

# NASH MILLS PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Monday **14th March 2016** at Nash Mills Village Hall, Lower Road, Nash Mills.

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Those Present:

Vice -Chairman: Councillor Lisa Bayley (chaired the meeting)

Committee Members: Councillor Dave Jackson  
Councillor Rosie Moubray  
Councillor Terence Collins  
Councillor Jan Maddern  
Councillor Peter Lardi

Also present: David Drew, Parish Warden  
Member of the Public

## **1. APOLOGIES FOR ABSENCE / DECLARATION OF INTERESTS**

LB agreed to chair the meeting in the absence of HG, Chair.

HG and LG sent their apologies, which were duly noted. There were declarations of interest from LB and TC both had declared an interest in a current planning application.

## **2. HERTFORDSHIRE POLICE REPORT (IF PRESENT)**

IM had sent his apologies to the Clerk prior to the meeting. The crime report had been circulated prior to the meeting.

## **3. PUBLIC PARTICIPATION \*GUEST SPEAKER (IF AVAILABLE)**

There was nothing to report.

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

LB signed the minutes of the previous meeting which had been held in February. All members present agreed it was a true record. The minutes were approved for publication.

The minutes will uploaded on to the parish council's website.

LS

## **5. ACTION LIST (UPDATE)**

LB went through the action lists, most of which had been resolved.

JM advised that she was currently monitoring the parking issue at The Denes. She reported that if the situation did not improve in the near future then the parish council would have no choice but to investigate the concept of installing a ticket machine. She suggested that she contact DBC and find out who would maintain and monitor the machine. JM advised that she would report back to the parish council in due course. She said that the situation was compounded as residents living in the flats above the stores were also using the car park. **JM**

LB asked JM if she would follow up her action regarding the parish council logo for the ID tags. JM agreed. **JM**

## **6. COMMITTEE REPORTS**

DJ reported that the finance committee had approved last month's financial schedule and expenditure. Cheques had been signed by DJ and TC. DJ signed the bank transfer letter, initialled the bank statements and signed the schedule and expenditure sheets. It had recently been reported by the Clerk that the contract with BT for both calls and broadband had expired. Calls and internet usage costs had steadily risen each month.

LS had sourced three quotes from other companies. She had contacted BT previously and asked them for a revised quote which she had still not received. Other quotes had been emailed to all Councillors included 'Talk Talk' 'Plusnet' and Chess Telecom. Chess ICT currently handle the IT needs of the parish council to a good standard. Chess Telecom had provided a competitive quote for a long term agreement for three years with free installation of a new router and an assurance that the parish council's telephone number could be kept. They also advised that in a year the parish council could go back to the market place and source further quotes and that Chess Telecom may revise the cost. It was agreed that Chess Telecom would replace BT as the new provider.

DJ advised the full parish council that the budget was being monitored as usual on a monthly basis and that no extraordinary payments had been made in the month. All the items over budget throughout the year were flagged up as red on the expenditure sheets. Payments that had not been budgeted for had been borne from the reserve account and this had been noted on the expenditure sheets.

DJ circulated the Lloyd bank mandates to the current and additional signatories for signature. The signatories would include HG, DJ, LB, RM and LS. With HG being absent from the meeting DJ advised he would take the paperwork to her for her to sign. **DJ**

DJ advised RM that Lloyds had requested that she take a form of ID along to her nearest branch for certification in the near future. **RM**

There were no personnel issues to report.

PL advised that there had been an ongoing situation from the last planning meeting. He stressed that the parish council's planning process had to be legal and transparent. It was decided that LG and PL would meet and liaise with HG. They would compile a planning processes procedure for the parish council. The processes would then be part of the existing internal controls. **PL/HG/LG**

PL also reported that the planning committee had considered six applications last month. The comments once clarified had been emailed by the Clerk to each individual case officer.

LB asked JM (a committee member of Development Control) to outline and clarify to all when a councillor would need to declare an interest. JM said that Steve Baker, DBC had recently explained that a councillor would need to declare an interest if either a neighbour or the applicant was a friend and not just a passing acquaintance. SB advised that if you were to have a meal or a drink with the person then you should define them as a 'friend'.

LB thanked JM for the clarification.

#### **7. FULL COUNCIL TO REVIEW INTERNAL CONTROLS AND 'REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDITOR'**

Councillors agreed that the Financial Regulations that make up part of the 'internal controls' would be amended to highlight the changes to the banking procedures information. The parish council are currently in the process of applying for an online bank account. With this in mind, DJ had suggested that more signatories be needed in order that a signatory from both the finance committee and a signatory from the full parish committee could then sign the necessary online forms to authorise payments.

The additional planning processes would along with this information be reflected within the revised Risk Assessment. LS

LB read out the annual document titled the 'Review of the Effectiveness of The Internal Auditor'. All Councillors present agreed that they were happy and agreed with the statement. LB and LS signed and dated the document. The Clerk had previously advised all Councillors that 'Clubfinance' were the appointed internal auditors. She explained that the rolling engagement letter was sent out each March. Once she was in receipt of it she would circulate to all. LS

#### **8. COUNCILLORS TO REPORT ON THEIR DESIGNATED AREAS**

RM advised that she had received a letter from a local resident objecting to a recent planning application. RM advised that a non-material amendment to a planning application at the proposed nursery had also been advertised. The Clerk advised that she had not received any details further from DBC concerning either planning application at that time and would contact them. LS

LS advised that she had forwarded an email from a local resident to PCSO Ian Martin. The email included images of vehicles parked near a roundabout on Barnacres Road. The Clerk will circulate IM's response in the near future. LS

TC reported that he had received a complaint about a damaged litter bin on the Cart Track. LB asked DD, parish warden if he had seen any damage. He replied that there were two bins situated on the Cart Track and to his knowledge they were both in good order.

LB asked him to check and email LS. DD

TC also reported that a bin had been removed from outside the school, close to a bus stop on Belswains Lane several years ago. The base of the bin had been left in situ and TC felt that this was a potential trip hazard. LB asked LS to investigate with DBC. **LS**

PL asked DD why there was no signage by the bridge over the canal. He said there was no indication that the footpath had been closed. DJ advised that Kings Langley Parish were running an initiative and renewing the towpath.

DD said that he was aware that there was signage on the bridge and in the car park. LB asked DD to check the area. **DD**

#### **9. QUEEN'S BIRTHDAY/ STREET PARTIES**

The finance committee had discussed this item at their meeting last month. They had agreed to fund party packs for the Queen's birthday. These again would be made available to official street parties within Nash Mills. The amount agreed was £100 per party pack. All Councillors present agreed that this amount was suitable. It was agreed that the contents would be advertised on the website once they had been purchased. **LS**

HG (not present at the meeting) had previously stated by email that she would be quite happy to organise the party packs. **HG**

#### **10. 'SAVE THE VERGES' (WORKING PARTY UPDATE)**

JM had conducted a walkabout recently and reported that vehicles had damaged the verge at The Denes. This area had been inspected by Colin Chambers, DBC. LB also reported that the verge at the corner of Georgewood Road had also been damaged. It was agreed by councillors present that this item would be kept on the agenda for the time being. **LS**

#### **11. FUTURE WORK PROGRAMMES**

a) Issues Raised by Warden's Reports. – DD reported that he had compiled list of damaged verges. He reiterated that all verges within Nash Mills showed degrees of damage due to vehicles parking on them.

b) Matters Raised by Councillors – LB asked JM whether Philip Stanley, Enforcement Officer was aware of the AHS new nursery banner displayed on their fencing. JM advised that PS was aware and that a letter was being sent to the School.

PL complained about the amount of 'For Sale and To Let' signage within Nash Mills. JM explained that the enforcement team had to go through a process in order to have the signs removed and that the process could result in the estate agents being sued.

LB suggested that the item 'Councillors Expenses' be deferred for one more month only. LS will add to next month's agenda. **LS**

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c) Abbot’s Hill Playing Field – DJ reported that the works to the entrance of Bunkers Playing field was now complete. A report would be included in the forthcoming spring edition of the parish magazine. DJ advised that he had received positive feedback from local residents.

The Clerk will add the article in the magazine and on the website. **LS**

LB asked LS to forward the blocked gullies list compiled by DD to AM again. He had asked for a list of them earlier in the year. JM said that the clearing was done on a cycle basis. **LS**

JM reported that she had recently conducted a walkabout with local resident Andrea Maloney around East Green. JM advised that she was in also the process of contacting Colin Chamber regarding the topping of trees in the area. **JM**

Andrea Maloney had at the time of the walkabout raised the issue of the condition of the footpath situated at the back of the School. JM advised that the fencing at the back of the properties was also causing problems as the ivy growing around the fences was basically holding them up. A list of potholes had also been reported in the area to HCC by DD.

JM reported that after speaking to Renato Mapembe, HCC the public consultation had been extended for a further seven days. LB congratulated JM on this as it gave parents and teachers time to respond.

JM advised that there was one further comment that she wanted to raise. She reported that a local store owner had contacted her after he had been visited by a parish councillor. They had introduced themselves as a parish councillor and then asked the store owner if they wanted to sell the business. JM stressed to all councillors that they should not use their position to seek an improper advantage.

d) The Denes Car park – this was discussed earlier on in the meeting.

**12. DATE OF NEXT MEETING.**

The next full parish council meeting will be held on Monday **11th April 2016**, Nash Mills Village Hall, Lower Road.

LB thanked everyone for attending and closed the meeting at 9.16pm

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**Chair**

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**14th March 2016**