

Appendix 1 Clerk Report June 2023 v3 _____	2
Appendix 2a June 2023 Schedule redacted _____	5
Appendix 2b Summary Receipts and Payments for Year Ended 31st May 2023 _____	6
Appendix 2c Bank - Cash and Investment Reconciliation as at 31 May 2023 _____	8
Appendix 3 Internal Controls Review-Adequate and Effective Systems V8 June 2023 _____	9
Appendix 4 230525 Personnel update to Full Council June 2023 ____	19
Appendix 5 Agenda request - Magazine delivery 2023 onwards (002) _____	20
Appendix 6 Action List May 2023 (post meeting) _____	22
2301319FHA Planning 31 Longdean Park _____	23



NASH MILLS

P A R I S H C O U N C I L



Clerk Report June 2023

Banking

Separate agenda point.

March 2023 report clerk noted 'NetNerd' as provider of Cllr email addresses rather than Chess ICT. Minutes have been annotated by hand as is required by law. Revised copy has been uploaded to the website.

Pension deductions.

We weren't advised of the new pension deduction rate for 2023/24 following a Hertfordshire fund revaluation.

Overpayments totalling £29.77 (made in April and May) will be adjusted in June. The correct rates have also been advised to our payroll provider.

Our payroll provider now has a new director, the invoiced payroll payments for April and May have bounced back as they have changed their bank details. These will be remitted in June once I have the new correct bank account details on an invoice.

There is a small increase to payroll service costs (less than £1 per month)

Canal Towpath Upgrade

Apology received from HCC re delays. Start date now scheduled for 12th June.

Elections 2023

All new Cllrs have attended new Cllr training.

DBC have been chased to ask for new declarations of interest forms.

DBC were chased about Cllr expenses forms, and this has now been resolved.

Defib pads

Childs pads replaced June 2023-expired pads will be offered to community responders as training materials.

Theft

Bunting and roundels stolen from The Denes on Sunday 7th May 2023.

PC Broom has CCTV footage and had decided that as they cannot ID the culprits from their systems/fellow officers, the case will be closed. I have emailed to ask if they have managed to capture the details of the vehicle that they arrived in or if they would be willing to share a description with the PC.

Insurance

Claim submitted for 'welcome' sign. Waiting for 2 quotes for replacement signs to send to insurer
New insurance policy taken out with BHIB. All renewal documents uploaded to website

Local Council Clerk Week

Local Council Clerk Week will take place this summer from 10 to 14 July. This new SLCC initiative is a fantastic opportunity for your council to promote the profile of their clerk, celebrating and recognising the all-encompassing work clerks carry out within their community.
There are several ways in which your council can take part and engage with your community. For promotional material and ideas on how to get involved, please visit [SLCC's website here](#) where you will find a wealth of information.

Playpark

I am waiting for quotes to make repairs to the swing fixings. 3 companies have been approached. Warden has checked the safety of the swing and this item was raised as non-urgent in the most recent playpark report. Trying to find a contractor to remove existing fixings and replace with new fixings is challenging. Waiting to see if DBC would consider assisting. I have also approached the manufacturer (Kompan)

First quote for basket swing replacement (removal and replacement) £1650

The King & Queen

Will be relocating from the Denes to Nash Mills School (correx photo boards)

Warden Updates

Graffiti has been reported and cleaned up (twice).

Reports of abandoned vehicles (Nash Green, Canal car park) -these have tax and MOT so no action can be taken.

Recycling bins at The Denes were filled with black bags again-DBC left these due to contamination (bags had food, clothes, wood in them).

Issues with Fly Tipping on the canal footpath carpark and also on the corner of Red Lion Lane. Warden removed some and reported some which should be removed next week.

Action List Updates

Bank signatory changes in progress -once new signatures are added we can then start the removal of old signatories. There is no risk to services or security as no one Cllr or solely the clerk has the ability to make sole payments or amendments.

Financial Services Compensation Scheme

New complaint raised with Lloyds. I have queried this previously, but the FSCS cover only covers 'small' local authorities (annual budget under £500,000) Lloyds have again said we are exempt-we are not; therefore, I have contacted them again to ask that the correct status be applied.

Training Attended/Attending/CPD

Wednesday 28th June 2023 SLCC meeting (clerk full day)

Wednesday 14th June 2023 Clerk meeting with HCC corporate policy team and HAPTC

June 2023 (Cllrs Kennedy, Kitson and Bailes all attended the HAPTC new Cllr training via zoom.

Correspondence received (please note that this may not include all items)

- Complaint from resident about lack of width restrictions on Bunkers Lane. Email to be shared with Cllrs and also County Cllr once permission to share given.
- Query re SID data request (June agenda item)
- Query from a resident re possibility of re-wilding and tree planting at Mill Close. To be added to 'business planning' working group agenda.
- Resident reported graffiti in the play park.
- Complaint re lateness of grass cutting (now cut)
- Report of fly tipping on canal slip road-this is not NMPC land (it is unadopted).
- Concerns re swing fixings raised on Facebook, warden checked immediately report received.
- Complaint re waste left by road workers.

Nikki Bugden 9/6/2023

Payments to paybureau £ 44.64 for April and May due to change in bank details and payments bouncing back

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st May 2023

Last Year Ended 31st March 2022		Current Year Ended 31st May 2023
------------------------------------	--	-------------------------------------

Operating Income

45,805.02	Income	48,801.20
784.00	Parish Magazine	0.00
2,064.75	VAT Data	0.00
48,653.77	Total Receipts	48,801.20

Running Costs

41,666.43	Administration	12,128.58
2,755.00	Parish Magazine	0.00
15,210.00	Projects	462.60
2,141.42	VAT Data	226.89
61,772.85	Total Payments	12,818.07

Receipts and Payments Summary

108,950.64	Opening Balance	95,831.56
48,653.77	Add Total Receipts(As Above)	48,801.20
157,604.41		144,632.76
61,772.85	Less Total Payments(As Above)	12,818.07
95,831.56	Closing Balance	131,814.69

These cumulative funds are represented by:

4,075.53	LLoyds Current A/C	39,988.09
0.00	Lloyds Holding TF Account	0.00
61,116.38	NatWest BR	61,116.38
8,427.70	NatWest Current A/C	8,427.70
22,211.95	Lloyds 32 Day	22,282.52
0.00	DNU - Lloyds 32 Day	0.00
95,831.56		131,814.69

Reserve Balances are represented by:

-13,119.08	Current Year Fund	35,983.13
36,552.85	General Reserves	28,596.37
15,985.00	EMR - Business Expenses	15,985.00
5,500.00	EMR - Playpark	5,500.00
3,000.00	EMR - Election Costs 2023	3,000.00
3,000.00	EMR - Election Costs 2027	3,000.00
3,000.00	EMR - Election Costs 2030	3,000.00
7,896.15	EMR - Community Support	7,896.15
21.60	EMR - Village Hall Support	21.60
10,000.00	EMR - Verges	10,000.00
866.71	EMR - Community Events	404.11

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 31st May 2023

Last Year Ended 31st March 2022		Current Year Ended 31st May 2023
106.09	EMR - Projects, Denes Defib Jub	6,906.09
23,001.34	EMR - CIL (Conditional spend)	11,501.34
20.90	EMR - The Denes CCTV	20.90
95,831.56		131,814.69

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 May 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

31/05/2023	Lloyds Current A/C	40,032.73
31/03/2023	';	61,116.38
31/01/2023	NatWest Current A/C	8,427.70
31/05/2023	Lloyds 32 Day	22,282.52
25/11/2021	Lloyds Holding Account	0.00

131,859.33

Other Cash & Bank Balances

0.00

131,859.33

Unpresented Payments

44.64

Closing Balance

131,814.69

All Cash & Bank Accounts

1	Lloyds Current A/C	39,988.09
2	NatWest BR	61,116.38
3	NatWest Current A/C	8,427.70
4	Lloyds 32 Day	22,282.52
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	131,814.69



NASH MILLS
PARISH COUNCIL

Internal Controls Review V8

Last Adopted	Oct 22
Review	
Agenda Reference	

Introduction

The authority has responsibility under regulation 5(1) the Accounts and Audit Regulations 2015, for conducting, at least annually, a review of the effectiveness of the system of internal control.

<http://www.legislation.gov.uk/ukxi/2015/234/contents/made>

Proper Practices are defined within The Practitioners Guide [file \(nalc.gov.uk\)](http://nalc.gov.uk)

Adequate and Effective Systems, Review of Effectiveness

The review is informed by the work of:

- The Council and its Committees (if applicable)
- The Clerk/Responsible Finance Officer
- The Internal Auditor
- The External Auditor

Annual review of the control systems enables the council to accurately complete the section 2 of the Annual Governance and Accountability return (AGAR).

" We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness'.

The Effectiveness of the System of Internal Control

The system of internal controls at Nash Mills Parish Council currently consists of:

Appointment of Clerk and Responsible Financial Officer

Adoption of Code of Conduct for Members

Standing Orders and Financial Regulations

Adoption of Financial and Management risk assessment

Asset Register and annual review of accuracy.

Six Monthly review of effectiveness of internal controls (June/December annually)

Six Monthly review of the effectiveness of the internal auditor (May/December annually).

Review of internal audit arrangements and implementation of any recommendations.

Review of the audit plan calendar (appendix 1)

Terms of Reference for the Internal Auditor (appendix 4)

Safe and efficient arrangements to safeguard public money

Regular scrutiny of financial records and proper arrangements for the approval of expenditure

Procedures in place to ensure that direct debits and standing orders are approved by Council.

Adherence to the internal financial control systems detailed in the financial regulations and the attached appendix (appendix 2)

Scrutiny of calculations provided by payroll provider

Regular employer returns to HM Revenue and Customs

Completion of quarterly vat return and the RFO ensuring they are up to date in matters of VAT and other taxation issues as necessary

Regular budget monitoring statements provided to council

Preparation and dissemination of regular financial reports comparing actual expenditure against forecasts

Regular review of such reports by officers, and by members in Committee and Council.

Procedures for dealing with and monitoring the Council's Grants scheme.

Minutes properly numbered with a master copy kept in safekeeping.

Procedures for document receipt, circulation, response, handling and filing

Procedures in place for recording and monitoring Members' Interests and Gifts and Hospitality received.

Sector qualified Clerk (CiLCA)

Training and continuing professional development of the clerk and members budgeted for.

Appointment of a Cllr with responsibility for internal controls

Scope and Responsibility

Nash Mills Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently, and effectively. In discharging this overall responsibility, Nash Mills Parish Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

Purpose of the Systems of Internal Control

The system of internal control is designed to manage risk at a reasonable level rather than to eliminate all risks of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised and to manage them effectively and economically.

Supporting Documents

Appendix 1 Audit Plan Calendar

Appendix 2 Payment & Financial Controls Summary

Appendix 3 Review of the Effectiveness of the Internal Auditor

(Available on request)

Financial Regulations

Financial and Management Risk Assessment.

JPAG file (nalc.gov.uk)

Appendix 1

Audit Plan Calendar

Audit Plan agreed Aug 2022 – please note this forms part of our internal controls process.

Action	Proposed Month
Council to approve terms of reference for Internal Auditor.	January
Council to Appoint internal auditor.	January
Council to review financial and management risk assessment.	January/May or June
Council to complete annual return.	April/May
Internal Auditor to receive all accounts for the year end.	May/June
Council to review any issues raised by auditor.	May-July
Council to review that audit has been carried out in line with recommended practise (ethically and with integrity and objectivity).	May-July
Council to send annual return to external auditor.	May-June
Electors able to exercise their rights.	June/July
Council to review effectiveness of internal control.	June/Dec
Councillors to receive report from external auditors.	Sept
Council to review financial systems and control.	December/May
Council to source alternative quotes for new IA	Intermittently- due for financial year 2023/24
Council to review audit plan.	December
Council to review effectiveness of Internal auditor and audit.	Nov/May
Council to review Financial Regulations.	December/June

Please note that the dates may be altered depending on agenda space

Appendix 2

Payment & Financial Controls Summary

- Regular payments to be made via direct debit or standing order (salaries, garage rental, hall rental, clerk mobile, ICO subscription), and any other additional appropriate regular payments signed off by council.
- NMPC debt card to be used in line with the financial regulations where necessary but use must be reported at the next available council meeting.
- Annual sign off of DD payments by resolution.
- All other payments to be made by online payment in the first instance, however our financial regulations allow for alternative methods of payment should the need arise.
- Verification of new supplier's bank details to be obtained by the clerk with a test payment and a call back if deemed necessary.
- The parish clerk holds authority to set up payments from Lloyd's bank ready for authorisation by two other Cllrs.
- All cheques or bank mandate changes to be signed by Clerk plus two Cllrs.
- Any signatory given online access agrees not to share password information.
- Clerk to provide a monthly schedule of payments to be made to support the online banking authorisation.
- Clerk to text Cllr 1 once all payments are loaded and ready to be authorised.
- Cllr 2 to be notified once this first stage is completed.
- Clerk to be advised once submission is complete.
- Clerk to complete regular bank reconciliation to ensure that payments tally with monthly schedule of agreed payments.
- Clerk to send a remittance advice to the supplier if deemed necessary
- Monthly payment reports and budget reports to be provided to all Cllrs upon request
- Additional sign off to be completed by the Cllr for internal controls periodically to prevent fraud (minimum quarterly)
- Clerk to update financial spreadsheets via Rialtas once bank reconciliation has been finalised.

Appendix 3 Review of Effectiveness of Internal Audit and Auditor (last reviewed May 2023) Meeting the standards		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Scope of internal audit	<p>Scope of audit work takes into account risk management processes and wider internal control.</p> <p>Terms of reference and financial regulations define responsibilities in relation to preventing fraud.</p> <p>NMPC appointed Auditing Solutions for 2022/23</p>	Yes-auditor for 2023/24 to appointed in July meeting
Independence	<p>Internal Auditor has direct access to RFO.</p> <p>Reports are made in own name to management.</p> <p>Auditor does not have any other role within the council.</p>	yes
Competence	<p>No evidence that internal work has not been carried out ethically, with integrity and objectivity.</p> <p>Internal auditor familiar with governance processes and accounting regulations for parish councils</p>	Yes (previous experience as a clerk and a qualified accountant).
Relationships	<p>Clerk/RFO and councillors are consulted on the internal audit plan and on the scope of each audit.</p> <p>Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.</p> <p>The responsibilities of council members are understood, and training carried out as necessary.</p>	Yes, during review of internal control audit plan is discussed. Clerk and the majority of Cllrs have attended training.

Audit Planning and reporting	<p>The audit is a feature of a wider plan with regards to internal control. Policy and procedural reviews and</p> <p>Monthly reports and strong internal control procedures embed this approach within NMPC.</p>	<p>An annual audit plan is now in place (agreed with internal control policy at December meeting)</p> <p>The review of Internal control is now in place every 6 months.</p> <p>A rolling programme of policy, procedural and risk assessment reviews is being undertaken to ensure that the policies and procedures adopted are compliant and current.</p>
Characteristics of Effectiveness		
Expected Standard	Evidence of Achievement	Is this standard achieved/needs
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs.	Yes plan in place and terms of reference/ letter of engagement to be agreed by council.
Understanding the whole organisation its needs and objectives	The annual review demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	yes
Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	yes
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations and follow up action where called for.	<p>Yes. Copy of report with the recommendations to be circulated once received and council to be updated in full prior to next audit being instructed.</p> <p>Circulated regularly. Last circulation post audit May 2023</p>
Be forward looking	When identifying risks and in formulating the annual internal control plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	Yes, Clerk regularly receives updates from advisory services regarding changes to procedural templates or regulations.

Be challenging	Internal audit focuses on risks and encourages members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of control environment.	yes
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	Rigorous systems have now been implemented in, line with auditors' recommendations. Parish specific accounting package purchased April 2020. Clerk has circulated report detailing steps taken or to be taken following audit May 2023.

Appendix 4

Terms of Reference for Internal Auditor (Etaerio)

The purpose of internal audit is to review and report to Nash Mills Parish Council on whether its systems of financial and other internal controls over its activities and operating procedures are effective. Internal audit is an independent, objective, assurance activity designed to improve the council's operations.

NMPC engages with Etaerio for the purposes of an internal audit service which is reviewed on an annual basis.

Roles and Responsibilities

Etaerio will conduct the internal audit work for your council in relation to the 2021 Annual return and such subsequent annual returns as required by the council.

The work undertaken will specifically relate to the Annual Internal Audit Report and aiding the Council to fulfil its obligations under section 1 of the Annual Return. In conducting this work, we will comply with the requirements of

'Governance and Accountability for Local Councils- A Practitioners' Guide (England)'

The Accounts and Audit (England) Regulations 2015 (as amended)

Such other guidance and best practise that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

Audit Planning

Etaerio will plan our audit with due care to ensure that the appropriate level of resources is made available to conduct our work, and that the council can meet its statutory reporting obligations.

Reporting

Etaerio will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report, we shall prepare a detailed report on these areas on non-compliance that have led to a qualification.

Where necessary Etaerio will attend council meetings to discuss the audit report and findings and reserve the right to charge an additional fee should this service be required. This fee will be agreed in advance of any such meeting.

Independence and Correspondence

Etaerio will ensure that staff conducting, and supervising audits are appropriately trained and qualified for the level of work undertaken. We will ensure that we maintain independence from the day-to-day activities of the council, and we will not provide any additional consultancy or advisory services to the council which may compromise our audit independence.

Access to information and Officers.

In order to facilitate completion of the audit work NMPC will ensure that all documents are provided in a timely manner subject to reasonable notice being given. NMPC will ensure that access to documents and staff members is granted as appropriate and necessary.

Remuneration

The fee for audit work will be in accordance with the prior agreed fee. The fee includes all travel and out of pocket expenses. If additional audit time is required or additional services are requested, the fee for these will be agreed in advance and invoiced accordingly.



NASH MILLS
PARISH COUNCIL

NASH MILLS PARISH COUNCIL

PERSONNEL UPDATE

Report to Full Council

12 June 2023

Report of meeting held on 17 April 2023

Present:

Councillor Steve Roberts (Chair of Personnel)
Councillor Michele Berkeley (Vice Chair of Personnel)
Nikki Bugden (Clerk)

Appraisal Scheme

In line with the Nash Mills Parish Council policy adopted in February 2022, the appraisal process for our clerk has recently been completed.

Input was solicited from all councillors in advance by the Chair of Personnel, and the clerk completed her own self-assessment in line with policy.

A meeting took place on the above date where the input from all concerned was discussed.

The meeting was a positive one and feedback given reflected the high standard of work carried out by the clerk, and the value Nikki brings to the Council. The chairman also passed on Councillors' thanks for her approachable and supportive nature which has been much appreciated. As required by the policy, a full report of the meeting was circulated to, and signed by the clerk.

As his line manager, the clerk carried out the appraisal of our warden, Dave on 30 March. His hard work and commitment to the council and our parishioners was recognised.

We thank our staff members for their ongoing hard work, and both are a valuable part of the Nash Mills Parish Council team.

Councillor Steve Roberts

Chairman of Personnel Committee



AGENDA REQUEST FORM
(FOR ITEMS OUTSIDE OF WORKING GROUP MATTERS)

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED IN ADVANCE OF THE MEETING IN LINE WITH THE TIMESCALES SCHEDULE THAT HAS BEEN CIRCULATED

Please note the clerk will endeavour to include your request, however the clerk will decide its suitability in line with statutory guidelines and other agenda items may take precedence.

NAME:	<u>Nicola Cobb</u>	DATE:	<u>31 May 2023</u>
--------------	---------------------------	--------------	---------------------------

AGENDA ITEMS - INSERT WORDING TO APPEAR ON THE AGENDA. REMEMBER TO MAKE IT CLEAR WHAT YOU ARE ASKING COUNCILLORS TO DECIDE. PLEASE ALSO NOTE IF YOU ARE LOOKING FOR A SPECIFIC RESOLUTION.

“To consider...” “To note...” “To review...” “To agree....”

- To consider options for the delivery of future magazines

BACKGROUND INFORMATION - INSERT AS MUCH INFORMATION AS POSSIBLE SO THAT COUNCILLORS HAVE THE DETAIL THAT THEY NEED IN ORDER TO MAKE AN INFORMED DECISION.

Spring 2022 and Winter 2022 delivery

The Spring 2022 and Winter 2022 magazines were delivered by a team fundraising for a scout jamboree. However, for the Spring 2023 magazine they had completed their fundraising and could no longer accept contributions from the parish council. Risk assessments and insurance were covered by Hemel Hempstead Scouts. Payment was given as a grant, rather than direct payment to an individual / company.

Spring 2023 / June 2023 delivery

The parish council agreed to deliver these magazine (with a Longdean Park resident kindly helping with the Spring 2023 edition). This was an interim solution as we did not have a delivery team in place.

Future options

Assuming we decide to continue with the parish magazine when we do the action plan, there will be three magazines a year (around March, July and November) so the parish council will need to determine whether they wish to deliver magazines again themselves, or look to find another individual or team who would be prepared to deliver for the budgeted amount of £120 per delivery.

If we want to consider inviting other parties to take on the delivery, clerk / council would need to spend time determining the process to select a person, team or company along with any related risk assessments and/or insurance, depending on age.

We previously investigated delivery companies but options were limited due to our specific address list and costs were considerably higher than our current budget.

BACKGROUND DOCUMENTS LIST NAMES OF ANY DOCUMENTS OR SUPPORTING INFORMATION TO BE ATTACHED.
ALL DOCUMENTS MUST BE SUBMITTED WITH THE REQUEST.

Summary of delivery rounds below:

Delivery Round	Area	Notes	Who	Total homes	Estimated time
1	Nash Mills Wharf	All homes		444	75 mins
2	Woodfield, Bunkers	Specific homes only – separate sheet provided		68	45 mins
3	Longdean Park Estate	All homes		114	70 mins
4	Chaffinches, Market Oak, Hill Common	Market Oak - Odds from number 9		61	30 mins
5	Chambersbury	Odds up to 223 Evens up to 158		147	45 mins
6	East Green, Highbarns, Pond Road, Meadow Road	All homes		131	45 mins
7	Barnacres	Specific homes only – see attached sheet		122	40 mins
8	Georgewood	1-41, 2-28 (others are Chambersbury)		36	10 mins
9	Gade Tower, Mill Close, Nash Green	All homes		88	35 mins
10	Belswains	Specific homes only – see attached sheet		107	30 mins
11	The Willows	All homes except 3 and 11 Swan Mead		185	30 mins
	TOTAL			1503	7 hours 35 mins

COSTS - INSERT DETAIL OF COSTS ASSOCIATED WITH THE DECISION THAT YOU ARE ASKING THE COUNCIL TO MAKE (IF KNOWN).

Current budget is £360 per year

Full Council Action List

May 2023 (post Meeting)

Cllr Actions from Most Recent Meetings	Comment	
Awaiting Further Updates		
Cllr Roberts to set working group meeting for business planning.		
Cllr Briggs to arrange IT working group meeting (document storage solutions)		
Cllr Cobb to provide NMVHA trust deed/governance information		
Clerk Actions (Most Recent Meetings for Information Only)	In addition to standard duties	
Clerk to renew insurance		
Clerk to place insurance claim		
Clerk to chase DBC for new register of interest forms		
Clerk to provide new finance Cllrs with budget for 2023/24		
Clerk to introduce Cllr Briggs to the Bunkers Park and SANG officers at DBC.		
Clerk to submit planning appeals to HMPI x 2 re Nash House		
Clerk to send DMC links to Cllr Kennedy		
Clerk to submit planning comments x1		
Clerk to submit all paperwork to external auditor and upload to website/noticeboards		
Clerk to book new Cllrs on to training with HAPTC		
Clerk to submit consultation responses x2		
Clerk ongoing actions (longer term)		
Add Cllr Berkeley and Cllr Kennedy as bank signatories at NatWest		
Clerk to add Cllr Kennedy to Lloyds Accounts		
Clerk to remove retired Cllrs from bank accounts once new additions finalised.		
Clerk to arrange NatWest online banking once Lloyds Accounts are resolved.		
Long Term Actions No Immediate Resolution (Reminders)		
War Memorial (status review before handover)	Issues with current status are repairs don't appear to be holding up	Details emailed to DBC and chased June 22 Sept 22 Mar 23
Verges/Verge hardening (currently on hold with DBC)		Chased again Mar 23
Article re Jamboree contribution to be written for NMPC Mag	NC	Article re Jamboree contribution to be written for NMPC mag
Borough Councillor Actions/ County Councillor Actions		
Investigate Surface water run off at Bunkers Lane (top end by passing place near cottages)	JM (Borough)	
Query white lines to deter parking at entrance to NMVH		
Query council update re site next to NMVH		

Date: 5th June 2023
Reference: 23/01319/FHA
Officer: Lois-May Chapman
Phone: 01442 228353
Email: Lois-May.Chapman@dacorum.gov.uk



Nash Mills Parish Council
Nash Mills Parish Council
PO Box 1602
Hemel Hempstead
Herts
HP1 9ST

The Forum
Marlowes
Hemel Hempstead
Herts
HP1 1DN
Switchboard
01442 228 000
Website
www.dacorum.gov.uk
D/deaf callers, Text Relay:
18001 + 01442 228 000

CONSULTATION

Dear Clerk To The Council,

Householder planning application.

Reference:	23/01319/FHA
Proposal:	Proposed 2 storey rear extension, alterations to front elevation and 2 storey infill, new roof to provide additional accommodation and internal alterations
Address:	31 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ

Please be advised that a planning application for the above proposal has been submitted to us. I shall be pleased to receive your comments as soon as possible and in any event not later than **21 days** from the date of this letter.

The relevant documentation submitted in respect of this application can be viewed on our website at <https://planning.dacorum.gov.uk/publicaccess/> by entering the application reference number quoted above.

Yours faithfully,

Lois-May Chapman

Planning Officer
Development Management
Dacorum Borough Council