



Parish Council Meeting Minutes

9th June 2025 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)
Councillor Alan Briggs
Councillor Michele Berkeley
Councillor Nicola Cobb
Councillor Jamie Kitson
Councillor Grant Kennedy
Councillor Jan Maddern

In Attendance

Meeting opened at 7.30 pm with 1 invited guest, Jonathon Ash-Edwards (Herts Police & Crime Commissioner) and the clerk present.

25/027/FPC Apologies

To receive apologies for absence

No apologies were received. Cllr Bailes was not present.

25/028/FPC Interests

- To receive declarations of interest from councillors on items on the agenda
- To receive written requests for dispensations for declarable interests; and
- To grant any requests for dispensation as appropriate

Cllrs Briggs submitted a declaration for agenda item 25/040/FPC.

25/029/FPC Minutes

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

10th March 2025: Annual Council Meeting

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that the minutes be approved as accurate and duly signed by the chairman. Unanimous decision.

28th May 2025: Personnel Meeting

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that the minutes be approved as accurate and duly signed by the chairman of personnel. Unanimous decision.

25/030/FPC Jonathon Ash-Edwards (Herts Police & Crime Commissioner - PCC) Q&A

- To discuss and agree Council feedback to the PCC's responses to questions posed regarding crime and anti-social behaviour in Nash Mills.

The PCC gave a detailed account of his role and priorities. Across the county, there will be 35 more neighbourhood police officers and 20 more PCSOs from September 2025. His vision is that there will be a named officer for every community, working with parish councils, schools and businesses to reduce the workload for frontline police. He is working on reducing paperwork for police officers so there are more officers patrolling streets. Councillors were given the name of the neighbourhood policeman for Hemel and were assured that he would be in contact shortly.

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that the clerk liaise with the Hemel Neighbourhood Police Officer to arrange a meet and greet session at the Denes, invite them to attend a Saturday Denes session and ask them to attend some monthly NMPC meetings to provide monthly crime reports. Cllr Maddern asked the clerk to reach out to the new Dacorum Chief Inspector to ask them to attend a future NMPC meeting. Unanimous decision.

25/031/FPC Reports to Council (information only no actions arising unless separately detailed below)
Clerk Report- circulated. - **Appendix 1**

Borough and County Cllr Reports - Verbal update was given.

- a) **Belswains Lane Closure** – There are signs on Belswains Lane that state there will be a road closure 16th June to 7th July (between Mulready Walk and Oliver Rise), but there is no TRO (Traffic Regulation Order) for this. Herts Highways have confirmed that there are planned works by Cadent for August (during the school holidays) and that these will be managed with traffic control.
- b) **Gade Tower** – Due to have some renovations shortly, including jet washing and painted railings.
- c) **Barnacres Road** – The rumble strips will be removed, and the road repaired, in the summer.

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

25/032/FPC Public Issues/Participation - None

25/033/FPC SID Warranty Renewal - Appendix 2

To consider whether Council wish to fund the Herts County Council insurance costs due for 2 of the SIDS from CIL monies.

Resolved, proposed Cllr Bayley seconded Cllr Briggs that NMPC wish to cover the cost of the insurance for 2 SIDS at an agreed cost of £2,000. Unanimous decision.

25/034/FPC Gateway Signs Renovation (see clerk report for detail – Appendix 1)

To consider the timeline for updating the remaining gateway signs and the order of priority.

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the same signs from Glasdon will be purchased once the insurance claim is settled. NMPC wish to purchase an additional sign at the same time to replace the existing one of Barnacres Road. Unanimous decision.

25/035/FPC Chambersbury Primary School Engagement (see clerk report for detail – Appendix 1)

To consider whether Council would like to engage with Chambersbury Primary School after contact from the headteacher was made.

Resolved, proposed Cllr Briggs seconded Cllr Berkeley that NMPC would like to offer equal opportunities for children around the parish and would be happy to undertake a lesson with older pupils to teach them about the different levels of democracy. Cllr Maddern highlighted that, as a courtesy, the clerk should inform Leverstock Green Councillors of our intentions, as the school is in their ward. Clerk to liaise with school and Leverstock Green Councillors. Unanimous decision.

25/036/FPC Tree Inspection Update (see clerk report for detail – Appendix 1)

To consider any actions arising from the response made by the Trees and Woodlands team at DBC regarding Council's request for a copy of a tree inspection audit for Nash Mills.

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that details of trees causing concern would be sent to the clerk, who will report them via <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/report-a-highway-fault/trees-and-hedges/trees-and-hedges.aspx>. Cllr Cobb will liaise with Luke Johnson at DBC re: tree inspection and maintenance processes within the parish for a magazine article. Unanimous decision.

PLANNING & CONSULTATIONS

25/037/FPC Planning Applications

- a) To consider and approve any parish council responses to the following planning applications received up to 02/06.

[25/01362/FHA | Rear Dormer and First floor alterations | 17 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BY](#)

Resolved, proposed Cllr Briggs seconded Cllr Bayley that NMPC offer no objection but ask the clerk to email the planning officer to ensure that potential overlooking has been considered. Unanimous decision.

- b) To consider and approve any parish council responses to any planning applications received during the period after which the agenda was published.

2nd June 2025- 9th June 2025 (clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/planning-search) and will have detailed information on applications that may be on the agenda.

[25/01379/LDP | Conversion of garage into habitable accommodation and internal alterations. | 3 Bittern Close Hemel Hempstead Hertfordshire HP3 9FQ](#)

Resolved, proposed Cllr Briggs seconded Cllr Bayley that NMPC offer no objection to this application. Unanimous decision.

25/038/FPC Consultations. Clerk to advise.

Reform of Planning Committees: technical consultation

Resolved, proposed Cllr Briggs seconded Cllr Bayley that a working group be formed to discuss the implications and report back to Council in the July meeting. Membership of the working group: Cllr Briggs, Berkeley, Cobb and Bayley. Unanimous decision.

25/039/FPC DBC Development Management Committee Meeting (DMC)

Cllr Briggs gave an update on the meeting and advised that planning had been granted in the case of 9 Chambersbury Lane (24/02326/FUL) and that 25/00180/FHA – 18 Kingfisher Drive had been delayed until the DMC meeting in June.

Resolved, proposed Cllr Briggs seconded Cllr Bayley that the clerk prepares a complaint to be sent to DBC regarding the proceedings of the DMC meeting on 22/05/25. Unanimous decision.

25/040/FPC Planning Information/Updates from clerk. (Clerk or Cllr Briggs to advise)

The clerk advised that a member of the public had sent a report to the Enforcement Team @ DBC regarding a potential breach in planning at the Milbor estate, due to the development not being constructed in accordance with the approved plans. The withdrawn plans sought to remove a staircase in favour of extra accommodation, which is what they appear to be building as there is no gap in the floors to provide a staircase.

9pm Council took a comfort break.

FINANCE

25/041/FPC Monthly Financial Matters: Appendices 3a - f

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

Resolved, proposed Cllr Maddern seconded Cllr Kitson that the payments as listed below were approved and that Cllrs Maddern and Berkley would sign them off via online banking, where appropriate. Unanimously agreed.

SALARIES/HMRC/PENSION	Salaries, HMRC, Pension	£ 2,828.43	£ -	£ 2,828.43
Vodafone	Clerk's Mobile + phone upgrade	£ 59.50	£ 11.89	£ 71.39
NMVHA	Hall Hire	£ 30.00	£ -	£ 30.00
DBC	Garage Rental	£ 65.60	£ 13.12	£ 78.72
Paybureau	Monthly Wages Fee	£ 19.75	£ 3.95	£ 23.70
Chess ICT	dd monthly fees for Cllr emails due (paid 28th)	£ 36.00	£ 7.20	£ 43.20
Lloyds Bank (new)	Monthly bank fee	£ 4.25	£ -	£ 4.25
Clear Insurance	Annual insurance cover	£ 894.19	£ -	£ 894.19
Clear Insurance	Cyber Insurance add-on	£ 410.25	£ -	£ 410.25
Nikki Greenaway	Consultancy service for clerk support	£ 210.00	£ -	£ 210.00
Diverse Print & Design	Business Cards for NMVH dog show	£ 30.00	£ 6.00	£ 36.00
Kimberley Moore	CPRE Lunch & Learn for Cllr. Briggs	£ 6.13		£ 6.13
Nicola Cobb	Dog poo bags for NMVH dog show	£ 45.98		£ 45.98
SUBTOTAL		£ 4,587.97	£ 42.16	£ 4,594.13

- c. To receive and approve the statutory receipts and payments report up to 31st May 2025
- d. To receive and approve the bank reconciliation up to 31st May 2025
- e. To note that the pension returns for June 2025 have been submitted
- f. To note that Cllr Cobb will be undertaking the quarterly independent scrutiny for internal controls

Resolved, proposed Cllr Maddern seconded Cllr Kitson that items c-f be received, noted and approved as per the circulated reports. Unanimous decision. Bank balances reconciled at £ 143, 069.28

25/042/FPC Internal auditor for 2025/26 - Appendix 4

To appoint the external auditor for 2025/26

Resolved, proposed Cllr Maddern seconded Cllr Bayley that NMPC engage option 2, HAPTC, as Internal Auditor for 2025/26. Unanimous decision.

25/043/FPC Interest Bearing Accounts - Appendix 5

To consider the income banked on the Lloyds Current Account and decide how much to transfer to an interest-bearing account.

Resolved, proposed Cllr Maddern seconded Cllr Bayley that the clerk transfers £15,000 into a 6-month Lloyds fixed term account. Unanimous decision.

STATUTORY MATTERS

25/044/FPC To consider the following policies for adoption by Council (Council to determine any amendments prior to adoption – To be reviewed on SharePoint)

- Financial Regulations
- Financial & Management Risk Assessment
- Reserves Policy
- Investment Strategy
- Code of Conduct

Resolved, proposed Cllr Bayley seconded Cllr Maddern that all policies be adopted as circulated. Unanimous decision.

25/045/FPC Nash Mills Artscape Event Risk Assessment

To consider the risk assessment for this event – **Appendix 6**

Resolved, proposed Cllr Bayley seconded Cllr Maddern that amendments made by Cllr Bayley be updated to the risk assessment and circulate to all attending. Unanimous decision.

At this juncture (9.30pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Maddern that we suspend the Standing order 3 (x) to allow for the continuation of our meeting beyond the 2hr/10pm cut-off to cover urgent matters left on the agenda. Unanimous decision

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

25/046/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. Cllr Briggs advised that it was a very quiet session.

25/047/FPC Allocation of CIL Monies (Cllr Maddern) – Appendix 7

To agree whether to allocate/commit a contribution towards resurfacing of Coronation Fields car park, at the rear of Bennetts End Surgery, from CIL monies.

This item was withdrawn by Cllr Maddern.

25/048/FPC S106 Feedback (Cllr Briggs) - Appendix 8

To consider any further actions by NMPC further to the DBC response to our feedback to the 'Overview and Scrutiny Work Programme' consultation in March 2025.

Cllr Maddern gave an update, in her role as borough councillor, that she had met with DBC and Taylor Wimpey at the site and it had been agreed that Taylor Wimpey will be upgrading the Teal Way path, fencing along the canal and trim hedges before DBC will take ownership of the land. Cllr Briggs asked that NMPC are kept involved in all future correspondence and meetings, to which Cllr Maddern agreed.

Resolved, proposed Cllr Briggs seconded Cllr Bayley that NMPC will await LCWIP representation before deciding on use of S106 funds re: pedestrian crossing. Unanimous decision.

25/049/FPC Long Denes Path (Cllr Briggs) – Appendix 9

To consider whether NMPC would be open to funding or partial funding from CIL of infrastructure improvements in Long Denes nature reserve.

Resolved, proposed Cllr Briggs seconded Cllr Cobb that the clerk pursue investigations with Herts & Middx. Wildlife Trust & the SANG officer to ask for an on-site meeting to discuss. Unanimous decision.

25/050/FPC CPRE (Cllr Briggs) – Appendix 10

To confirm that NMPC will hold a CPRE talk event in September 2025 and consider how the arrangements will progress.

Resolved, proposed Cllr Briggs seconded Cllr Maddern that a working group be formed to discuss the details and report back to Council in the July meeting. Membership of the working group: Cllr Briggs, Berkeley, Kitson, Maddern, Cobb and Kennedy. Unanimous decision.

25/051/FPC Community Engagement – Parish Map (Cllr Cobb) - Appendix 11

To review the suggested wording for the map and determine whether any changes are required before sharing with the artist.

Resolved, proposed Cllr Cobb seconded Cllr Bayley that the working group meet to finalise the map design to present to Council in the July meeting. Unanimous decision.

25/052/FPC Community Engagement – Nash Mills Artscape Event (Cllr Cobb) – Verbal Update

To receive a verbal update on the arrangements for this event on 28th June 2025.

Cllr Cobb gave a verbal update about the event and asked if any councillors were available to attend the event or help prepare for it on 27/06/25. Cllr Kennedy offered to help prepare on 27/06/25.

PERSONNEL

*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*

25/053/FPC Personnel Meeting 28th May 2025

To receive a verbal update from the Chairman Personnel.

Cllr Berkeley gave an update about the warden's annual leave and contract.

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that the warden's contract be changed to annualised hours so annual leave can be calculated in hours rather than days. Unanimous decision.

25/054/FPC Action List - Appendix 12 (for information only-no actions arising.)

Next meeting Monday 14th July 2025

Agenda Items no later than 9am Monday 7th July please.

The planned August meeting will only take place if there is necessary business to transact. The clerk will notify you should a meeting be deemed necessary.

Meeting closed 10.24pm

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Chairman signature 14th July 2025