



**NASH MILLS**  
PARISH COUNCIL

**Full Parish Council Meeting Minutes**  
**13<sup>th</sup> February 2023 7.30pm**  
held at Nash Mills Village Hall

**Present**

Councillor Jan Maddern (Vice Chair, Chairman of the meeting)  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts

**In Attendance**

Nikki Bugden (Clerk)  
Meeting opened at 7.32pm with 4 members of the public present

**Minutes**

**22/172/FPC Apologies**

- To receive apologies.

Cllr Lester, Cllr Bayley, Cllr Tout apologies were received and noted.

**22/173/FPC Interests**

To receive any declarations of interest for items on the agenda or requests for dispensation.  
None declared.

**22/174/FPC Minutes**

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

**9<sup>th</sup> January 2023**

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

**22/175/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

Clerk to investigate broken 'welcome to Nash Mills Sign'.

Clerk to liaise with Cllr Briggs in relation to the two IT quotes received.

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

**22/176/FPC Public Issues/Participation**

No one registered to speak.

## PLANNING & CONSULTATIONS- Cllr Briggs

### **22/177/FPC Planning Applications**

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 6<sup>th</sup> February 2023 (**none**)

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

6<sup>th</sup> February 2023- 13<sup>th</sup> February 2023 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here and will have detailed information on applications that may be on the agenda

[Planning Search \(dacorum.gov.uk\)](https://dacorum.gov.uk/PlanningSearch)

[23/00331/FUL | Demolition of existing two storey dwelling and construction of proposed two storey dwelling with room in roof and single storey garden summer house | 33 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ \(dacorum.gov.uk\)](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC offer no comment. Unanimous decision. 1 abstention.

### **22/178/FPC Consultations. (Clerk to advise)**

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

- Red Lion Lane -NMPC objection to this proposal overruled by HCC. Traffic Regulation Order effective from 5<sup>th</sup> May 2023. [HERTFORDSHIRE COUNTY COUNCIL](#)

**Resolved**, proposed Cllr Cobb, seconded Cllr Briggs that NMPC write to the County councillor requesting white lines to facilitate a safer exit from Nash Mills Village Hall. Unanimous decision. 1 abstention

- Three Rivers Local Plan: Regulation 18 Additional Sites for Potential Allocation Consultation [www.threerivers.gov.uk/egcl-page/new-local-plan](http://www.threerivers.gov.uk/egcl-page/new-local-plan)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC have no comments to add as all selected sites are not local to the parish. Unanimous decision.

### **22/179/FPC DBC Development Management Committee Meeting (DMC)**

To consider any actions arising from DMC cases (as required, Clerk to advise) **None**

### **22/180/FPC Planning Information/Updates from Clerk. (Clerk to advise) Appendix 2 None**

## FINANCE

### **22/181/FPC Monthly Financial Matters Appendices 3a-f**

- To note any payments made since the last meeting by NMPC debit card and to authorise payments to be made. (February monthly schedule attached)
- To receive and approve the receipts and payments report up to 30<sup>th</sup> January 2023

**Resolved**, proposed Cllr Cobb, seconded Cllr Berkeley that the payments schedule below be authorised and signed and that the receipts and payment report be received and noted. Unanimous decision.

Payee	Description	Amount	Vat	Amount	Minutes ref
SALARIES/HMRC/PENSION	Feb Salaries, HMRC, Pension	£ 2,656.62		£ 2,656.62	
Vodafone	Clerk's Mobile	£ 16.06	£ 3.21	£ 19.27	
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	

Play Inspection Co	quarterly inspection	£ 100.00	£ 20.00	£ 120.00	
S Roberts	Banner for Expo event	£ 54.50	£ -	£ 54.50	22165fpc
Viking	Office Supplies ink paper	£ 79.53	£ 15.91	£ 95.44	
Auditing Solutions	Internal Audit Visit 1	£ 320.00	£ 64.00	£ 384.00	22141fpc
Nash Mills School	Hall hire for Expo	£ 130.00	£ -	£ 130.00	22165/fpc
		£ 3,457.91	£ 117.36	£ 3,575.27	
<b>Payment made using Debit Card 18/1/23</b>	Netnerd Domain renewal	£ 49.99	£ 10.00	£ 59.99	
<b>Payment made using Debit Card 7/2/23</b>	key tags	£ 1.47	£ -	£ 1.47	
<b>Sub total</b>		<b>£ 3,509.37</b>	<b>£ 127.36</b>	<b>£ 3,636.73</b>	
<b>Payment not made from bank Dec</b>	<b>Magnets (exp to clerk)</b>			<b>£ 15.28</b>	
<b>Payment not made from bank Jan</b>	<b>Pension</b>			<b>£ 391.30</b>	

c. To receive and approve the bank reconciliation up to 30<sup>th</sup> January 2023

**Resolved**, proposed Cllr Berkeley, seconded Cllr Cobb that the bank reconciliation be approved at £111988.74 with unrepresented payments totalling £406.58 at 31<sup>st</sup> January 2023. Unanimous decision.

*\*Additional Cllr required to sign off a-c for quarterly Internal Control purposes.*

d. To receive and note the budget report for quarter 3 (circulated in advance)

e. To receive and note the interim report and recommendations from the Internal Auditor

f. To determine whether NMPC wish to stay within the Hertfordshire pension pooling arrangements (clerk report circulated)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Briggs that the budget report and interim internal audit report be received and noted and that NMPC advise the pension provider that they wish to remain within the pension pooling arrangements for Hertfordshire. Unanimous decision. Cllr Maddern and Cllr Berkeley to sign off banking and Cllr Cobb signed off all reports and schedules as listed above as additional quarterly internal control measure.

## **STATUTORY MATTERS**

**22/182/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption) and to consider the nomination of the Clerk as child protection officer in line with the safeguarding policy below.**

- Warden Risk Assessment (annual review)
- Gritting Risk Assessment (new)
- Safeguarding Policy (new)
- Event Risk Assessment for Expo '23 (new)
- Risk Management (& Financial) Scheme (6m review) v9

**Resolved**, proposed Cllr Roberts, seconded Cllr Cobb that the risk assessments and policies listed above be adopted with the clerks recommended amendments (where advised) Unanimous decision.

**Resolved**, proposed Cllr Roberts, seconded Cllr Cobb that the clerk be nominated as safeguarding officer rather than child protection officer. Unanimous decision.

## **AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES**

**22/183/FPC ACV Working Group Appendix 4**

- To receive and note the report and any comments arising.
- To consider the pre-approval for the clerk to call a meeting of potential interested parties (following consultation with the working group) should NMPC be notified that an ACV qualifying sale process has been invoked.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the report be received and noted and that the clerk be pre authorised to call a public meeting should it be deemed necessary. Unanimous decision.

It was noted by the clerk that all Cllrs must remain cognisant that council has not yet discussed or determined a stance on potential NMPC involvement in any future community led project relating to this ACV and that all communications from the council must reflect this neutral stance.

## **22/184/FPC The Community Expo Appendix 5**

- To receive and note the reports

Please note that the relevant risk assessments for this event are above under statutory documents

No questions arising.

**Resolved**, proposed Cllr Roberts, seconded Cllr Cobb that the reports be noted and received. Unanimous decision.

## **22/185/FPC Parish Magazine Working Group Appendix 6a 6b**

- To consider an increase in budget (or the use of underspend budget items) to print the final magazine of this financial year (also the last magazine of the council's 4-year term).

**Resolved**, proposed Cllr Berkeley, seconded Cllr Roberts that NMPC use funds from unspent budget heading 'Community Grants' to produce the next edition of the parish magazine. Unanimous decision.

## **Half Centenary Magazine**

- Council to note and receive report
- Council to appoint volunteers to assist the magazine working group with question lists.
- Council to consider whether there should be an increase to the earmarked 2023/24 budget figure or to suggest alternative actions.

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC receive and note the report and approve expenditure from earmarked reserves 'Community support' to produce a 36-page magazine on the usual high quality paper (estimated cost £850). Unanimous decision.

Cllrs Berkeley, Cobb, Roberts to assist with questionnaires. Cllr Roberts to arrange the quiz.

## **22/186/FPC Celebrations Working Group Appendix 7**

- To receive the report
- To determine the following
  - Which activities the Council wishes to pursue.
  - A maximum budget sum to cover the cost of those activities decided above (individual approvals to come back to council in March or via the Clerk and Chairman under delegated powers if timings prevent this)
  - Request that the Clerk seeks permissions from other authorities as necessary.

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the report be received and that:

- NMPC authorises the purchase of a plaque for the new bench at The Denes (clerk to evidence 'best value with 3 quotes')
- That NMPC provide photo cut out boards (subject to permissions being obtained)

- The clerk requests help from the County Cllr/Borough Cllr to obtain the relevant permissions for the bunting (previously agreed by council) and photo 'cut out' boards
- That council investigate decals in the shop windows and jubilee flags around the planters.
- That council publicise local volunteering opportunities and link to DBC events once they are announced.
- That council approve the maximum sum of **£300 plus £100** contingency from earmarked reserves 'Community Support' to purchase these items.

Unanimous decision.

## **22/187/FPC Public Bodies (Admission to Meetings) Act 1960 (s2) Appendix**

In accordance with our standing orders (3d) Council to consider whether the council should resolve to move to a private session to discuss the following matter

- Renewal of lease for Bunkers Lane Play Park (lease held with Abbots Hill School)

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC move to a closed session due to the confidential and sensitive nature of the discussion. Unanimous decision. At this point the public were requested to leave the meeting.

Council noted the reduced period for this lease (3 years until 31<sup>st</sup> March 2025) and the requirement for NMPC to sign a declaration to waive the rights under the 1954 Landlord and Tenants Act. Council have noted that, at NMPC's request, the school have taken responsibility for the trees within the play park.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Briggs that NMPC approve and sign the revised lease and declaration relating the 1954 act. Unanimous decision.

In line with our standing orders the lease was signed by two councillors (Cllr Maddern and Cllr Berkeley) and the clerk will witness.

The meeting closed at 9.09pm

Chairman Signature .....

***Our next meeting will be held Monday 13<sup>th</sup> March 2023, 7.30pm, all agenda items to Clerk no later than 9am Thursday 2nd March 2023. Late items will not be accepted.***

***Up and coming meetings to note***

***Monday 17th April 2023\* 7.30pm agenda items by 9am Thursday 6th April***

***Monday 15th May 2023\*\* Annual Council & Annual Parish Meeting \*\*check start times with clerk***