



## Annual Parish Council Meeting (APM) Minutes

16th May 2023 7.45pm

held at Nash Mills Village Hall

### Present

Councillor Lisa Bayley (Chairman of the meeting)  
Councillor Alex Bailes  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Grant Kennedy  
Councillor Jamie Kitson  
Councillor Steve Roberts

### In Attendance

Meeting opened at 7.45pm with 5 members of the public and the clerk present.

Please note that there has been some renumbering of appendix numbers in the minutes to cross reference with document numbers on the website

## AGENDA

### 23/001/ACM Election of Chairman

**Resolved**, proposed Cllr Cobb, seconded Cllr Kennedy that Cllr Lisa Bayley be elected as chairman.  
Unanimous decision.

### 23/002/ACM Signing of Declaration of Acceptance of Office for Chairman

Duly signed.

### 23/003/ACM (a) Delivery of Acceptance of Office Declarations for All Councillors

Clerk confirmed that all declarations had been signed in her presence as proper officer.

**(b) Acceptance Of Extension to Statutory Signing Period (should it be required)** Not required.

### 23/004/ACM Election of Vice-Chairman

**Resolved**, proposed Cllr Berkeley, seconded Cllr Bayley that Cllr Alan Briggs be elected as vice-chairman.  
Unanimous decision.

### 23/005/ACM Apologies

None.

### 23/006/ACM Interests

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

To receive and consider declarations of interest for items on the agenda or consider written requests for dispensation for declarable interests

Clerk advised that Dacorum Borough Council had not yet sent out the forms.

Cllr Cobb asked it to be noted that she was declaring an interest in matters relating to Nash Mills village hall.

### **23/007/ACM Minutes**

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

- 17<sup>th</sup> April 2023

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the minutes were a true and accurate record of proceedings, and they were duly signed. Unanimous decision.

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

**23/008/ACM** No one registered or wanting to speak.

### **Committees & Working Groups (Appendix 2&3)**

**23/009/ACM** Review of committees and working groups, membership of those committees' and working groups, including election of Chairman or lead and determining the appointments to the two lead councillor positions.

#### **Personnel**

1. Elect Chairman

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that Cllr Steve Roberts be elected as chairman. Unanimous decision.

2. Elect Vice-Chairman

**Resolved**, proposed Cllr Cobb, seconded Cllr Roberts that Cllr Michele Berkeley be elected as vice-chairman. Unanimous decision.

3. Review membership and terms of reference.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the membership comprise of Cllrs, Roberts, Berkeley, Bayley, Briggs and that the terms of reference as circulated by the clerk be adopted. Unanimous decision.

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

To consider which NMPC working groups should continue

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the IT working group and Verges group remain. Unanimous decision.

4. To consider whether NMPC require a new business planning working group

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that a new business planning working group be created. Unanimous decision.

5. To approve leads and membership of all working groups agreed above

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the following membership apply. Unanimous decision.

#### **Verges**

Cllr Berkeley (lead), Cllr Briggs, Cllr Kennedy, Cllr Bayley

#### **IT**

Cllr Briggs (lead), Cllr Cobb, Cllr Roberts, Cllr Kitson, Clerk

#### **Business Planning (NEW)**

Cllr Roberts (lead)

All councillors and clerk to be members initially and this will be reviewed if deemed necessary.

6. To review the terms of reference/scope for all of the agreed working groups

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the terms of reference circulated with the scheme of delegation remain unchanged. The scope of the new business planning group will be to map out suggestions for full council for the business plan for the new council term. This will also include a review of the existing 'ongoing' activities. Unanimous decision.

#### Lead Councillors

7. To appoint the Lead Councillor Planning

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that Cllr Alan Briggs be appointed. Unanimous decision.

8. To appoint the Lead Councillor Finance

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that Cllr Michele Berkeley be appointed temporarily until Cllr Grant Kennedy is added to the bank mandates. Unanimous decision. Clerk instructed to make the arrangements to add Cllr Kennedy to the Lloyds and NatWest bank accounts. Unanimous decision.

#### **23/010/ACM Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.**

a. NMPC Scheme of Delegation (v5 last adopted May 2022)

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the scheme, with amendments as circulated by the clerk be adopted. Unanimous decision.

#### **23/011/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 Roberts that Cllr Jamie Kitson be appointed as NMPC member of the NMVHA committee as Cllr Cobb is now their chairman. Cllr Cobb to provide council with a copy of the governing deed to investigate whether the NMPC appointment is mandatory and whether the trustee is the individual councillor or the council. This will enable the council to investigate any statutory duties.

b. SANG<sup>1</sup> Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that this item is deferred until July as Cllr Briggs is currently in post. Unanimous decision.

c. To consider whether NMPC wish to approach additional local organisations (to strengthen community engagement) and if council approve, to determine which organisations these will be.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that this item be deferred as it will form part of the business planning working group considerations. Unanimous decision.

d. If point c above is approved, to determine the representatives and reporting requirements.

To be determined at a later date.

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<sup>1</sup> Suitable Alternative Natural Green Space (Bunkers Park)

## **Planning& Consultations**

### **23/012/ACM Planning**

a) To consider the Parish Council's response to the following planning applications, appeals or requests for consultation received since the last meeting up to 4th May 2023.

[22/00068/NONDET | 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 \(dacorum.gov.uk\)](#)

[22/00067/NONDET | 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 Cobb that the clerk make the necessary amendments to the previous NMPC statements and submit them on behalf of NMPC. Unanimous decision.

The borough councillor (B/Cllr Jan Maddern) shared her conversation with Dacorum Borough council in relation this this case and provided the HMPI refence number.

To consider any planning applications received during the period 4<sup>th</sup> May 2023- 15<sup>th</sup> May 2023.  
(Clerk to advise)

[23/01107/FHA | Two storey side and rear extension, single storey front extension | 213 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8BQ \(dacorum.gov.uk\)](#)

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

### **23/013/ACM Development Management Committee**

To approve the updated DMC attendee list for May 23-May 24 and to nominate any new representatives.  
(Appendix 4)

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that one amendment be made to the list and that it then be taken as approved. Unanimous decision.

Clerk to send DMC link to Cllr Kennedy.

## **Financial & Audit**

**23/014/ACM** To review, and if agreed, authorise payments in accordance with the budget and to note and ratify payments paid using the debit card under delegated powers. (Schedule attached Appendix 5)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the payments as listed below be noted and approved. Unanimous decision. Banking and schedule to be signed off by Cllr Bayley and Cllr Berkeley.

SALARIES/HMRC/PENSION	May Salaries, HMRC, Pension	Various	£ 2,722.52		£2,722.52
Vodafone	Clerk's Mobile	4060	£ 18.34	£ 3.66	£22.00

NMVHA	Hall Hire	4165	£ 30.00		£30.00
DBC	Garage Rental	4175	£ 54.60	£ 10.92	£65.52
Paybureau	Monthly Wages Fee	4050	£ 18.60	£ 3.72	£22.32
HCC	Towpath contribution	CIL 331/4135	£ 5,000.00	£ -	£5000.00
Legal & General Ins	IHLI renewal	4000	£ 249.73	£ -	£249.73
Rialtas	accounting package annual renewal	4120	£ 138.78	£ 27.75	£166.53
HAPTC	New Cllr training x2	4140	£ 30.00	£ -	£30.00
Auditing Solutions	Final Internal Audit sum	4105	£ 160.00	£ 32.00	£192.00
<b>SUBTOTAL</b>			<b>£ 8,422.57</b>	<b>£ 78.05</b>	<b>£8500.62</b>
<b>Payment made using Debit Card 21/4/2023</b>	Warden supplies (see list)	4161	£ 75.18	£ 15.04	£90.22
<b>Payment made using Debit Card 25/4/2023</b>	storage crates/card	4075	£ 14.96	£ 2.99	£17.95
<b>both payments above using delegated powers</b>			<b>£ 8,512.71</b>	<b>£ 96.08</b>	<b>£8608.79</b>

### 23/015/ACM Audit Actions and Statutory Duties

a. To receive and approve the asset register updated for April 2023. (Appendix 6)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the asset register updates be accepted for April 2023, and the value noted and approved at £25,933.07. Unanimous decision.

b. To receive and note the final Internal Auditors Report for 2022/23 and any recommendations arising (Appendix 8)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the IA report be noted. Council agreed to the actions recommended and clerks comments (adding photographic evidence and serial numbers to the asset register and clarity around December 2022's bank reconciliation). Unanimous decision.

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

The assertions were read to full council and answered in the affirmative.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the AGS section 1 be approved and signed. Unanimous decision.

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

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the Accounting Statement section 2 be approved and signed. Unanimous decision.

e. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 5<sup>th</sup> June 2023- Friday 14<sup>th</sup> July 2023 (Appendix 11)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the dates as listed above be approved and set. Unanimous decision.

f. To note that the clerk will now submit all completed audit documentation to the external auditor.  
noted

g. Determination of provider and confirmation of arrangements for insurance cover in respect of all insurable risks (Clerk report Appendix 12)

A discussion was held as the insurance renewal quotes arrived without time for the clerk to fully investigate the potential claim for the damaged parish gateway sign (Bedmond) and any subsequent impact on the quotations.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that delegated powers be given to the clerk to instruct the cheapest quote out of the three providers once this matter had been investigated, taken into consideration and any potential impact on the annual premiums be known. Unanimous decision.  
Clerk will report updates to council.

h. To confirm that NMPC wish to maintain the cover under the Ill Health Liability Insurance (IHLI)

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.

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

k. To note the Community Infrastructure Levy (CIL) Update April 2023. (Appendix 13)

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that items h-k above be noted and approved and that NMPC confirm that with a CiLCA qualified clerk and following uncontested elections they comply with *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (s) 2012/965*.  
Unanimous decision.

l. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972  
Noted as zero as GPC in place.

### **Statutory Matters**

**23/016/ACM Review of the Council's and/or staff subscriptions to other bodies** (HAPTC/SLCC/ICO)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC continue membership of the listed support and training organisations. Unanimous decision.

**23/017/ACM Review of the effectiveness of the internal audit and auditor** (Appendix 14)

To review system previously reviewed and approved in Nov 2022 as sufficient in relation to internal audit above or to suggest any amendments.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that that council determine their internal audit and internal auditor as effective. Unanimous decision.

To nominate a councillor to act as Lead Councillor Internal Controls.

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that Cllr Nicola Cobb be appointed. Unanimous decision. Clerk to liaise

**23/018/ACM Procedures and Policies (schedule attached) (Appendix 15 & 15b)**

- a. To consider and if approved, adopt the revised NALC model Standing Orders (NMPC version 7 last adopted May 2022)
- b. Consideration of the policy and procedure review schedule for 2023/24 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 Berkeley that the policies included above and on the schedule are approved and adopted by full council. Unanimous decision.

**23/019/ACM Review of training needs for councillors**

Council noted that 2 of the new Cllrs are booked onto the HAPTC New Cllr course. Third new Cllr to advise clerk of dates they are available as soon as possible.

No other training needs arising but Cllrs to advise clerk if they wish them to investigate further.

**23/020/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 16)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the dates be approved as circulated. Council to note that August and December meetings will only be called should urgent business arise. Unanimous decision.

**23/021/ACM Urgent Council Business (Working Group-Consultation responses) (Appendix 17)**

To consider and then determine the NMPC responses following recommendations by the working group in relation to the following consultations;

- **HCC Place & Movement Planning and Design Guidance**

<https://www.hertfordshire.gov.uk/p&mpanddg>

This Public Consultation Will Close at Midnight on Sunday 11th June 2023.

- **DLUHC Consultation on the Infrastructure Levy**

[Technical consultation on the Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/technical-consultation-on-the-infrastructure-levy)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the working group responses be submitted with an addition to Q.36 on the DLUHC – Canal & River Trust to be added. Unanimous decision.

**23/022/ACM Urgent Council Business (planning response)**

To consider whether NMPC wish to add any further comments in relation to the updated documentation submitted for the Apsley 2 Development, following receipt of recommendations from the working group

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC have no further comments to add as only supplementary documents had been added to this application which did not affect the original NMPC view. Unanimous decision.

[22/02333/MFA | Proposed demolition of existing buildings, | Apsley Two Brindley Way Hemel Hempstead Hertfordshire HP3 9BF](#)

To consider DMC representation for the above case when required should NMPC deem it appropriate

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC would wish to represent the parish view at any DMC meeting (following Dacorum BC confirmation that we could attend and make representation, albeit not as a statutory consultee). Unanimous decision.

**23/023/ACM Urgent Council Business (Armed Forces Day)**

To consider whether NMPC wish to undertake any activities in relation to Armed Forces Day 24<sup>th</sup> June 2023

[Armed Forces Day - 24 June 2023](#)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Roberts that NMPC would support and publicise the day by whatever means possible. Majority decision.

**23/024/ACM Clerk Report for Info Only. (Appendix 18)**

To formally note that NMPC have achieved Quality standard with the NALC Local Council Award Scheme.

[LOCAL COUNCIL AWARD SCHEME \(nalc.gov.uk\)](http://nalc.gov.uk)

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that NMPC formally note the attainment of NALC LCAS quality status.

Meeting closed 21.56

*Our next meeting will be held Monday 12<sup>th</sup> June 2023, 7.30pm,*

*Agenda items to clerk no later than Thursday 1<sup>st</sup> June please. Late items will not be accepted.*

.....  
Chairman Lisa Bayley

12<sup>th</sup> June 2023