



NASH MILLS
PARISH COUNCIL

Full Parish Council Meeting Minutes

13TH June 2022 8.00pm

held at Nash Mills Village Hall

Present

Councillor Jan Maddern (Vice Chairman and Acting Chairman)
Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Mandy Lester
Councillor Steve Roberts
Councillor Emily Tout

In Attendance

Nikki Bugden (Clerk)
1 member of the public
Meeting opened 8.02pm

AGENDA

22/075/FPC Apologies

Cllr Lisa Bayley, Cllr Nicola Cobb. The apologies were duly noted.

22/076/FPC Interests

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

Cllr Briggs planning item

Cllr Berkeley planning Item

22/077/FPC Minutes

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

9th May 2022

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

22/078/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**

Clerk was requested to email Cllr Maddern to request that she chase the Verges (Phase 2) updates from both DBC and HCC.

22/079/FPC Public Issues/Participation

There were no participants.

PLANNING & CONSULTATIONS- Cllr Briggs

22/080/FPC Planning Applications

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 6th June 2022.

[22/01596/FHA | Proposed two storey and single storey front extension | 264 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XB \(dacorum.gov.uk\)](#)

Cllr Berkeley and Cllr Briggs did not take part in the discussion or vote on this item.

Resolved, proposed Cllr Roberts, seconded Cllr Tout 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.

6th June 2022- 13th June 2022 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](#)

No additional items.

22/081/FPC Consultations. (Clerk to advise)

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

- Commonplace Consultation [Two Waters Opportunity Area \(dacorum.gov.uk\)](#) (inc Belswains Lane/Bunkers Lane/Red Lion Lane)

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that the clerk write to Dacorum Borough Council seeking clarity on how the boundaries were determined as they did not appear to fall in line with parish or ward boundaries and that the clerk ask that in the future the parishes are formally notified to enable them to publicise consultations that affect its residents. No further comments to be submitted. Unanimous decision.

- Longdean School - Specialist Resource Provision

Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC offer no comment as it is outside its statutory powers but that this determination be advised to the originator to acknowledge receipt and consideration of this matter. Unanimous decision.

22/082/FPC DBC Development Management Committee Meeting (DMC)

To consider any actions arising from DMC cases (as required)

None.

22/083/FPC Planning Information/Updates from Clerk. (Clerk to advise)

None.

FINANCE

22/084/FPC Monthly Financial Matters Appendices 3 a-f

- To authorise payments to be made. (Monthly schedule attached)-independent Cllr to be additional signatory. (Please note that agreement of payment to Gallagher for the insurance premium is conditional on the outcome of agenda point 22/086 below).

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that NMPC approve and authorise the payments schedule as listed below, total £5659.25. Cllr Berkeley and Cllr Maddern to sign off the schedule and

invoices and authorise the payments with Lloyds Bank. Unanimous decision. Cllr Lester signed schedule and invoices as independent authoriser for quarterly internal control procedures.

Jun-22						
Payee	Description	Amount	Vat	Amount	Minutes ref	Inv No
SALARIES/HMRC/PENSION	June payroll	£ 2,486.10		£ 2,486.10		
Vodafone	Clerk's Mobile	£ 15.63	£ 3.12	£ 18.75		513373732
NMVHA	Hall Hire	£ 30.00		£ 30.00		
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12		
Paybureau	Monthly Wages Fee	£ 18.60	£ 3.72	£ 22.32		nm0622
Diverse Print	Jubilee Posters	£ 78.00	£ -	£ 78.00	22068fpc	20029
Diverse Print	acrylic	£ 40.00	£ 8.00	£ 48.00	22042fpc	20093
HAPTC	Finance Training Cllr Berkeley	£ 30.00	£ -	£ 30.00		2223/147
HAPTC	Finance Training Cllr Roberts	£ 30.00		£ 30.00		2223/148
SLCC	Charles Baker Legal Book	£ 141.00	£ 0.80	£ 141.80		ord508317-1
Irmak Sandwich Bar	Jubilee Drinks (50%)	£ 32.20	£ -	£ 32.20	22068fpc	26 vouchers redeemed
The Parish Noticeboard Co	New Noticeboard	£ 932.50	£ 186.50	£ 1,119.00	22035fpc	9973 50% on order 50% on delivery
HH District Scouts	Magazine delivery	£ 120.00	£ -	£ 120.00	22052fpc	Jan-22
Gallagher	Insurance Renewal	£ 807.61	£ -	£ 807.61	22086fpc	496030241
The Sign Maker	Baking board and spike for plaque	£ 49.12	£ 9.83	£ 58.95		22lw05026ls
Herts Drives	Bench Install/Defib sign	£ 415.00	£ 83.00	£ 498.00	22051fpc	3370
Clerk expenses	Stickers for biscuits	£ 15.00	£ 3.00	£ 18.00		12116
Clerk expenses	Jubilee Art Supplies	£ 9.83	£ 1.97	£ 11.80	22068fpc	
Baker Ross	Jubilee Prizes	£ 38.00	£ 7.60	£ 45.60		so1367234
TOTAL		£ 5,341.19	£ 318.06	£ 5,659.25		

b. To receive and approve the income and expenditure up to 31st May 2022

c. To receive and approve the bank reconciliation up to 31st May 2022

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that NMPC receive and approve the income and expenditure and bank reconciliation as circulated (all accounts £145012.57). Unanimous decision.

d. To note that the LGPS annual pension return has now been submitted. (Deferred from last meeting)
Noted.

e. To receive the internal auditors report, the clerk responses and note the corrective actions to be taken following internal audit May 2022.

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that NMPC receive the internal auditors report and recommendations and note the clerks' comments and actions to be taken. Unanimous decision.

f. To permit the clerk to investigate obtaining a debit or charge card for purchases on either the Lloyds or NatWest Bank Account.

Resolved, proposed Cllr Maddern, seconded Cllr Berkeley that NMPC approve that an application for a debit card be submitted. Clerk to arrange for existing signatories to sign the application once received and will report back to council with operating instruction and amendments to financial regulation or internal controls as deemed appropriate. Unanimous decision.

g. To nominate an additional Councillor to be added to the Lloyds and NatWest Bank Accounts.

Resolved, proposed Cllr Briggs, seconded Cllr Maddern that Cllr Roberts be added to the NatWest and Lloyds bank accounts. Clerk to action. Unanimous decision.

STATUTORY MATTERS

22/085/FPC To receive and consider for adoption the reviewed policies and procedures as listed below, (clerks suggested amendments advised when circulated).

a) Magazine Delivery Risk Assessment.

b) NMPC Financial & Management Risk Assessment v7

c) Financial Regulations v4

d) Reserves Policy v3

e) Ratification and adoption of the Jubilee Bench Installation Risk Assessment.

Resolved, proposed Cllr Berkeley, seconded Cllr Tout that NMPC approve all amendments as suggested by the clerk and the items a-e listed above be adopted by council. Unanimous decision.

22/086/FPC Insurance Renewal Appendix 4

To consider the quote circulated under the 3-year agreement with Gallagher, to agree that cover is sufficient for all risks and council needs for the next year, and to agree payment of premium.

Resolved, proposed Cllr Briggs, seconded Cllr Tout that NMPC approve the quote and cover and that NMPC instruct the clerk to renew the policy. Unanimous decision.

• AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

22/087/FPC Parish Event Working Group Appendix 5

• To receive the report from the May working group meeting

• To receive full council comments on the event and proposals for consideration

The report was received. A full discussion was held, and some Cllrs expressed concerns that engagement might not be sufficient enough to warrant a larger-scale event. This was disputed by the Working Group lead and some group members who felt that the preferred, proposed locations would enable a wider audience to be reached, particularly if activities and participation included local schoolchildren. It was discussed that for this event all councillors should be present and supporting the delivery of the event and that availability of Cllrs be ascertained when setting a date.

Resolved, proposed Cllr Tout, seconded Cllr Berkeley that the report be received and that the comments be received and noted. Unanimous decision.

- To consider any requests for budgetary allowances (if applicable)

None at present.

- To confirm that the WG may progress conversations with other parties on the basis outlined in this document and any discussion in Full Council.

Resolved, proposed Cllr Roberts, seconded Cllr Tout that the working group reconvene to continue investigations in line with the report and the wider questions raised during the full council discussion. Unanimous decision.

22/088/FPC Asset of Community Value Working Group Appendix 6

- To receive the written report of the recent working group meetings and to take any full council questions arising.

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that NMPC receive the report. Unanimous decision. A verbal update was provided regarding the new tenants and questions raised about the post ACV process and procedure should the need ever arise.

- To determine the next steps of the working group and expiry date of the working group (if applicable).

Resolved, proposed Cllr Briggs, seconded Cllr Tout that another working group meeting should be scheduled to enable NMPC to have a plan for actions should the asset ever come to market. Cllr Maddern to arrange as working group lead. Unanimous decision.

22/089/FPC Vision Working Group Appendix 7

- To consider whether the updates from the working group lead in the copy circulated are acceptable (in readiness for the council community event and in preparation for budget setting to commence in September 2022).

Resolved, proposed Cllr Lester, seconded Cllr Berkeley that the updates as circulated be approved and the document be deemed accurate for any NMPC forward planning and subsequent budget setting. Unanimous decision.

22/090/FPC Jubilee Working Group Appendix 8

- To consider whether there is a benefit to council for a post project W/G meeting/debrief.

Resolved, proposed Cllr Roberts, seconded Cllr Tout that a debrief meeting be held. Cllr Briggs to schedule. Unanimous decision.

- Council to note outcome of Jubilee competitions.

Noted.

- Clerk to confirm any additional expenditure incurred (under delegated authority) for council to ratify.

All payments to date included in June financial schedule. Further expenditure for chocolates expected and will be reported in July. Expenditure remains within the budget agreed in previous meetings.

22/091/FPC Armed Forces Day 25th June 2022

- To consider whether the 'Tommies' should be brought out and any other parish actions in relation to this event.

Resolved, proposed Cllr Briggs, seconded Cllr Tout that the 'Tommies' be brought out for Armed Forces Day 2022. Unanimous decision.

22/092/FPC Action list Appendix 9 (for information only)

Noted

Meeting closed 9.08pm

Our next meeting will be held Monday 11th July 2022, 8.00pm, agenda items to clerk no later than Thursday 30th June 2022 please. Late items will not be accepted.

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Chairman

Monday 11th July 2022