Hemel Hempstead District Scouts are currently helping their attendees raise funds for their Jamboree trip by undertaking various volunteering and fundraising projects across the district.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that NMPC agree to the deliveries being undertaken by a family from outside of the parish, provided that the scouting organisation that they are representing provides insurance cover and a risk assessment and that this is accepted as appropriate by NMPC's own insurer. A donation will be made following completion of the delivery to the Hemel Hempstead District

Scouts organisation for their Jamboree fund. This falls outside some of the criteria for the usual parish grant and donation policy but was agreed by council. This donation will be the same sum that is ordinarily paid out for the magazine delivery (£120.00). Unanimous decision.  
Arrangements for subsequent deliveries will be brought back to council for determination later in the year.

#### **22/053/FPC Annual Council Forum**

To consider if NMPC wish to set up a working group to plan a forum for Autumn 2022.

To determine lead, membership, and scope of that group.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that this item be deferred to a later meeting.

Unanimous decision.

#### **22/054/FPC Items raised at last meeting to be raised with Borough Councillor/ County Councillor**

- Bunkers Lane Width Restrictions
- Road Closures (absence of notice) (Cllr Briggs)

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that this item be deferred to a later meeting.

Unanimous decision.

#### **22/055/FPC Action list Appendix 7 (for information only)**

- Clerk asked to liaise with Dacorum Borough Council to ascertain whether they have a suitable photo authorisation form for the Jubilee Event.
- Clerk asked to write to DBC/BAM to ascertain exactly what was found during the recent works at Pond Road and to ask how the outcome of the surveys and works will be communicate to all residents in that area. As this matter was not on the agenda the clerk will carry out under delegated powers due to the urgency and bring the matter back to the next agenda for ratification.

Meeting Closed 10.55pm

***Our next meeting will be held Monday 11<sup>th</sup> April 2022, 8.00pm, agenda items to clerk no later than Thursday 31st March please. Late items will not be accepted.***

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**Chairman**

**Monday 11th April 2022**