

Appendix 1 Nash Mills Crimes 2021 (002) April Meeting	2
Appendix 2 Clerk Report April 2022	4
April 2022 Schedule redacted	6
Appendix 4b NMPC Annual Approval Of Direct Debits and Standing Orders April 2022	7
Appendix 4d DRAFT Bank - Cash and Investment Reconciliation as at 31 March 2022 (need NWB final stmnts)	8
Appendix 4e v2 Draft Detailed Receipts & Payments by Budget Heading 30th March 2022	9
Appendix 4g Precept notice April 2022 DBC Remittance Advice (106947)	11
Appendix 4h RFO report Q4 31st March 2022 (draft) with supporting financial reports	12
Appendix 5 Clerk Report Lease Negotiations April 2022	20
Appendix 6 The Queen's Platinum Jubilee WG Report 20220330 v2	22
Appendix 7 Working Group Meeting report - Denes - 28 March 22 (002)	24
Appendix 8 Verges Phase 2 Request for updated MAR. APRIL 22 (2)	27
Appendix 9 Action List March 2022 (post meeting)	34

Nash Mills Crime Figures 2022

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	YTD.
BURGLARY (DWELLING)	1												
BURGLARY (Other)		1											
THEFT FROM MOTOR VEHICLE		1	1										
THEFT OF MOTOR VEHICLE		1	1										
DAMAGE OR DESTROY <£5,000	2		1										
THEFT FROM SHOP			1										
THEFT, OTHER													
DRUG RELATED	1	1											
OTHER CRIMES	4	6	3										
DOMESTIC RELATED	-	-	4										
TOTALS	8	10	11										

DWELLING BURGLARY	
--------------------------	--

Nash Mills Crime Figures 2022

BURGLARY OTHER	
THEFT FROM MOTOR VEHICLE	Sunglasses & speaker stolen
THEFT OF MOTOR VEHICLE	Motor Bike stolen
DAMAGE OR DESTROY	Damage to front door
THEFT FROM SHOP	Tesco theft
THEFT OTHER	
DRUG RELATED	
OTHER	1 x Affray (regarding ongoing neighbour issue), 1 x assault no injury & Public order offence (both related to same addresses)
DOMESTIC RELATED	1 x stalking, 1 x harassment and 2 x domestic



Clerk Report April 2022

Dates to note

Please note that the clerk will be preparing for the financial year end and audit over the next few weeks so the responses to emails may be delayed.

7/4/2022 cut off date for Annual Reports. Email reminders x3 have been sent.

Verges Phase 2

Separate agenda point

Lease

Separate agenda point.

Noticeboard

Quote received-waiting for council decision re bollards then a site visit will be arranged pre ordering.

Jubilee

Separate agenda point.

Bench ordered and paid for 1/4/2022. Delivery 3 weeks approx. Contractor booked for installation (along with Defib sign installation).

Biscuits ordered and will be paid for 16/4/2022.

Photo Authorisation form- DBC do not hold an example. They suggest that a notice be displayed, and that individual permission are sought prior to sharing photos of anyone u18 on social media or in publications.

Clerk has circulated examples found online to W/G lead and Chairman.

Clerk to bring the Jubilee Risk Assessment to the May meeting.

Lloyds Bank Balances

Clerk to transfer balance held on Lloyds CA at 31st March 2022 across to reserve account to commence new financial year.

Use of Noticeboard on Highbarns

Warden is currently refurbishing this board.

Magazine delivery

Scout insurance policy obtained and now forwarded to our own insurer for comment.

NMPC will also need a safeguarding policy and appropriate risk assessment.

Response from insurer below.

CCTV Visit

Arranged for 14/4 and 1/6

Green Grant

Grant approved. 12 Months to complete works. Clerk suggests that the open spaces W/G now revisit the successful application submission to arrange for a plan of works in conjunction with the clerk who can then liaise with the DBC officer.

Bunkers Play Park

Quarterly Play Park inspection received. Circulated to W/G lead and will be circulated to all. No matters deemed unsafe or high risk.

Homes For Ukraine

Clerk holds details of the HCC coordination team. Please refer any enquiries to the clerk to signpost.

Audit 2021/22

All paperwork now received from the external auditor.

Grant Applications

2 residents associations have enquired about grants for the Jubilee. They have been asked to submit applications and full supporting information in line with our policy and grant application process.

Annual insurance Renewal

Questionnaire received from our insurer for clerk to complete. There should be no substantial amendments to existing cover. Quotes should be available for the next meeting.

Warden Updates

Bunkers Play Park

Vandalism to net swing seat. Warden has fixed 3 times over the past week. PCSO has been asked to patrol during the evenings when damage occurs.

'Wet N Forget' Annual treatment undertaken.

Parking at The Denes

Letters delivered to shopkeepers. Clerk approached by business owner who is very concerned about lack of trade due to lack of available parking spaces. Restrictions requested by business owner to assist them.

Training Attended/Attending

- 23/3/2022 year end audit training with Scribe Accounting Services (free webinar).

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

- Resident has written again re speeding in the parish, resident reminded that it is HCC and the police that he needs to approach. At his request email trail forwarded to County Councillor.

Nikki Bugden

5/4/2022

Nash Mills Parish Council

Apr-22

FINANCIAL SCHEDULE

Apr-22

Payee	Method	Description	code		Amount		Vat		Amount
SALARIES/HMRC/PENSION	SO	Apr Salaries, HMRC,Pension	Various	£	2,354.62		£		2,354.62
Vodafone	DD	Clerk's Mobile	4060	£	15.30	£	3.06	£	18.36
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	£	18.60	£	3.72	£	22.32
HAPTC	Online	Annual Subs	4080	£	884.77	£	-	£	884.77
L&G	Online	IHLI Renewal	4000	£	246.08	£	-	£	246.08
The Kitschhen	online	Jubilee Biscuits	EMR329	£	160.00	£	-	£	160.00
Play Inspection Co	Online	Inspection	4160	£	100.00	£	20.00	£	120.00
Warden	Online	Expenses B&Q Brushes	4170	£	18.50			£	18.50
Warden	Online	Expenses Wickes Tape	4170	£	6.25	£	1.25	£	7.50
Warden	Online	Expenses Stain	4170	£	36.66	£	7.33	£	43.99
ICO	DD	Renewal	4080	£	40.00			£	40.00
Payments Below Paid under delegated powers					£ 3,969.38	£ 45.88	£		4,015.26
Memorial Benches	Online	Jubilee Bench	EMR 330	£	680.00	£	136.00	£	816.00
					£ 4,649.38	£ 181.88	£		4,831.26

NIKKI NOTES

PAY HMRC

PAY PENSION

VAT RECEIPT GARAGE

Change Dave DD

Change NW DD

Date

Chairman

Second signatory

RFO

NMPC Annual Approval of Direct Debits and Standing Orders April 2022

Payee Description	Description	Frequency/Method
Paybureau	Wages admin	Monthly DD
DBC	Garage Hire	Monthly DD
Vodafone	Clerk Mobile	Monthly DD
ICO Registration		Annual DD
Salaries		Monthly SO
NMVHA	Hall Hire	Monthly SO
IHLI	Ill Health liability Ins (pension)	Annual DD
Zoom (if required)	Remote meeting software	Monthly DD (clerk expenses)

NMPC resolve to pay the above expenditures by direct debit. The amounts are variable, but they will be reported in the monthly payment schedule.

Resolved 22/065/FPC (c)

Signed.....

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2022	Lloyds Current A/C	19,528.66
2	01/03/2022	';	60,848.23
3	30/07/2021	NatWest Current A/C	6,519.75
4	31/01/2022	Lloyds 32 Day	22,053.48
5	25/11/2021	Lloyds Holding Account	0.00
			108,950.12
<u>Other Cash & Bank Balances</u>			
		DNU - Lloyds 32 Day	0.00
			0.00
Closing Balance			108,950.12
<u>All Cash & Bank Accounts</u>			
1		LLoyds Current A/C	19,528.66
2		NatWest BR	60,848.23
3		NatWest Current A/C	6,519.75
4		Lloyds 32 Day	22,053.48
5		Lloyds Holding TF Account	0.00
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	108,950.12

16:04

Detailed Receipts & Payments by Budget Heading 30th March 2022

Draft Receipts and Payments /Budget (waiting for NWB statements)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	28,428	28,428	(0)			100.0%	
1077 Council Tax Grant	634	0	(634)			0.0%	
1090 Bank Interest	16	100	84			16.4%	
1100 Grants Received	9,853	10,379	526			94.9%	
1110 CIL	2,696	0	(2,696)			0.0%	2,696
<u>200 Administration</u>							
4000 Staff Costs (Inc HMRC & Pensio	(27,834)	(29,900)	2,066		2,066	93.1%	
4002 WFH allowance & mileage	(265)	0	(265)		(265)	0.0%	
4050 Payroll Charges	(216)	(228)	12		12	94.7%	
4055 P.O.Box	(300)	(300)	0		0	100.0%	
4060 Communications/Mobile	(214)	(360)	146		146	59.6%	
4075 Office Supplies	(202)	(300)	98		98	67.3%	
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	(139)	(80)	(59)		(59)	173.4%	
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	(518)	(975)	458		458	53.1%	
4160 Misc (park and misc)	(963)	(900)	(63)		(63)	107.0%	137
4162 Sundry Expenditure	(95)	0	(95)		(95)	0.0%	95
4165 Hire Costs (Hall or Zoom)	(355)	(404)	49		49	87.8%	
4170 Tools/Covid Exp	(33)	(200)	167		167	16.6%	
4175 Garage Rent	(631)	(663)	32		32	95.2%	
<u>250 Parish Magazine</u>							
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%	
<u>300 Projects</u>							
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%	
<u>999 VAT Data</u>							
115 VAT on Receipts	4,413	0	(4,413)			0.0%	
515 VAT on Payments	(4,567)	0	(4,567)		(4,567)	0.0%	

Detailed Receipts & Payments by Budget Heading 30th March 2022

Draft Receipts and Payments /Budget (waiting for NWB statements)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	46,391	38,907	(7,484)			119.2%	
Payments	61,555	41,604	(19,951)	0	(19,951)	148.0%	
Net Receipts over Payments	(15,165)	(2,697)	12,468				
plus Transfer from EMR	18,425						
less Transfer to EMR	2,696						
Movement to/(from) Gen Reserve	564						



Remittance Advice of Payment by BACS

Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
Herts
HP1 1DN

Tel: (01442) 228 388
E-Mail: payments@dacorum.gov.uk

Nash Mills Parish Council
C/O Linda Sutton
Field View
154 Hitchin Road
Stotford
Hitchin
SG5 4JE

Supplier No: 106947
Date: 05-Apr-2022
Page: 1 of 1

Invoice Date	Our Reference	Invoice Number	Your Reference	Amount Payable (£)
02-Apr-2022	2238697	PP220402	Parish Precept & Grants 2021/2022	40,070.02
The amount shown on the right will be credited to your bank account on or before 08-Apr-2022				40,070.02

Payment Account Details

Sort Code: 309921
Account Number: 63289260
Account Name: Nash Mills Parish Council



NASH MILLS
PARISH COUNCIL

RFO Report Finance Q4 31st March 2022

Please note that the full financial figures are listed at the back of this document. These figures are missing the final NatWest bank interest payments which aren't expected to be more than £10. 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 now at financial year end. The budget has been set for 2022/23 and we have just received confirmation that our precepts and grants are in line with anticipated budgets for the coming year (£40070).

The bottom-line figure of net receipts over payments actual year to date is - £15165 (against a budgeted shortfall figure of -£2697) with this being covered by use of general reserves and earmarked reserves. £18425 was transferred out of EMR and £2696 transferred in.

With transfers to and from earmarked reserves (EMR) this leaves £564 being transferred back into general reserves at year end.

Total balances held on accounts (less NatWest final interest payment) on 31st March 2022 £108950.12
of which £84914.22 is currently earmarked.

At year end reserves remain healthy and NMPC now have a business plan in place with many reserves being earmarked for projects that are currently in progress. Despite the challenges over the last 2 years with the pandemic and the inevitable delays that this has caused with our delivery partners, significant projects have been commenced, some completed, and support given to our residents and local businesses.

Council elections are due May 2023, and the current team are hoping to host a review event later in 2022.

Council will be urged to re visit the CIL reserves that have accrued over the term, some of which will require spending by 2025. This is likely to be considered during our June meeting. Council to note that CIL is a conditional spend relating to infrastructure projects/projects.

1The 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)

Financial Headline.

Position 31st March 2022 (income/expenditure)

	Budget	Actual	Variance	Notes
Income	38907	46391	(7484)	<p>As previously noted at half year we have received more income than budgeted. £2696 CIL income unbudgeted as it is an unknown figure dependent on planning approvals. <i>(£2696 CIL transferred into earmarked reserves)</i> £349 Advertising income unbudgeted £4413 vat on receipts (not included in budget)</p>
Expenditure	41604 (annual)	61555	(19951)	<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. £18425 was transferred from reserves to cover for the following expenditure that was unknown at budget setting. £16779 CCTV £1000 for defib installation and accessories £300 Grant to Willows Residents Assoc. £233 community event NMPC always anticipated (and budgeted for) an overspend of £2697 to be met from general reserves, however as there were savings under some budget headings this was not completely utilised.</p>

Budget heading Overspends over £100 or 15% of budget (reported as required in 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.
- 4105-audit fees – unexpected increase.
- 4115-Domain Hosting- extra charge to increase storage capacity.

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

- 4075- Office supplies
- 4000-staff costs – staff additional hours unclaimed.
- 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. 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
- 4170-Tools-Underspend as materials/tools not needed.

Nikki Bugden

Clerk to the Council 7th April 2022

Attached

Earmarked Reserves

Bank reconciliation -All Accounts

Receipts and Payments details 31032022 (draft waiting for final NatWest interest figures)

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.

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	-232.25	767.75
330 EMR - Projects ,Denes, Defib	10,000.00	-2,913.47	7,086.53
331 EMR - CIL (Conditional spend)	18,021.26	2,696.18	20,717.44
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	-15,728.64	84,914.22

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2022	Lloyds Current A/C	19,528.66
2	01/03/2022	';	60,848.23
3	30/07/2021	NatWest Current A/C	6,519.75
4	31/01/2022	Lloyds 32 Day	22,053.48
5	25/11/2021	Lloyds Holding Account	0.00
			108,950.12
<u>Other Cash & Bank Balances</u>			
		DNU - Lloyds 32 Day	0.00
			0.00
Closing Balance			108,950.12
<u>All Cash & Bank Accounts</u>			
1		LLoyds Current A/C	19,528.66
2		NatWest BR	60,848.23
3		NatWest Current A/C	6,519.75
4		Lloyds 32 Day	22,053.48
5		Lloyds Holding TF Account	0.00
		Other Cash & Bank Balances	0.00
		Total Cash & Bank Balances	108,950.12

16:04

Detailed Receipts & Payments by Budget Heading 30th March 2022

Draft Receipts and Payments /Budget (waiting for NWB statements)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	28,428	28,428	(0)			100.0%	
1077 Council Tax Grant	634	0	(634)			0.0%	
1090 Bank Interest	16	100	84			16.4%	
1100 Grants Received	9,853	10,379	526			94.9%	
1110 CIL	2,696	0	(2,696)			0.0%	2,696
<u>200 Administration</u>							
4000 Staff Costs (Inc HMRC & Pensio	(27,834)	(29,900)	2,066		2,066	93.1%	
4002 WFH allowance & mileage	(265)	0	(265)		(265)	0.0%	
4050 Payroll Charges	(216)	(228)	12		12	94.7%	
4055 P.O.Box	(300)	(300)	0		0	100.0%	
4060 Communications/Mobile	(214)	(360)	146		146	59.6%	
4075 Office Supplies	(202)	(300)	98		98	67.3%	
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	(139)	(80)	(59)		(59)	173.4%	
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	(518)	(975)	458		458	53.1%	
4160 Misc (park and misc)	(963)	(900)	(63)		(63)	107.0%	137
4162 Sundry Expenditure	(95)	0	(95)		(95)	0.0%	95
4165 Hire Costs (Hall or Zoom)	(355)	(404)	49		49	87.8%	
4170 Tools/Covid Exp	(33)	(200)	167		167	16.6%	
4175 Garage Rent	(631)	(663)	32		32	95.2%	
<u>250 Parish Magazine</u>							
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%	
<u>300 Projects</u>							
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%	
<u>999 VAT Data</u>							
115 VAT on Receipts	4,413	0	(4,413)			0.0%	
515 VAT on Payments	(4,567)	0	(4,567)		(4,567)	0.0%	

Detailed Receipts & Payments by Budget Heading 30th March 2022

Draft Receipts and Payments /Budget (waiting for NWB statements)

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	46,391	38,907	(7,484)			119.2%	
Payments	61,555	41,604	(19,951)	0	(19,951)	148.0%	
Net Receipts over Payments	(15,165)	(2,697)	12,468				
plus Transfer from EMR	18,425						
less Transfer to EMR	2,696						
Movement to/(from) Gen Reserve	564						



NASH MILLS

PARISH COUNCIL

Clerk Report Lease Negotiations-Legal Representation Quotes April 2022

Decision Required

Council to determine preferred quotation to enable Clerk to instruct commencement of negotiations for the renewal. Quotes and outline terms listed below for consideration.

Introduction

Please note all agencies listed below have come from colleagues' sector specific recommendations. One is a HAPTC adviser/trainer. The other two are larger organisations.

All have been provided with a copy of the existing lease and also the responses that we received from the other side in relation to our queries (listed below).

They have been advised that NMPC will be looking for the tree management and boundary schemes to be the responsibility of the landowner.

1. Wording required to be included within the Lease re 're-wilding' permissions. (Abbotts Hill School are aware of this) -*permission granted by email - this is agreed subject to our client being able to remove these permissions in their absolute discretion at any time.*
2. Request to ask the school to add playing field into their tree management plan - *this is not agreed.*
3. Request to ask the school to take responsibility for trees/bushes within and surrounding the park - *this is not agreed and is not in accordance with the current Lease.*
4. Request to ask the school to maintain the fence (apart from this item purchased by NMPC and included on our asset register). *NMPC own the gate and palisade fencing - please can you provide a marked up plan that details which fencing you propose the School to maintain and the NMPC to maintain? Our client will respond on sight of those proposals.*
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 - *we will respond in due course.*
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. *permission granted by email - this is not agreed as the School requires complete discretion in relation to use. The School is willing to take requests on a case by case basis and come to informal ad-hoc arrangements with NMPC.*
7. Wording required to include the installation of a Picnic Style Bench and Rubbish Bin by NMPC. *permission granted by email - this is agreed subject to NMPC being responsible for the maintenance and rubbish collection (and associated litter picking) of the same.*

Quote 1 £600 plus VAT

*On the basis that the lease follows a similar form to the existing lease with amendments as required in your email, our costs for advising the Council on the terms of the lease and agreeing the form of the lease with the Landlord would be **£600 plus VAT.***

Quote 2 £950 plus VAT and disbursements.

*I refer to your recent email to our Operations Team Inbox regarding the proposed lease renewal of the land at Abbott's Hill School. We would be happy to act for you in this matter and I would estimate a cost of **£950 plus VAT and disbursements**. Disbursements are usually minimal with short lease renewals (assuming you will not require us to undertake any searches against the property on the basis that you are already in occupation).*

If you are happy with this fee estimate I would arrange for the Parish Council to be set up as a client on our systems and send you our client care letter. The matter would be allocated to a lawyer or principal paralegal in the property team with experience in lease renewals and that person will contact you initially to discuss your requirements for the lease and any ongoing negotiations.

Quote 3 £1750 plus VAT.

*Our fees to deal with a new commercial lease on behalf of our local authority clients are generally **£1,750 + VAT**. This will include reviewing the title to ensure the purpose of the lease is not inconstant with any covenants etc on the title, reviewing the draft from landlord, advising on the same and dealing with any outstanding issues points of negotiation.*

As the Council is already in occupation, and therefore familiar with the land, I would not anticipate the fees to exceed this estimate, unless any particular issues crop up which are unexpected, in which case we would of course advise on any anticipated increase in our estimate.

Nikki Bugden

5/4/2022

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT
The Queen’s Platinum Jubilee Commemoration

Meeting held via Teams 30/03/2022

Councillor Attendees:

Alan Briggs, Michele Berkeley, Nicola Cobb, Steve Roberts

The WG discussed the following items and provides its recommendations for consideration by full Council:

1. *A poster / art entry template is proposed for approval. Please see end of report for pricing.*
2. Refreshment hot drinks
 - *The agreed offer to be confirmed:*
 - i. Vouchers to be handed out by Councillors on the stall on 4th June.
 - ii. Fully free to a maximum of 100 consumers at Amy’s Café
 - iii. NMPC pays half price based on vouchers to be submitted to the Clerk by Amy’s
 - The WG proposes that the Clerk purchases [Cloak Room Tickets](#) for use as the Vouchers
 - Terms and conditions to be publicised in the magazine and a laminated copy to be displayed on the day :
 - i. Voucher must be used on 4th June
 - ii. Voucher only redeemable at Amy’s Café
 - iii. Maximum 2 vouchers per group
 - iv. One voucher per drink. Drinks subject to availability
 - v. Maximum drink value £2.30
 - vi. No Cash alternative. Offer can’t be exchanged, refunded, transferred, or used in conjunction with any other offer
 - vii. Must be redeemed in a single transaction
3. Music: The WG proposes to use a Spotify playlist.
 - There is currently a [Diamond Jubilee Playlist](#) which would suffice. If a Platinum list is published before 4th June then that should be used.
 - If a Councillor who will be present already has Spotify and is prepared to make it available, then that would be used, otherwise another Councillor will subscribe to the 30-day free trial.
4. Jubilee themed “treasure hunt” / “scavenger hunt”.
 - *Councillor Maddern to confirm that she will be able to design the hunt. A deadline is requested.*
 - A Word Search of street names (where treasure items will be on display) will be produced.
 - i. The magazine will direct people to the NMPC web site to download the Word Search from a certain date. A QR code to be included for a direct link
 - ii. The Word Search will also be available from Councillors on 4th June and copies made available in advance in The Denes shops (subject to shopkeeper agreement)
 - Signs to be put on display at their locations around the Parish by 27th May.

NASH MILLS PARISH COUNCIL –WORKING GROUP (WG) MEETING REPORT
The Queen’s Platinum Jubilee Commemoration

- As previously agreed:
 - i. there will be a box on the NMPC event stall to collect entries and within The Denes shops (subject to shopkeeper agreement)
 - ii. Shops are asked to display a publicity poster (with the QR code)
- 5. Entry deadlines / Result Announcements:
 - Best dressed residence – Ian Martin to be asked to judge on the day and announce the result at the 4th June event. Entry deadline 3rd June.
 - Treasure Hunt - deadline for entries: End of 6th June. The result to be announced at the Council Meetings on 13th June.
 - Art Competition – deadline for entries: End of 6th June. They can be delivered to Amy’s or handed to Councillors on 4th June. Shopkeepers to be asked to judge by 10th June with the result announced at the Council Meetings on 13th June.
- 6. How to enter the competitions
 - Art competition entry request
 - i. via the NMPC web site. Max age 16 (age to be specified when applying).
 - ii. An entry number will be given, this must be written on the entry.
 - Best dressed house – via the web site.
 - Treasure Hunt – drop boxes in The Denes shops or the NPMC stall on 4th June.
 - *Contact the Clerk alternative to the Web Site needed for all competitions for accessibility compliance?*
 - A data protection statement will be instated related to all competition entries. Data will only be used for the purpose of the competitions and then deleted.
 - Councillors Briggs and Cobb to assist the Clerk in generating web site content.
 - Facebook teasers to be approved by Council – to start as soon as possible after approval, to include references to the Platinum Jubilee story on social media using [#HM70](#) and [#PlatinumJubilee](#)
- 7. An entry or entries should be created on the official Platinum Jubilee web site to publish details of the NMPC events. <https://platinumjubilee.gov.uk/events/>

Pricing for Jubilee ‘art’ frames.

All quotes below based on A3 200gsm silk or satin paper				
	30	50	75	100
Supplier 1	£ 26.00	£ 36.00	£ 42.00	£ 48.00
Supplier 2	£ 45.00	£ 60.00	£ 78.00	£ 96.00
Supplier 3	£ 47.09	£ 73.04	£ 101.44	£ 125.24
Supplier 4	£ 66.79	£ 99.69	£ 140.15	£ 174.37
Items in orange - estimated as exact quantities not quotes				

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 – next set of decisions for agenda
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 in March <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 determine the following: <ul style="list-style-type: none">▪ Tree plaque for Queen's Green Canopy – determine preferred material for decision or further research of alternative suppliers▪ Cycle racks – installation with or without protective bollards

NO FURTHER UPDATE ON THE FOLLOWING ITEMS

- **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.

UPDATE ON 'IN PROGRESS' ITEMS

- **Cycle racks and noticeboard** - Nikki working with Highways Officer to arrange installation.
- **Design illustrations** – Nikki and Nicola will meet with the Dacorum Parks & Open Spaces Officer on 4th April to share preferences from March parish council meeting.
 - Use of space, combination of planting, bench preferencesThe aim is to have a drawing by our May meeting for discussion and sharing over the Jubilee weekend.
- **Bench** – Jubilee bench ordered 25th March (3-week lead time) from the supplier selected during March meeting.
- **Street signs** – Clerk will request new street signs to replace old broken ones.

ITEMS FOR CONSIDERATION ON APRIL 2022 AGENDA (see details below)

- **Cycle rack installation** – Council to look at the cost options with and without protective bollards
- **Queen's Green Canopy plaque** – Council to select preferred design for plaque

OUTSTANDING ITEMS FOR CONSIDERATION BY WORKING GROUP

- **Memorial plaques for benches** – Determine criteria for memorial suggestions
- **Bin** – selection to include general litter, recycling and cigarette disposal
- **Red telephone box** – yes / no / defer and bring back with options for use
- **Bug hotel or similar** – yes / no, location (or discuss with Parks & Open Spaces officer)
- **Jubilee plaque** – Additional plaque(s) for overall garden design
- **Earmarked reserves** – use of funds / requests for change to categorisation if needed?
- **Double height kerb** – options to protect and manage parking (link to Verges group)
- **Drug link** – are there volunteering opportunities for drug link programme?
- **School art projects** – ideas / locations for school artwork to be publicly displayed

BACKGROUND INFORMATION FOR APRIL AGENDA ITEMS

QUEEN'S GREEN CANOPY PLAQUE

There is a standard Queen's Green Canopy message but we can choose the style and size of plaque.

Full details on this link: <https://queensgreencanopy.org/commemorative-plaques/>

Guidelines from the website:

- Due to the size and scope of the QGC, the plaques are of standard design and cannot be altered.
- The addition of personal messages, or logos to feature alongside a QGC plaque, is not permitted.
- QGC plaques should be freestanding and therefore should not be fixed to trees or tree guards.
- Permission from local authorities may be required prior to installation in public places.

COLOUR OPTIONS – IDEA OF COSTS PROVIDED BY RECOMMENDED SUPPLIERS ON QGC WEBSITE

COLOUR/MATERIAL OPTIONS	145 x 200mm approx. Supplier 1	A5 (148 x 210mm) size Supplier 2	A5 (148 x 210mm) size Supplier 3
Oak	£30.50 plus VAT		
Stainless steel	£30.50 plus VAT		£85 plus VAT / A6 £65
Brass			£95 plus VAT / A6 £65
Bronze			£145 plus VAT / A6 £115
Acrylic	£23.00 plus VAT		£60 plus VAT (no A6)
high-quality Corten steel		£119.99 inc VAT	
Spikes / fixings	Optional 500mm steel spike @ £12.50	Optional steel stakes (x2) @ £25.00	No stakes included but recommend this supplier Sign-maker.co.uk - Tree stakes



INSTALLATION OF CYCLE RACKS

OPTION 1 – Cycle racks installed

Metal cycle racks as selected in parish council meeting. Reflective bands included - **£1,151.00**

OPTION 2 – Cycle racks and 4 bollards installed

Metal cycle racks as selected in parish council meeting. Reflective bands included. Plus four bollards - **£1,900.00**

Additional notes:

- These prices include a price rise for 2022/23 (previously £1073 for 4 cycle racks without bollards).
- The Highways Officer will do a site visit to determine the placing of the cycle racks.
- The price to install the noticeboard is £930. Ringway will do the installation and we don't have the option to select another contractor for the job. However, if the installations can be done together, this price may reduce slightly.

Selected cycle rack style for the Denes



Cycle racks (different style) showing bollards



NMPC Verges Project Phase 2 Update – MARCH/APRIL 2022

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 March 22
GEORGEWOOD ROAD - Junction of Barnacres	A suggestion was made by Rob Cassidy 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 RC 12/10 to commence this process.	I believe RC stated its not highway. No visibility/highway issues. Ok for the rewilding.	<i>Wildflowers to plant poss. Autumn 2022</i>
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 = 74m ² = £11,000	<i>Works completed by BAM in March 2022. Review with NMPC on how to progress these Verges</i>
CHAFFINCHES GREEN	PW agreed that the tarmac should be repaired and replaced at the corner and Highways would review.	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	<i>Highway report and recommendations required.</i>

	<p>PW agreed that a TRO would not be required for the standard junction protection (white lines) to be installed.</p> <p>PW advised that they look into options and costs for this area as there are already</p> <p>Double Yellow Lines installed so an extension could be considered.</p> <p>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.</p> <p>Highways to report back.</p>		<p>consider junction protection is endorsing what's in the highway code.</p> <p>Approx. desk top cost for 30m2 bitmac, 9m kerb and 7m pcc edging = £3,000.</p>	<p>Rather than junction protection another option is provide some lay-by or grasscrete parking outside 17 and 18 and protect the opposite verge with bird beak fencing. I've ordered an extent of highway plan.</p> <p>Awaiting further recommendations.</p>
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	<p><i>DBC advised by Clerk that Tree Stumps had been placed on this verge. DBC Highway Fault Number 401002592341 noted on 22.3.22 as not meeting repair criteria.</i></p>
CHAMBERSBURY LANE (42 Highbarns next to 27 Chambersbury)	PW advised that there was no serious safety aspect at this junction as the views were	Costings and funding options to be investigated for tarmac, dropped kerb, bollards.	<p>Approx. desk top cost for 41m2 bitmac + 1 pair ped. dropped kerb + 6 bollards.</p> <p>= £6,900</p>	<p><i>To be discussed with NMPC as to if these works are to be approved etc</i></p>

	<p>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.</p> <p>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.</p> <p>To be discussed with Councillors.</p>			and if so how funded.
BARNACRES ROAD #A (514-518)	<p>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 JG at DBC for further advice.</p> <p>To be discussed by Councillors.</p>	<p>Response outstanding from JM</p> <p>JM advised that she would speak for JG at DBC for further advice.</p> <p>Resident at 516 sent email to Clerk 7.9.2021 complaining about verge</p>		<p>DBC and Jan to advise further</p> <p>Awaiting further recommendations especially outside No. 516.</p>

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 initiated by Borough Councillor. Costs implication for TRO. To be discussed by Councillors.	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. Awaiting recommendations
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. Awaiting details
39 MEADOW ROAD - (New Verge)	Resident raised concern about verge outside their house			Ask NMPC to review this area to see if repairs to verge could be carried out.

Belswains Lane (and the wider parish)- new addition	Complaint received from visually impaired resident who is struggling to move around the local area due to parked cars obstructing the verges, particularly along Belswains Lane.	March 2022 NMPC requested that clerk email the Office of the Police & Crime Commissioner to ask if they are able to assist under any of their road safety initiatives.	County Cllr unable to assist at this time.	Email sent March 2022 and awaiting response. Resident also asked to consider whether they would be willing to write a report for the parish magazine to help educate residents.
------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Phase 1 Agreed but Works Outstanding (funded by HCC)

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. Awaiting response
--------------------------------------------------------------------------	-------------------------------------------------------------------------	------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Items Deferred (March 2022)

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.	Remove from List for time being
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	Remove from list for time being.
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	Remove from list for time being.

Items Completed (March 2022)

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.	Works completed so this can be removed from the list.
33 & 37 MEADOW ROAD – Grasscrete both areas.	PW and JM advised that they would look into when these approved works will commence Resident from 39 Meadow Road raised concern about verge outside their house	Update from HCC please		Works completed so this can be removed from the list.

Earmarked Costs to be updated by HCC/DBC

AREA	Funded by HCC/DBC or to be funded by NMPC	Anticipated Costs
GEORGEWOOD ROAD - Junction of Barnacres		
GEORGEWOOD ROAD – Junction of Highbarns		
EAST GREEN – Grasscrete recommended for both areas.		
CHAMBERSBURY LANE -Junction Market Oak Lane		
CHAFFINCHES GREEN		
CHAMBERSBURY LANE (above 120 past the small park)		
CHAMBERSBURY LANE (87-89)		
CHAMBERSBURY LANE (Opposite No. 10 Highbarns)		
BARNACRES ROAD #A (514-518)		
BARNACRES ROAD #B (387-425 / 423)		
PARKING at JUNCTION CHAMBERSBURY LANE/BUNKERS LANE		
NEW CROSSING AT BUNKERS PARK ENTRANCE	Funded by HCC	
39 MEADOW ROAD (to be agreed)		

Images 39 Meadow Road



Full Council Action List

Mar 2022 (post Meeting)

Cllr Actions from Most Recent Meeting	Comment
Asset of Community Value WG meeting to be arranged.	JM
CCTV visit -request	JM
Prices for teas/coffees negotiations	ET
Cllr Maddern obtaining info re mag delivery (scout ins/RA)	
Cllr Briggs arranging Jubilee W/G meeting to finalise outstanding items.	
Cllr Cobb liaising with clerk re The Denes o/s items/bench order/plaque order	
Cllr Cobb/Cllr Brigs liaising with photo competition surrounds/vouchers	
Awaiting Further Updates	
Cllr Cobb obtaining feedback re advertisements	NC
Clerk Actions (Most Recent Meeting Information Only)	In addition to standard duties
Draft Mar Minutes & upload to web	
Draft and submit planning comments for Mar x 3	
Update action list	
Minutes to website for Feb	
Arrange for monthly payments to be made	
Key pension return	
Update agreed polices and upload to website	
Check insurance re magazine delivery/ages	
Ask PCSO for change in crime categorisation	
Ask C/Cllr re road closures/lack on notice & information	
Send letter to DBC planning re DMC Report	
Personnel Items-add to policy schedule etc	
Jubilee	
Music-W/G to investigate	
Hot Drinks-ET to liaise with clerk/Amy's	
Biscuits-clerk to order	
Clerk to liaise with residents assoc to publicise any events being held on NMPC website	
Bench-clerk to order once installation date has been confirmed with RC	
Clerk to liaise with Cllr Cobb re order of tree plaque	
Clerk to order noticeboard once HCC have confirmed installation costs	
Add items to April agenda (Bunkers/Verges/BAM/Road Closures/Georgewood Steps)	
Cllr Berkeley and Cllr Bayley/Cllr Maddern to sign fin docs where applicable	Outstanding
Report to Hall re concerns	Outstanding
Local Council Award Scheme	Outstanding
Monitor appeal for Nash House	Outstanding
The Denes parking-send letter to businesses re staff parking	Outstanding
Update policies and procedures for April meeting.	

[illegible]