



NASH MILLS

PARISH COUNCIL

ANNUAL REPORTS

APRIL 2025

CELEBRATING COMMUNITY, GROWTH & PROGRESS

This year's report captures the highlights, challenges, and achievements that shaped Nash Mills over the past year. From exciting local projects to community milestones, join us as we look back—and step forward together.



INSIDE YOU'LL FIND:

- Improvements around the Parish
- Updates on council initiatives
- Community engagement highlights
- Financial summary and plans for the future

Building a better Nash Mills together



NASH MILLS
PARISH COUNCIL

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Please note that some of the photos contained within this report may not be fully accessible therefore please contact the clerk if you would prefer to receive these reports in an alternative format.



Welcome to the 2024/2025 Nash Mills Parish Council Annual reports.

Our annual reports provide a summary of information and projects being undertaken by Nash Mills Parish Council and our elected councillors on behalf of our community for the year 2024/25.

The majority of our meetings are open to the public and all agendas, minutes and supporting documents are posted on our website. These, along with our parish magazine and Facebook page contain a wealth of information about what we are doing to support the parish. Our projects cover many schemes including road safety initiatives, crime reduction measures and biodiversity plans to improve our green spaces.

We would welcome you to come along to our meetings or to visit us at The Denes during one of our 'Saturday Surgeries' to share your views on what you would like to see us working on to benefit our local community and local environment.

In May 2023 we started a new council term with five existing and three new councillors who were elected unopposed. Since then, one councillor has resigned, and we welcomed back councillor Jan Maddern. This local team have been working hard planning projects for the community for their term.

Your contribution and ideas would be valued as we continue to plan our projects for the next two years.

Please contact me by email clerk@nashmillsparishcouncil.gov.uk should you require any further information, or any clarification of any items contained in the reports.

Our Aims and Values

Inclusion and Communication

We believe that the parish is about its residents, so we will use a varied communication stream to ensure that everyone has the opportunity to be involved in decisions.

History and Heritage

We respect our fantastic history and will share and protect our heritage.

Community

We all love where we live and want residents to feel proud to live in Nash Mills. We will strive to further improve our corner of Hemel Hempstead.

Residents' Associations

We want to encourage and build the number of residents' associations so that every road has an opportunity to be included.



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Feeling Safe

We believe that residents should feel safe and secure in their homes and within the parish.

Service to Nash Mills

Parish councillors are here to serve the community, and we plan to do this to the very best of our ability.

Your Parish Council

www.nashmillsparishcouncil.gov.uk



Cllr Lisa Bayley
Chairman

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Cllr Alan Briggs
Vice-Chairman and
Planning Lead

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Cllr Michele Berkeley
Personnel Committee

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Cllr Grant Kennedy
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Cllr Nicola Cobb

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Cllr Alex Bailes

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Cllr Jamie Kitson
Nash Mills Village Hall
representative

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Cllr Jan Maddern

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Kimberley Moore

Parish clerk / Responsible financial officer
Nash Mills Parish Council.

PO Box 1602, Hemel Hempstead, Herts, HP1 9ST
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For **David Drew**, parish warden, please contact the clerk



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PARISH COUNCIL

NMPC CHAIR ANNUAL REPORT 2025

Nash Mills parish councillors are now two years into our four-year term. Over the past year, the parish councillors and clerk have been diligently working to bring projects to life, while also researching new initiatives to support our community.

I would like to take a moment to highlight some of the significant achievements and activities of the parish council:

New Parish Sign: One of our major accomplishments was the installation of a new parish sign at the corner of Bunkers Lane and Bedmond Road. This sign serves as a symbol of pride and identity for our community, welcoming residents and visitors with warmth. Unfortunately, the sign was recently stolen, which saddens me, as we are trying to improve our community. We are actively working on a replacement.

Nash Mills PTA School Grant: We awarded a grant to the local school PTA to further our support for youth development and educational initiatives in the parish.

CPRE Event: The event led by Cllr. Briggs held at the Three Tuns celebrated our local countryside and provided a chance for residents to engage with environmental conservation efforts. As part of this initiative, we distributed hedgehog highways at the event to promote wildlife protection.

Parish Walk: Cllr. Berkeley conducted a walk to assess the verges and identify areas needing attention. You may also have noticed new trees planted along the verge in Georgewood, courtesy of the Dacorum team.

Bleed Kit Installation: We installed a bleed kit at The Denes shops, demonstrating our commitment to the safety and well-being of our residents.

Library Box: Located next to the benches at The Denes, this new library box allows residents to borrow books, and we encourage donations as well.

Democracy Visit: Cllr. Briggs and Berkeley and the clerk visited Nash Mills School to deliver a democracy presentation which was received well by the school and is an example of our engagement with our younger residents. It also gave us a chance to learn about any concerns they have.

Addressing Dog Fouling: As we celebrate our successes, we must also address an ongoing issue in our community: dog fouling. Let's work together to encourage responsible pet ownership and keep our parish clean and enjoyable for all.

Remembrance Service: We were proud to host the Remembrance Service at the Nash Mills war memorial, a meaningful event for our community.

We encourage all residents of Nash Mills to engage with the parish council, whether through reading the parish magazine, visiting our eBook page, or attending our monthly sessions at The Denes. Your ideas are always welcome, and we hope you feel informed about our ongoing projects.



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All ideas and projects are discussed and approved at our monthly council meetings. Some initiatives, such as changes to verges, can take longer than expected as we work with Dacorum Borough Council, Hertfordshire County Council, and Highways to ensure all changes are lawful and comply with local guidelines. We also work closely with our Borough Councillor.

As chairman of the parish council, I have been supported by a fantastic team of councillors, along with our dedicated clerk, Nikki, and parish warden, Dave. Although their roles were outlined in my last report, I feel it's important for residents to understand the vital contributions they make.

Nikki, our clerk, has worked tirelessly to ensure that council-approved projects are thoroughly investigated, necessary permissions are sought, and projects are delivered in line with our financial regulations. Nikki is also responsible for ensuring that all our actions are taken appropriately in line with the laws and duties of a parish council, that our finances are in order and that everything is correctly administered with all due consideration to risks and statutory obligations.

Dave, our "face on the street," is always ready in any condition to assist residents. He works closely with the Hertfordshire County Council and Dacorum teams while providing invaluable support to Nikki in her role.

Nikki is now moving on to new opportunities, and we would like to thank her for her dedication, guidance and support. We wish Nikki all the best on her next adventure.

We have been busy recruiting a new parish clerk and we are excited to welcome Kim to the team, who started on 1st April.

Finally, I would like to emphasise that all our parish councillors volunteer their time and work tirelessly on many projects to improve Nash Mills and foster a sense of community. I extend a heartfelt thank you to the entire team for their forward-thinking, dedication, and care for our community.

"PEOPLE COMING TOGETHER AS A COMMUNITY CAN MAKE THINGS HAPPEN AND THE GREATNESS OF A COMMUNITY IS MOST ACCURATELY MEASURED BY THE ACTIONS OF ITS MEMBERS"

Lisa Bayley
Chairman
Nash Mills Parish Council



**PERSONNEL COMMITTEE REPORT NASH MILLS PARISH COUNCIL
ANNUAL MEETING 2025**

Membership of this Committee:

Councillor Michele Berkeley (Vice Chairman until January 2025 - Appointed Chairman)
Councillor Steve Roberts (Chairman – Resigned January 2025)
Councillor Alan Briggs (Appointed Vice Chairman March 2025)
Councillor Lisa Bailey
Councillor Jan Maddern (Added in January 2025)

The chairman, vice-chairman and members of the Personnel Committee were appointed at the Annual Council Meeting on 13th May 2024 and the existing terms of reference were adopted.

In January 2025 Councillor Steve Roberts resigned and Councillor Michele Berkeley was appointed as chairman at a Personnel Committee Meeting held on 13th January 2025.

Councillor Alan Briggs was appointed as vice-chairman at a personnel committee meeting held on 10th March 2025.

At the end of December 2024, the Clerk/RFO 'Nikki Bugden' formally offered her resignation to terminate on 31st March 2025.

The process to find a replacement began in January 2025 and the new clerk 'Kimberley Moore' accepted the position to commence as of 1st April 2025.

Councillor Jan Maddern was added to this committee in February 2025.

Budgets for 2025/26 were approved by Council but were approved on the known costs at the time of the budget setting, therefore with the staffing change there may be an underspend at year end. The training budget has been set to enable adequate new staff training, and any councillor training needs. Funds are held on earmarked reserves should this need to be supplemented.

The clerk has been ably supported by the warden, Dave Drew, and his flexibility to respond to parish council business as and when required has been greatly appreciated. Regular, informal update sessions were conducted by the clerk and the warden.

We are grateful to Nikki for all her hard work and dedication that she has shown the council and the residents throughout the year, and we welcome our new clerk Kim from 1st April 2025.

Councillor Michele Berkeley
Chairman of Personnel Committee



NASH MILLS
PARISH COUNCIL

Year End Financial Headlines 2024-25

Description	Amount
Monies in	£ 61,383.08
Monies out	£ 57,572.13
Total sum (excluding assets) held on 31 st March 2025	£ 98,923.23 (£66,495.25 earmarked for projects)
Precept requested for 2025/26	£38,897.33
Total expenditure budget 2025/26	£ 52,395
Budgeted use of reserves 2025/26 to support budget shortfall and to ensure that precept increase is minimal.	£8,192
	Decrease to precept for a band D property £ 0.16 per annum

Please note that our full financial summaries will be available once the internal and external audits have been conducted. These will be available on the annual governance return.

The figures above may change post audit. Please contact the clerk for further information.

Kimberley Moore



RFO Report Finance Q4 (reported in May 2025)

Please note that the full financial figures are listed at the end of this document. These are from a third-party software programme and therefore are not able to be made accessible in this document. Please contact the clerk should you require assistance or a different format.

Summary

Nash Mills Parish Council (NMPC) is at the end of Q4 and financial year end (31/3/2025), however as the Q3 report was delayed and the previous clerk left on 31/3/25, the Q3 report reflected the financial position up until 28/02/2025. To allow the new clerk, who started on 01/04/25, time to review the financial position at the end of Q4 this report has been delayed. Budget setting and precept demand were the subject of separate finance reports presented at the November 2024, January and February 2025 meetings.

Total balances held on accounts (less NatWest final interest payment) on 31st March 2025 £99,083.38

of which £66495.25 is currently earmarked (see page 5 below).

NMPC has previously been made aware that DBC are reviewing the warden and concurrent services grant. Last year this was approx. £11100. It is likely that this grant will either be substantially reduced or removed for 2026/27. Any loss of all or part of this will have a huge impact on future budget setting. There is currently an earmarked sum to cover 1 year's loss which should allow NMPC to make future budget amendments on a phased basis to cover any loss.

Ongoing Matters/ Projects in Progress

The bulleted list below details the current projects under investigation by NMPC.

Some items have been fully approved, and funds earmarked accordingly, some remain outstanding and require a council decision.

- Asset Improvement

At present NMPC are waiting for permission from DBC regarding the installation of new benches but due to lack of resources at DBC this is unlikely to be resolved quickly (*this point is unchanged from the previous report and DBC have been chased*). Earmarked Reserves (EMR 338) 4 yr plan reserves £6372.09

- Playpark

The playpark closed on 31/3/2025 and this has reduced the agreed budget for 2025/26. The asset register has been updated to reflect this loss.

- Staffing

The new clerk started on 1/4/2025, which resulted in a reduction in salary costs against the staffing budget set for 2025/26. However, the outgoing clerk claimed for unused annual leave at the end of March, which saw increased spending in salary, HMRC and pension contributions than forecast. Additionally, back-dated pay awards in November (from April). This is why this is currently showing as a 103.9% spend. Overall, this change in staffing should show as underspend at year end March 2026.

- Training Budget

NMPC have a healthy training budget of £743 set for 2025/26, however with a new Chairman & Vice Chairman Personnel there may be demand for HR training courses (webinars supplied by HAPTC). The new clerk has booked training through HAPTC: Basic Finance for New Clerks, Introduction to VAT and Budgeting at a cost of £105. Additionally, training for Rialtas financial software system will also be booked as more dates become available. There are additional funds on EMR Business expenses (£4285.87) should the training budget be exceeded in 2025/26.

NMPC should be mindful at budget setting 2026/27 that an increase to the training budget may be required for CiLCA (Certificate in Local Council Administration) training for the incoming clerk and this is in the region of £450 for the qualification plus approx £300 for the supporting training courses. Business continuity funds in earmarked reserves could potentially be used to cover these fees.

- Business Planning

Following elections in 2023 NMPC created a working group to devise a business plan for the term 2023-27. Several projects have been completed or are in progress. Some projects have been removed following further investigations/lack of permission or support by other agencies.

As Council are now halfway through their term the business plan and the council output should be reviewed and aims outlined early in the new financial year to ensure that any expenditure is ready for budget setting 2026/27 (initial budget usually discussed Sept/Oct annually). The original spreadsheet, created by the previous working group lead, has been updated by the outgoing clerk and can be found on the SharePoint site. Items completed or not progressing have been removed and notes added.

- Gateway Signage

NMPC approved a rolling programme of gateway sign replacement (following the installation of a new sign after an insurance claim in Feb 2024). The warden has confirmed the order of importance and funds have been earmarked for this. An agenda item should be included early in the new financial year to arrange for permission and installation of the signs.

Funds on CIL EMR, first Barnacres then Belswains then Lower Road -2024 prices £1085 (Glasdon sign) + £485 installation.

- Internal Audit 2025/26

Internal Auditor to be appointed via an agenda item as soon as the Annual Governance and Accountability return is completed in May/June 2025. (IAs get booked up very early in the new financial audit year). IA for 2024/25 booked for 30/04/25.

- Interest Bearing Accounts

Council should be mindful of expiry dates of fixed term deposits; the next expiry date is 10/4/2025 for £10,175.48. This will expire and be deposited back into the Lloyds current account in order to pay expenses before the precept is received into the account. Future agenda items to be tabled for reinvestment after the precept is received in April.

Other considerations for potential earmarking or allocation of funds

- Parish Map **£5000** already earmarked for artist and lectern style signage, although NMPC may choose to use CIL funds instead and then this EMR fund will require reallocation.
- Additional benches throughout the parish (waiting for DBC permissions) approx. **£2500**

Other financial actions to note

- (Pre full council meeting) finance leads meetings to be implemented according to new clerk's hours/Cllr Maddern & Cllr Kennedy's schedules.

Projects Completed this year

- Library Box
- Bleed Kit
- School Liaison (democracy project)

CIL funding

Currently there is £16,106 remaining in the CIL reserves fund. (historic £11 difference between accounting software and spreadsheet)

Council to note that CIL is a conditional spend that also has an expiry date of 5 years from the date of receipt.¹

The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation, or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.

CIL Expiry dates

2025	£4,473.67
2026	£2,696.00
2027	£2,284.00
2028	£300.00
2029	£6,362.99

Budget for 2025/2026

The council submitted a precept request for **£38897.33** supported by the published budget. There has been a small decrease per household of approx. 16p per annum per band 'D' property as the council have committed to spending more funds from their reserves to enable this increase to be kept to a minimum.

¹ [Community Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Financial Headlines

Position 31st March 2025 (income/expenditure)

	Budget	Actual	Variance	Notes
Income	51425	61383	(9958 119.4% (over budget)	Interest bearing accounts are performing well and interest is over budget, £2330 received so far CIL money has been awarded £6363 (this is not in budget) £75 compensation in from NatWest due to a complaint lodged by clerk.
Expenditure	52477	57572	5095 109.7% over budget	outgoing clerk claimed for unused annual leave at the end of March and backdated pay awards in Nov which saw increased spending on salary, HMRC and pension contributions

Budget heading Overspends over £100 or 15% of budget (reported as required in our Financial Regulations)

No concerns at present. Majority of items performed as expected but notable exceptions listed below (please also see attached reports)

- 4000 Staff Costs (inc HMRC & Pension) showing at 103.9% (£38,751 versus £37,301) Back dated pay awards in Nov and outgoing clerk claimed for unused annual leave at the end of March, which saw increased spending in salary, HMRC and pension contributions
- 4130 Community grants showing as 666.6% overspend due to unbudgeted contribution to Nash Mills School from earmarked reserves.
- 4162 Sundry expenditure showing as 751% budget (£901 spend versus budget £120 - CPRE talk, and refreshments, Bleed Kit install, Remembrance signage, bookmarks (£645 EMR used)
- 4160 Misc (Park & Inspections) showing as 146.9% budget (£676 spend versus £460 budget). Additional costs as NMPC decided to have 'accompanied' inspections which were an extra £50 per visit and paint for the library box.
- 4163 Defib Sundries showing as 120.4% (£266 spend versus budget £221) due to replacement batteries, paediatric and adult pads being purchased all at the same time.

Budget Heading Underspends over £100 or 15% of budget (reported as per our Financial Regulations)

No concerns at present. (see attached details)

- 4140 Training/conferences as the clerk resigned, she did not attend the annual conference which was budgeted for.

- 4065 Parish Magazine. Edition only just produced therefore March position will reflect printing costs for Spring edition. It should be noted that due to deadlines moving only 2 editions have been produced this financial year and therefore there will be a large underspend at year end. It should also be noted that all advertisers have been invoiced for 3 editions in this financial year and sufficient editions must be provided in 2025/26 or their next invoices reduced accordingly.

Kimberley Moore

Clerk to the council 22nd April 2025

Attached

Earmarked Reserves

Bank reconciliation -All Accounts

Receipts and Payments details

Please note that documents from this point onwards are from third party software and are therefore not accessible. Please ask the clerk should you require additional formats.

Earmarked Reserves

22/04/2025

16:34

Nash Mills Parish Council

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Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Business Expenses	10,000.00	-5,714.13	4,285.87
321 EMR - Playpark	4,981.64	-4,981.64	0.00
324 EMR - Election Costs 2027	3,000.00		3,000.00
325 EMR - Election Costs 2030	3,000.00		3,000.00
326 EMR - Community Support	4,842.50	-301.36	4,541.14
328 EMR - Verges	10,000.00		10,000.00
329 EMR - Community Events	404.11	630.00	1,034.11
330 EMR - Projects, Denes Defib Jub	6,906.09	-5,706.09	1,200.00
331 EMR - CIL (Conditional spend)	11,501.34	4,604.61	16,105.95
338 EMR 4-Yr Plan reserves	11,372.09	-5,000.00	6,372.09
339 EMR-Parish map and board fund	0.00	5,750.00	5,750.00
340 EMR - warden grant contingency	0.00	11,206.09	11,206.09
	66,007.77	487.48	66,495.25

Bank reconciliation All Accounts

Nash Mills Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	Lloyds Current A/C	889.47	
31/03/2025	Natwest BR	21,326.37	
31/01/2025	NatWest Current A/C	2,117.47	
31/03/2025	Lloyds 32 Day	13,075.85	
31/03/2025	LLoyds 6m deposit	10,175.48	
31/03/2025	natwest 35 day	20,527.13	
31/03/2025	Natwest 95 Day ac (464)	30,971.61	
			99,083.38

All Cash & Bank Accounts

1	LLoyds Current A/C	889.47
2	NatWest BR	21,326.37
3	NatWest Current A/C	2,117.47
4	Lloyds 32 Day	13,075.85
5	Lloyds Holding TF Account	0.00
6	Lloyds 6m Deposit	10,175.48
7	NatWest 35 Day Ac (456)	20,527.13
8	NatWest 95 Day Ac (464)	30,971.61
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	99,083.38

Receipts and Payments details

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	38,897	38,897	(0)	29,690		178.3%	
1077 Council Tax Grant	11,118	11,118	0			100.0%	
1090 Bank Interest	2,490	750	(1,740)			332.0%	
1100 Grants Received	500	0	(500)			0.0%	
1110 CIL	6,363	0	(6,363)			0.0%	6,363
<u>200 Administration</u>							
4000 Staff Costs (inc HMRC & Pensions)	(38,751)	(37,301)	(1,450)		(1,450)	103.9%	
4002 WFH allowance & mileage	(423)	(499)	76		76	84.8%	
4050 Payroll Charges	(226)	(250)	24		24	90.2%	
4055 P.O.Box	(354)	(347)	(7)		(7)	101.9%	
4060 Communications/Mobile	(221)	(278)	57		57	79.5%	
4075 Office Supplies	(99)	(347)	248		248	28.5%	
4080 Subscriptions	(1,288)	(1,335)	47		47	96.5%	
4085 Insurance	(722)	(968)	246		246	74.6%	
4095 Equipment Replacement	(355)	0	(355)		(355)	0.0%	214
4105 Audit Fees	(815)	(800)	(15)		(15)	101.9%	
4110 Website Maintenance	0	(100)	100		100	0.0%	
4120 ICT/Licenses/IT Support	(784)	(1,103)	319		319	71.1%	
4130 Community Grants	(3,433)	(500)	(2,933)		(2,933)	686.6%	3,333
4135 Grants Made	(200)	0	(200)		(200)	0.0%	200
4140 Conferences/Training Courses	(168)	(743)	575		575	22.6%	
4155 Section 137	(40)	0	(40)		(40)	0.0%	
4160 Misc (park inspect and misc)	(676)	(460)	(216)		(216)	146.9%	52
4161 Park Repairs	0	(600)	600		600	0.0%	
4162 Sundry Expenditure	(901)	(120)	(781)		(781)	751.0%	645
4163 Defib Sundries	(266)	(221)	(45)		(45)	120.4%	
4165 Hire Costs (Hall or Zoom)	(393)	(475)	83		83	82.6%	
4170 Tools/Covid Exp	(147)	(220)	73		73	66.7%	
4175 Garage Rent	(701)	(678)	(23)		(23)	103.3%	
<u>250 Parish Magazine</u>							
1150 Advertising (Income)	646	660	14			97.9%	
4085 Parish Magazine	(1,660)	(2,591)	931		931	64.1%	
<u>300 Projects</u>							
4164 2023 Coronation	(40)	0	(40)		(40)	0.0%	40
4301 The Denes Project/maintenance	(2,402)	(1,300)	(1,102)		(1,102)	184.7%	1,392
4305 Christmas Lights/Repairs/sign	(1,155)	(1,241)	86		86	93.1%	
<u>999 VAT Data</u>							
115 VAT on Receipts	1,529	0	(1,529)			0.0%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
515 VAT on Payments	(1,355)	0	(1,355)		(1,355)	0.0%	
Grand Totals:- Receipts	61,543	51,425	(10,118)			119.7%	
Payments	57,572	52,477	(5,095)	0	(5,095)	109.7%	
Net Receipts over Payments	3,971	(1,052)	(5,023)				
plus Transfer from EMR	5,876	0	(5,876)				
less Transfer to EMR	6,363	0	(6,363)				
Movement to/(from) Gen Reserve	3,484	(1,052)	(4,536)				

A/c Code 4000 Staff Costs (Inc HMRC & Pensio

Centre 200 Administration

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
16/07/2024	ONLINE	Cashbook	July HMRC	482.11	
16/07/2024	ONLINE	Cashbook	July pension	490.98	
16/07/2024	SO	Cashbook	July payroll	1,521.85	
16/08/2024	DD	Cashbook	AUGUST SALARY	563.95	
16/08/2024	ONLINE	Cashbook	AUGUST SALARY	1,296.20	
16/08/2024	ONLINE	Cashbook	AUGUST HMRC	346.37	
16/08/2024	ONLINE	Cashbook	AUGUST PENSION	400.80	
16/09/2024	SO	Cashbook	SEPT PAYROLL	563.95	
16/09/2024	SO	Cashbook	SEPT PAYROLL	1,296.20	
16/09/2024	ONLINE	Cashbook	SEPT PAYROLL	346.37	
16/09/2024	ONLINE	Cashbook	SEPT PENSION	400.80	
16/10/2024	ONLINE	Cashbook	OCT HMRC	346.17	
16/10/2024	ONLINE	Cashbook	OCT PENSION	400.80	
16/10/2024	ONLINE	Cashbook	SALARY OCT	563.95	
16/10/2024	ONLINE	Cashbook	SALARY OCT	1,296.40	
16/10/2024	ONLINE	Cashbook	IHLI TOP UP PYT	67.05	
16/11/2024	SO	Cashbook	nov salary inclu back pay	2,397.38	
16/11/2024	SO	Cashbook	nov salary inclu back pay	812.36	
16/11/2024	ONLINE	Cashbook	nov hmrc	1,090.29	
16/11/2024	ONLINE	Cashbook	nov pension	518.57	
16/12/2024	SO	Cashbook	dec salary	595.17	
16/12/2024	SO	Cashbook	dec salary and ot	1,770.29	
16/12/2024	ONLINE	Cashbook	dec hmrc	639.08	
16/12/2024	ONLINE	Cashbook	dec pension	577.33	
09/01/2025	ONLINE	Cashbook	SALARY FEB	594.97	
16/01/2025	ONLINE	Cashbook	HMRC JAN	395.18	
16/01/2025	ONLINE	Cashbook	PENSION JAN	415.51	
16/01/2025	ONLINE	Cashbook	JAN SALARY CORRECT NOMINAL COD	1,365.95	
09/02/2025	ONLINE	Cashbook	feb hmrc	505.73	
16/02/2025	ONLINE	Cashbook	pension feb	488.63	
16/02/2025	SO	Cashbook	feb salary	1,548.40	
16/02/2025	SO	Cashbook	FEB SALARY	594.97	
16/03/2025	ONLINE	Cashbook	March payroll	1,069.43	
16/03/2025	ONLINE	Cashbook	March pension	862.59	
16/03/2025	SO	Cashbook	March salary	594.97	
16/03/2025	SO	Cashbook	March salary & annual leave	2,483.33	
27/03/2025	ONLINE	Cashbook	final payroll March 2025 NB	191.76	
27/03/2025	ONLINE	Cashbook	final pension NB EMP and EMYEE	93.22	
27/03/2025	ONLINE	Cashbook	final HMRC NB	115.66	
Account Staff Costs (Inc HMRC & Pensio			Account Totals	40,637.16	1,886.34
Centre Administration			Net Closing Balance	38,750.82	

A/c Code	4160 Misc (park inspect and misc)	Annual Budget	460
Centre	200 Administration		

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
16/05/2024	ONLINE	Cashbook	quarterly play inspection	110.00	
16/08/2024	ONLINE	Cashbook	JULY PARK INSPECTION	157.50	
23/10/2024	ONLINE	Cashbook	PLAQUE FOR LITTLE LIBRARY	51.82	
16/11/2024	ONLINE	Cashbook	park inspection	163.50	
16/02/2025	ONLINE	Cashbook	FINAL INSPECTION PLAYPARK	163.50	
16/03/2025	ONLINE	Cashbook	Cllr Alan Briggs Expenses	29.47	
Account Misc (park inspect and misc)				Account Totals	
				675.79	0.00
Centre Administration				Net Closing Balance	675.79

A/c Code	4162 Sundry Expenditure	Annual Budget	120
Centre	200 Administration		

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
23/05/2024	ONLINE	Cashbook	CPRE refreshments	90.00	
16/06/2024	ONLINE	Cashbook	DONATION FOR TALK CPRE MAY	100.00	
01/10/2024	ONLINE	Cashbook	CPRE ANNUAL MEMBERSHIP	60.00	
21/10/2024	ONLINE	Cashbook	remembrance signage	192.00	
09/02/2025	ONLINE	Cashbook	LIBRARY BOX BLEED INSTALL	315.00	
16/02/2025	ONLINE	Cashbook	BOOKMARKS (SEE FEB & MARCH)	145.00	
16/02/2025	ONLINE	Cashbook	REVERSAL MORE ADDED		145.00
16/02/2025	ONLINE	Cashbook	BOOKMARKS wbd	140.00	
16/03/2025	ONLINE	Cashbook	Monthly fee	4.25	
Account Sundry Expenditure				Account Totals	
				1,046.25	145.00
Centre Administration				Net Closing Balance	901.25

A/c Code	4163 Defib Sundries	Annual Budget	221
Centre	200 Administration		

<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
Opening Balance				0.00	
31/05/2024	ONLINE	Cashbook	defib batteries	32.07	
05/02/2025	ONLINE	Cashbook	PEDI PADS DEFIB	94.95	
05/03/2025	ONLINE	Cashbook	Defib pads	139.00	
Account Defib Sundries				Account Totals	
				266.02	0.00
Centre Administration				Net Closing Balance	266.02



NASH MILLS

PARISH COUNCIL

Clerk Annual Report April 2025

2024/25 has been another year of change and development for Nash Mills Parish Council.

At the end of March, we said goodbye to our previous clerk, Nikki, who served the parish council with dedication and diligence for six and a half years. Nikki joined us in November 2018 and became a CiLCA (Certificate in Local Council Administration) qualified clerk in 2022. During her time with the council, she published agendas and supporting documents—and then took the minutes—for over seventy parish council meetings. She compiled comprehensive agenda packs to ensure full transparency, enabling residents to see exactly what we do, how we do it, and how we spend public funds.

Nikki also developed a robust catalogue of policies, ensuring that the council remained legal, compliant, and transparent. She wrote numerous planning objections on behalf of the council—achieving notable successes—and responded to consultations from the Government, Hertfordshire County Council, and Dacorum Borough Council. To do this effectively, she kept abreast of complex planning policies and legislation to advise the council knowledgeably and professionally. Throughout, she was committed, loyal, humorous, and worked tirelessly on behalf of the Parish and its residents. We thank her sincerely for her exceptional service.

We were also sorry to receive the resignation of Councillor Steve Roberts earlier this year. Steve has been an integral part of our Council for many years, known by some, as our resident musician. He performed the Last Post at our annual Remembrance Service and contributed to many council initiatives. Following his departure, we welcomed Jan Maddern back to the parish council via co-option in February. Jan also serves as our Borough and County Councillor and previously sat on the parish council until May 2023.

As always, councillors have remained active and engaged—discussing, organising, and progressing a number of innovative projects. Some, such as the installation of a bleed kit and Library Box at The Denes, have now been completed. Others remain in development, as projects often require time due to the need for multi-agency collaboration and the complexities of securing the appropriate permissions. Nevertheless, the council remains determined to deliver positive change as quickly and effectively as possible, and there are some exciting developments in the pipeline for 2025/26.

Community engagement continues to be a priority. In May, we hosted a well-attended and inspiring event at The Three Tuns in partnership with CPRE, titled “Nature Close to Home.” This evening encouraged residents to celebrate and enhance nature in their gardens, with expert guidance on supporting biodiversity, gardening sustainably, and attracting wildlife.

In addition, Councillors Briggs and Berkeley, along with Nikki, visited Key Stage 2 classes at Nash Mills Church of England Primary School. They spoke to pupils about democracy, the role of the parish council, and how we support schools. The students impressed them with their thoughtful questions and creative ideas. We have also started working with Abbot’s Hill School to plan future community events, strengthening intergenerational connections across our parish.

While these new projects are exciting, our core council business has also continued. We regularly review planning applications with the goal of protecting the Parish's heritage and ensuring that new developments are appropriate and compliant, always keeping the interests of residents at heart.

Although I am still very new to this role, I am thoroughly enjoying the variety it brings and the opportunity to serve our local area in a meaningful way. Each day is a learning experience, and I approach it with enthusiasm and energy. With over fourteen years of experience as a deputy headteacher, I bring with me strong organisational, communication, and people skills—skills which have proved invaluable in this new role. I care deeply about community and connection, and I am committed to seeing Nash Mills continue to thrive.

I have received a truly warm welcome from councillors and from Dave, our parish warden, and I am grateful for the support and guidance I have received as I settle in.

We are fortunate to have some residents who regularly attend our meetings, but we would love to see even more of you get involved and help shape the future of Nash Mills. If attending meetings is not possible, you can always email me or contact any of your elected councillors. Agendas, reports, and minutes are published regularly on our website to help keep everyone informed.

Kimberley Moore

Kimberley Moore

Clerk & Responsible Financial Officer

23rd April 2025



Parish Warden Annual Report – 2025

I have had another busy year as Nash Mills Parish Warden.

As usual, I have tried to keep everywhere clean and tidy and a lot of my time has been spent picking up increasing amounts of litter that has been dropped. There has also been an increase in the number of black bags full of rubbish, food and garden waste being dumped across the area.

I have continued to report issues to DBC and HCC. This year I reported 30 fly tipping problems (an increase on last year) to DBC but only 17 problems with signs and potholes to HCC. This improvement is partly due to Chambersbury Lane being resurfaced.

As from April 1st this year, Bunkers playing field closed. This means I no longer must check and report issues with the play equipment.

Unfortunately, the new Welcome to Nash Mills sign at the top of Bunkers Lane was stolen earlier this year. I checked all around the area but could not find it.

I would like to take this opportunity to say how sad I was to see our clerk Nikki leave. She was lovely to work with and always very supportive and kind to me. I will miss her but I am looking forward to working well with our new clerk, Kim.



Working Groups & Committees Updated Feb 2025

Clerk Notes.

Working groups are only 'task & finish'.

Non councillors may be co-opted but do not count towards the quorum.

Clerk does not count towards quorum

The Chairman and Vice-Chairman can be 'ex-officio' members of a committee

The quorum for working groups is 3

All Working Group Leads, Chairmen and Lead Cllrs are expected to produce an annual report for NMPC Annual reporting (by 1st April annually).

Working Groups

No delegated decision making or financial responsibilities. All decisions to be made by full council.

All working group leads are expected to produce an annual report for the NMPC annual reports by 1st April annually.

Group	Responsibilities/Scope / investigations	Members	Lead	Notes
Grass verges	<ul style="list-style-type: none"> Establish ownership, options for verge protection and parking issues. Work with borough councillor to prioritise options 	Michele, Alan, Lisa, Nicola	Michele	
Website	<ul style="list-style-type: none"> To consider the design of the parish website and to bring recommendations back to council. 	Alan, Nicola, Alex, Clerk	Jamie	Deferred
NM Map	<ul style="list-style-type: none"> To research design (inc use of logo/text), shortlist locations, shortlist 'Wishlist', usage, 	Grant Nicola Jamie Jan	Nicola	
Personnel	<ul style="list-style-type: none"> To create documents for new clerk recruitment 	Michele Alan Lisa (and clerk)	Michele	



13/02/2025

Committees

Name	Responsibilities	Chairman	Vice-Chairman	Members
Personnel	All staffing matters, appraisals, salary reviews, staffing policies, scrutiny of payroll submissions & pension returns.	Michele	Alan	Michele, Lisa, Alan, Jan

Established tasks and responsible parties

Task	Responsibilities	Involvement	Co-Ordinator
Denes Saturdays	<ul style="list-style-type: none"> Attendance rota, purchase promotional material, ideas for discussion / input Report back to full council any items raised. 	All, subject to availability	Michele
Parish Magazine	<ul style="list-style-type: none"> Collect ideas for content, request volunteers for content for each edition, create magazine, arrange printing and distributions 	Nicola, Jan, Clerk (All to contribute)	Nicola Clerk to sign off prior to printing
Social media	<ul style="list-style-type: none"> Collect ideas, schedule posts, respond to messenger messages, investigate Instagram and twitter options 	Lisa, Grant, Nicola, Clerk (admins)	Nicola Clerk Admin
Defibrillator	<ul style="list-style-type: none"> No working group but an email group is set up comprising of the 4 members to automatically notify all should defib be used /items expiring etc Email is defib@nashmillsparishcouncil.gov.uk 	Alan, Nicola/Warden/Clerk	Clerk



Task	Responsibilities (in line with the adopted scheme of delegation)	No decision making powers are delegated
Lead Cllr Planning	<ul style="list-style-type: none"> Attend DBC planning sessions Represent NMPC at DMC meetings Scrutinise planning applications Present planning agenda items at NMPC meeting Collaborate and support the clerk with any planning responses determined by NMPC 	<ul style="list-style-type: none"> Cllr Alan Briggs Cllr Berkeley & Cllr Cobb are reserves for DMC representation
Lead Cllr Finance	<ul style="list-style-type: none"> To scrutinise the clerks' financial reports produced by using the accounting software prior to presenting them as agenda items at NMPC full council meetings To scrutinise the quarterly reports raised by the clerk as RFO in line with the financial regulations) To scrutinise all invoices (payee/VAT) prior to release of payments at the bank To cross reference all payments to the monthly payment schedule To formally sign all finance paperwork, bank reconciliations and supporting bank statements at the month meeting, along with the Chairman. To ensure that VAT returns are being undertaken quarterly To support the clerk at budget setting prior to budget going to full council for consideration. 	<ul style="list-style-type: none"> Cllr Grant Kennedy Cllr Jan Maddern (assisting)

Please note that the lists of responsibilities above are not exhaustive and that the Financial Regulations and Financial Risk Assessment should be considered along with the Standing Orders and Scheme of Delegation to ensure full compliance with statutory responsibilities.



Community Engagement

CPRE - May

Council organised an evening with a guest speaker from CPRE Hertfordshire (The Countryside Charity) themed “Nature Close to Home” in May 2024. The event was hosted by The Three Tuns pub and was well attended. Council is considering a similar event in 2025.

Abbots Hill School visit

Two councillors and the clerk visited Abbots Hill School in February to foster the relationship between the school and the local community. As a result of the visit, the school kindly donated some books to the Little Free Library. The council and school identified collaboration opportunities to be investigated.

Nash Mills School – Democracy visit

Two councillors and the clerk visited Nash Mills School in February and discussed the role of Nash Mills Parish Council and its place in local democracy. The pupils were very engaging and expressed several local issues and concerns. Council will explore opportunities to address their concerns and to repeat the engagement event in the next school year.

Library Box / World Book Day

Council ran a project to design, source and install a library box at The Denes. The library is affiliated to Little Free Library which is a nonprofit organisation based in the USA and their mission is to be a catalyst for building community, inspiring readers, and expanding book access for all through a global network of volunteer-led Little Free Library book-exchange boxes. The vision is a Little Free Library in every community and a book for every reader. People are empowered when the opportunity to discover a personally relevant book to read is not limited by time, space, or privilege. The UK network continues to grow, and worldwide library boxes can be found in 128 countries. March 2025 sees the milestone of the 200,000th Little Free Library.

NMPC were pleased to welcome Nash Mills School for an official launch event on 6th March World Book Day which also seeks to change lives through a love of books and reading.

Via the magazine and social media, we encourage the local community to take, share, read and donate books from our library.

Bleed Control Kit

Council sourced and organised the installation next to the existing defibrillator of a bleed control kit. Whilst such kits are often associated with knife or violent crime there has been a realisation that the bleed kits are actually important to buy the vital minutes required until an ambulance arrives for a catastrophic bleed – e.g. from a DIY / gardening accident or a road traffic accident, since little can be done with a catastrophic bleed without the correct medical equipment to control the bleed and reduce or stop the blood loss.



Whilst the kit will hopefully never be needed or used, as with defibrillator, it is better to have the kit available than not.

Bunkers Park

Councillor Briggs and the clerk informally met the Dacorum Suitable Alternative Natural Greenspace (SANG) Delivery Officer at Bunkers Park to better understand the improvement works already undertaken, the future plans and to find opportunities for the Council and DBC to work more closely on matters related to this important asset in the parish.

Planning

Despite the relatively small size of the parish, there are frequent planning applications for council consideration as a statutory consultee. The council reviews all applications in the context of planning guidelines, such as the National Planning Policy Framework, Dacorum's local plan and supporting documents such as parking standards, and endeavour to ensure that all proposed developments are compliant and in the interest of the parish and its residents. Any council comments or objections are recorded within the relevant application on the Dacorum Borough Council portal, as well as of course within our minutes.

Council gives particular scrutiny to parking provision for new applications, and their compliance with Dacorum's parking standards.

In the last twelve months, there were no applications which need escalation to the Dacorum Development Management Committee (DMC).

Councillor Briggs, the planning lead for the parish attends regular (virtual) meetings which give the opportunity to raise queries, give feedback and receive updates on planning matters within the borough.

The council analysed and objected to the planning application for a major development on land at Shafford Knoll Farm Lower Road. The proposal includes the construction of 33 dwellings and up to 70 bed care home with new access to Lower Road and pedestrian links to canal towpath. A decision on the application by Dacorum Borough Council's Planning service is anticipated in late May 2025.

The Council responded to several notable public consultations during the year.

- St Albans DC Draft Local Plan 2041 Regulation 19 Consultation
- Dacorum BC Draft Local Plan 2041 Regulation 19 Consultation
- Three Rivers Local Plan Regulation 18 Consultation
- East Hemel (Crown Estate)
- LCWIP [Local Cycling and Walking Infrastructure Plan]
- Herts Police and Crime Survey 2024



THE VERGES WORKING GROUP ANNUAL REPORT MAY 2024 – MAY 2025

Working Group Members

Councillor Michele Berkeley (Lead)

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Lisa Bailey

Councillor Grant Kennedy (Requested to be removed from Group in February 2025)

Objective of working group

The working group was set up to look at 'Saving the Green Verges' within the Nash Mills area and offer alternative ideas and proposals for the parish council to review.

In January 2025 a few of the parish councillors walked around the parish to review the current problem verges and to identify any new areas of concern.

A **Verges 2025 Report** was presented to Council in February 2025 for discussion and is included on the website for residents to review.

This continued problem is highlighted within the Nash Mills Parish Council magazine and residents are encouraged not to park on the grass verges.

DBC planted a number of trees along a number of the verges in Georgewood which have been received favourably, and we will continue to request more trees, if possible, as this offers an alternative to problem parking.

It was agreed at the parish council meeting in February 2025 that the parish council will continue to monitor and progress with DBC, once a new project manager is recruited to deliver the new 'Parking Solutions Policy', and to establish if any of our verges are contained within their list of verges to be addressed.

Next Steps

The clerk continues to progress this with DBC and the Borough Councillor Jan Maddern and will be brought back to Council once more information has been provided.

Councillor Michele Berkeley
Lead of Verges Working Group



Nash Mills Illustrated Map

Objective of working group

To create an illustrated map of Nash Mills Parish, that shows the parish boundaries, celebrates the history of the parish and serves as navigation to allow residents to investigate areas of the parish that they may not be aware of.

Working group members

Nicola Cobb, Grant Kennedy, Jamie Kitson, Steve Roberts (until January 2025)/Jan Maddern (from February 2025)

Background

NMPC approached local artist, Katharine Harper, having seen an illustrated map of Hemel Hempstead that she had created and requested that she quote for a commission for Nash Mills Parish Council. In our June 2024 meeting, Katharine presented her work and ideas of a parish map. NMPC agreed to create a working group to progress the project.

Work completed this year

- The working group provided Katharine with a list of ideal locations for inclusion and Katharine has created draft sketches to help NMPC decide the final list. The final sketches will also be done by hand.
- Katharine's original plan for the map was to have a 'zoomed in' section of the parish to show road names, but having now created a digital version using the sizes provided by NMPC, she does not feel that the additional section is required and takes up space that would be better used for more illustrations.



- A vote was completed for the items that should form focal points on the map (completed by councillors and members of the community during Saturday sessions at The Denes). The results were fed back to

the artist who has made suggestions about how to include locations with lower votes to ensure they are not excluded. Our warden will be represented somewhere within the map or sketches.

- The working group created a list of potential uses for the map and the information. These will be discussed again at a later stage once the map is in place.
- The council agreed a size of A1 and the style of the lectern.
- The council applied for an Arts & Culture grant of £500 to work with the artist on a community event. The application was successful, and an agenda item was included in the April 2025 meeting to discuss details.

Work to be completed

- The Parks & Open Spaces officer at DBC has agreed the placing of the lectern but has raised a concern about an additional item in that location as council have also asked for a bin to be moved.
- Katharine is working towards a completion date of June (as discussed during our February 2025 council meeting) with a view to installation over the summer.
- Council to agree a short note about each location on the map which will be included in the map.
- Working group to work on more detail about the locations which can be included in our website (this can be done after the completion of the map) – estimated July 2025.
- If agreed, arrangements for a community event (funded by the Arts & Culture grant) to be determined.

Additional information

Details of working group discussions and resolutions can be found in the following documents:

Working group reports:

- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2024/10/Appendix-12MAP-WG-September-report.pdf>
- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2025/02/Appendix-10-MAP-WG-January-report-v2.pdf>
- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2025/03/Appendix-8-MAP-WG-February-2025-report.pdf>

Resolutions:

- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2024/07/Minutes-10th-June-2024-.pdf>
- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2024/10/Minutes-14th-October-2024.docx>
- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2025/03/Minutes-10th-February-2025-.pdf>
- <https://www.nashmillsparishcouncil.gov.uk/wp-content/uploads/2025/03/Minutes-10th-March-2025-draft.docx>

Cllr Nicola Cobb



