



NASH MILLS PARISH COUNCIL

Parish Council Meeting Minutes

10th October 2023 7.30pm

held at Nash Mills Village Hall

Present

Councillor Alan Briggs (acting Chairman)

Councillor Alex Bailes

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Steve Roberts

In Attendance

Meeting opened at 7.33 pm with 2 members of the public and the clerk present.

23/075/FPC Apologies

Apologies received from Cllr Bayley, Cllr Kitson

23/076/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

Cllr Briggs declared his interest in the planning item 23/02166/FHA

23/077/FPC Minutes

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

11th September 2023

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

23/078/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Clerk gave a brief update on the s106 queries outstanding with Dacorum Borough Council

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

23/079/FPC Public Issues/Participation

None

PLANNING & CONSULTATIONS

23/080/FPC Planning Applications

At this section Cllr Briggs vacated the Chairmans seat.

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

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 2nd Oct 2023

[23/02166/FHA | Proposed Outbuilding | 18 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD \(dacorum.gov.uk\)](#)

Resolved, proposed Cllr Berkeley, seconded Cllr Kennedy that NMPC offer no objection but that the clerk raises queries with the planning officer to obtain clarity on their views on potential noise and business use conditions. Unanimous decision.

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.

2nd October 2023- 9th October 2023 (Clerk to advise).

None

Councillor Briggs re rejoined as Chairman.

23/080/FPC Consultations. (Clerk to advise)

None

23/081/FPC DBC Development Management Committee Meeting (DMC)

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

None

23/082/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only, no actions required

None

FINANCE

23/083/FPC Monthly Financial Matters Appendices 4a-i

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

Resolved, proposed Cllr Berkeley, seconded Cllr Cobb that the payments as listed below be noted, ratified, and approved. Unanimous decision.

Schedule and invoices signed by Cllrs Briggs, Roberts, and Kennedy. *It should be noted (for audit purposes) that following the meeting the banking was signed off by Cllr Roberts and Cllr Berkeley*

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Oct 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
Chess ICT	dd monthly fees for Cllr emails due (paid 28th monthly)	£ 36.00	£ 7.20	£ 43.20
Diverse	parish mag 1600	£ 785.00	£ -	£ 785.00
Diverse	Posters for noticeboard	£ 20.00	£ 4.00	£ 24.00
Lamps & Tubes	Xmas Lights	£ 345.00	£ 69.00	£ 414.00

Viking	stationery	£ 65.88	£ 13.18	£ 79.06
SUBTOTAL		£ 3,828.60	£ 111.72	£ 3,940.32

- b. To receive and approve the statutory receipts and payments report up to 30th September 2023
- c. To receive and approve the bank reconciliation up to 30th September
- d. To receive and approve the VAT return for quarter 2 2023
- e. To receive the budget report for Quarter 2 30th Sept 2023.

Resolved, proposed Cllr Berkeley, seconded Cllr Bailes that items b-e be received and approved and that the bank accounts be reconciled at the total sum of **£118569.19**. Unanimous decision.

- f. To determine the earmarked reserves to support the budget for 2024/25

Resolved, proposed Cllr Briggs, seconded Cllr Bailes that the earmarked reserves be noted and approved at £66215.27 with the clerks suggested amendments as contained in the supporting report. Unanimous decision.

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

Resolved, proposed Cllr Roberts, seconded Cllr Bailes that the clerk bring the budget back to council in November after investigating (with Cllr Cobb) potential cost savings with the magazine production and deliveries. Unanimous decision.

- h. To note that Cllr Cobb will undertake the additional internal audit controls for this quarter.

Noted and controls checklist completed and signed.

- i. To note that all bank mandates are now updated and complete.

Noted.

STATUTORY MATTERS

23/084/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- Financial Regulations
- Code of Conduct
- Disciplinary Procedure (unchanged)
- Christmas Lights Risk Assessment (unchanged)
- Remembrance Day Risk Assessment

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the financial regulations are deferred until November at the clerks' request, that a date is amended on the Christmas lights risk assessment and that all other items listed above are adopted as circulated. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/085/FPC The Denes Sessions

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

Points raised by residents at the recent Saturday session at The Denes were brought back to council and as these were reports rather than decision making matters the clerk will liaise with the relevant agencies to take these items forwards.

These items included

- Weeds on the footpath at The Denes

- Issues with vehicles breaching the parking restrictions
- Issues with cars and vans now parking in the shopkeeper/ delivery parking at the rear of the shops to avoid the restrictions.
- Concerns re anti-social behaviour at Gade Tower
- Reports relating to inappropriate siting of signage at the Denes relating to parking flow and traffic direction and enforcement.

23/086/FPC Remembrance Day 2023

a) To determine arrangements for the commemoration.

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC will welcome the help of the local scouts for the event as the local school will not be present as it falls on a Saturday this year. The scouts will have their own insurance and risk assessment in place and will undertake the supervision of all juniors for the duration of the event.

Clerk to notify councillors of readings and will welcome volunteers. Clerk to invite usual attendees and to ensure that 'The Tommies' are out on display. NMPC to publicise the order of service. Unanimous decision.

b) To authorise the clerk to purchase 2x wreaths (up to a total value of £60)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the clerk purchases the required wreaths x2. Unanimous decision.

23/087/FPC D-Day 80th anniversary 6th June 2024 Appendix 6

[D-day 80th Anniversary 6th June 2024 Guide](#)

[To determine council actions in relation to the above-mentioned commemoration.](#)

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that NMPC publicise the event being held locally. Unanimous decision.

23/088/FPC Magazine Delivery

To receive verbal update from Cllr Cobb and to determine arrangements for the next delivery.

Cllr Cobb explained that it has been difficult to find alternative delivery options within budget. Local community groups have been approached but there has been no interest. Councillors require some help. NMPC insurance will allow council to use volunteers as long as they are deemed competent, and a risk assessment undertaken.

Resolved, proposed Cllr Cobb, seconded Cllr Briggs that the clerk draft the relevant documents required to bring back to council in November to enable council to determine the actions for the next editions. Unanimous decision.

23/089/FPC Action List Appendix 7 (for information only-no actions arising.)

Meeting closed at 8.48pm

Next meeting Monday 13th November 2023

There will be no December meeting unless business is required to be transacted.

Agenda Items no later than 9am Thursday 2nd November 2023 please-late items will not be accepted.

.....

Chairman Signature

9/10/23