



Parish Council Meeting Minutes

10th March 2025 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alex Bailes

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

In Attendance

Meeting opened at 7.30 pm with 2 members of the public and the clerk and incoming clerk present

AGENDA

24/181/FPC Apologies

To receive apologies for absence

Cllr Jan Maddern

24/182/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 Cobb declared an interest in agenda item 24/194/FPC due to her position with NMVHA and will abstain from any vote.

24/183/FPC Minutes

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

10th February 2025

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC accept the minutes as a true copy of proceedings, and they were duly signed. Unanimous decision.

24/184/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Borough and County Cllr Reports **Appendix 2 (if available)** not available

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

24/185/FPC Public Issues/Participation

The Chairman of Chambersbury Lane Residents Association spoke to express his gratitude to the outgoing clerk.

PLANNING & CONSULTATIONS

24/186/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received up to 3rd March 2025

None

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.
4th March 2025- 10th March 2025 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](https://planningsearch.dacorum.gov.uk) and will have detailed information on applications that may be on the agenda

None

Please note that as the following case was submitted under 'lawful development' it has not been brought to the NMPC agenda to prevent delays for the DBC planning team

[25/00420/LDP | Single storey rear extension and loft conversion with rear dormers and roof windows on front roof slope. | 43 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD](#)

Noted.

24/187/FPC Consultations.

To consider any comments on the following consultations

Public Consultation on the Dacorum Local Cycling and Walking Infrastructure Plan (LCWIP) - Deadline 23 March 2025 www.hertfordshire.gov.uk/DacorumLCWIP

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the clerk contacts the lead officer to ask why the initial NMPC submission does not appear to have been taken into account in the revised consultation and to request a meeting with NMPC and the LCWIP officer(s). Unanimous decision.

East Hemel Engagement Session 1st March 2025

Verbal update provided by Cllrs Briggs, Berkeley, Cobb and the clerk who attended.

Dacorum Borough Council Public Spaces Protection Orders - Hemel Hempstead Town Centre & Dog Control Renewal Consultations- Deadline 26th March 2025

[Public Spaces Protection Order \(Hemel Hempstead Town Centre\) | Let's Talk Dacorum](#)

[Public Spaces Protection Order \(Dog Control\) | Let's Talk Dacorum](#)

Resolved, proposed Cllr Briggs seconded Cllr Bayley that no formal comments be submitted but that the clerk writes to obtain clarity on whether the dog control order applies to residential streets (in light of NMPC issues with Dog Fouling in the parish) and also invites the dog warden to attend a future NMPC meeting. Unanimous decision.

24/188/FPC DBC Development Management Committee Meeting (DMC)

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

Cllr Briggs asked for it to be noted that the **Shaffords Knoll** proposal is likely to be raised at the committee meeting **10/4/2025** and Cllr Berkeley with Cllr Cobb as reserve will register to present the NMPC view if required. Clerk to send relevant links for registration.

24/189/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)

To receive a verbal update following Cllrs Briggs' attendance at Hertfordshire's Local Nature Recovery Strategy Webinar

Verbal update given by Cllr Briggs and slides shared to all councillors via email.

FINANCE

24/190/FPC Monthly Financial Matters Appendices 3a-h

a. To note and ratify any payments made since the last meeting or those paid by NMPC debit card under delegated powers, to approve March payments to be made in accordance with the budget (included in monthly schedule circulated)

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that the delegated payments be ratified, the payments list totalling £7,769.75 be received, and expenditure approved. Unanimous decision

please also note total income banked up to 31/01/2025 as shown in the receipts and payments report (grants/precept/vat repay/advertising income and interest)

£51425.00

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Salaries, HMRC, Pension	£ 5,060.08	£ -	£ 5,060.08
Vodafone	Clerk's Mobile	£ 18.42	£ 3.68	£ 22.10
NMVHA	Hall Hire	£ 30.00	0	£ 30.00
DBC	Garage Rental	£ 58.39	£ 11.68	£ 70.07
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	INVOICE FOR The Denes grass cutting	£ 1,010.00	£ -	£ 1,010.00

Cllr Briggs Expenses	paint for library box	£ 29.47	£ -	£ 29.47
NM School	world book day grant	£ 100.00		£ 100.00
Diverse Print	parish mag 1600	£ 875.00	£ -	£ 875.00
Lloyds Bank (new)	new monthly bank fee	£ 4.25	£ -	£ 4.25
SUBTOTAL before delegated items		£ 7,240.41	£ 26.32	£ 7,266.73
Impact supplies	bookmarks	£ 140.00	£28.00	£ 168.00
Amazon	warden equip/ppe	£ 76.32	£ 10.54	£ 86.86
CPRE		£ 24.52	£ -	£ 24.52
HIVIS CO UK		£ 32.04	£ 6.41	£ 38.45
defib warehouse		£ 139.00	£ 27.80	£ 166.80
CPRE	Cllr training	£ 18.39		£ 18.39
Total Expenditure		£ 7,670.68	£ 99.07	£ 7,769.75

b. To confirm the bank signatories for the March payments

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that Cllrs Bayley and Kennedy be approved as bank signatories for sign off March payments. Unanimous decision.

c. To receive and approve the statutory receipts and payments report up to 29th February 2025

d. To receive and approve the bank reconciliation up to 29th February 2025

e. To receive and approve the earmarked reserves balances

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that items c,d,e be approved with the bank reconciliation **£106107.70** and earmarked reserves **£66495.25** on 29/2/25 Unanimous decision.

f. To receive and approve the updated asset register

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that the asset list be approved. Unanimous decision.

- g. To receive the finance report Q3 (delayed due to clerk workload and updated to include up to end Feb 2025 for clerk handover)
- h. To note that the pension returns for March 2025 have been submitted
- i. To note that Cllr Cobb will be signing off additional internal controls this quarter

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that items g and i be noted and received. The pension returns have not been submitted as they require the final clerk overtime claim for March. Unanimous decision.

STATUTORY MATTERS

24/191/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

Deferred from February to investigate Cllr Kennedy's observations.

- ICO Publication Scheme & schedule (annual review)
- Complaints Policy (annual review)
- Warden Risk Assessment (annual review)
- Scheme of Delegation (update to personnel terms of reference only)

Resolved, proposed Cllr Bayley, seconded Cllr Bailes that the policies be adopted as circulated by the clerk in February. Unanimous decision. Cllr comments raised will be reviewed at the next revision.

March Policies for review

- Safeguarding Policy

Resolved, proposed Cllr Bayley, seconded Cllr Bailes that the policies be adopted as circulated by the clerk. Unanimous decision. Cllr comments raised will be reviewed at the next revision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

24/192/FPC The Denes Session Appendix 4 (if available)

To receive verbal update and to take any items for investigation by the clerk or for inclusion on a future agenda

Clerk asked to request that DBC inform NMPC when the trees within the parish were last inspected and what the schedule is.

24/193/FPC Library Box Projects (Cllr Briggs)

- To receive a verbal update on the completed project

Cllr Bayley commended Cllr Briggs on the delivery of a successful project. Clerk was requested to add an annual agenda reminder (November annually) to add the World Book Day Event as an item for repeat consideration.

24/194/FPC Community Engagement -NMVHA Dog Show (Cllr Cobb) Appendix 5

- To consider whether NMPC would like to be included in the Village Hall fun dog show on Saturday 24th May as an opportunity for engagement and promotion of responsible dog ownership
- If yes, to consider whether NMPC would like to provide small prizes / giveaways for attendees and/or a side-show

- If yes, to consider an amount of money to spend on items

NMPC felt that this would be an opportunity for positive community engagement to highlight issues within the parish concerning dog fouling.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC spend up to £100 on dog bags and business cards to provide a 'giveaway' for the event whilst providing information on responsible dog ownership. Majority decision. 1 abstention due to declared interest.

8.45pm a 10-minute comfort break was taken.

24/195/FPC VE DAY 80 (Cllr Briggs) Appendix 6

- To consider updates from Cllr Briggs and any additional actions or request for expenditure as required.

[VE Day 80th Anniversary Guide to taking part](#)

Questions were answered regarding the event to be held at the Three Tuns public house on Thursday 8th May 2025. A fish and chip supper and quiz night will be held with Cllr Briggs writing the quiz. Cllr Bailes to supply posters to advertise the event.

24/196/FPC Verges Project Appendix 7 (Cllr Berkeley)

- Verbal update (if available) following email to Dacorum Borough Council (DBC) (action from last meeting)

No update received from DBC.

24/197/FPC Community Engagement (Cllr Briggs)

- Verbal update following recent NMPC visit to Nash Mills Primary School (democracy visit)

A verbal update was given. Cllr Briggs, Berkeley and the clerk reported a successful visit. The children expressed many insightful opinions and ideas. A particular concern was speeding outside the school and whilst outside its direct line of control NMPC will be looking at ways to support measures to tackle this.

The school fed back that they look forward to exploring more options in the future with the use of the 'student voice'.

24/198/FPC Map Board Working Group Appendix 8 (Cllr Cobb)

- To note the contents of the report, and share any questions or additional requests for future working group meetings
- To decide on the style and design of the display board (options and costs provided) – awaiting full quote details
- **Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that the metal design as supplied by Shelley Signs be the chosen option. Unanimous decision. The cost was indicated at £ 1225 plus VAT for supply and installation, however an accurate quote will be provided prior to order now the style has been determined.

- To request council (and other attendees) to choose their personal top three additional locations for inclusion (from the list previously agreed) in order to help artist to prioritise

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that the forms once completed be collated, the results determined and then circulated. Unanimous decision

- To consider whether clerk should check eligibility for Arts & Culture grant and, if eligible, apply on behalf of NMPC

Resolved, proposed Cllr Cobb, seconded Cllr Bayley that the clerk applies for the grant for an event to be held between 24th May-29th June. Unanimous decision. The clerk asked for it to be noted that should NMPC not be able to comply with all of the criteria including dates that the grant may need to be returned.

24/199/FPC Action List Appendix 9 (for information only-no actions arising.)

Due to the nature of items being discussed at this agenda point council *may* resolve to move to exclude the public and press under Public Bodies (Admission to Meetings) Act 1960

Resolved, proposed Cllr Bayley, seconded Cllr Bailes that the meeting move to a closed session. Unanimous decision.

24/200/FPC Personnel Meeting 10th March 2025

- To receive a verbal update from Chairman Personnel.

Verbal update received.

- To ratify the appointment of Vice-Chairman Personnel

Resolved, proposed Cllr Berkeley, seconded Cllr Bayley that the appointment of Cllr Alan Briggs as Vice-Chairman Personnel be ratified. Unanimous decision.

- To appoint the new clerk and responsible financial officer with terms as agreed by the personnel committee. Effective 1st April 2025. 24 Hrs per week (annualised hours) . LC2 SCP18

Resolved, proposed Cllr Berkeley, seconded Cllr Bayley that the new clerk and Responsible Financial Officer be appointed on the terms recommended and agreed by the personnel committee and as detailed within the contract. Unanimous decision

- To approve addition of incoming clerk to all NMPC bank accounts
- To approve removal of outgoing clerk from all NMPC bank accounts.
- To approve office set up expenditure (lead to connect laptop to screen/ new parish mobile phone)

Resolved, proposed Cllr Berkeley, seconded Cllr Bayley that all items above be approved. Unanimous decision.

Next Meeting Monday 14th April 2025

Agenda Items no later than 9am Monday 24th March 2025

Meeting closed at 9.25pm

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Chairman signature 11th April 2025

DRAFT