

Minutes of the full Council Meeting of the Parish Council held on Monday 14TH April 2014 at
Nash Mills Village Hall, Hemel Hempstead

Councillors present: -

Cllr. Mrs Foster
Cllr. Mrs Gough
Cllr. Ms Bayley
Cllr. Collins
Cllr. Doole
Cllr. Mrs Doole
Cllr. Jackson

Also present: Linda Sutton, Clerk.
Two members of the public.

1. CHAIRMAN'S WELCOME.

Cllr. Mrs Foster welcomed everybody to the meeting.

2. APOLOGIES FOR ABSENCE / DECLARATION OF INTERESTS

JM sent her apologies advising she would be late.

LF reiterated that Cllrs. declared their interests each May, which are then carried forward throughout the year.

3. PUBLIC PARTICIPATION

There were two members of the public in attendance.

LF reported that there had been an acknowledgement recently from DBC. They advised that due to an error on the plans this led to contractors felling the cherry trees in Red Lion Lane.

Cllrs. all agreed that the trees should be replaced with mature cherry trees. A member of the public commented that it was a pity that such an oversight ended in trees being felled needlessly.

4. SIGNING OF THE MINUTES OF THE PREVIOUS MEETING.

LF signed March's minutes as a true record. LF read through the previous action list and removed any actions involving Cllr. McKay as these related to HCC.

All other actions had been carried out and were considered resolved. LF advised all attending that the meeting would need to move along quickly as item 7 (the annual review of internal controls) would need careful consideration from the full parish council.

5. COMMITTEE REPORTS

GD reported that due to the previous year's delayed election costs from DBC and the purchase of office equipment from last year this had affected the overall annual figure. GD also reported that all Cllrs. had agreed to sign a three year long term agreement with Came and Co, parish insurers. They had originally provided two quotes, Hiscox and Aviva however; Cllr. Collins suggested a third quote be sourced. The Clerk spoke to Came and Co who advised that they normally only supply two quotes, but as they did not want to lose the parish council's business they would send a third. The clerk also quoted the population figure in Nash Mills which resulted in an even lower quote from Aviva.

The cheque for £589 will be signed at the annual meeting of the council in May as there will be no finance meeting held that evening, along with the approval of the Annual return 31st March 2014.

HG advised that there were three planning applications to be considered after the full parish council meeting.

LB advised that after the parish warden's recent review, the personnel committee had decided that the probation period would now come to an end. The Clerk will advise the parish warden by letter.

LS

6. BREAK FOR REFRESHMENTS (15 minutes)

7. REVIEW OF INTERNAL CONTROLS

Additions for the Risk Assessment document included the Parish Council advocating the practice of Value for Money (VFM) economy, efficiency and effectiveness. This could be identified as sourcing several quotes, buying in bulk and showed an understanding of safe guarding 'the public purse'.

Another suggestion was to add a document listing all bank account information. Cllrs agreed that along with the clerk both the chairman and the finance chairman would hold copies. It was also suggested that an application form be created which outlined the parish council's criteria for groups or organisations. This would ensure no payments to individuals would be made.

DJ suggested that the Risk Assessment document be amended to reflect that the website is now reviewed quarterly.

It was also recommended that an item be added to include further information about tackling fraud and who the internal auditor should report to if fraud was detected within the parish council.

The review of the effectiveness of the internal auditor was marked as 'ongoing' on the Risk Assessment. The parish council has used the same internal auditors for three years and to date found them effective, competent and agreed that the parish council had a transparent working relationship with them.

The review would be signed at the annual council meeting.

LS

LF suggesting updating the Risk Assessment to show that during the winter months if there was a risk of the meeting being cancelled a note on the agenda forewarned of this event. The clerk could use social media to alert possible attendees.

LF also added that item 17 in the Financial Regulations should remain unchanged so that in the event of an emergency, an amount being required for non-contractual services, the clerk may still approve up to £500. Cllrs. all agreed.

The Financial Regulations document will be amended to include an item concerning 'Value for Money'. The clerk had recently created a financial document on the suggestion of the internal auditors, this included bank account information and will now be held by the chairman and the finance chairman and the clerk.

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Standing Orders were reviewed by the full council and remained unchanged. Cllrs. agreed they were robust, current and effective. The clerk will note the changes to the RA and FR and amend all the documents accordingly and add a minute reference. **LS**

GD suggested that the parish council research whether they should be adhering to the Data Protection Act. The Clerk had previously advised that as the parish council held data pertaining to individuals they would need to register with ICO.

GD suggested this be put on the agenda in June.

8. FUTURE WORK PROGRAMME DISCUSSION

- a) Chalkmines update – LB advised that she and local residents were still unhappy with the monitoring of the reinstatement works. She also reported that there did not appear to have been any recent newsletter from BAM. There was still no update concerning the hole in Meadow Road. A similar hole had appeared in Adeyfield and works had been carried out. LB queried whether they would be the same contractors – JM advised she would investigate. **JM**

GD advised LB he would contact Shane Flynn, DBC. **GD**

- b) Issues raised by the parish warden's report - The warden had emailed the clerk and advised that there had not been any recent evidence of drug paraphernalia around Chambersbury garages. He had emailed concerns about the dryness of the greens which had recently been re-seeded. The clerk had then contacted Shane Flynn who advised her that the Clean Safe and Green team were currently monitoring the area on a regular basis.
- c) Matters raised by Cllrs. – LF commented that alterations to more effective parking on Chambersbury Lane were still under discussion and that residents suggestions had been invited. One local resident had advised her that they had an idea that would create further parking but would avoid tree felling.
- d) Residents' Association Initiative – The Willows and Wharf R.A's would be submitting their start up costs in the near future.
- e) Jubilee Bench – The clerk had spoken to Robert Cassidy, DBC regarding the installation of a replacement bench in Georgewood Road.

He has advised her he will liaise with the parish warden and in the meantime would send the clerk a link to Streetmaster, DBC's own suppliers.

The clerk will then circulate to all Cllrs. **LS**

9. DATE OF NEXT MEETING.

The next meeting will be the annual meeting of the council at 7.30pm **Monday 11th May** this

will be followed by the annual meeting of the parish to be held at 8pm.

The next meeting full council meeting will be on **Monday 9th June 2014**. The meeting closed at 9pm.

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Chairman

9th June 2014
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Signed On