

**NASH MILLS PARISH COUNCIL**

Minutes of the full Council Meeting of the Parish Council held on Monday 8<sup>TH</sup> April 2013 at Nash Mills Village Hall, Hemel Hempstead

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Councillors present: - Cllr. Doole  
Cllr. Mrs Maddern  
Cllr. Mrs Doole  
Cllr. Jackson  
Cllr. Miss Bayley  
Cllr. Mrs Gough  
Cllr. Collins

Also present: Linda Sutton, clerk.  
PCSO Ian Martin  
Andrea Maloney – representative of NASH Residents Association.  
One member of the public.

1. CHAIRMAN'S WELCOME.

GD had agreed to chair the meeting in the absence of LF. He suggested that PCSO Ian Martin (IM) read out his crime report first as there was a lot of items to discuss during the meeting.

IM advised that in the last month there had been 8 incidents. He expanded on several and advised that one included a dwelling burglary. A double glazed unit had been broken and items had been stolen. Another attempted burglary in the same area had been interrupted the burglar had used a ladder stored outside at the dwelling and climbed on to a flat roof to try to gain entry.

An assault at The Denes stairwell was reported and Police were called to investigate. Other incidents included a bicycle stolen from outside Gade Tower, and damage to the doors of The Denes stairwell.

GD asked IM whether it was possible to have more Police presence around Gade Tower, IM said he will speak to the appropriate Police Officer.

LB asked whether there could be more presence around Bunkers playing fields as older youths were congregating there during the evenings.

GD commented that hopefully works were due to be carried out to thin out some of the trees surrounding the playing field. This would make the area less dense and more visible.

IM explained that the replacement Police Officer would be made aware of any trouble spots. He explained he was doing a charity motor cycle ride to raise awareness for Waterside Centre. GD wished IM good luck with his endeavours and IM left the building.

GD suggested that JM would now give an overview of the new car parking scheme at The Denes. JM explained that she had used a large amount of her locality budget to finance the plans for the car parking scheme in conjunction with Herts Highways. There had been several options to choose from but the one that was selected was one that would increase the car parking spaces by fifty per cent. JM was also going to produce a detailed work schedule for Dave Bowman, Ringways. This would give a more accurate cost rather than the ball park figure estimated currently at £36k.

TC asked why parking restrictions could not be implemented. He said that he did not want complaints from local residents with the same issues after the scheme had been completed. JD explained that you can not stop local residents using the facilities such as the launderette and the hairdressers.

JD asked why the space at the back of The Denes was not utilised. DJ suggested that short and long stay restrictions could be put in place. He also wanted to know how much the parish council was expected to contribute. LB asked whether there could be parking restrictions set in place for over night parking.

GD said it was difficult to make changes as the land was split between two authorities.

JM said that it would be worth looking at any outstanding issues once the scheme was in place.

JM then gave her apologies as she had to leave the meeting. She suggested that Cllrs. carry on the discussion. She then left the building.

GD asked the Cllrs. whether they were happy so far with the scheme. TC said that he did not feel enough consultation had been held within the parish council. DJ agreed saying that there could have been more involvement.

TC advised that when he was chairman of the parish council he had at one point had a meeting with a representative from Tesco's concerning funding towards new parking facilities. GD said that no agreement had been put to the parish council and suggested that TC contact them and find out whether they were still willing to help fund towards the scheme. **TC**

TC said he would like more details on costings before he would agree to the scheme.

TC also suggested that a brief report on the venture could be published on the website and the next parish magazine. He would write the report. **TC**

GD then asked again whether the parish council should support the scheme. He said that at some point last year the parish council had agreed to part fund the works. After much discussion all agreed.

## 2. APOLOGIES FOR ABSENCE / DECLARATION OF INTERESTS

LF sent her apologies, which were duly noted.

## 3. PUBLIC PARTICIPATION

AM a representative of NASH Residents Association (NRA) had brought along a quote from a local stone masons for the costing of the granite plaque. This request for funding had been discussed at the March meeting. The parish council agreed to fund the remaining balance. The Clerk will scan the quote and send back the original to AM. **LS/AM**

A member of the public asked how many more large cement trucks would be needed for the chalk mines. GD advised probably double again. LB reported that larger voids had been discovered. She advised the works were due to be finished end of June.

#### 4. SIGNING OF THE MINUTES OF THE PREVIOUS MEETING.

GD signed March's minutes.

GD suggested that they go through the action list.

The Clerk will contact the warden about the original plaque to be re-attached to a tree in Chambersbury Lane. **LS/TB**

GD had written to DBC again regarding the damaged wall in Meadow Road. He is still waiting for an update. **GD/LB**

GD had sent the link to DJ Hemel Hempstead conservation volunteers. **GD/DJ**

The Clerk asked DJ to return the 'contribute' disc needed for the new lap top. **LS/DJ**

The Clerk will continue to report potholes in the Nash Mills area. GD said that the pot hole in Bunkers Lane was still a problem. **LS**

GD had been in contact with MS, Abbot's Hills School. He had emailed him as discussed in last month's meeting. Items need to be finalised so that work can begin. DJ commented that the wire fence surrounding the playing field is defective in many places. GD had also suggested earlier that trees need thinning out. TC advised the ground needs levelling. **GD**

LS reported that TB inspects the field weekly. She is now able to add two extra hours a week on her shift. This item will be taken off the action list. **LS**

LB asked the Clerk when the damaged name plate in East Green would be replaced. The Clerk explained that DBC out source the work for cost savings they do them in batches which can take longer.

The Clerk will check with Chris Conley, DBC for an update. **LS**

LS will contact Parachute IT and arrange an installation date. **LS**

TC reported that works on Barnacres Road were due to start for one day on the 12<sup>th</sup> April between 9.30am and 3.30pm.

#### 5. FINANCE/PLANNING COMMITTEE REPORTS

GD recapped on the Finance meeting held earlier. He said that overall the parish council had over spent on the annual budget by approximately £3,500k. Much of this was covered by the purchase of equipment and election expenses that were covered by money held in reserve and built up over the previous years.

There will be a full financial report from GD at the APM. **GD/LS**

HG did not have anything to report as there were no planning applications submitted this month within Nash Mills. She also advised that an annual planning report would be available at the APM. **HG**

GD reminded LB that as chairman of the Personnel Committee she too would need to submit an annual report. LB agreed. **LB**

The Clerk will check whether the warden is available for the meeting next month if not whether she would be able to submit an annual report.

LS/TB

6. BREAK FOR REFRESHMENTS (15 minutes)

7. FUTURE WORK PROGRAMME DISCUSSION

- a) Website. DJ will post the ‘contribute’ disc to the Clerk as mentioned earlier.
- b) Chalk mines – discussed earlier.
- c) AHS playing fields discussed earlier.
- d) Issues raised by warden’s report. - discussed earlier.
- e) Matters raised by Cllrs. HG advised Teal Way was to have yellow lines.
- f) Memorial Gardens - GD still waiting for an update from Fiona Webb, DBC.

8. ANNUAL REVIEWS OF STANDING ORDERS/INTERNAL CONTROLS/RISK ASSESSMENT AND FINANCIAL PROCEDURES

GD suggested an amendment to the Risk Assessment. He advised amending ‘computer records’ with relation to the security of data and the perceived risk of loss of data.

NMPC would now be using an independent IT company that offers remote support service. The Clerk informed Cllrs. that Parachute IT will encrypt all information on the new laptop and run a backup service.

LS

GD said he will also speak to Steve Baker, DBC regarding advice on retaining personal information on employees on the laptop.

GD

The Clerk will update the inspection of the playing fields on the Risk Assessment. This is now carried out weekly by the warden who then emails a written report outlining any issues identified and action taken.

LS

The review will also minute that the Parish Council has reviewed their internal controls within the Risk Assessment and find them effective. The Parish Council are aware of the amount that the Fidelity Guarantee covers. This cover has since been raised to £150k by Came and Co. (Parish Council Insurance Company).

Other risks identified and added to the Risk Assessment were to clarify and seek advice from bodies such as NALC and SLCC that any one off payments is legal and within the Parish Council’s powers.

LS

The Clerk will add the minute reference on to the Risk Assessment, as advised by BDO, the external auditors. GD will sign the review of effectiveness of the internal auditor in June after agreeing it was satisfactory. After much discussion Cllrs. all agreed that after reviewing all procedures all Cllrs. agreed they were now sufficiently robust.

The Clerk will update all three procedures and circulate to all Cllrs.

LS

9. DATE OF NEXT MEETING.

The next meetings to be held are the AGM and the APM on Monday 13th May 2013.

10<sup>th</sup> June 2013

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CHAIRMAN

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SIGNED ON