



NASH MILLS
PARISH COUNCIL

Full Parish Council Meeting Minutes

10th October 2022 7.00pm

held at Nash Mills Village Hall

Present

Councillor Steve Roberts (elected Chairman for the meeting)
Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Mandy Lester
Councillor Emily Tout

In Attendance

Nikki Bugden (Clerk)
Meeting opened 7.15pm with 3 members of the public present.
2 additional members of the public joined at 7.35pm

HM Queen Elizabeth II

Prior to the commencement of the meeting a one-minute silence was observed to pay respects to HM Queen Elizabeth II following her death on 8th September 2022

Minutes

Please note that this agenda contains all items deferred from the cancelled September meeting.

22/106/FPC Election of Chairman for the meeting

Chairman and Vice Chairman both absent

Resolved, proposed Cllr Lester, seconded Cllr Berkeley that Cllr Roberts be voted as Chairman for the meeting. Unanimous decision.

22/107/FPC Apologies

To receive apologies.

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

22/108/FPC Interests

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

Cllr Briggs-declared an interest with agenda point 22/116/FPC Willows RA Grant

Cllr Lester- declared an interest at agenda point 22/112/FPC for the Nash House applications.

22/109/FPC Minutes

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

11th July 2022

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

22/110/FPC Reports to Council (information only no actions arising unless separately detailed below)

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

Clerk Report- circulated. **Appendix 2a**

GDPR- To note that the clerk has undertaken an audit of data held and has contacted all councillors and magazine advertisers and contributors to update their data consent forms. **Appendix 2b**

Resolved, proposed Cllr Berkeley, seconded Cllr Tout that the reports be accepted, and the GDPR review noted. Unanimous decision.

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

22/111/FPC Public Issues/Participation

Representatives from The Willows Residents Association were present to discuss their grant application.

PLANNING & CONSULTATIONS- Cllr Briggs

22/112/FPC Planning Applications

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 5th October 2022.

[22/02821/FHA | Two storey side extension, front porch and alterations | 41 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AZ \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection as long as the application complies with the DBC adopted parking standards. Unanimous decision.

[22/02766/LDP | Conversion of garage to habitable space and associated fenestration alterations | 7 Bittern Close Hemel Hempstead Hertfordshire HP3 9FQ \(dacorum.gov.uk\)](#)

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

[22/02333/MFA | Proposed demolition of existing buildings, and redevelopment to provide within buildings up to 5 storeys, office floorspace \(Use Class E\(g\)\(i\)\), Retirement Living Plus \(Extra Care\) units \(Use Class C2\) and residential units \(Use Class C3\), together with widening of public footway, associated public realm, landscaping, car parking and servicing arrangements, cycle parking and stores, and all other associated and ancillary works | Apsley Two Brindley Way Hemel Hempstead Hertfordshire HP3 9BF \(dacorum.gov.uk\)](#)

Whilst this application is technically outside of the parish and NMPC is therefore not a statutory consultee, Council felt strongly that the negative impact of this proposal would hugely affect our residents.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC object strongly to the application based on Cllr Briggs's summary and the impact of this application on our residents. Clerk to send summary with clerk additions and other points raised to DBC and that the clerk is also to raise points re classification of zone and S106 contributions with the Borough Cllr. The submitted summary will be available on the DBC planning portal under this case reference. Unanimous decision.

[22/02738/FUL | Conversion of basement into 1-bedroom flat with additional parking space detail. \(Resubmission of 20/02550/FUL\) | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Tout that NMPC object strongly to the application based on streetscape in front of the historic facade of Nash House and concern over the size and fit of the parking space. Full summary to be submitted which will be available on the DBC planning portal. Clerk asked to request that the planning officer undertakes a site visit to ascertain whether the proposed new space fits without any obstruction. DBC will also be asked whether the proposed new space is allocated or unallocated as this is not made clear within the application. Unanimous decision. Cllr Lester did not vote. [22/02738/FUL | Conversion of basement into 1-bedroom flat with additional parking space detail. \(Resubmission of 20/02550/FUL\) | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

Council asked to note that there was typographical error, and this agenda point was duplicated.

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

6th October 2022- 10th October 2022 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](#)

[22/02737/FUL | Conversion of basement into 1-bedroom flat with transport statement. \(Resubmission of 20/02550/FUL\) | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Tout that NMPC object strongly to the application and that the application be called in to the Development Management Committee. Council do not feel that the matters raised by NMPC, and HM Planning Inspectorate have been addressed. There also seems to be disparity between the proposal for unallocated spaces compared to the details held in the residents' deeds/contracts. Full summary of objection will be on the DBC planning portal under the case number. Unanimous decision. Cllr Lester did not vote.

22/113/FPC Consultations. (Clerk to advise)

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

- **Informal statutory consultation: proposed parking restriction alterations on The Denes, Hemel Hempstead Appendix 3 (circulated in advance)**

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC has no objection to the scheme in principle but did have concerns about the yellow lines on Georgewood Road. NMPC would like DBC to consider extending the yellow lines further up Georgewood Road to protect the corner. Council feels that leaving the lines as they are currently shown could mean that parking is pushed on to the bend which would then make the junction and the approach to the junction unsafe. Clerk also asked to request that the entrance/exit markings at The Denes are improved. Unanimous decision.

- **Hertfordshire Minerals and Waste Local Plan Draft Plan Consultation – 22 July 2022 to 30 September 2022 (circulated in advance)**

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC has no comments to add to the consultation. Unanimous decision.

- **Consultation on SW Herts Joint Strategic Plan 2050 [Southwest Hertfordshire 2050 - Realising our Potential | SW Herts Joint Strategic Plan \(swhertsplan.com\)](#) (closing date 5pm on 4th November 2022).**

Cllr Briggs had attended the SW Herts Joint Strategic Plan team (SWHJSP) virtual presentation and gave a brief synopsis.

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC thank SWHJSP team for the information, confirm that the documents have been publicised and shared and offer no further comments at this early stage of consultation. Unanimous decision.

22/114/FPC DBC Development Management Committee Meeting (DMC)

To consider any actions arising from DMC cases (as required, Clerk to advise)

Clerk reminded council that the system in place enables NMPC appointed representatives to make representation should it be required at any DMC meeting to present a previously deliberated council view.

22/115/FPC Planning Information/Updates from Clerk. (Clerk to advise)

To note that following an email review NMPC did not comment on the following planning cases and that the consultation periods have now expired.

[22/02346/FHA | Construction of garage. | 13 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY \(dacorum.gov.uk\)](#)

[22/02516/ROC | Variation of condition 9 \(Construction Management Plan\) attached to planning permission 21/00858/ROC \(Variation of Condition 2 \(Approved Plans\) Attached to Planning Permission 20/01355/MFA \(Full Planning Application for the construction of a single storey, single chapel crematorium with associated parking, landscaping and infrastructure.\)\) | Land South of Bedmond Road Hemel Hempstead Hertfordshire HP3 8LL \(dacorum.gov.uk\)](#)

[22/02851/NMA | Nonmaterial amendment attached to planning application 20/04055/FHA \(Part two storey, part first floor alterations, two storey front extension, alterations and remodelling of existing dwelling and construction of rear canopy.\) | 3 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BT \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that the decisions made above be ratified. Unanimous decision.

FINANCE

22/116/FPC Grant applications Willows Residents Association. Appendix 4

To consider the grant application and supporting documents in line with the NMPC grant policy and to determine the outcome.

Councillors had received the application and supporting documents in advance and questions were raised concerning the collection of subscriptions, the specific use of the grant and the benefit to the wider parish. The representatives confirmed that the grant would predominantly be used for the up-and-coming Halloween event and that this event would be open to all parish residents. Subscriptions had not been collected during the pandemic and this was to be addressed shortly by the resident's association. The subscriptions would be £5 per household as opposed the £2 listed in the constitution.

Resolved, proposed Cllr Berkeley, seconded Cllr Lester that NMPC grant the sum of £200. Unanimous decision. Cllr Briggs did not vote.

22/117/FPC Conclusion of Audit 2021/22. Appendix 5, 5a

To receive, note and approve the External Auditor report and the 'Notice of Conclusion of Audit' from the external auditor.

To confirm that the notice of conclusion and all supporting information is now being displayed as legally required (prior to 30th Sept 2022)

Resolved, proposed Cllr Roberts, seconded Cllr Tout that the External Auditor report and notice are received and approved, and that council note that all documentation is being displayed in line with statutory process and dates. Unanimous decision.

22/118/FPC Annual Review of the Effectiveness Internal Controls and Internal Audit. Appendix 6 a, b

To determine whether NMPC have an effective system of internal controls in place supported by a sound internal audit process.

Resolved, proposed Cllr Roberts, seconded Cllr Tout that NMPC confirm that it has in place an effective system of internal controls and internal audit process. Unanimous Decision.

22/119/FPC Monthly Financial Matters Appendices 7a-h

a. To ratify contractual payments made under delegated powers August 2022 (signed off by Cllr Bayley and Cllr Berkeley) and Sept 2022 (signed off by Cllr Maddern and Cllr Berkeley)

Resolved, proposed Cllr Roberts, seconded Cllr Tout that NMPC ratify the approval and authorisation of the payments schedules for August and September 2022, made under delegated emergency powers as listed below.

As listed above Cllr Bayley, Cllr Berkeley and Cllr Maddern signed off the schedules and invoices online and will sign the hardcopies and have authorised the payments with Lloyds Bank. Unanimous decision. Cllr Roberts as Chairman countersigned the schedules as independent authoriser for quarterly internal control procedures.

Nash Mills Parish Council	Aug-22			
Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Aug Salaries, HMRC, Pension	£ 2,551.39		£ 2,551.39
Vodafone	Clerk's Mobile	£ 17.24	£ 3.45	£ 20.69
NMVHA	Hall Hire	£ -		£ -
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.60	£ 3.72	£ 22.32
Totals		£ 2,639.83	£ 17.69	£ 2,657.52

Nash Mills Parish Council	Sep-22			
Payee	Description	Amount	Vat	Amount

SALARIES/HMRC/PENSION	Sept Salaries, HMRC, Pension	£ 2,354.62		£ 2,354.62
Vodafone	Clerk's Mobile	£ 16.06	£ 3.21	£ 19.27
NMVHA	Hall Hire	£ 30.00	0	£ 30.00
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.60	£ 3.72	£ 22.32
SLCC	Vat Training*	£ 30.00	£ 6.00	£ 36.00
SLCC	Finance Summit*	£ 45.00	£ 9.00	£ 54.00
SLCC	GDPR Training*	£ 30.00	£ 6.00	£ 36.00
Clerk expenses	Defib batteries	£ 22.48	£ 4.50	£ 26.98
PKF	External Audit	£ 300.00	£ 60.00	£ 360.00
Lamps & tubes	Christmas lights pre inspection	£ 250.00	£ 50.00	£ 300.00
Lamps & tubes	Christmas lights year 3	£ 493.68	£ 98.74	£ 592.42
Parish noticeboard Co	final 50% supply	£ 932.50	£ 186.50	£ 1,119.00
*TRAINING AGREED WITHIN BUDGET VIA EMAIL CHAIR/CHAIR PERSONNEL		£ 4,575.54	£ 438.19	£ 5,013.73

b. To authorise payments to be made. (Oct monthly schedule attached) Additional signatory required for internal controls.

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC approve and authorise the payments schedule as listed below, total £2652.28 (net). Cllr Berkeley and Cllr Roberts to sign off the schedule and invoices and Cllr Maddern and Cllr Berkeley to authorise the payments with Lloyds Bank. Unanimous decision.

Nash Mills Parish Council	Oct-22			
Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Oct Salaries, HMRC, Pension	£ 2,369.47		£ 2,369.47
Vodafone	Clerk's Mobile	£ 16.06	£ 3.21	£ 19.27

NMVHA	Hall Hire	£ 30.00	0	£ 30.00
DBC	Garage Rental	£ 52.60	£ 10.52	£ 63.12
Paybureau	Monthly Wages Fee	£ 18.60	£ 3.72	£ 22.32
Viking	Stationery	£ 85.55	£ 17.11	£ 102.66
HAPTC	Election Training	£ 30.00	£ -	£ 30.00
NALC	LCAS Registration	£ 50.00	£ 10.00	£ 60.00
		£ 2,652.28	£ 44.56	£ 2,696.84

- c. To authorise a transfer of £415.00 from EMR Business Expenses (320) to EMR Bench & Plaque (322) to cover negative balance

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC approve and authorise the transfer. Unanimous decision.

- d. To receive and approve the income and expenditure up to 30th Sept 2022

- e. To receive and approve the bank reconciliation up to 30th Sept 2022

- f. To note that the pension returns for August, September, October have been made

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that NMPC approve the income and expenditure and bank reconciliations as listed above and that council note the submission of the pension returns as listed. Unanimous decision. Balances held at bank 30/9/2022 £130250.52 with £670.46 outstanding to be debited.

- g. Budget setting 2023/24 to receive any initial comments/suggestions for draft budget

Clerk confirmed that a budget line was being considered for any potential Coronation events. No further comments from council.

- h. To consider the option to opt out of the SAAA central external auditor appointment arrangements (clerk report attached)

Resolved, proposed Cllr Roberts, seconded Cllr Briggs that the clerk's recommendation is taken and that NMPC remain in the current audit regime. Unanimous decision.

- i. To receive the updated asset register

- j. To receive the quarter end RFO report (Sept 2022)

Resolved, proposed Cllr Roberts, seconded Cllr Tout that NMPC approve the asset register (value 30/9/2022 £20100.03) and that council receive and approve the quarter end report. Clerk to bring the disposal of old laptops and printer to council for deliberation in due course. Unanimous decision.

STATUTORY MATTERS

22/120/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- Health and Safety Policy (new)

- Training and Development Policy (new)
- Information & Data Protection Policy (new)
- Dignity at Work Policy (new)
- Remembrance Day RA

Resolved, proposed Cllr Roberts, seconded Cllr Lester that all of the policies be adopted with the clerks' suggested amendments. Unanimous decision.

Clerk to liaise with Cllr Tout re COSHH training.

Clerk to query a small section of wording in the 'Dignity at Work' policy with SLCC to obtain further clarity.

Clerk to draft a brief emergency plan to support the Health and Safety policy.

22/121/FPC Local Council Award Scheme Appendix 8

To confirm, by resolution that NMPC recognises its duties in relation to biodiversity and crime and disorder and that it meets the criteria for foundation and quality council status.

Resolved, proposed Cllr Roberts, seconded Cllr Berkeley that NMPC recognises its duties as listed above and confirms its eligibility with the LCAS criteria. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

22/122/FPC Remembrance Day

- To confirm if NMPC wish to hold a Remembrance Day service for 2022 and the date (if applicable)
- To confirm the lead Cllr for this event
- To confirm the content of this event
- To confirm that the clerk may order 2 floral tributes for the memorials within Nash Mills. (Usual approx cost £40).

Resolved, proposed Cllr Lester, seconded Cllr Berkeley that NMPC confirm an event in the usual (pre Covid) format to be held on Friday 11th November. Lead Cllr to be Cllr Maddern who will liaise with the clerk to ensure that attendees are notified and Cllr Maddern to liaise with Cllrs for their participation, where available. Clerk to order wreaths. Unanimous decision.

22/123/FPC Christmas Lights (final year of 3-year deal)

To determine whether NMPC wish to hold a 'switch on' event and to confirm the timings of the lights (clerk suggestion is the same as last year with a possible reduction in days/hours (last year 19th November -6th January 6am-8am 3pm-11pm)

A discussion was held regarding the current energy price crisis and steps that NMPC could take to reduce costs. Clerk confirmed that the lights are LED so more energy efficient than standard lights. Council discussed alternative methods of engaging with the community rather than a specific switch on event.

Resolved, proposed Cllr Briggs, seconded Cllr Tout that:

- Lighting period reduced (25th November-6th January 6am-8am, 3pm-11pm)
- The Jubilee Working Group be reconvened to use the template of the Jubilee celebrations to organise a children's Christmas activity/art competition. Cllr Briggs to remain as lead. Unanimous decision.

22/124/FPC The Denes Working Group Appendix 9

- To receive and note the working group lead's report
- To determine the following actions;

- ❖ Planter choices-original suggestion made by DBC officer or alternative option/number suggested by working group
- ❖ Maximum budget to be earmarked for planter excluding installation and source of this funding allocation

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC approve planter type b. The estimated (list price) cost is noted at £1796 excluding installation for the maximum size. Dacorum Officer to determine which option (a, b, or c) from the report will fit the space available. Council wishes to install the maximum size at a variety of heights. The clerk is instructed that due to the volatility in supply prices at the moment that a maximum sum of £2000 is approved for expenditure for this item to enable it to be secured and the project commenced. Funds currently held on earmarked reserves. Unanimous decision.

22/125/FPC Asset of Community Value (ACV) Working Group Appendix 10

- To receive an update from the w/g lead on the progress with the ACV project
- To determine whether NMPC wish to conduct a community consultation process to ascertain public interest in community action (dependant on details shared above)
- To determine the format, content, and budget for this consultation process
- To determine source of budget allocation for this

Resolved, proposed Cllr Briggs, seconded Cllr Tout that a consultation using Microsoft forms is arranged to determine appetite for community involvement. This will be placed on the website, advertised on social media, the parish magazine and via the residents' associations. Clerk to obtain questionnaire examples from her clerk network. No costs involved at present. Clerk to be invited to a future working group meeting to discuss obtaining further information to enable a viability study/impact assessment to be undertaken. Majority decision.

22/126/FPC The Annual Forum Working Group Appendix 11

- To receive the report
- To determine the date and venue of the event.
- To determine whether NMPC wish to implement either the gold or silver plan as outlined in the report
- To determine whether NMPC allow the WG to continue planning as outlined in this document (and considering any subsequent discussion by Full Council)

Resolved, proposed Cllr Roberts, seconded Cllr Tout that NMPC receive the report, approve the date as Saturday 4th March 2023 at Nash Mills School 11am-3pm and choose the gold plan to continue to investigate with any further decision making or budgetary approval being brought back to council. Unanimous decision.

Clerk asked council to note that she must be copied into any emails concerning bookings or quotes and that insurance and risk assessments must be provided by any third-party suppliers prior to confirmation of bookings as these will need to be checked with our insurer.

22/127/FPC NMPC Half Centenary 15th June 2023

- To determine whether NMPC wish to commence any actions to commemorate the anniversary of the inception of NMPC 15th June 1973.

Resolved, proposed Cllr Lester, seconded Cllr Roberts that due to the likely proximity of a Coronation event that NMPC consider issuing a commemorative edition of the parish magazine in recognition of the half

centenary. Existing working group (Cllr Cobb, Cllr Maddern, Clerk) to work together to delegate requests for assistance to other Councillors should the need arise. Template edition to be finalised by early April to enable it to be ready to print immediately after elections in May 2023. Unanimous decision.

22/128/FPC Appointment of Internal Auditor Appendix 13 (for information only)

Resolved, proposed Cllr Briggs, seconded Cllr Lester that this item be deferred until November. Unanimous decision.

22/129/FPC Coronation

To consider if NMPC will be wanting to celebrate the coronation of the new king.

To determine next steps in relation to this.

Resolved, proposed Cllr Lester, seconded Cllr Berkeley that there is an appetite to celebrate the occasion but that this item should remain on the agenda until such time as the confirmed dates are announced by The Palace. It was agreed that the Jubilee working group can reconvene for the purposes of this occasion, with membership and duties to be based on the template of their original scope. The clerk to arrange prices for bunting (expected to be approx £350 for supply and fit) and to arrange for the licence application with HCC as soon as the dates are known.

Post meeting the date of the Coronation was confirmed as Saturday 6th May 2023

22/130/FPC Action list Appendix 14 (for information only)

Our next meeting will be held Monday 14th November 2022, 8.00pm, agenda items to Clerk no later than Thursday 3rd November 2022 please. Late items will not be accepted.

Meeting closed 21.39

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Chairman Date