



Parish Council Meeting Minutes

11th Sept 2023 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Jamie Kitson

Councillor Grant Kennedy

Councillor Steve Roberts

In Attendance

Meeting opened at 7.32 pm with 2 members of the public and the clerk present.

AGENDA

23/057/FPC Apologies

Apologies received from Cllr Berkeley. Cllr Bailes absent.

23/058/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

23/059/FPC Minutes

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

10th July 2023

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

23/060/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Action arising requiring council determination

To appoint additional Cllrs to assist with the NMPC Facebook account and the NMPC parish magazine

Resolved, proposed Cllr Roberts, seconded Cllr Cobb that Cllr Kennedy be added to assist with the Facebook account and that Cllr Roberts be added to the magazine working group to assist with scheduling and forward planning. Unanimous decision.

To determine if NMPC wish to comment on the DBC consultation on polling station locations [Polling places review 2023 \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/polling-places-review-2023)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that no comment be made as there is no change to the current arrangements for NMPC. Unanimous decision.

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

23/061/FPC Public Issues/Participation

None

PLANNING & CONSULTATIONS

23/062/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 5th Sept 2023
- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.

5th Sept 2023- 11th Sept 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

None

23/063/FPC Consultations. (Clerk to advise) Appendix 2,3

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

- [St Albans DC Draft Local Plan 2041 Regulation 18 Consultation](#) (closes 25th Sept 2023)

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that the report be submitted as circulated with the addition of comments relating to the potential for increased traffic impacting on Chambersbury Lane and Georgewood Road and that the report is copied to the county councillor. Unanimous decision.

- [HCC Services for Young People Consultation about future service priorities \(closes 9th October 2023\)](#)

A discussion was held. The council noted that it felt unqualified in this subject area to answer many of the questions, particularly in the way that they were structured.

Resolved, proposed Cllr Bayley, seconded Cllr Kitson that the clerk complete the responses given by council but that an additional response is also included, within the form, reflecting that NMPC fully support this provision of services and would hope that alternative methods of costs savings such as merging some services, reduction of services rather than cancellation of services etc could be considered. Unanimous decision.

23/064/FPC DBC Development Management Committee Meeting (DMC)

To consider any actions arising from DMC cases (as required, clerk to advise) None

23/065/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only, no actions required

[23/01791/CWC | Confirmation of conditions | 11 Cannon House Rose Lane Hemel Hempstead Hertfordshire HP3 9GB \(dacorum.gov.uk\)](#)

Clarity was offered by Cllr Briggs in relation to the above which was a statutory action rather than a matter requiring an NMPC decision.

FINANCE

23/066/FPC Monthly Financial Matters Appendices 4a-g

- a. To note and ratify any payments made since the last meeting by NMPC debit card under delegated powers, to ratify payments made under contract or delegated powers for August 2023 and to authorise September payments to be made in accordance with the budget (included in monthly schedules attached)
- b. To receive and approve the statutory receipts and payments report up to 31st August 2023
- c. To receive and approve the bank reconciliation up to 31st August

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the payments as listed below be noted, ratified, and approved, the bank reconciliation be received and approved at £122048.61 (31/08/2023) and the receipts and payments report received and approved. Unanimous decision.

Banking signed off by Cllr Bayley and Cllr Berkeley for August, Cllr Bayley and Cllr Roberts for September. Schedules and invoices signed by Cllrs Bayley, Roberts, and Kennedy.

August 2023				
Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Aug Salaries, HMRC, Pension	£ 2,454.98		£ 2,454.98
Vodafone	Clerk's Mobile	£ 18.34	£ 3.66	£ 22.00
NMVHA	Hall Hire	£ -		£ -
DBC	Garage Rental	£ 54.60	£ 10.92	£ 65.52
Paybureau	Monthly Wages Fee	£ 18.80	£ 3.76	£ 22.56
Chess ICT	dd monthly fees for Cllr emails due 28/8 (paid 28th monthly)	£ 36.00	£ 7.20	£ 43.20
PKF	External Audit	£ 315.00	£ 63.00	£ 378.00
PI company	playpark inspection	£ 100.00	£ 20.00	£ 120.00
SUBTOTAL		£ 2,997.72	£ 108.54	£ 3,106.26
Payment made using Debit Card/online 28/7/23	July card payment for emails (work one month in arrears until August 23)	£ 36.00	£ 7.20	£ 43.20
Payment above using delegated powers		£ 3,033.72	£ 115.74	£ 3,149.46

Sept				
Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Sep Salaries, HMRC, Pension	£ 2,601.91		£ 2,601.91
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

Chess ICT	dd monthly fees for Cllr emails due (paid 28th monthly)	£ 36.00	£ 7.20	£ 43.20
DBC	uncontested election expenses	£ 501.56	£ -	£ 501.56
Kompan	Park repairs	£ 518.36	£ 103.67	£ 622.03
SUBTOTAL		£ 3,779.57	£ 129.21	£ 3,908.78

d. To notify the clerk of any considerations for the draft budget for 2024/25

None.

Clerk asked council to note that the report had a typographical error-it should note 24/25 for the new budget year.

e. To receive and note the external auditors report (no actions arising).

f. To note that the audit closure information has been received from PKF Littlejohn and will be published accordingly.

g. To note that the changes to the bank mandates, post elections, are now at the following stage

Lloyds (Clerk, Cllrs Bayley, Berkeley, Kennedy, Roberts completed)

NatWest (Clerk, Cllrs Bayley and Roberts with Cllrs Berkeley/Kennedy in progress).

Clerk advised that NatWest had now completed addition of Cllr Berkeley and that only Cllr Kennedy remained outstanding.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that items 4e-4g be received and noted. Unanimous decision.

STATUTORY MATTERS

23/067/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- To receive final Cllrs GDPR consent forms for this term.
- Retention and Disposal Policy (unchanged)
- Retention and Disposal Policy Appendix A (unchanged)

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the policies be adopted as circulated and the final councillor GDPR form received. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/068/FPC The Denes Sessions Appendix 5

a) To receive the verbal report and to note any items for consideration on future agendas.

b) To note that the clerk has requested that HCC investigate working with the district (Dacorum Borough Council) to deliver option 1 (listed in the report appendix 5) at no cost to NMPC.

Resolved, proposed Cllr Bayley, seconded Cllr Kitson that the council note the clerks' actions and the lack of implementation by HCC. Clerk requested to write to HCC expressing NMPC disappointment that no action was taken at the opportune time even though the clerk had corresponded early within the planned implementation timeframes. Clerk also to request that the existing 'no entry' signage be lowered. Unanimous decision. County Cllr to be copied into all correspondence.

c) To discuss the additional options contained within appendix 5 (circulated) and to determine which option, if any, NMPC may wish to further with HCC.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that no further options be considered. Unanimous decision.

- d) To determine whether CIL money is to be used to carry out the proposed actions. (Clerk to earmark if actions resolved)

Resolved, proposed Cllr Briggs that this proposal falls due to resolution of no action at point c. Unanimous decision.

23/069/FPC Delegated Decisions

To ratify the decisions made by the clerk, in consultation with the Chairman and Vice-Chairman, under delegated powers during August

- Artwork at The Denes (mural)
- Christmas lights timings (renewal agreed with hours the same as last year)

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the above actions be ratified. Unanimous decision.

23/070/FPC Welcome to Nash Mills sign, Bunkers Lane Appendix 6

To determine the sign to be purchased (under our insurance claim) for the junction of Bunkers Lane/Bedmond Road.

A discussion was held.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the clerk's suggested replacements are not selected and that this item be deferred to a later meeting, Cllrs Roberts/Briggs/Cobb to provide 3 preferred examples to the clerk to be reported to council at the next appropriate meeting. Unanimous decision. Clerk requested that council consider the appropriateness of the chosen material and ongoing potential maintenance implications and also sought to use appropriately experienced suppliers.

23/071/FPC Business Planning Working Group Appendix 7

- To receive and note the report
- To authorise the clerk to contact the relevant agencies (as stated in the report) to commence preliminary investigations.

Resolved, proposed Cllr Roberts, seconded Cllr Bayley that the report be received and noted and that the clerk be authorised to commence investigations in line with the report summary sheet circulated. Unanimous decision.

23/072/FPC Play Park Appendix 8

To note receipt of the quarterly park inspection. (Circulated to councillors in advance).

A Cllr requested that the clerk approach the play inspection company to request whether a summary report could be made available with future reports.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the report be noted and received as circulated. Unanimous decision. Next external inspection due Sept 2023. DBC will also add the NMPC play area into their annual inspection schedule.

23/073/FPC Defibrillator Spares Appendix 9

To determine whether NMPC wish the clerk to retain spare defibrillator pads 'in stock' in the office

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that due to local availability of defibrillators and online stock availability no spares are required to be kept in stock. Unanimous decision.

23/074/FPC Action List Appendix 10 (for information only-no actions arising.)

Meeting closed 21.42

Next meeting Monday 9th October 2023

Agenda Items no later than 9am Thursday 28th September 2023 please-late items will not be accepted

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Chairman Signature

9/10/23