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NASH MILLS

PARISH COUNCIL



Clerk Report July 2023

Banking

Chess ICT had a delay setting up our direct debit for the new Cllr emails. A late payment fee was charged but I have arranged for that to be cancelled, along with the admin fee and a manual payment was sent this month (signed off by Cllr Bayley and Cllr Roberts)

Grant Kennedy confirmed as signatory on Lloyds. I will now start the process to remove Jan Maddern.

Forms for removal will be signed at the meeting 10/7/2023

Canal Towpath Upgrade

Works have commenced.

Lease

School have finalised the outstanding items at their end and our solicitor is just finishing off the formalities.

County Archives Hertford

Appt Booked Tuesday 15th August 11am

Details attached of items being deposited are on final page of this report.

Insurance

Claim outstanding -all supporting information now submitted. Claim for sign approved so clerk to bring suggestions back to council in Sept once she has obtained permissions and installation costs from HCC.

Warden Updates

It has been a busy time for Dave as he completes his maintenance programme of repairs/painting/moss removal.

Fly tipping remains an issue

Dave does an amazing job and here is a brief summary of a typical week in the life of our warden.

Cleared fly tipping from the alley between East Green and Georgewood Road.

Cleared playground in Barnacres Road after litter bin and other rubbish was put all over the area.

Removed shopping trolley from Barnacres Road which was used to push at cars and returned to Sainsburys.

Weeded the memorial at Gade Tower.

Checked Bunkers Playing field.

Painted the seats in Highbarns and Georgewood Road.

Remove dead hedgehogs from Belswains Lane.

Checked De-Fib.

Grass cutting done this week by DBC.

Financial Services Compensation Scheme

A new complaint was raised with Lloyds.

The FSCS cover only covers 'small' local authorities (annual turnover under £500,000). Lloyds have written to us to say that as a local authority we may be on the exclusions list. Lloyds have only one classification for a 'local authority' and are, as such, unable to distinguish on our account and correspondence that we are classified as a small authority.

This query is an annual battle as they send out the information once a year. As they do not have access to our total turnover, and they only have the one heading for classification they will not confirm categorically that we are covered so this will continue to be an outstanding 'admin' discrepancy.

To check our risk, I have also spoken directly to the FSCS helpline. They have confirmed that if our bank failed, we would have to lodge a claim and wait for it to be repaid.

Should Lloyds fail and you don't receive an automatic return of funds as they had you marked as ineligible, we will be able to look into this at that point. Prior to the bank going into default, we are unable to make any changes to the information that they hold or confirm your eligibility as we don't have access to the records that go into their decision making.

Whilst it is frustrating, I do not believe that this exposes us to any undue risk. We are with high street banks and do not have any funds with any overseas or 'unknown' entity. There is currently nothing more that can be done with this other than to keep all supporting communications and information on file. We are not the only PC with this issue with Lloyds and I will continue to canvass for a change via my SLCC contacts.

Freedom of Information Request

6/7/2023 FOI requesting information re burial space received. Response sent 6/7/2023-stating that NMPC do not own, manage, or maintain any burial plots and therefore cannot supply the requested information.

Action List Updates

IT

Clerk trialling SharePoint for some of her own documents and will bring to the IT W/G via the business planning W/G

DBC Communications

DBC timings for their communications mean that they do not feel it is appropriate to include NMPC's 50th birthday (next issue due Jan 24). I have sent them the magazine and asked them to share it on their social media. Awaiting response.

Training Attended/Attending/CPD

28/6/2023 Clerk attended full day meeting with SLCC and SLCC president at Hatfield House.

Correspondence received (please note that this will not include all items dealt with by the clerk)

Enquiry about parking issues @ Nash Green

Complaint re large vehicles using Bunkers Lane (sent to County Cllr)

Report re fly-tipping in Little Wood

Correspondence received from Central Digital & Data Office (CDDO) (name server configuration). This Govt agency helps to secure public sector domains. All queries resolved by clerk and our domain provider.

Nikki Bugden 7/7/2023

NMPC Documents being lodged with County Archives in Hertford August 2023

Paperwork Audit September 2021

Main Council Minutes

Book Number	Start Date	End Date	Comments
1	15th June 1973	16th December 1980	First Meeting
2	19th January 1981	1st December 1986	
3	5th January 1987	7th December 1992	
4	4th January 1993	4th March 1996	
5	1st April 1996	1st March 1999	
6	12th April 1999	10th March 2008	
7	Apr-08	Mar-12	Missing
8	16th April 2012	11th April 2016	Send Books 1-10 to County Archives
9	9th May 2016	10th December 2018	
10	14th January 2019	9th December 2019	
11	Dec-19	To Current Day	with Clerk possible send 2019-2021 to county archives as well.
Finance Minutes			
Book Number	Start Date	End Date	Comments
1	10th June 1992	13th March 2006	First Committee Meeting
2	Apr-06	Mar-11	Missing
3	11th April 2011	8th April 2019	Final (committee dissolved)
			Send All Books to County Archives
Planning Minutes			
Book Number	Start Date	End Date	Comments
1	24th February 1992	10th December 2018	First and Final meeting dates Committee Dissolved Send All Books to County Archives
Annual Parish Meeting Minutes			
	27th April 1982	24th April 1995	Send Book to County Archives
	1996	2007	seem to be in main minute binders
	21st May 2008	8th May 2017	Missing 2011 (2012 2014 since found on laptop but therefore unsigned)
Annual Council Meeting Minutes			
		Pre 2007	seem to be in main minute binders
	14th May 2007	9th May 2011	Missing 2012 2013 2014 2015 (since found on laptop but therefore unsigned)
Parish Magazine from 1980's			
			send all to county archives

HERTFORDSHIRE COUNTY COUNCIL

THE HERTFORDSHIRE (MILL CLOSE AND NASH GREEN, HEMEL HEMPSTEAD) (RESTRICTION OF WAITING)
ORDER 2023

NOTICE is given that the Hertfordshire County Council in order to improve road safety proposes under the Road Traffic Regulation Act 1984 to introduce new waiting restrictions on parts of Hemel Hempstead as specified in the Schedule to this Notice.

Documents giving more detailed particulars of the proposals may be inspected from 5 July 2023 during normal office hours, at Main Reception, Hertfordshire County Council, County Hall, Pegs Lane, Hertford, or may be viewed on-line at www.hertfordshire.gov.uk/trafficorders by selecting Dacorum and looking at Ref: D01023

General enquiries relating to the proposals should be referred to the Highways Engineer concerned Tess Dowdeswell tel: 07442 942884 or tess.dowdeswell@hertfordshire.gov.uk

Objections to the proposals should be made **in writing** to TRO Services Team, Postal Point (CHO242), First Floor, East Link Corridor, County Hall, Pegs Lane, Hertford, Herts, SG13 8DN or tro.team@hertfordshire.gov.uk by 26 July 2023 stating the grounds on which they are made.

SCHEDULE: No waiting at any time – those sections of road listed below and as set out in the Order and accompanying plan -
Parts of Mill Close and Nash Green.

Consulting on this scheme is a statutory duty of the County Council. Any personal data you provide in responding to this Notice will be treated as confidential but will be shared with HCC Officers; County Councillors and contracted third parties who are involved in the statutory process. We will not share identifiable data with third parties outside of the statutory process. Guidance on your rights in respect of personal data are published in the Privacy Policy on our website, Hertfordshire.gov.uk

County Hall
Hertford
Herts SG13 8DN

5 July 2023
Scott Crudgington
Deputy Chief Executive & Executive Director (Resources)

HERTFORDSHIRE COUNTY COUNCIL
ROAD TRAFFIC REGULATION ACT 1984

Date of Order:
Order No:

**THE HERTFORDSHIRE (MILL CLOSE AND NASH GREEN, HEMEL HEMPSTEAD)
(RESTRICTION OF WAITING) ORDER 2023**

The Hertfordshire County Council in exercise of their powers under Sections 1, 2 and 3 of the Road Traffic Regulation Act 1984 (which said Act of 1984 is hereinafter referred to as “the Act of 1984”), and of all other enabling powers and after consultation with the Chief Officer of Police hereby make the following Order:-

1. This Order may be cited as “The Hertfordshire (Mill Close and Nash Green, Hemel Hempstead) (Restriction of Waiting) Order 2023” and shall come into effect on
.....
2. The Hertfordshire (Mill Close and Nash Green, Hemel Hempstead) (Restriction of Waiting) Order 2023 Plan numbered **D01023P** (the “waiting restrictions plan”) as listed in the Schedule to this Order is incorporated into this Order.
3. **Interpretation –**
In this Order, except where the context otherwise requires, the following expressions have the meaning hereby respectively assigned to them;
“disabled person’s vehicle” has the same meaning as in Section 142(1) of the Act of 1984;
“disabled person’s badge” has the same meaning as given in Regulation 3(1) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000
“parking disc” has the same meaning as given in Regulation 8(5) of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000; and
“postal packet” shall bear the same meaning as in Section 65 of the Postal Services Act 2011.
“provision of a universal postal Service” shall bear the same meaning as in Section 65 of the Postal Services Act 2011.
“relevant position” has the same meaning as given in Regulation 4 of The Local Authorities’ Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000
“universal service provider” shall bear the same meaning as in Section 65 of the Postal Services Act 2011.
“waiting restrictions plan” is the plan numbered **D01023P** inclusive of its key, which is incorporated into this Order as set out in Article 2 and the Schedule;
4. Save as provided in Articles 5, 6 and 7 of this Order no person shall cause or permit any Vehicle to wait, on areas of Road or sides of the Road as shown on the “waiting restrictions plan” where waiting, is not allowed as identified and shown on the “waiting restrictions plan” and its key thereof.
5. Nothing in Article 4 of this Order applies in relation to -
 - (a) a vehicle being used for Fire and Rescue, Ambulance or Police purposes.
 - (b) anything done with the permission of or at the direction of a Police Constable in uniform.
 - (c) a vehicle which is being used for one or more of the following purposes and which cannot reasonably be used for such a purpose;

- (i) any operation involving building, demolition or excavation;
- (ii) the removal of any obstruction to traffic;
- (iii) the maintenance, improvement or reconstruction of a road;
- (iv) constructing, improving, maintaining, or cleaning of any street furniture; or
- (v) the laying, erection, alteration, repair or cleaning of any sewer or of any main pipe or apparatus for the supply of gas, water or electricity, or of any telecommunications apparatus kept or installed for the purposes of a telecommunications code system or of any other telecommunications apparatus lawfully kept installed in any position.

(d) a marked vehicle which, whilst used by a universal service provider in the course of the provision of a universal postal service, is waiting only for long as is reasonably necessary to enable postal packets to be delivered or collected.

6. Nothing in Article 4 of this Order applies to the lengths of road restricted by that Article (which said lengths of road are referred to in this Article as “the restricted area”) so as to render it unlawful to cause or permit any vehicle to wait only for so long as may be reasonably necessary –

(a) to enable goods to be loaded on or unloaded from the vehicle from or to premises adjacent to the restricted area; or

(b) to enable a passenger to board or alight and to load and unload any luggage

7. Nothing in Article 4 of this Order shall render it unlawful to cause or permit a disabled person’s vehicle which displays in the relevant position a disabled person’s badge and a parking disc, to wait at any time in the lengths of road restricted by that Article for a period not exceeding 3 hours (not being a period separated by an interval of less than 1 hour from a previous period of waiting by the same vehicle in the same length of road).

8. The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other regulations made or having effect as if made under the Act of 1984 or by or under any other enactment.

9. The Interpretation Act 1978 shall apply for the interpretation of this Order as it applies for the interpretation of an Act of Parliament.

SCHEDULE

Schedule	the “waiting restrictions plan” – D01023P
-----------------	--

Signed:

Charlotte McKay
Assistant Chief Legal Officer
Environment Law / Legal Services

Dated:

STATEMENT OF REASONS

THE HERTFORDSHIRE (MILL CLOSE AND NASH GREEN, HEMEL HEMPSTEAD) (RESTRICTION OF WAITING) ORDER 2023

Hertfordshire County Council is proposing to introduce new waiting restrictions in parts of Hemel Hempstead.

The proposals will comprise of –

- ‘No waiting at any time’ restrictions in parts of Mill Close and Nash Green.

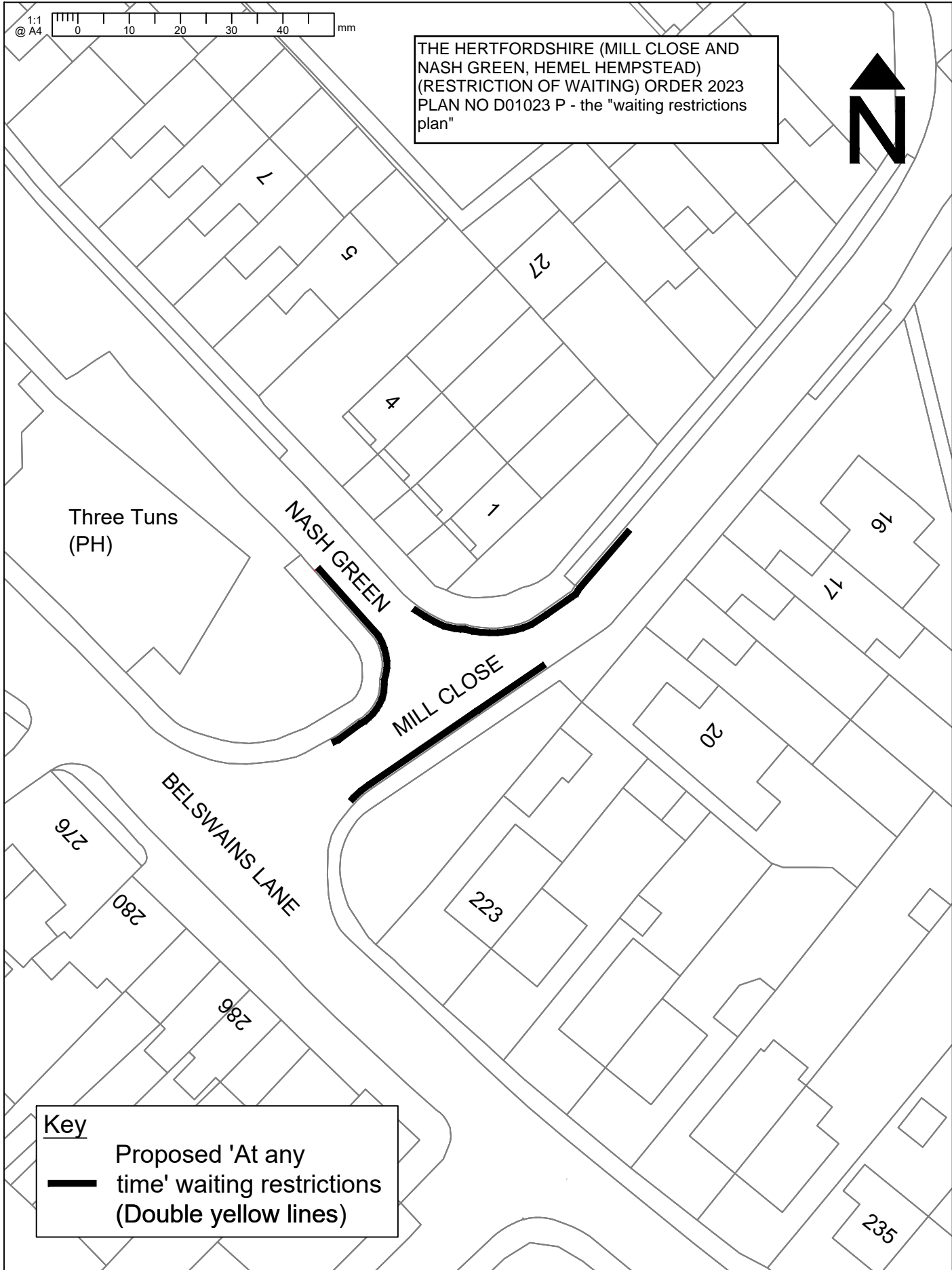
Vehicles have been recorded parking close to the junction causing poor visibility and several near misses. These proposals are to prevent vehicles parking in contravention of the recommendations of the Highway Code (mainly Rule 243), thereby ensuring visibility of vehicles and pedestrians is maintained whilst keeping the road clear so passage of vehicles is unrestricted.


Care has been taken to only restrict parking in location with it is necessary to ensure safe passage of all road users, thereby maintaining parking for residents which it is possible to do so.

Parked vehicles in the vicinity of the junction causes issues of obstruction and visibility of pedestrians and vehicles. The proposed TRO will aim to secure the convenient and safe movement of vehicles and pedestrians.

Therefore, having also considered the duty imposed under Section 122 Road Traffic Regulation Act 1984, it appears to the Highway Authority that it is necessary and expedient to make an Order in the interests of avoiding danger to persons or other traffic using the road and for preventing the likelihood of any such danger arising and for facilitating the passage on the road or any other road of any class of traffic (including pedestrians).

The proposal has been subject to consultation with local and County Councillors representing the area and Dacorum Borough Council. The local Police, Ambulance, Fire & Rescue Services, Hertfordshire County Council Passenger Transport Unit, Nash Mills Parish Council and local residents are also being consulted.



 <p>County Hall Pegs Lane Hertford, Herts SG13 8DN www.hertfordshire.gov.uk/highways</p>			<p>Notes</p> <p>N1. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form. (This restriction may not apply to HCC and its licensed contractors, agents & partners.)</p> <p>N2. © Crown copyright and database right to 2022 Ordnance Survey 100019606.</p>					<p>Project</p> <p>NASH GREEN AND MILL CLOSE HEMEL HEMPSTEAD DIVISION 12</p>		
<p>Rev</p>			<p>Sheet</p> <p>PROPOSED WAITING RESTRICTIONS PUBLIC CONSULTATION PLAN</p>					<p>Project No.</p> <p>HC 230026</p>		
<p>Date</p>			<p>Scale(s)</p> <p>1:500</p>					<p>Sheet No.</p> <p>1</p>		
<p>Description of Revisions</p>			<p>Approved Date</p> <p>MAY 23</p>					<p>Revision</p> <p>-</p>		
<p>Drawn</p>			<p>Signature</p>							
<p>Chkd</p>			<p>Signature</p>							
<p>Appr</p>			<p>Signature</p>							
			<p>Signature</p>							
			<p>Signature</p>							
			<p>Signature</p>							

Nash Mills Parish Council				Jul-23					Minutes ref
FINANCIAL SCHEDULE									
July									
Payee	Method	Description	code	Amount	Vat		Amount		
SALARIES/HMRC/PENSION	SO	July Salaries, HMRC,Pension	Various	£ 2,731.52		£		2,731.52	
Vodaphone	DD	Clerk's Mobile	4060	£ 18.34	£	3.66	£	22.00	
NMVHA	SO	Hall Hire	4165	£ 30.00			£	30.00	
DBC	DD	Garage Rental	4175	£ 54.60	£	10.92	£	65.52	
Paybureau	SO	Monthly Wages Fee	4050	£ 18.80	£	3.76	£	22.56	
Diverse	Online	Parish Centenary Mag x 1600x36	4166	£ 850.00	£	-	£	850.00	22/127/FPC -budget £770
Diverse	Online	Parish Noticeboard posters	4162	£ 20.00	£	4.00	£	24.00	
Chruch Noticeboard Co	Online	2 spare keys (Mb/DD)	4162	£ 15.00	£	3.00	£	18.00	
SUBTOTAL				£ 3,738.26	£	25.34	£	3,763.60	
Payment made using Debit Card 28/6/23	card	Chess lct Cllr monthly fees (DD mot ready)	4120	£ 36.00	£	7.20	£	43.20	
Payment above using delegated powers	card	Net Nerd Domain renewal will be debited from card during July	4120	£ 80.00	£	16.00	£	96.00	auto renewal 2 years
				£ 3,854.26	£	48.54	£	3,902.80	

PAY HMRC	Date	Chairman	
PAY PENSION			
VAT RECEIPT GARAGE			
Change Dave DD			
Change NW DD		RFO	

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30th June 2023

Last Year Ended 31st March 2022		Current Year Ended 30th June 2023
Operating Income		
45,805.02	Income	48,946.25
784.00	Parish Magazine	0.00
2,064.75	VAT Data	0.00
48,653.77	Total Receipts	48,946.25
Running Costs		
41,666.43	Administration	15,769.91
2,755.00	Parish Magazine	0.00
15,210.00	Projects	462.60
2,141.42	VAT Data	14.03
61,772.85	Total Payments	16,246.54
Receipts and Payments Summary		
108,950.64	Opening Balance	95,831.56
48,653.77	Add Total Receipts(As Above)	48,946.25
157,604.41		144,777.81
61,772.85	Less Total Payments(As Above)	16,246.54
95,831.56	Closing Balance	128,531.27
These cumulative funds are represented by:		
4,075.53	LLoyds Current A/C	36,263.89
0.00	Lloyds Holding TF Account	0.00
61,116.38	NatWest BR	61,223.50
8,427.70	NatWest Current A/C	8,723.43
22,211.95	Lloyds 32 Day	22,320.45
0.00	DNU - Lloyds 32 Day	0.00
95,831.56		128,531.27
Reserve Balances are represented by:		
-13,119.08	Current Year Fund	32,699.71
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
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

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30th June 2023

Last Year Ended
31st March 2022

95,831.56

Current Year Ended
30th June 2023

128,531.27

Signed : _____ (Chairman) _____ (RFO)

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

Confirmed Bank & Investment Balances

Bank Statement Balances

30/06/2023	Lloyds Current A/C	36,263.89
31/05/2023	';	61,223.50
28/04/2023	NatWest Current A/C	8,723.43
30/06/2023	Lloyds 32 Day	22,320.45
25/11/2021	Lloyds Holding Account	0.00

128,531.27

Other Cash & Bank Balances

0.00

Closing Balance

128,531.27

All Cash & Bank Accounts

1	LLoyds Current A/C	36,263.89
2	NatWest BR	61,223.50
3	NatWest Current A/C	8,723.43
4	Lloyds 32 Day	22,320.45
5	Lloyds Holding TF Account	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	128,531.27



NASH MILLS

PARISH COUNCIL

RFO Report Finance Q1 30th June 2023

Please note that the full financial figures are listed at the end of this document. These are from a third-party software programme and therefore are not able to be made accessible in this document. Please contact the clerk should you require assistance.

Summary

Nash Mills Parish Council (NMPC) is now at the end of the first quarter of the new financial year 2023/24. Precept and grants have been received.

Total balances held on accounts (less NatWest final interest payment) on 30th June 2023 £128531.27

of which £67235 is currently earmarked and with £28596 in general reserves.

There were elections in May 2023. The new council has a 4-year term. At the RFO's request a working group has been set up to enable the team to consider projects and aims for the term. Recommendations for council will be brought to the meeting in Sept 2023. This will inform the priorities for this administration and will feed into the autumn budget setting. Consideration and any reallocation for the use of the existing earmarked reserves will form part of this process.

The council will also be asked to look at the CIL expenditure during the business planning process. Council to note that CIL is a conditional spend¹ and the clerk will verify the suitability of any expenditure with the CIL officer at DBC prior to committing any funds to projects.

Ongoing Matters/ Projects in Progress

Insurance claim for 'welcome' sign. Claim approved. The clerk is investigating permissions for re-installation, contractor, costs and sign options to bring back to council in Sept 2023. (Covered by insurance unless council which to choose an alternative design). Cost approved by insurer £1019 for sign only.

Playpark Repairs- separate agenda item on July agenda. Costs £622.03 (replacement swing brackets).

¹ The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the

Financial Headlines

Position 30th June 2023 (income/expenditure)

	Budget	Actual	Variance	Notes
Income	49090	48946	144	Interest is performing at a higher rate than budgeted due to inflation. Precept and grants awarded and received in full. The interest heading includes £100 Lloyds Bank compensation. We budgeted £100 interest per annum. Currently we are at £216 interest for quarter 1 and £100 compensation total £316
Expenditure	53948	16247	37558	We are only one quarter into our annual expenditure

Budget heading Overspends over £100 or 15% of budget (reported as required in our Financial Regulations)
Too early in the year to report under this heading. No concerns at present.

Budget Heading Underspends over £100 or 15% of budget (reported as per our Financial Regulations)
Too early in the year to report under this heading. No concerns at present. Elections 2023 waiting for invoice from DBC but £3000 earmarked.

Invoices Income Due

None

Nikki Bugden
Clerk to the Council 4th July 2022

Attached

Earmarked Reserves 30062023

Bank reconciliation -All Accounts 30062023

Receipts and Payments details 30062023

Please note that documents from this point onwards are from third party software and are therefore not accessible. Please ask the clerk should you require additional formats.

Earmarked Reserves

03/07/2023

Nash Mills Parish Council

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Expenses	15,985.00		15,985.00
321 EMR - Playpark	5,500.00		5,500.00
322 EMR - Bench and plaque	0.00		0.00
323 EMR - Election Costs 2023	3,000.00		3,000.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	7,896.15		7,896.15
327 EMR - Village Hall Support	21.60		21.60
328 EMR - Verges	10,000.00		10,000.00
329 EMR - Community Events	866.71	-462.60	404.11
330 EMR - Projects, Denes Defib Jub	106.09	6,800.00	6,906.09
331 EMR - CIL (Conditional spend)	23,001.34	-11,500.00	11,501.34
332 EMR - Groundworks/ DBC Grant R	0.00		0.00
333 EMR - Elections 2019 owed	0.00		0.00
334 EMR - CCTV	0.00		0.00
336 EMR - The Denes CCTV	20.90		20.90
337 EMR - Rewilding grant	0.00	0.00	0.00
	72,397.79	-5,162.60	67,235.19

Bank reconciliation All Accounts

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

Confirmed Bank & Investment Balances		
Bank Statement Balances		
30/06/2023	Lloyds Current A/C	36,263.89
31/05/2023	';	61,223.50
28/04/2023	NatWest Current A/C	8,723.43
30/06/2023	Lloyds 32 Day	22,320.45
25/11/2021	Lloyds Holding Account	0.00
		128,531.27

Receipts and Payments details

Nash Mills Parish Council

Summary Receipts and Payments for Year Ended 30th June 2023

Last Year Ended 31st March 2022		Current Year Ended 30th June 2023
	Operating Income	
45,805.02	Income	48,946.25
784.00	Parish Magazine	0.00
2,064.75	VAT Data	0.00
48,653.77	Total Receipts	48,946.25
	Running Costs	
41,666.43	Administration	15,769.91
2,755.00	Parish Magazine	0.00
15,210.00	Projects	462.60
2,141.42	VAT Data	14.03
61,772.85	Total Payments	16,246.54
	Receipts and Payments Summary	
108,950.64	Opening Balance	95,831.56
48,653.77	Add Total Receipts(As Above)	48,946.25
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61,116.38	NatWest BR	61,223.50
8,427.70	NatWest Current A/C	8,723.43
22,211.95	Lloyds 32 Day	22,320.45
0.00	DNU - Lloyds 32 Day	0.00
95,831.56		128,531.27



Clerk Report – Swing Repairs July 2023

Council Actions Required

- To consider and if agreed approve expenditure for the repairs to the swing set at the playpark

Background

NMPC leases the Bunkers Lane playpark. As the lease is currently only for 2 years NMPC would be unwise to undertake large amounts of expenditure, however we have a duty to ensure that the equipment is safe.

We receive detailed quarterly inspections from The Play Inspection Company and the warden (who is trained) undertakes weekly inspections.

There was a moderate risk finding, relating to the swing set in the last report and the warden had tried to remedy this, however it appears that the brackets are embedded into the frame.

We currently have no high-risk items reported and our next report is due imminently.

Council paid for a RESI-D test in May 2021.

Considerations

I cannot obtain 3 quotes. As the equipment is Kompan equipment the other 2 suppliers that I have approached will not repair it. The quote is for complete dig out of old brackets and replacement.




The quote and report details are below totalling **£622.03**.



Future Actions for a later date/budget consideration

The 'basket' itself is suffering from repeat vandalism. For the time being the warden has managed to repair it, but I have obtained quotes for a replacement and council will need to ensure that approx. £1500.00 is earmarked for future works. Council may also wish to upgrade some other minor items at the same time that are also showing wear and tear as detailed in the report. I can arrange quotations should council wish me to as there is a discount available if these works are conducted at the same time.

The most recent inspection report is available in full here [Councillors Log-in – Nash Mills Parish Council](#) . It is available on request to those who do not have access to the councillor page.

Play Inspection Report March 2023

 12 - Moderate Risk (Finding 3)			
Item:	Swings - 2 Bay 2 Flat 1 Basket Seat	Risk Level:	M - Moderate Risk
Manufacturer:	Kompan Ltd	Surface:	Grass Matrix Tiles
			
			
Finding: A number of fixing(s) have worked loose on the suspension mounts		Action: Secure all loose fixings	

<div>  12 - Moderate Risk </div>	
Item: 2 Bay 2 Flat 1 Basket Seat Manufacturer: Kompan Ltd Surface Type: Grass Matrix Tiles Item Quantity: 1 Equipment Compliance: No Surface Area Compliance: Yes	
Total Findings: 12	
Finding 1 The seat has minor damage or wear - Monitor for any further deterioration and replace as required	Finding 2 There is a large cavity within the timber support and the inspector has some concerns about the internal condition of the timber and was unable to verify the structural integrity without further testing. We recommend a Resi-PD survey to establish the condition of the timber at it's core. - Contact the Play Inspection Company office for further information
Finding 3 A number of fixing(s) have worked loose on the suspension mounts - Secure all loose fixings	Finding 4 A number of fixing(s) have worked loose on the secondary safety chain - Secure all loose fixings
Finding 5 There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required	Finding 6 The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required
Finding 7 The seat has minor damage or wear - Monitor for any further deterioration and replace as required	Finding 8 There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn
Finding 9 This design of swing joint has been known to fail on the weld connecting the joint to the threaded stud - We would recommend that the joint be dismantled and checked on a regular basis or consulting with manufacturer on whether a Secondary Safety Device can be fitted	Finding 10 There is algae or moss on the surface of the equipment - Clean and treat appropriately
Finding 11 The bushes are showing signs of wear - Monitor for any further deterioration and replace as required	Finding 12 The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Correspondence from KOMPAN

Job One – SQ282589

Swing fixing finding, 3,4,9 – the bolt cannot be tightened further as it is embedded into the wood so I would suggest that we perhaps need new fixings and the old ones dug out or an additional safety device fitted.

Project Name EN347302 Nash Mills Play Area

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
112130-A2	CB M12X130 A2-70 DIN603 PART THREAD	8	Pieces	6.70	53.60
201311013030	WASHER Ø13X30X3 A2	8	Pieces	2.30	18.40
920-12	PTHL NUT M12 A2-70 DIN985	8	Pieces	0.80	6.40
A173026-06	PLUG Ø42 ESSENTA NO. 460789	24	Pieces	1.00	24.00
201311013030	WASHER Ø13X30X3 A2	6	Pieces	2.30	13.80
920-12	PTHL NUT M12 A2-70 DIN985	6	Pieces	0.80	4.80
A173026-06	PLUG Ø42 ESSENTA NO. 460789	12	Pieces	1.00	12.00
EM521	HORTEX HAN 302-43 10 ML ANAEROBIC ADHESIVE	2	Pieces	33.00	66.00
FREIGHT	Freight	1	Pieces	32.00	32.00
EN-IM-INT-REPAIR	Change over existing fixings on swing units	4	Hours	71.84	287.36
Total GBP Excl. VAT					518.36
20% VAT					103.67
Total GBP Incl. VAT					622.03

Payment Terms Net 30 days

Res-D Test Results May 2021- no further action was required.

Measuring / object data

Measurement no.:	32	Speed	: 2500 r/min	Diameter:	
ID number	: BUNKERS LANE PLAY AREA	Needle state:	---	Level	:
Drilling depth	: 13,00 cm	Tilt	: +5°	Direction:	
Date	: 21.09.2021	Offset	: 80 / 347	Species	:
Time	: 13:43:45	Avg. curve	: off / off	Location	:
Feed	: 150 cm/min			Name	:

WoodInspector

Program	: Standard
Mode	: Full piercing
Start / stop	: 0,06 cm / 12,92 cm
Length	: 12,86 cm
Cavity	: 1,30 cm (10,1%)

Results Summary

The test results show no signs of defects within the timbers and no remedial works have been identified.

Drills 1C, 1D & 1E were undertaken around the cavity identified in Post 1 during the initial inspection, the cavity can be seen in drill 1E otherwise the drills show no signs of further decay as a result of the cavity.

Note: The timbers are not uniform in shape and size and as a result a number of drills show the needle has exited the timber prior to the end of the preset drilling depth.

Nikki Bugden
Clerk to the Council
3/7/2023



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

June 2023

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the Governance and Accountability Manual, including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Return, are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the Annual Governance and Accountability Return and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. whether proper accounting records have been kept by the Council;
- b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
- c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the Annual Return, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the Annual Return, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or us giving timely notice. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	Signature	Nash Mills Parish Council	Signature
Stuart J Pollard Director	<i>Stuart Pollard</i>	Dated:	

Damaged windows @ The Denes





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

PLEASE NOTE THAT AGENDA ITEMS MUST BE SUBMITTED PRIOR TO THE AGENDA CUT OFF DATE

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.

CLLR NAME:	<u>Alan Briggs</u>	DATE:	<u>21/06/2023</u>
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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 organising a walk open to all residents of NMPC along the Grand Union canal to Kings Langley to celebrate the towpath upgrade and to promote NMPC's financial contribution.

If agreed, to form a working group to organise the event.

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

NMPC contributed to the cost of the upgrade – this would be a good way to publicise that.

Such an event also offers the opportunity for a social gathering without major logistics / significant cost to NMPC.

The event could / should be timed such that it is promoted in advance in the parish magazine. The parish magazine is delivered to all residents, so is potentially ideal to reach a demographic who may not use social media. That said, social media is worthwhile both for those that do use it directly but also to target family members who could make their relatives aware of events.

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

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

Working group to report to Council on any budget needed for the event.

Benefit To Residents/Local Area

Enhance the health and well-being of Nash Mills residents.

SUPPORTING INFORMATION

Photos/links/examples for comparison.

Full Council Action List

June 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 liaise with clerk to investigate options for future deliveries of the parish magazine.		
Clerk Actions (Most Recent Meetings for Information Only)	In addition to standard duties	
Clerk to submit planning comments x1		
Clerk to contact C/Cllr re SID data then HCC and PCCO (If necessary)		
Clerk to upload amended policies to website		
Clerk to re-send links for Cllr log in page to new Cllrs		
Clerk to contact DBC re Local Council Clerk week		
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		