



Parish Council Meeting Minutes

10th July 2023 7.30pm

held at Nash Mills Village Hall

Present

Councillor Alan Briggs (vice-chairman acting as chairman)

Councillor Alex Bailes

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Jamie Kitson

In Attendance

Meeting opened at 7.31pm with 1 member of the public and the clerk present. A further member of the public joined later.

AGENDA

23/041/FPC Apologies

To receive apologies for absence.

Apologies were received for Cllr Steve Roberts, Cllr Lisa Bayley, and Cllr Grant Kennedy.

23/042/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

23/043/FPC Minutes

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

12th June 2023

The clerk asked council to note that she had updated the VAT figure in the minutes from that which was listed in the original financial schedule circulated in June.

Resolved, proposed Cllr Berkeley, seconded Cllr Kitson that the minutes with the clerk's amendment be accepted as a true and accurate record of proceedings, and they were duly signed. Unanimous decision.

23/044/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

No comments arising.

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

23/045/FPC Public Issues/Participation

None.

PLANNING & CONSULTATIONS

23/046/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 3rd July 2023

[23/01411/FHA | Conversion of existing attached garage to create en-suite bedroom, first floor side & front extensions, Internal alterations at ground and first floor. replacement windows and external alterations to chimney stack. Removal of existing garden store to rear. | 3 The Leas Hemel Hempstead Hertfordshire HP3 8BP \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that NMPC object to this proposal in support of the Longdean Park Residents Association (LPRA) comments on the Dacorum Borough Council planning portal (*but not request call in to the planning committee*). LPRA consider the application is detrimental to the 'open appearance of the estate' and considers that it is too close to neighbouring properties 'overbearing on neighbouring occupants. Unanimous decision.

[23/01573/FHA | Single Storey Rear Extension | 17 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC offer no objection to this application. Unanimous decision.

- To consider the following 'discharge of conditions' on 245 Belswains Lane

[23/01512/DRC | Details required by Condition 7 \(boundary treatment\) attached to Planning permission 4/02583/18/FUL - Two storey extension and conversion into 4 1-bed flats and demolition of outbuilding | 245 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XE \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that NMPC object (*but not request call in to the planning committee*) and request that the planning officer investigate and obtain clarity regarding the biodiversity at this site as mentioned in the original decision notice. NMPC would like to request that now the trees and hedging has been removed that some biodiversity offset should be enforced. Unanimous decision.

[23/01513/DRC | Details required by condition 3 \(Parking\) attached to Planning permission 4/02583/18/FUL - Two storey extension and conversion into 1-bed flats and demolition of outbuilding | 245 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XE \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC have no further comments on this condition. Unanimous decision.

[23/01514/DRC | Details required by Condition 4 \(Access\) attached to Planning permission 4/02583/18/FUL - Two storey extension and conversion into 4 1-bed flats and demolition of outbuilding | 245 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XE \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that NMPC have no further comments on this condition. Unanimous decision.

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. 3rd July 2023- 10th July 2023 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/planning-search) and will have detailed information on applications that may be on the agenda

At this point the clerk made council aware that information had been received in relation to the Milbor planning case. Cllr Briggs asked council to note his interest in this item and suggested that the order of the agenda item be changed so that he could vacate the Chair once all other planning related items were concluded.

- To delegate (should the need arise) authority to the clerk to respond to all planning applications during August and submit them to the lead planning authority, without prior approval at a meeting, following consultation with the chairman and lead Cllr planning. This overrides any limitations in the existing scheme of delegation.

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that the delegation above be approved. Unanimous decision.

23/047/FPC Consultations. (Clerk to advise)

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

- **The Hertfordshire (Mill Close and Nash Green, Hemel Hempstead) (Restriction of Waiting) Order 2023 Appendix 2**

Resolved, proposed Cllr Briggs, seconded Cllr Kitson that NMPC have no further comments on this consultation as it welcomes the protection of the visibility at the junctions. Unanimous decision.

23/048/FPC DBC Development Management Committee Meeting (DMC)

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

None

23/049/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only. Cllr Briggs made council aware that Dacorum Borough Council (DBC) were looking to arrange some planning training for all Cllrs.

The Milbor application as detailed below was then raised (agenda order amended as detailed above) and Cllr Briggs vacated the chair and

Resolved, proposed Cllr Bailes, seconded Cllr Cobb that Cllr Kitson take the Chair for this item. Unanimous decision.

[23/00771/ROC | Variation of condition 2 \(Approved plans\) attached to planning permission 4/02781/18/MFA \(Demolition of existing building and construction of 21 one-bed flats\) granted on Appeal Ref: APP/A1910/W/19/3233612 | Milbor Engineering Hemel Hempstead Ltd Rear Of 276 - 292 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XE \(dacorum.gov.uk\)](#)

The clerk introduced the document received (agents' response to consultee comments) and a resident who was present asked the chairman if she was able to speak as a neighbour of this site. The chairman gave permission.

Resolved, proposed Cllr Kitson, seconded Cllr Bailes that NMPC submit comments to the planning officer as detailed below. Unanimous decision.

- NMPC welcomed the alterations to the facade back to the original version which was deemed more visually appropriate for this location and note the amendments made in line with the relevant fire regulations.
- NMPC are concerned that the matter of rooms being allocated as studies rather than bedrooms was not adequately addressed in this document and that this would not accurately reflect the residents intended use, particularly as there would be a premium in market value should they be deemed a suitable size to be used as a bedroom. Unless an ongoing guarantee regarding prohibition of these as a habitable space can be stipulated (NMPC do not believe that it legally can) then we would respectfully request that the planning officer appraises the application as if these units have 2 bedrooms and in line with the DBC supplementary planning document (parking standards). Parking stress is already a huge issue within the parish and the recent addition of yellow lines at Red Lion Lane and the new ones, shortly due at Mill Close/East Green will impact on the areas in close proximity to this site. Any provision of potential habitable space, whatever title it is given, and the associated parking requirements will exacerbate this.
- NMPC note that the agents confirms that this will be a gated community and would like to request that clarity is given as to the height and materials of the boundary treatment and any potential impact on the existing parking for the cottages abutting the site. It should be noted that this site borders heritage buildings within the parish whose residents have concerns about their privacy and access being compromised.
- NMPC note the following comment ‘the approved arboricultural report is what is being followed on site’ and would respectfully request that all appropriate mitigation is taken to protect these valuable green assets from damage due to their proximity to this site and that the relevant officer at DBC is made aware of this.

FINANCE

23/050/FPC Monthly Financial Matters Appendices 3a-f

- 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 Briggs, 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 Briggs, Berkeley, and Cobb. Cllr Kennedy will countersign at a later date.

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	July Salaries, HMRC, Pension	£ 2,731.52		£ 2,731.52
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
Diverse	Parish Centenary Mag x 1600x36	£ 850.00	£ -	£ 850.00

Diverse	Parish Noticeboard posters	£ 20.00	£ 4.00	£ 24.00
Chruch Noticeboard Co	2 spare keys (Mb/DD)	£ 15.00	£ 3.00	£ 18.00
SUBTOTAL		£ 3,738.26	£ 25.34	£ 3,763.60
Payment made using Debit Card/or online 28/6/23	Chess ICT Cllr monthly fees (DD not ready)	£ 36.00	£ 7.20	£ 43.20
	Net Nerd Domain renewal will be debited from card during July	£ 80.00	£ 16.00	£ 96.00
Totals		£ 3,854.26	£ 48.54	£ 3,902.80

b. To receive and approve the statutory receipts and payments report up to 30th June 2023

c. To receive and approve the bank reconciliation up to 30th June 2023

d. To receive and approve the quarter end RFO report up to end June 2023

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that items b, c, d above are received and approved with the bank balances reconciling at £128531.27. Unanimous decision.

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

The clerk reminded Cllrs that this item is currently the only fully accessible item within this playpark.

Resolved, proposed Cllr Berkeley, seconded Cllr Kitson that the clerk instruct Kompan to arrange the maintenance of this item. Expenditure quoted at £622.03. Unanimous decision.

f. To note that Cllr Cobb will undertake the quarterly independent scrutiny of documents as lead Cllr internal control.

g. To note that the VAT return for quarter 1 has been submitted.

Resolved, proposed Cllr Berkeley, seconded Cllr Briggs that items f and g be noted. Unanimous decision.

h. To delegate authority to the clerk to make all contractual and any emergency payments required during August, without approval at a meeting, in line with the budget and in consultation with the chairman and lead Cllr finance. This is in addition to any powers already delegated.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the powers listed above be delegated to the clerk. Unanimous decision.

i. To appoint Auditing Solutions as internal auditor for 2023/24 (letter of engagement supplied to councillors in advance).

Resolved, proposed Cllr Briggs, seconded Cllr Kitson that the above internal auditor be appointed. Unanimous decision. Quoted at £500.00.

STATUTORY MATTERS

23/051/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- To receive all Cllrs GDPR consent forms for this term.
- Equality and Diversity Policy (unchanged)
- Health & Safety Policy (unchanged)
- Photographing And Recording of Meetings Policy (unchanged)
- Investment Strategy (unchanged)
- Grievance Policy (unchanged)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC note that there is currently 1 Cllr GDPR form outstanding, and that council adopt all of the policies and procedures listed above as circulated in advance by the clerk. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/052/FPC The Denes Sessions

- a) To receive the verbal report and to note any items for consideration on future agendas.
b) To consider the items listed below for further action or investigation (arising from previous sessions)
- The Denes repairs and maintenance (canopy/windows) **Appendix 4**
 - Road safety concerns at The Denes (road markings/no entry signs)
 - The former Methodist church site (security, safety, and maintenance).

Resolved, proposed Cllr Berkeley, seconded Cllr Bailes that the clerk writes to the relevant DBC and HCC teams to investigate the matters above. Clerk to ensure that Cllr Maddern is copied in under both her county and borough capacity. Unanimous.

23/053/FPC Remembrance Day 2023

To consider NMPC actions with regards the 2023 commemoration and to appoint a lead Cllr (if required).

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that a working group be set up to investigate the arrangements for 2023. These arrangements were previously coordinated by Jan Maddern as parish councillor, but she has now relinquished her seat. For NMPC to be covered under their insurance policy NMPC must undertake the organisation of this annual event. Clerk to write to B/Cllr Maddern and Cllr Briggs will liaise with Cllr Maddern re this event. Working group lead will be Cllr Briggs, additional members will be Cllrs Cobb and Berkeley. Unanimous decision.

23/054/FPC Grand Union Walk Appendix 5

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.

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that a working group be set up to investigate an event on Saturday 16th March 2024. Cllr Briggs will lead; membership will include all Cllrs should they wish to be included with those in attendance at this meeting as the minimum membership. Unanimous decision. Clerk to write to Nash Mills Village Hall to arrange a provisional booking as a meeting point for refreshments/toilets.

23/055/FPC Suitable Alternative Natural Green Space (SANG) Cllr

To determine whether Cllr Briggs continues his temporary position as SANG Liaison or any suggested alternative actions. (Role allocated in April 2023 with revision due once new council team were in place).

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that Cllr Briggs remains in position as this ties in under his lead Cllr planning responsibilities. Unanimous decision.

23/056/FPC Action List Appendix 6 (for information only-no actions arising.)

Meeting closed 8.35pm

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Chairman Signature 11th Sept 2023

There will be no August meeting unless emergency matters arise

Next meeting Monday 11th Sept 2023

Agenda Items no later than 9am Thursday 31st August 2023 please-late items will not be accepted.