



NASH MILLS
PARISH COUNCIL

Full Parish Council Meeting Minutes

11th April 2022 8.00pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Jan Maddern

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Steve Roberts

In Attendance

Nikki Bugden (Clerk)

3 members of the public

AGENDA

22/056/FPC Apologies

Cllr Emily Tout, Cllr Mandy Lester. The apologies were duly noted.

22/057/FPC Interests

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

Cllr Bayley-Planning

Cllr Maddern-declared that she would not comment on the Network House planning presentation under public participation as she is a member of the Dacorum Development Management Committee.

22/058/FPC Minutes

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

14th March 2022

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

22/059/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**

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

22/060/FPC Public Issues/Participation

Two representatives from the developers working on the proposed development at Network House Apsley joined the meeting to deliver their consultation presentation on the emerging proposal. The proposed development is outside of the parish, but NMPC may be consulted due to the proximity to our parish and the potential impact.

Cllrs asked for clarity as to why the proposal did not appear to meet the Dacorum Borough Council SPD parking standards and the knock-on effect on parking stress in Nash Mills. The lack of amenity space was raised along with a question regarding the potential for the proposed office space being brought back as a variation of conditions after planning had been approved and subsequently converted across to further residential units. The representatives were asked if they had engaged with neighbouring parish councils. It was not appropriate for Council to offer any comments either for or against the proposal and they will wait until the application is formally submitted. The application will then be formally deliberated if NMPC are deemed a statutory consultee.

PLANNING & CONSULTATIONS- Cllr Briggs

Cllr Bayley left the room at this point due to her declared interest.

22/061/FPC Planning Applications

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 4th April 2022.

[22/00514/HPA | 13 Highbarns Hemel Hempstead](#)

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.

4th April 2022- 11th April 2022 (Clerk to advise). None received.

Cllr Bayley re-joined the meeting.

22/062/FPC Consultations. (Clerk to advise)

None received.

22/063/FPC DBC Development Management Committee Meeting (DMC)

To appoint representatives to deliver parish view to DMC (if applicable) from May 2022-Dec 2022

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the list as circulated be accepted with one amendment (Cllr Briggs unavailable 26th May). Unanimous decision.

22/064/FPC Planning Information/Updates from Clerk. (Clerk to advise)

None.

FINANCE

22/065/FPC Monthly Financial Matters Appendices 4 a-h

a. To consider, and if agreed, approve the continued cover under the Ill Health Liability Insurance Policy.

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that NMPC continue cover. Unanimous decision.

b. To note and approve the payments to be paid by direct debit or standing order for the year

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that NMPC approve the list circulated (noted below). Amounts variable but they will be reported on the monthly payments schedule. Unanimous decision and the list was signed by the Chairman.

Payee Description	Description
Paybureau	Wages admin
DBC	Garage Hire
Vodafone	Clerk Mobile
ICO Registration	
Salaries	
NMVHA	Hall Hire
IHLI	Ill Health liability Ins (pension)
Zoom (if required)	Remote meeting software

- c. To authorise payments to be made. **Resolved**, proposed Cllr Maddern, seconded Cllr Bayley that NMPC approve and authorise the payments schedule as listed below, total £4649.38. Cllr Bayley and Cllr Maddern to sign off the payments with Lloyds Bank. Unanimous decision.

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Apr Salaries, HMRC, Pension	£ 2,354.62		£ 2,354.62
Vodafone	Clerk's Mobile	£ 15.30	£ 3.06	£ 18.36
NMVHA	Hall Hire	£ 36.00		£ 36.00
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.60	£ 3.72	£ 22.32
HAPTC	Annual Subs	£ 884.77	£ -	£ 884.77
L&G	IHLI Renewal	£ 246.08	£ -	£ 246.08
The Kitschhen	Jubilee Biscuits	£ 160.00	£ -	£ 160.00
Play Inspection Co	Inspection	£ 100.00	£ 20.00	£ 120.00
Warden	Expenses B&Q Brushes	£ 18.50		£ 18.50
Warden	Expenses Wickes Tape	£ 6.25	£ 1.25	£ 7.50
Warden	Expenses Stain	£ 36.66	£ 7.33	£ 43.99
ICO	Renewal	£ 40.00		£ 40.00
Payments Below Paid	under delegated powers	£ 3,969.38	£ 45.88	£ 4,015.26

Memorial Benches	Jubilee Bench	£ 680.00	£ 136.00	£ 816.00
		£ 4,649.38	£ 181.88	£ 4,831.26

- d. To receive and approve month end reconciliation
- e. To note the budget position (in draft form)
- f. To note that the final VAT return for 2021/22 has been submitted.
- g. To note the precept and grant remittance advice has been received for the sum of £40,070.02
- h. To receive and note the Responsible Financial Officers report for 2021/22

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that NMPC approve that the bank balances are reconciled at £108950.12 at 31st March 2022 without NatWest bank final interest applied and that all supporting documents, reports and matters e-h are received and noted. Unanimous decision.

STATUTORY MATTERS

22/066/FPC To receive and consider for adoption the reviewed policies and procedures as listed below, (clerks suggested amendments advised when circulated).

- a) Code of Conduct
- b) Jubilee risk Assessment
- c) Standing Orders

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC adopt the Dacorum Borough Council Code of Conduct with the addition of an amendment to section 8.1 (training) and that items b and c listed above are deferred until May. Unanimous decision.

22/067/FPC Lease Negotiations Appendix 5

To consider the quotes circulated and to agree the appointment of legal representation to undertake the negotiations on behalf of NMPC.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC appoint Wellers Headley Solicitors to undertake the negotiations with the playpark lease. The initial quoted cost being £600 plus VAT. Majority decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

22/068/FPC Jubilee Event Working Group Appendix 6

- To receive the report from the March Working Group meeting
- To consider and if approved agree the following items;

Item	Comments and then proposal of resolution
<ul style="list-style-type: none"> • A poster / art entry template is proposed for approval. 	<p>Resolved, proposed Cllr Briggs, seconded Cllr Cobb that supplier 2 (Diverse Print) be approved at a cost of £78 plus VAT to provide 75 frames due to their reliability and our short</p>

	timescales for delivery. Unanimous decision.
<ul style="list-style-type: none"> • Refreshment hot drinks. The agreed offer to be confirmed: <ul style="list-style-type: none"> ○ Vouchers to be handed out by Councillors on the stall on 4th June. ○ Fully free to a maximum of 100 consumers at Amy's Café ○ NMPC pays half price based on vouchers to be submitted to the Clerk by Amy's 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the voucher offer be confirmed as listed. Café Owner to invoice the costs less 50% discount to NMPC.</p> <p>Unanimous decision.</p>
<ul style="list-style-type: none"> • The WG proposes that the Clerk purchases Cloak Room Tickets for use as the Vouchers 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the proposal be amended, and that Cllr Maddern prepare printed vouchers.</p> <p>Unanimous decision.</p>
<ul style="list-style-type: none"> • Terms and conditions to be publicised in the magazine and a laminated copy to be displayed on the day : <ul style="list-style-type: none"> ○ Voucher must be used on 4th June ○ Voucher only redeemable at Amy's Café ○ Maximum 2 vouchers per group ○ One voucher per drink. Drinks subject to availability ○ Maximum drink value £2.30 ○ No Cash alternative. Offer can't be exchanged, refunded, transferred, or used in conjunction with any other offer ○ Must be redeemed in a single transaction 	<p>Resolved, proposed Cllr Cobb, seconded Cllr Briggs that the terms and conditions with the addition of 'hot drinks only' be accepted as listed. Unanimous decision.</p>
<ul style="list-style-type: none"> • Music: The WG proposes to use a Spotify playlist. <ul style="list-style-type: none"> ○ 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. 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Roberts. That the points listed be approved.</p> <p>Unanimous decision.</p>
<ul style="list-style-type: none"> • Jubilee themed "treasure hunt" / "scavenger hunt". <ul style="list-style-type: none"> ○ Councillor Maddern to confirm that she will be able to design the hunt. A deadline is requested. 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Cobb that Cllr Maddern work to a deadline of Monday 9th May 2022. Unanimous decision.</p>
<ul style="list-style-type: none"> ○ A Word Search of street names (where treasure items will be on display) will be produced. ○ 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 ○ 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) 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the points listed be approved. Unanimous decision.</p> <p>Clerk to create a placeholder page on website.</p>

<ul style="list-style-type: none"> ○ Signs to be put on display at their locations around the Parish by 27th May. 	
<ul style="list-style-type: none"> ● Entry deadlines / Result Announcements: ○ Best dressed residence – IM 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. 	<p>Resolved, proposed Cllr Bayley, seconded Cllr Briggs. That the points listed be approved. Majority decision. Clerk to approach IM to confirm availability.</p>
<ul style="list-style-type: none"> ● How to enter the competitions ● Art competition entry request ● via the NMPC web site. Max age 16 (age to be specified when applying). ● An entry number will be given, this must be written on the entry. ● Best dressed residence – 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 	<p>Resolved, proposed Cllr Briggs, seconded Cllr Berkeley. That the points listed be approved. That an additional accessible (paper) based application be provided and that any social media matters be deferred to the communications working group to undertake without referral back to council due to time constraints. Unanimous decision.</p>
<ul style="list-style-type: none"> ● 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/ 	<p>Resolved, proposed Cllr Briggs, seconded Cllr Maddern that Cllr Briggs create the entries. Unanimous decision.</p>

22/069/FPC The Denes Appendix 7

- To receive the report
- To determine the following:
 - Tree plaque for Queen's Green Canopy – determine preferred material for decision or further research of alternative suppliers

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that NMPC purchase a stainless steel A5 plaque from supplier 3 (Ward Signs) at a cost of £85 plus VAT and that a further sum of £60 be approved for sundry expenditure to provide fixing brackets etc. Unanimous decision.

At this juncture (10pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Maddern 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

- Cycle racks – installation with or without protective bollards

Resolved, proposed Cllr Maddern, seconded Cllr Cobb that NMPC request that protective bollards are added to the works request for Cycle racks at the Denes at cost of £1900 (for bollards and racks) as quoted by Herts County Council. Exact location to be determined by the county officer but a site visit to be undertaken with NMPC Working Group lead, Clerk, and County Cllr. Unanimous decision.

22/070/FPC Verges Working Group Appendix 8

- To receive the report
- To consider any actions arising from the report, prioritise next steps and associated funding.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the updated report be received and that the clerk liaise with the working group lead and Cllr Maddern to investigate the following areas (further details within the report) for either verge hardening, grasscrete or tarmac with both Dacorum Borough Council and Herts Highways.

Opposite No 42 Chambersbury Lane

39 Meadow Road

East Green

Clerk to investigate potential use of CIL funding if alternate funding can't be sourced. Unanimous decision.

22/071/FPC Annual Council Forum

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

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that NMPC set up a working group. Unanimous decision.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that Cllr Roberts be lead, Cllrs Bayley, Cobb, Berkeley, Briggs be members with absent members able to join should they wish, scope to be community engagement for future projects and the presentation of NMPC achievements and actions within the community during their term. Unanimous decision.

22/072/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)
- Georgewood Road Steps

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC ask the clerk to formally request that County Cllr Maddern investigate the possibility of width restrictions on Bunkers Lane following residents' feedback and whether TRO notices are still advised in advance to NMPC. Georgewood Steps have been rectified. Unanimous decision.

- To ratify the decision for the clerk to write to BAM (letter circulated)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the above decision be ratified but it should be noted that the clerk was approaching DBC not BAM. Clerk waiting for response from Dacorum Borough Council. Unanimous decision.

22/073/FPC Apsley Paper Trail

To consider whether NMPC wishes to make a donation to assist with the fire damage repairs. Details can be found on the following link <https://www.facebook.com/127345257295478/posts/5575538359142780/>

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC approve in principle that a donation should be made but that the clerk liaise with the relevant persons at the Apsley Paper Trail to investigate options for types of donations and the matter to be brought back to council. Unanimous decision.

22/074/FPC Action list Appendix 9 (for information only)

Meeting closed 10.42pm

Our next meeting will be held Monday 9th May 2022, 8.00pm, agenda items to clerk no later than Thursday 28th April please. Late items will not be accepted.

Please note that this meeting will be preceded by our Annual Parish Meeting at 7.30pm

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Chairman

Monday 9th May 2022