



NASH MILLS

PARISH COUNCIL

Parish Council Meeting Minutes

14th April 2025 7.30pm

held at Nash Mills Village Hall

Present

Councillor Alan Briggs (Chairman)

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jan Maddern

In Attendance

Meeting opened at 7.30 pm with 1 member of the public, the SANG officer from DBC and the clerk.

AGENDA

25/001/FPC Apologies

To receive apologies for absence

Cllr Bayley, Cllr Bailes and Cllr Kitson apologies given

25/002/FPC Interests

a. To receive declarations of interest from councillors on items on the agenda

Cllr Kennedy expressed an interest in agenda item 25/00657/FHA

Cllr Briggs and Cllr Maddern expressed an interest in agenda item 25/00820/FHA

b. To receive written requests for dispensations for declarable interests; and

c. To grant any requests for dispensation as appropriate

25/003/FPC Minutes

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

10th March 2025: Full Parish Council and Personnel

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC accept the minutes as a true copy of proceedings, and they were duly signed. Majority decision as Cllr Maddern was not at the last meeting so did not vote.

25/004/FPC Steven Werrell DBC SANG Officer [Bunkers Park SANG Management Plan](#)

- To discuss and agree Council feedback to the DBC SANG Officer regarding horse-riding and the bridleway in Bunkers Park

Update given on SANG plans for Bunkers Park. Council posed a number of questions and comments which the officer has taken away for consideration

25/005/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)**

Verbal update given.

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

25/006/FPC Public Issues/Participation

A member of the public spoke about the awful condition of the car park at Bennetts End GP surgery and asked Council if they could support in any way.

PLANNING & CONSULTATIONS

25/007/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received up to 07/04.

[25/00657/FHA | Existing roof to be replaced with new raised roof with loft conversion, rear dormers and roof windows on front roof slope | 43 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD](#)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC do not object to this application.

Majority vote.

[25/00820/FHA | Single storey side and two storey rear and part side extensions | 177 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XA](#)

Resolved, proposed Cllr Cobb, seconded Cllr Berkeley that NMPC do not object to this application.

Majority vote.

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published. 8th April 2025- 14th April 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.

Notification of proposed base station upgrade at Gade Tower, Nash Green, Hemel Hempstead, Hertfordshire, HP3 8AE

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that NMPC object to this notification on the basis that the positioning of the antennae will overhang the building, increasing the likelihood of bird excrement seen. Unanimous decision.

25/008/FPC Consultations.

To consider any comments on the following consultations

- LGR Engagement – Town and Parish Councils – Appendix 3**

As a key stakeholder in Dacorum, we are writing to update you regarding the requirement for local authorities to develop proposals for reorganisation, in areas where there are currently two tiers of local government.

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that the following response be submitted. Unanimous decision.

NMPC has concerns about additional workload/responsibilities being placed onto parish councillors and the clerk; District and Borough Councillors losing their personal relationship with the electorate; less accountability from upper government tiers to solve local issues; Town and Parish Council legislation is outdated and needs reform; and plans feel rushed without any proper analysis or democratic consultation.

- Hertfordshire Nature Recovery Partnership Councils**

[Hertfordshire Nature Recovery Partnership – engagement strategy | Hertfordshire County Council](#)

Deferred to a later date as no response required at this time.

25/009/FPC DBC Development Management Committee Meeting (DMC)

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

None.

25/010/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)

Information only, no actions required

None.

FINANCE

25/011/FPC Monthly Financial Matters Appendices 4a - f

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

Payee	Method	Description	code	Amount	Vat	Amount
SALARIES/HMRC/PENSION	SO	Salaries, HMRC,Pension	Various	£ 3,065.94	£ -	£ 3,065.94
Vodafone	DD	Clerk's Mobile	4060	£ 19.53	£ 3.90	£ 23.43
NMVHA	SO	Hall Hire	4165	£ 30.00	£ 0	£ 30.00
DBC	DD	Garage Rental	4175	£ 65.60	£ 13.12	£ 78.72
Paybureau	SO	Monthly Wages Fee	4050	£ 18.80	£ 3.76	£ 22.56
Chess ICT	DD	dd monthly fees for Cllr emails due (paid 28th)	4120	£ 36.00	£ 7.20	£ 43.20
Lloyds Bank (new)	online	new monthly bank fee	4162	£ 4.25	£ -	£ 4.25
HAPTC	online	New Clerk training	4140	£ 50.00	£	£ 50.00
HAPTC	online	New Clerk finance training	4140	£ 105.00	£	£ 105.00
HAPTC	online	HAPTC/NALC annual Subscription	4080	£ 983.83	£	£ 983.83
Rialtas	online	Rialtas annual Subscription	4080	£ 319.00	£ 63.80	£ 382.80
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SUBTOTAL				£ 4,697.95	£ 27.98	£ 4,406.93

- b. To receive and approve the statutory receipts and payments report up to 31st March 2025

- c. To receive and approve the bank reconciliation up to 31st March 2025

- d. To receive and approve the earmarked reserves balances up to 31st March 2025

e. To receive and approve the Year End figures up to 31st March 2025 (If Natwest statements are available)

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that items a – e be received, noted and the delegated payments be ratified, the payments list totalling £4406.93 and expenditure approved. Bank accounts reconciled at £61,363.00. Unanimous decision

f. To receive and approve the updated asset register up to 31st March 2025 (removal of the play park)
Deferred, as some further items need removing. An updated asset register will be reviewed in the next meeting.

g. To note that the VAT return for 31st March 2024 has been submitted

h. To confirm the bank signatories for the April payments

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that item g is noted, and that Cllr Kennedy will load the payments for the April payments and Cllr Berkeley and Cllr Bayley will approve. Unanimous decision.

25/012/FPC To consider a new Lloyds debit card for new Clerk/RFO to enable purchases up to limits specified in the financial regulations.

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that the clerk orders a debit card once she is added onto the bank account. Unanimous decision.

25/013/FPC To consider locum services with NB @ £35 per hr to assist the new Clerk with AGAR completion.

Resolved, proposed Cllr Kennedy, seconded Cllr Maddern that up to a maximum of 8 hours of services are approved. Unanimous decision.

STATUTORY MATTERS

25/014/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- Annualised Hours Policy for adoption

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that this item be adopted. Unanimous decision.

- Press and Media Policy (biennial review)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that this item be deferred until after the clerk has received and scrutinised the comments raised by Cllr Kennedy. Clerk asked council to note that they will be brought back to the May meeting. Unanimous decision.

25/015/FPC VE DAY 80 Event Risk Assessment

- To consider the risk assessment for this event - **Appendix 5**

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that this item is updated so that detail linked to Event Brite be removed. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

25/016/FPC The Denes Session

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

A verbal update was given.

25/017/FPC VE DAY 80 Event (Cllr Briggs)

- To receive a verbal update on the forthcoming event.

A verbal update with given. Posters have been made and are now on noticeboards. Online registration is still open.

25/018/FPC Community Engagement – Afternoon Tea at AHS (Cllr Briggs) – Appendix 6

To discuss and determine whether an Afternoon Tea or similar community engagement event should be held in conjunction with Abbots Hill School (AHS). To include the date, budget, format and publicity.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the dates given by AHS are too soon and there is not enough time to arrange this event. An agenda item to form a working group will be added to a future meeting so this event may be planned for 2026. Unanimous decision.

*At this juncture (9.30pm) discussion was suspended and it was **Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that NMPC suspend the Standing order 3 (x) to allow for the continuation of the meeting beyond the 2hr/9.30pm cut-off to cover urgent matters left on the agenda. Unanimous decision*

25/019/FPC CPRE (Cllr Briggs)

To discuss and agree the date, format and budget of a CPRE speaker event in September 2025

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that a proposed date of 15th September 2025 at The Three Tuns be explored. An agenda item to form a working group will be added to a future meeting so this event may be planned. Unanimous decision.

25/020/FPC Community Engagement - Arts and Culture Grant (Cllr Cobb) - Appendix 7

- To determine whether council wish to provide a community event using the Arts & Culture grant (note that if an event is not held, the grant must be returned)
- To agree the date of the event (provisional date Saturday 28th June)
- To agree the details of the event and determine next steps for final arrangements

Resolved, proposed Cllr Cobb, seconded Cllr Maddern that the event will proceed on Saturday 28th June and that Cllr Cobb will work with the clerk to organise the final arrangements. A £150 budget above the grant allowance was agreed. Unanimous decision.

25/021/FPC Community Engagement – Parish Magazine (Cllr Cobb) - Appendix 8

- To consider whether Nash Mills Parish Council would agree to use underspend from the 2024-25 parish magazine budget (now in general reserves) to fund an additional magazine in 2025-26.

Resolved, proposed Cllr Berkeley seconded Cllr Briggs, that the underspend from the 2024-25 parish magazine budget will be used to fund an additional magazine in May. Unanimous decision.

25/022/FPC Parish Map (Cllr Cobb)

- To receive a verbal update on the Parish Map installation.

A verbal update was given. The working group will meet to discuss the narrative to accompany each of the artists images and an installation date be agreed with the installer.

25/023/FPC Annual Parish & Annual Council Meetings

- To confirm and note the dates for the Annual Parish (APM) Meeting and Annual Council Meeting (ACM)
APM Monday 12th May 2025 7.30pm-7.45pm
ACM Monday 12th May 2025 7.45pm

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley to confirm these dates/times. Unanimous decision. Cllr Cobb and the clerk will create a poster to advertise the APM to local residents.

PERSONNEL

25/024/FPC New Clerk's Pension

- To consider pension sign up to the Nest pension scheme for the new clerk as outlined in her contract.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley to allow the clerk to set up a pension scheme with Nest. Unanimous decision.

25/025/FPC Council protection against ill health liability

- To consider the need for ill health liability insurance for the Council's contribution to the Clerk's pension.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley to ask the clerk to investigate the financial strain and need for ill health liability insurance for the clerk. Unanimous decision.

25/026/FPC Action List - Appendix 9 (for information only-no actions arising.)
Meeting closed 22:15

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Chairman signature 12th May 2025