



**NASH MILLS**  
PARISH COUNCIL

## Annual Council (ACM) Meeting Minutes

9<sup>th</sup> May 2022 8.00pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Steve Roberts

Councillor Mandy Lester

Councillor Emily Tout

### **In Attendance**

Nikki Bugden (Clerk)

1 member of the public

### **22/001/ACM Election of Chairman**

**Resolved**, proposed Cllr Briggs, seconded Cllr Lester that Cllr Lisa Bayley be re-elected as Chairman. Unanimous decision.

### **22/002/ACM Signing of Declaration of Acceptance of Office for Chairman**

Declaration signed by Cllr Bayley and the clerk as proper officer.

### **22/003/ACM Election of Vice-Chairman**

**Resolved**, proposed Cllr Berkeley, seconded Cllr Cobb that Cllr Jan Maddern be re-elected as Vice-Chairman. Unanimous decision.

### **22/004/ACM Signing of Declaration of Acceptance of Office for Vice-Chairman**

As Cllr Maddern was absent this will be completed prior to the next meeting.

### **22/005/ACM Apologies**

Cllr Jan Maddern. The apologies were duly noted.

### **22/006/ACM Interests**

Review of members pecuniary and disclosable interests (updates to be advised to clerk).

The majority of updated forms have been sent to the clerk. One member not present will be requested to submit via email.

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

Cllr Cobb declared her interest in planning item 21/03489/FUL

## **22/007/ACM Minutes**

To confirm the Minutes of the following as a true and accurate record of proceedings.

- 4<sup>th</sup> May 2021 ACM (noted on agenda as 9<sup>th</sup> May)
- 11<sup>th</sup> April 2022

**Resolved**, that council note the amendment to the error on the agenda and that the minutes for the 4<sup>th</sup> of May 2021 and proposed Cllr Bayley, seconded Cllr Berkeley that the minutes were a true and accurate record of proceedings, and they were duly signed by Cllr Bayley as Chairman. Unanimous decision.

## **22/008/ACM Public Issues/Participation**

No requests for participation received.

## **Committees & Working Groups**

### **22/009/ACM Review of Committees, membership of those Committees, including election of Chairman**

#### **Personnel**

- a. Elect Chairman

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Roberts be re-elected as Chairman Personnel. Unanimous decision.

- b. Elect Vice-Chairman

**Resolved**, proposed Cllr Lester, seconded Cllr Roberts that Cllr Berkeley be re-elected as Vice-Chairman Personnel. Unanimous decision.

- c. Review membership and terms of reference.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the membership (Cllrs Roberts, Berkeley, Briggs, Bayley, Maddern) and terms remain as existing with no changes. Unanimous decision.

## **Working Groups (see attached list) (Appendix 3)**

### **a. Approve leads and membership.**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the schedule as circulated remain as is with one change, Cllr Lester to replace Cllr Berkeley as lead on Open Spaces Working Group. Clerk to review schedule with council at a later date post Jubilee. Unanimous decision.

### **22/010/ACM Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.**

- a. NMPC Scheme of delegation (last adopted April 2021)

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the clerk's recommendation to remove section 2.3b (referencing arrangements during the Covid-19 pandemic) be removed and the scheme adopted. Unanimous decision.

### **22/011/ACM Review of representation on or work with external bodies and arrangements for reporting back**

- a. Nash Mills Village Hall Association (NMVHA).

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that Cllr Cobb remain as NMPC representative on the NMVHA. Unanimous decision.

## Planning& Consultations

### 22/012/ACM Planning

a) To consider the Parish Council's response to the following planning applications or requests for consultation received since last meeting up to 2nd May 2022.

[22/01283/FHA | Two storey side extension | 21 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU \(dacorum.gov.uk\)](#)

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

Due to a declared interest Cllr Cobb left the room.

b) To consider whether NMPC wish the clerk to enter any comments in relation to appeal lodged with HM Planning Inspectorate.

[21/03489/FUL | Proposed detached bungalow - re-submission | Land To The Rear Of 9 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY \(dacorum.gov.uk\)](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the Clerk and Cllr Briggs collaborate on a response to be submitted to the planning inspectorate. Unanimous decision.

Cllr Cobb re-joined the meeting.

To consider any planning applications received during the period 2<sup>nd</sup> May 2022- 9<sup>th</sup> May 2022.  
None received.

### 22/013/ACM Development Management Committee

To approve the updated DMC attendee list for May-Dec (Appendix 4)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the schedule as circulated be approved.  
Unanimous decision.

## Financial & Audit

### 22/014/ACM To review, and if agreed, authorise payments in accordance with the budget (Appendix 5)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Roberts that NMPC approve and authorise the payments schedule as listed below, total £3841.75 (net). Cllr Bayley and Cllr Berkeley to sign off the payments with Lloyds Bank. Unanimous decision.

Payee	Description	code	Amount	Vat	Amount
SALARIES/HMRC/PENSION	May Salaries, HMRC, Pension	Various	£ 2,473.47		£ 2,473.47
Vodafone	Clerk's Mobile	4060	£ 15.30	£ 3.06	£ 18.36
NMVHA	Hall Hire	4165	£ 24.00		£ 24.00

DBC	Garage Rental	4175	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£ 22.32
Lamps & Tubes	Jubilee Bunting	329 emr	£ 285.00	£ 57.00	£ 342.00
Diverse	Parish Magazine	4065	£ 875.00		£ 875.00
Ward Signs	Jubilee Tree Plaque	330 emr	£ 90.00	£ 18.00	£ 108.00
Clerk expenses (amazon)	Sellotape	4075	£ 1.54	£ 0.30	£ 1.84
Clerk expenses (amazon)	Wrapping paper (Jubilee)	4075	£ 6.24	£ 1.25	£ 7.49
			<b>£ 3,841.75</b>	<b>£ 93.85</b>	<b>£ 3,935.60</b>

## 22/015/ACM Audit Actions

- a. To receive and approve the asset register up to 31/03/2022 and any update for April 2022. (Appendix 6)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the schedule as circulated (with the auditors amendment) be approved. Value £17376.00. Unanimous decision.

- b. To receive and approve the updated earmarked reserves figure. (Appendix 7)**

**Resolved**, proposed Cllr Berkeley, seconded Cllr Tout that the schedule as circulated be approved. Value £84915 total with general reserves £ 108951.00. Unanimous decision.

- c. To receive and note the Internal Auditors Report for 2021/22 (Appendix 8)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the IA report and supporting recommendations be received, noted and approved. Unanimous decision. Clerk to report back on recommendations at the next meeting.

- d. To review and, if agreed sign the Annual Governance Statement (Section 1) (Appendix 9)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the Annual Governance Statement (Section 1) and all assertions (as circulated) be approved. Unanimous decision.

- e. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 10)**

**Resolved**, proposed Cllr Lester, seconded Cllr Berkeley that the Accounting Statement (Section 2) and the figures contained therein (as circulated) be approved. Unanimous decision.

- f. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 13th June 2022-Friday 22nd July 2022 (Appendix 11)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that the dates noted above be approved. Unanimous decision.

- g. **To note that the clerk will now submit all completed audit documentation to the external auditor.**

Noted.

h. **Confirmation of arrangements for insurance cover in respect of all insurable risks (3-year Long Term Agreement with Came & Co) (Appendix 12) clerk report re insurance cover for sids and cctv**  
**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the clerk's recommendation be taken and that NMPC do not insure the Speed Indicator Devices or CCTV cameras due to adequate reserves being held and asset ownership remaining with the principal authorities, however the clerk will obtain confirmation from Herts County Council and Dacorum Borough Council in relation to ongoing responsibilities. Unanimous decision. Insurance renewal quotes will be brought back to council once received.

- i. **To confirm whether NMPC wish to retain their yearly quarterly playground inspection schedule with The Play Inspection Company on a rolling 3-year programme.**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC remain with The Play Inspection company and request a 3-year rolling programme of inspections. Unanimous decision.

- j. **To confirm that NMPC remain compliant with all conditions required to maintain the General Power of Competence. (Attained in 2020).**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the continuing powers remain. Unanimous decision.

- k. **To note that the LGPS pension annual return has been submitted.**

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that this item be deferred until June as the clerk is waiting for guidance from the Local Govt. Pension Scheme (LGPS) team. Unanimous decision.

- l. **To note the Community Infrastructure Levy (CIL) Update April 2022. (Appendix 13**

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the schedule as circulated be approved. Value £21512.13. Unanimous decision.

- m. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that it be noted and approved that due to continuing General Power of Competence no funds were spent under s.137. Unanimous decision.

## **Statutory Matters**

### **22/016/ACM Review of the Council's and/or staff subscriptions to other bodies (HAPTC/SLCC/ICO)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the membership of the bodies as listed above be approved. Unanimous decision.

### **22/017/ACM Review of the effectiveness of the internal audit and auditor (Appendix 14)**

To review system reviewed and approved in Nov 2021 as sufficient in relation to internal audit above or to suggest any amendments.

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the scheme of internal control and all measures to mitigate risk be approved as effective but that the clerk reviews internal auditor arrangements for 2022/23. Unanimous decision.

## **22/018/ACM Procedures and Policies (schedule attached) (Appendix 15)**

- To consider and if approved, adopt the revised NALC model Standing Orders (NMPC version 6)

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that the standing orders as circulated be approved to reflect the recent adoption of the Dacorum Borough Council Code of Conduct. Unanimous decision.

- To consider and if approved, adopt the Jubilee Event Risk Assessment.

**Resolved**, proposed Cllr Bayley, seconded Cllr Tout that the risk assessment as circulated be approved. Unanimous decision.

- Consideration of the policy and procedure review schedule for 2022/23 and the adoption of all policies and procedures of the council currently in place, regularly reviewed and previously adopted by full council in the preceding years (including the code of conduct, financial regulations, standing orders, complaints policy)

**Resolved**, proposed Cllr Bayley, seconded Cllr Lester that the schedule as circulated be approved and all existing policies be adopted with periodic reviews. Unanimous decision.

## **22/019/ACM Review of training needs for councillors**

Councillors to contact clerk to register for any training. Clerk circulated details of a HAPTC new finance for councillors' course.

## **22/020/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 16)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the dates as circulated be approved and that council will only meet in August if there is an urgent need to do so. Unanimous decision.

## **22/021/ACM Urgent Council Business (The Denes) (Appendix 17)**

Cycle Racks

To note the outcome of the site visit and the Locality Officers preferred placement for 4 cycle racks and positioning of 3 protective bollards to protect the racks and 1 to protect the visibility of those using the drop kerb at The Denes.

\*Quoted Cost to Council £1900 (design, cost and number approved at last Council meeting)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkley that the suggested positioning be approved and that the clerk instructs HCC to commence the works in line with the quotation previously approved.

Unanimous decision.

b. Noticeboard

To approve the installation costs of the new parish noticeboard, exact location to be specified by HCC Locality officer (works to be undertaken by Ringway as HCC approved contractor) £930.00

**Resolved**, proposed Cllr Bayley, seconded Cllr Michele that the quotation of £930.00 be approved. Clerk asked council to note that only an HCC contractor could be used on HCC land. Unanimous decision.

## **22/022/ACM Urgent Council Business (Platinum Jubilee) (appendix 18)**

To consider the following items arising from the working group report and necessary resolutions.

Council to approve expenditure up to a maximum of £100 from the community event fund (reserves) to be spent on prizes for the event. Prizes (style and number) to be determined by the working group in association with the clerk, (using the clerks delegated powers due to the proximity of the event).

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the amount of up to £100 be approved for the purchase of prizes and that the clerk will arrange for the purchases once further details are obtained from the working group. Unanimous decision.

**22/023/ACM Clerk Report for Info Only.**

Meeting closed 9.21 pm

*Our next meeting will be held Monday 13<sup>th</sup> June 2022, 8.00pm, agenda items to clerk no later than Thursday 2<sup>nd</sup> June please. Late items will not be accepted.*

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**Chairman**

**Monday 13<sup>th</sup> June 2022**