



Full Parish Council Meeting Minutes
13th March 2023 7.30pm
held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman of the meeting)
Councillor Michele Berkeley
Councillor Alan Briggs
Councillor Emily Tout
Councillor Mandy Lester

In Attendance

Meeting opened at 7.32pm with no members of the public present
The clerk was not present due to leave being taken.

AGENDA

22/188/FPC Apologies

Cllr Maddern, Cllr Roberts, Cllr Cobb. Apologies were received and noted.

22/189/FPC Interests

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

22/190/FPC Minutes

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

13th February 2023

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

22/191/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

It was suggested that the Clerk sends emails to Councillors that have not completed the GDPR audit.
It was requested that the damaged Welcome to Nash Mills Signs be brought back to Council as an agenda item as a possible repair.

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

22/192/FPC Public Issues/Participation

No public in attendance

PLANNING & CONSULTATIONS- Cllr Briggs

22/193/FPC Planning Applications

To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 2nd March 2023 (none)

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

3rd March 2023- 13th March 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://www.dacorum.gov.uk/planning-search)

No planning applications received during this period.

22/194/FPC Consultations. (Clerk to advise)

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

Traffic regulation order: proposed parking restriction alterations on The Denes, Hemel Hempstead

<https://www.dacorum.gov.uk/home/do-it-online/consultation-feedback/current-consultation/results-of-completed-consultation> (closes 22nd March 2023)

No actions arising as all previous comments had been actioned by DBC.

22/195/FPC DBC Development Management Committee Meeting (DMC)

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

None

22/196/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Potential telephone mast at The Denes (Cllr Briggs to present in clerks' absence). Information only.

Resolved, proposed Cllr Briggs, seconded Cllr Tout that that the clerk write to DBC Planning Team to ask them to do all that they can for the telephone mast not to be positioned here and that we would expect compensation. Also, to ask the Borough Councillor to ask DBC to reimburse us for loss or damage if mast is placed at this site. Unanimous decision.

Clerk note added post meeting: Clerk had previously written to DBC and to the Borough Cllr, who raised at DBC full council meeting and was told that no action could be taken as DBC had no statutory powers to act in relation to Govt planning guidelines on telecommunications installations. Clerk will submit note re compensation so that it is held in file.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that that the clerk create a policy about how the Council interacts with pre-applicants at the initial pre planning stage – Cllr Briggs advised that Clerk had agreed that it could be discussed at these evenings meeting however Cllr Bayley proposed that clerk would have to confirm if this could be agreed as it was not on the agenda. Clerk to make decision. Unanimous decision.

Clerk note added post meeting: Clerk had spoken to Cllr Briggs to confirm that an information point could be raised and should NMPC decide that they wish to have some interactions with planners at pre application stage then a policy would be created and brought back to council for deliberation in April. This agenda point was not resolving to act therefore the action will be determined at the April meeting when the policy is considered.

FINANCE

22/197/FPC Monthly Financial Matters Appendices 2a-e

- a. To note any payments made since the last meeting by NMPC debit card under delegated powers and to authorise March payments to be made. (Included in March monthly schedule attached)

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the payments as listed below be noted and approved. Cllr Bayley and Cllr Berkeley to sign off the bank payments. Unanimous decision.

| Payee | Description | code | Amount | Vat | mount | Minutes ref |
|--|-----------------------------|------------------------|-------------------|-----------------|-------------------|-------------|
| SALARIES/HMRC/PENSION | Mar Salaries, HMRC, Pension | Various | £ 2,625.01 | | £ 2,625.01 | |
| Vodafone | Clerk's Mobile | 4060 | £ 16.06 | £ 3.21 | £ 19.27 | |
| NMVHA | Hall Hire | 4165 | £ 30.00 | | £ 30.00 | |
| DBC | Garage Rental | 4175 | £ 52.60 | £ 10.52 | £ 63.12 | |
| Paybureau | Monthly Wages Fee | 4050 | £ 18.60 | £ 3.72 | £ 22.32 | |
| Wellers Headley | Lease renewal | 4160 (EMR 320 BUS EXP) | £ 600.00 | £ 120.00 | £ 720.00 | 22/187/FP C |
| Diverse Print | Parish Mag | 4065 | £ 695.00 | | £ 695.00 | ongoing |
| Diverse Print | A3 Posters Expo | 4162 (EMR 329) | £ 59.40 | £ 11.88 | £ 71.28 | 22165/fpc |
| Diverse Print | leaflets Expo | 4162 (EMR 329) | £ 37.50 | £ - | £ 37.50 | 22165/fpc |
| Anna Schofield | Art Expo | 4162 (EMR 329) | £ 116.95 | £ - | £ 116.95 | 22165/fpc |
| Inca | Face painter | 4162 (EMR 329) | £ 50.00 | £ - | £ 50.00 | 22165/fpc |
| Payment made using Debit Card 24/2/23 | ALDI EXPO supplies | 4162 (EMR 329) | £ 19.69 | £ - | £ 19.69 | 22165/fpc |
| Payment made using Debit Card 27/2/23 | Amazon EXPO supplies | 4162 (EMR 329) | £ 91.46 | £ 11.21 | £ 102.67 | 22165/fpc |
| Sub total | | | £ 4,412.27 | £ 160.54 | £ 4,572.81 | |

- b. To receive and approve the statutory receipts and payments report up to 28th February 2023

- c. To receive and approve the bank reconciliation up to 28th February 2023
- d. To move £1000 from EMR community support to EMR community events to cover Expo and Coronation Expenditure
- e. To note that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for Parish, Town and Community Councils for 2023-24 is £9.93.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that points b-e above be received, noted and approved. The bank balances reconciled at £107995.35. Unanimous decision. Unanimous decision.

22/198/FPC IT -Cllr Email Addresses. Appendix 3

- To determine whether the clerk can arrange the purchase of the licenses for 8 Cllr email addresses and the designation of these.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the clerk instruct supplier 1 from the report (NetNerd) to commence the license process. It was agreed that the format for email address will be: Unanimous decision.

It was noted that Councillors who lose their seats or do not stand for election must delete all email communication.

STATUTORY MATTERS

22/199/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- ICO Publication Scheme (annual renewal-unchanged)
- Complaints Policy (annual renewal-one small change highlighted)
- Vexatious Complaints Policy (annual renewal-unchanged)

Resolved, proposed Cllr Bayley, seconded Cllr Tout that the policies listed above be adopted. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

22/200/FPC The Community Expo Appendix 4

- To receive and note any verbal report
- To note the date of the debrief
- To note the final budget figures (total working budget previously approved)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that this item be deferred to allow Cllr Roberts to present this agenda point as working group lead. Unanimous decision.

22/201/FPC Celebrations Working Group Appendix 5

- To receive the verbal update
- To receive and review the quotations received for a photo board and to approve the replacement of window decals by lamp-post signs to be printed as part of the photo board (if approved) and to determine any actions arising

- To receive and review the wording, design and quotations received for a bench plaque and to determine any actions arising

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the design of the plaque would be quotation no. 4 Trolase Plaque. (UV Acrylic in Silver 230mm x 65mm with black writing £31.00 + VAT) Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the font size should be as close to the Queen's Canopy Plaque as possible. Unanimous decision.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the wording on the plaque would be:

**Nash Mills Parish Council
commemorates the coronation of
His Majesty King Charles III
6th May 2023**

Resolved, proposed Cllr Bayley, seconded Cllr Tout It was agreed that boards would be quotation No. 5 (inc full-size double-sided lamp post signs) £93.45 plus VAT 6mm board 2440mm x 1220mm. Unanimous decision.

22/202/FPC Christmas Lights 2023 Appendix 6

- To receive and note the agenda request form
- To consider options for Christmas lights at The Denes
- To determine if the information supplied and quotes provided are sufficient for NMPC to decide the supplier for the next three years, without the need to source an additional third quote.

Resolved, proposed Cllr Bayley, seconded Cllr Lester that NMPC accept the quote from Lamps and Tubes and that there was no requirement for a third quote for the Christmas lights for next three years in view of the difficulty in sourcing suppliers. Existing equipment – Total per year = £1032 (total £3096 over the three years) Unanimous decision.

22/203/FPC Magazine Delivery arrangements Appendix 7

To consider options for the delivery of future magazines (from June 2023 onwards)

Resolved, proposed Cllr Bayley, seconded Cllr Lester that the Commemorative Magazine should be delivered by the current Councillors as volunteers and the delivery of future magazines should come back to council when new Councillors are in place. Unanimous decision.

Meeting closed 20.41 hours

Chairman Signature

Date.....

Our next meeting will be held Monday 17th April 2023, 7.30pm, all agenda items to Clerk no later than 9am Thursday 6th April 2023. Late items will not be accepted.

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