



# NASH MILLS

## PARISH COUNCIL

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### Councillors

**Councillors Lisa Bayley, Alex Bailes, Michele Berkeley, Alan Briggs, Nicola Cobb, Grant Kennedy, Jamie Kitson, Jan Maddern.**

are hereby summoned to attend

### **Nash Mills Parish Annual Council Meeting (ACM)**

**Monday 12<sup>th</sup> May 2025 7.45pm**

**Nash Mills Village Hall, Lower Road, Hemel Hempstead.**

To transact the business on the following agenda

**Members of the public and press are permitted, by legislation, to attend a parish council meeting.**

**All supporting information and any decisions made will be available on our website.**

**Please note that meetings may be recorded.**

*Kimberley Moore*

Mrs K Moore

Clerk to Nash Mills Parish Council – 30/04/2025

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting. Please see our website or contact the clerk for accompanying reports.

## **AGENDA**

**25/001/ACM Election of Chairman**

**25/002/ACM Signing of Declaration of Acceptance of Office for Chairman**

**25/003/ACM Election of Vice-Chairman**

**25/004/ACM Apologies**

**25/005/ACM Interests**

Review of members pecuniary and disclosable interests (updates to be advised to clerk).

To receive and consider declarations of interest for items on the agenda or consider written requests for dispensation for declarable interests

**25/006/ACM Minutes**

To confirm the Minutes of the following as a true and accurate record of proceedings.

14<sup>th</sup> April 2025.

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

### **25/007/ACM Public Issues/Participation –**

Members of the public can raise matters of concern or items for discussion pertinent to the agenda. Should you wish to speak during public participation regarding an item on this agenda **please pre-register with the clerk by 9am on the Thursday before the meeting** to reserve your 3-minute slot. Please note that there is 15 minutes maximum time overall in this section and slots are allocated on a first come first serve basis.

Comments relating to items not on the agenda may be circulated to council by alternate means upon request to the clerk.

### **Committees & Working Groups**

**25/008/ACM** Review of committees and working groups, membership of those committees' and working groups, including election of chairman or lead and determining the appointments to the two lead councillor positions.

#### **Personnel**

- Elect Chairman
- Elect Vice-Chairman
- Review membership and terms of reference.

#### **Working Groups (see attached list) (Appendix 1)**

- To approve continuation of groups, leads and membership of all working groups in the attached appendix
- To review the terms of reference/scope for all of the agreed working groups.
- To review dates and Cllr attendance at The Denes sessions for 2025/26

#### **Lead Councillors**

- To appoint the Lead Councillor Planning
- To appoint the Lead Councillor Finance

**25/009/ACM** Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.

- a. NMPC Scheme of Delegation (v6 last updated Feb 2025)

**25/010/ACM** Review of representation on or work with external bodies and arrangements for reporting back

- a. Nash Mills Village Hall Association (NMVHA).
- b. SANG<sup>1</sup> Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)

### **Planning& Consultations**

#### **25/011/ACM Planning**

- a. To consider the Parish Council's response to the following planning applications, appeals or requests for consultation received since the last meeting up to 30<sup>th</sup> April 2025.

**Planning Appeal: Nash House** [25/00007/REFU | Conversion of basement and community use to create 2x new flats | Nash House Dickinson Square Hemel Hempstead Hertfordshire](#)

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<sup>1</sup> Suitable Alternative Natural Green Space (Bunkers Park)

**Planning review: 18 Kingfisher Drive** [25/00180/FHA | Garage conversion, front infill extension to replace existing open porch canopy, installation of bi-fold doors to rear elevation. | 18 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD](#) (The Parish Council initially raised an objection to the scheme due to the lack of off-street parking. Since the objection, amended plans have been received to retain a parking space to the front of the property. DBC planning officer has asked if our objection still remains?)

- b. To consider any planning applications received during the period 30<sup>th</sup> April 2025- 12<sup>th</sup> May 2025.  
(Clerk to advise)

#### **25/012/ACM Development Management Committee**

To approve the updated DMC attendee list for May 25-May 26 and to nominate any new representatives.  
(Appendix 2)

#### **Financial & Audit**

##### **25/013/ACM Audit Actions and Statutory Duties**

- a. To receive and review the final Internal Auditors Report for 2024/25 and any recommendations arising  
(Appendices 3 & 4)
- b. To review and complete the Annual Governance Statement (Section 1) (Appendix 5)
- c. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 6)
- d. To review and, if agreed set the Notice of Public Rights Publication Dates as Tuesday 3<sup>rd</sup> June 2025-  
Monday 14<sup>th</sup> July 2025 (Appendix 7)
- e. To note that the clerk will now submit all completed audit documentation to the external auditor.
- f. To determine the provider and confirmation of arrangements for insurance cover in respect of all  
insurable risks (Clerk report for detail and schedule circulated)
- g. To receive and approve the updated asset register as at 30/04/2025 (Appendix 8)
- h. To review and if approved confirm the expenditure to be paid by standing order and direct debit for  
the year. (Appendix 9)
- i. To receive the March 2025 (quarter 4) finance report – delayed (Appendix 10)
- j. To note that the precept and grants (as requested) have been received from Dacorum Borough Council  
(Appendix 11)

**25/014/ACM** To review, and if agreed, authorise payments in accordance with the budget and to note and ratify payments paid using the debit card under delegated powers. *N.B. this does not include the invoice for the insurance renewal which will only be paid if agreed in point 25/013f/ACM* (Schedule attached Appendix 12)

#### **Statutory Matters**

**25/015/ACM Review of the Council's and/or staff subscriptions to other bodies** (HAPTC/SLCC/ICO)

**25/016/ACM Review of the effectiveness of the internal audit and auditor** (Appendix 13)

- a. To review system previously reviewed and approved in May 2024 as sufficient in relation to internal  
audit above or to suggest any amendments.
- b. To nominate a councillor to act as Lead Councillor Internal Controls.

**25/017/ACM Procedures and Policies (schedule attached) (Appendix 14)**

1. To consider and if approved, adopt the revised NALC model Standing Orders v10 (NMPC version 9 last adopted May 2024)
2. To consider the following policies for adoption by council (council to determine any amendments prior to adoption)
  - **Internal Control Review (adequate and effective systems)**
3. Consideration of the policy and procedure review schedule for 2025/26 and the adoption of all policies and procedures of the council currently in place, regularly reviewed and previously adopted by full council in the preceding years (including the code of conduct, financial regulations, standing orders, complaints policy)

**25/018/ACM Review of training needs for councillors**

**25/019/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 15)**

**25/020/ACM Urgent Council Business: Police & Crime Commissioner for Hertfordshire participation in June meeting**

To determine participation Council would like from Jonathon Ash-Edwards regarding anti-Social Behaviour, crime or any other issues affecting Nash Mills when he attends the next meeting in June.

**25/021/ACM Urgent Council Business: Outstanding action – Bin relocation from Georgewood Road to The Denes.**

To determine whether DBC should proceed as planned or whether we would like to ask them to defer this action until after Council can discuss it again in June.

**25/022/ACM Clerk Report for Info Only. (Appendix 16)**

*Our next meeting will be held Monday 9<sup>TH</sup> June 2025, 7.30pm,*

*Agenda items to clerk no later than Monday 26<sup>th</sup> May please. Late items will not be accepted.*

*Please note that all meeting documents for the July meeting must be with the clerk by Monday 30<sup>th</sup> June 2024*