



NASH MILLS PARISH COUNCIL

Parish Council Meeting Minutes

12th June 2023 7.30pm

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

In Attendance

Meeting opened at 7.31pm with 3 members of the public and the clerk present.

AGENDA

23/025/FPC Apologies

To receive apologies for absence

Apologies were noted for Cllr Steve Roberts.

23/026/FPC Interests

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for declarable interests; and

c) To grant any requests for dispensation as appropriate

None

23/027/FPC Minutes

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

15th May 2023 (ACM)

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

23/028/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Clerk to ask the DBC communications team if they will be publicising the Local Council Clerk Week.

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

23/029/FPC Public Issues/Participation

None.

PLANNING & CONSULTATIONS

23/030/FPC Planning Applications

To consider and approve any parish council responses to the following planning applications received since last meeting up to 1st June 2023

None

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

1st June 2023- 12th June 2023 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here and will have detailed information on applications that may be on the agenda

[Planning Search \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/planning-search)

[23/01319/FHA | Proposed 2 storey rear extension, alterations to front elevation and 2 storey infill, new roof to provide additional accommodation and internal alterations | 31 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that NMPC register no objection but that the clerk requests that the planning officer reviews the impact that this increase in habitable space will make to any parking provision. Unanimous decision.

23/031/FPC Consultations. (Clerk to advise)

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

None

23/032/FPC DBC Development Management Committee Meeting (DMC)

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

None

23/033/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only.

None

FINANCE

23/034/FPC Monthly Financial Matters Appendices 2a-c

- a. To note and ratify any payments made since the last meeting by NMPC debit card under delegated powers and to authorise June payments to be made in accordance with the budget (included in monthly schedule attached)

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

| Payee | Description | Amount | Vat | Amount |
|-----------------------|------------------------------|------------|---------|------------|
| SALARIES/HMRC/PENSION | June Salaries, HMRC, Pension | £ 2,454.98 | | £ 2,454.98 |
| Vodafone | Clerk's Mobile | £ 18.34 | £ 3.66 | £ 22.00 |
| NMVHA | Hall Hire | £ 30.00 | | £ 30.00 |
| DBC | Garage Rental | £ 54.60 | £ 10.92 | £ 65.52 |

| | | | | |
|---|---|-------------------|----------------|-------------------|
| Paybureau | Monthly Wages Fee | £ 18.80 | £ 3.76 | £ 22.56 |
| HAPTC | New Cllr training x2 | £ 60.00 | £ - | £ 60.00 |
| Chess ICT | Chess ICT Cllr emails set up and monthly fees | £ 134.84 | £ 26.97 | £ 161.81 |
| BHIB | BHIB Ins renewal | £ 711.72 | £ - | £ 711.72 |
| Viking | paper/ink | £ 46.87 | £ 9.37 | £ 56.24 |
| SUBTOTAL | | £ 3,530.15 | £ 54.72 | £ 3,584.87 |
| Payment made using Debit Card 5/6/23 | Defib Pads | £ 104.95 | £ 20.99 | £ 125.94 |
| Payment above using delegated powers | | £ 3,635.10 | 75.67 | £ 3,710.77 |

Please note the banking will show the following

Pension payment will be reduced by £29.77 due to overpayment in April and May

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

Amendment post meeting please note VAT total for Paybureau was incorrect and therefore amended by 4p and adjustments made to totals too

- b. To receive and approve the statutory receipts and payments report up to 31st May 2023
- c. To receive and approve the bank reconciliation up to 31st May 2023
- d. To note that NMPC have received an additional £100 as compensation from Lloyds.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that items b,c,d above be noted and approved.

Bank balances noted at £131859.33 with £44.64 outstanding as unrepresented. Unanimous decision.

- e. To formally approve that Cllr Kennedy (as finance lead) be added to the NatWest and Lloyds Bank accounts (and online banking) and to instruct the clerk to remove any Cllrs who are no longer serving.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Kennedy be added to the accounts and the mandate application be signed by Cllrs Bayley, Berkeley, Kennedy and the clerk which will then be submitted to Lloyds. Unanimous decision.

- f. To ratify the decision of the clerk, made under delegated powers, to submit a claim to Gallagher for the damaged 'welcome' sign
- g. To ratify the decision of the clerk, made under delegated powers, to renew NMPC insurance with AVIVA via BHIB under a 3-year long term undertaking with discounts applied.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that items f and g above be noted and ratified.

Unanimous decision.

STATUTORY MATTERS

23/035/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- Financial & Management Risk Assessment
- Reserves Policy and Earmarked Reserves (appendix to Reserves policy)

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the policies as listed above be noted and approved with the amendments as suggested by the clerk. Unanimous decision.

23/036/FPC To Review the Effectiveness of Internal Controls Appendix 3

Resolved, proposed Cllr Bayley, seconded Cllr Kennedy, that NMPC have an effective system of internal controls as required by statute. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/037/FPC Speed Indicator Device (SID) Data

- a) To consider whether NMPC wishes to write to HCC, the County Councillor and the PCC (Police and Crime Commissioners Office) concerning the quality, availability, and validity of SID data
- b) To consider whether NMPC wishes to pay for the Georgewood Road SID Data

A discussion was held regarding the quality of the data available considering the expense that council went to in installing the devices.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the clerk approach the county councillor for assistance and after that, if necessary, approaches Herts County Council and the Police and Crime Commissioners Office to express dissatisfaction at the reported issues with the efficacy of the SID data that is produced. Council to defer the request for the Georgewood Road data until further information is brought back to council. Unanimous decision

23/038/FPC Personnel Report Appendix 4

To receive the written report.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that report be noted and received. Unanimous decision

23/039/FPC Magazine Delivery Appendix 5

To consider options for the delivery of the parish magazine.

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that councillors deliver the next edition (Summer 2023) and that the clerk and Cllr Cobb liaise to look at options for asking local community groups to apply to deliver the magazine going forward. Council would be happy to pay the budgeted sum to support these groups (£120 per edition). Any groups applying would need to be able to provide insurance and risk assessments whilst evidencing the capability to provide adequate supervision of the participants during the deliveries. Unanimous decision

23/040/FPC Action List Appendix 6 (for information only-no actions arising.)

Meeting closed 20.18pm

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Chairman Signature 10th July 2023

Next meeting Monday 10th July 2023

Councillor agenda Items no later than 9am Thursday 29th June 2023 please-late items will not be accepted.