



NASH MILLS

P A R I S H C O U N C I L

Annual Parish Council Meeting Minutes (ACM)

12TH May 2025 7.45pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Jan Maddern

In Attendance

Meeting opened at 7.45 pm with the clerk and four members of the public present.

AGENDA

25/001/ACM Election of Chairman

Resolved, proposed Cllr Briggs, seconded Cllr Cobb that Cllr Bayley be elected as chairman. Unanimous decision.

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

The declaration was duly completed and signed.

25/003/ACM Election of Vice-Chairman

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that Cllr Briggs be elected as vice-chairman. Unanimous decision.

25/004/ACM Apologies

Cllr Grant Kennedy, Cllr Jamie Kitson sent apologies. Cllr Alex Bailes not present.

25/005/ACM Interests

- Review of members pecuniary and disclosable interests (updates to be advised to clerk). Clerk requested that the two remaining updates to councillor interests be submitted as soon as possible as this is a statutory responsibility. All other Cllrs have submitted theirs.
- To receive and consider declarations of interest for items on the agenda or consider written requests for dispensation for declarable interests.

Cllr Briggs and Cllr Maddern declared an interest in agenda item 25/011/ACM 18 Kingfisher Drive and will abstain from any vote.

25/006/ACM Minutes

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

14th April 2025.

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

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

25/007/ACM Public Issues/Participation –

There were four public attendees who observed the meeting but did not participate.

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

Resolved, proposed Cllr Maddern, seconded Cllr Bayley that Cllr Michele Berkeley be elected as chairman personnel. Unanimously agreed.

- Elect Vice-Chairman

Resolved, proposed Cllr Berkeley, seconded Cllr Bayley that Cllr Alan Briggs be elected as vice-chairman personnel. Unanimously agreed.

- Review membership and terms of reference.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that membership remains as Cllrs Berkeley, Bayley, Briggs, Maddern and that the TOR remains unchanged. Unanimously agreed.

Working Groups (see attached list) (Appendix 1)

- To approve continuation of groups, leads and membership of all working groups in the attached appendix

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the Personnel Working Group be removed as it has now concluded all set business. All other groups continue as listed in the appendix. Unanimously agreed.

- To review the terms of reference/scope for all of the agreed working groups.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that there is no change to the existing TOR and scope. Unanimously agreed.

- To review dates and Cllr attendance at The Denes sessions for 2025/26

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Berkeley will continue to liaise with Council via a dedicated group chat. Unanimously agreed.

Lead Councillors

- To appoint the Lead Councillor Planning

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that Cllr Alan Briggs be appointed as lead Cllr planning. Unanimously agreed.

- To appoint the Lead Councillor Finance

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Jan Maddern be appointed as lead Cllr finance. Cllr Grant Kennedy to be appointed as vice lead. Unanimously agreed.

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)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that the scheme be adopted as circulated once Appendix 1 is updated to reflect the Personnel TOR changes made in February 2025 (not April 2023) Unanimously agreed.

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

a. Nash Mills Village Hall Association (NMVHA).

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Nicola Cobb be appointed as NMVHA Cllr to report back to full council as appropriate. Unanimously agreed.

b. SANG¹ Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Alan Briggs be appointed as SANG Cllr to report back to full council as appropriate. Unanimously agreed.

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 30th 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](#)

Resolved, proposed Cllr Briggs, seconded Cllr Berkeley that a report detailing NMPC's objections be sent to the Planning Inspectorate. Clerk to upload. Unanimously agreed.

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?)

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that due to the continued lack of parking, the objection remains. Clerk to liaise with DBC. Majority decision.

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

[25/00912/LBC | Internal and external alterations and conversion of former farm buildings into residential dwellings \(retrospective\). | Bunkers Farm Bunkers Lane Hemel Hempstead Hertfordshire HP3 8SW](#)

¹ Suitable Alternative Natural Green Space (Bunkers Park)

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that NMPC offer no objection and defer the decision to the expertise of DBC Conservation/Heritage Officer. Unanimous decision.

Network House (previous planning granted 22/02333/MFA) – Cllr Briggs gave an update on the plans for the Network House site after leaflets from the developer were posted to local residents. NMPC will await further plans on the DBC portal, listed under Hemel Hempstead.

Shaffold Knoll Farm – Cllr Briggs informed Council that this planning application was not on the Development Management Committee (DMC) agenda for May.

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)

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllrs Briggs, Berkeley, Cobb remain as DMC representatives and the dates and attendees be circulated by the clerk. Unanimously agreed.

8.52pm a 10-minute comfort break was taken. Four members of the public left the meeting.

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 (Appendix 3 and 4)

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the report be received, and it be noted that following review that there were no further actions arising from this report and the circulated narrative report. Unanimously agreed.

b. To review and complete the Annual Governance Statement (Section 1) (Appendix 5)

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that NMPC can positively complete all of the necessary assertions and the AGS was duly completed and signed. Unanimously agreed.

c. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 6)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the accounting statement corresponded with the underlying accounting records, and it was duly signed. Unanimously agreed.

d. To review and, if agreed set the Notice of Public Rights Publication Dates as Tuesday 3rd June 2025-Monday 14th July 2025 (Appendix 7)

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that the dates be set as 3rd June 2025-14th July 2025 and the notice appropriately displayed. Unanimously agreed.

e. To note that the clerk will now submit all completed audit documentation to the external auditor. Noted.

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)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the Clear Council policy as circulated be confirmed as sufficient for all insurable risks and that the additional cover for Cyber Security cover be included. Unanimously agreed.

g. To receive and approve the updated asset register as at 30/04/2025 (Appendix 8)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the asset register be approved as circulated.

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) – Noted

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that items h-j as listed above and circulated be confirmed, noted, and approved. Unanimously agreed.

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)*

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the payments as listed below be approved and authorised. Cllr Kennedy to load the payments and Cllr Berkeley and Cllr Maddern sign off payments online. Unanimously agreed. Insurance invoice will be processed and reported in the June schedule.

FINANCIAL SCHEDULE						
Payee	Method	Description	code	Amount	Vat	Amount
SALARIES/HMRC/PENSION	SO	Salaries, HMRC,Pension	Various	£ 2,828.43	£ -	£ 2,828.43
Vodaphone	DD	Clerk's Mobile	4060	£ 19.61	£ 3.92	£ 23.53
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	£ 19.75	£ 3.95	£ 23.70
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
ICO	DD	annual membership fee	4080	£ 47.00		£ 47.00
Legal & General	online	IHLI final payment for NB cover	4085	£ 31.41		£ 31.41
Auditing Solutions	online	Internal Audit	4105	£ 510.00	£ 102.00	£ 612.00
						£ -
SUBTOTAL				£ 3,592.05	£ 130.19	£ 3,722.24

*At this juncture (9.30pm) discussion was suspended and it was **Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley 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*

Statutory Matters

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

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that subscriptions as listed be approved and continued. Unanimously agreed.

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

a. To review system previously reviewed and approved in Nov 2024 as sufficient in relation to internal audit above or to suggest any amendments.

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that NMPC comply with all necessary actions throughout the year to maintain an effective scheme of internal audit and the internal auditor completed an effective internal audit with no supplementary actions arising from their report. Unanimously agreed.

b. To nominate a councillor to act as Lead Councillor Internal Controls.

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Nicola Cobb be appointed as Lead Cllr Internal Controls and to undertake the quarterly independent scrutiny of procedures. Unanimously agreed

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)

Resolved, proposed Cllr Bayley seconded Cllr Cobb that the policy title be updated to v10 and then adopted as circulated. Unanimously agreed.

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)**

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the policy be adopted as circulated. Unanimously agreed.

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)

Resolved, proposed Cllr Bayley, seconded Cllr Maddern that the schedule as circulated, and the policies listed within be adopted. Unanimously agreed. Clerk actions: The schedule to be updated and re-organised by review date to make it easier to track throughout the year. Clerk to email councillors with updated policies in good time so feedback can be received **before** full parish council meetings.

25/018/ACM Review of training needs for councillors

New Personnel Committee would like HR training. Clerk to source options.

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

No date amendments needed. Council asked the clerk to investigate the official process when cancelling a scheduled meeting. Clerk to report back to Council in June.

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.

Resolved, proposed Cllr Bayley, seconded Cllr Briggs that the clerk responds asking for crime figures in Nash Mills to be presented, areas of anti-social behaviour to be discussed, police liaison/contact for NMPC and an opportunity for residents to ask questions. Unanimously agreed.

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.

Resolved, proposed Cllr Bayley, seconded Cllr Cobb that the clerk contact DBC and ask them not to relocate the bin until the parish map has been installed at The Denes and Council have a chance to re-discuss. Unanimously agreed.

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

Meeting closed at 10pm.

Our next meeting will be held Monday 9TH June 2025, 7.30pm,

Agenda items to clerk no later than Monday 26th 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 30th June 2025

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Chairman

9th June 2025