



## Full Parish Council Meeting Minutes

held on

10<sup>th</sup> August 2020

<https://zoom.us/j/97131635354>

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### Present

Councillor Lisa Bayley (Chairman)  
Councillor Michele Berkeley  
Councillor Alan Briggs  
Councillor Nicola Cobb  
Councillor Steve Roberts  
Councillor Jan Maddern (Vice-Chairman)

### In Attendance

1 Member of the public  
PCSO Martin (to present his report only)  
Nikki Bugden (Clerk)

### Meeting Commenced at 8.00pm

*Prior to the formal commencement of the meeting the Chairman spoke to the Cllrs and attendees regarding the virtual meeting process and etiquette.*

Business commenced at 8.02pm

### 20/110/FPC Remote Meeting Procedure (appendix 1)

To consider, and if approved, adopt the updated procedure.

**Resolved** that NMPC adopt the procedure as read and will bring back to the September meeting for further discussion.

Proposed Cllr Bayley, seconded Cllr Maddern. Majority decision.

### 20/111/FPC Apologies

Noted and received.

Cllr Tout

### 20/112/FPC Interests

To receive declarations of interest from councillors on items on the agenda.

Cllr Cobb declared an interest for the planning application at 25 Georgewood Road.

Noted and received.

### 20/113/FPC Minutes

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

- NMPC Meeting Monday 13<sup>th</sup> July 2020 (appendix 2)

- **Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the minutes accurately reflected business transacted, and they will be signed at an appropriate time. Unanimous decision.

### **20/114/FPC Reports to Council**

To receive reports from representatives on outside bodies, local authorities and agencies, the parish warden and clerk and to take any questions arising.

- Crime Report - PCSO Ian Martin (circulated) (*appendix 3*) report presented.
- Parish Warden's Report –David Drew- not present and no report.
- Clerks Report- circulated. (*appendix 4*)

Matters requiring Council discussion and decision.

- a. Assets of Community Value – Do NMPC wish the Clerk to prepare a background report for the next meeting and to invite the resident who may be affected?

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the clerk draft a background report explaining the ACV process and seeks to find someone who has been involved in the process to speak at a future NMPC meeting. Clerk to consider agenda content to ensure that sufficient time is allocated to this subject matter.

County Councillor- NMPC to consider permitting Clerk to initiate C/Cllr contact and subsequent enquiry to Party Chairman.

**Resolved**, proposed Cllr Maddern, seconded Cllr Berkeley that the clerk approach the relevant representative. Cllr Maddern to provide contact details at Herts County Council.

- Borough Cllr Report –B/Cllr Jan Maddern (*appendix 5*) report presented.
- C/Cllr Report – C/Cllr Tina Howard. No report received.

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

#### **20/115/FPC Public Issues/Participation –**

No participants.

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### **PLANNING & CONSULTATIONS**

#### **20/116/FPC Planning**

- To consider the Parish Council's response to the following planning applications or requests for consultation.  
*received since last meeting up to 4<sup>th</sup> August 2020.*

Reference: 20/02013/FHA

Proposal: Single storey front extension with pitched roof and replacement screen/access gate.

Address: 30 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU.

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=dates&keyVal=QDPTE1FOJPA00>

**Resolved**, proposed Cllr Briggs, seconded Cllr Lester that there is no parish comment. Unanimous decision.

Reference: 20/02050/FHA

Proposal: Rear extension, hip to gable roof extension with new dormer. New 2 storey side extension. Replacement windows.

Address: 10 Bunkers Lane Hemel Hempstead Hertfordshire HP3 8AX

<https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage>

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC objects based on planning policy CS12, insufficient parking provision and safety of parking re proximity to junction. Clerk to submit comments. Unanimous decision.

Cllr Cobb was moved to the waiting room for this item due to a declared interest.

9pm Cllr Maddern left the meeting due to another engagement.

Reference: 20/02138/FHA

Proposal: Proposed Two Storey Rear Extension and Raising of Front Roof.

Address: 25 Georgewood Road Hemel Hempstead Hertfordshire HP3 8AL

<https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=dates&keyVal=QE9Q2UFOJUP00>

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC offer no objection. Unanimous decision.

**To consider any planning applications received during the period 4<sup>th</sup> August 2020- 10<sup>th</sup> August 2020**

Clerk advised that the following application had been received that day.

Reference: 20/02242/FHA

Proposal: Single story front extension

Address: 413 Barnacres Road Hemel Hempstead Hertfordshire HP3 8JR

**Resolved**, proposed Cllr Briggs, seconded Cllr Lester that NMPC offer no objection. Unanimous decision.

#### **20/117/FPC Development Management Committee**

No matters to note.

#### **20/118/FPC Planning Information/Updates from Clerk.**

Milbor have submitted a discharge of conditions application that Dacorum Borough Council are considering. No Further parish actions.

***At this juncture (21.05pm) a short adjournment was taken. Meeting reconvened at 21.13, our member of the public was not present for this section.***

#### **20/119/FPC Consultations. (Clerk to advise)**

- Consultation on The New Draft Dacorum Strategic Design Guide Supplementary Planning Document (*appendix 6*)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the document be amended to include a suggestion from Cllr Briggs in section 7.1 regarding cyclists and safe routes to traverse the A414 and the Link Road. Unanimous decision.

The Ministry of Housing, Communities and Local Government (MHCLG) Devolution White Paper. (*appendix 7*)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Bayley that NMPC offer no responses to the NALC questions. Unanimous decision.

### **FINANCE**

#### **20/120/FPC Monthly Financial Matters (*Appendix 8a-f*)**

- a. To review and, if agreed, authorise payments made in accordance with the budget. (Monthly Schedule attached)
- b. To note the payment of the Clerks expenses in relation to the CiLCA registration. (training March 2019)
- c. To note quarter-end figures up to 30<sup>th</sup> June 2020 (quarter 1)
- d. To receive bank reconciliation and cashbook up to 30<sup>th</sup> July 2020.
- e. To note on file LG221 Pension return for July 2020
- f. To note the submission of the VAT return 30<sup>th</sup> June 2020.

The clerk explained that the financial figures had been checked by Cllr Maddern as lead Cllr Finance.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the above documents a-f be duly noted and that the financial payments in appendix a can be authorised. Cllr Berkeley to be second authoriser with Lloyds online banking this month.

## **STATUTORY MATTERS**

### **20/121/FPC Policy Updates**

To review, and if agreed adopt the following policies and procedures in line with SLCC/NALC templates

- Disciplinary Procedure (NALC)

**Unresolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the policy be taken as read. Motion not carried following a vote. Clerk has been instructed to refer re NALC wording in section 9 and to bring back to council in September.

- Equality and Diversity Policy (NALC)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC adopt the policy as read. Unanimous decision.

- Grievance Policy (NALC)

**Resolved**, proposed Cllr Roberts, seconded Cllr Lester that NMPC adopt the policy once Dacorum Borough Council is added to section section3 bullet point 10. Unanimous decision.

- Retention and Disposal Policy (SLCC)

**Resolved**, proposed Cllr Cobb, seconded Cllr Berkeley that NMPC adopt the policy as read. Unanimous decision.

- Appendix A Retention and Disposal Policy (SLCC)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC adopt the policy as read. Unanimous decision.

***At this juncture (10pm) discussion was suspended and it was Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley 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*

- Vexatious Complaints Policy (SLCC)

**Resolved**, proposed Cllr Berkeley, seconded Cllr Cobb that NMPC adopt the policy as read. Unanimous decision

- Protocol on the Photographing and Recording of Meetings (SLCC)

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that NMPC adopt the policy with the removal of part of section 5. Unanimous decision

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## **WORKING GROUP UPDATES**

### **20/122/FPC Verges Working Group (Cllr Berkeley) (Appendix 9)**

*Relevant Power to spend Highways Act 1980, ss.47,116, Highways Act 1980, s.130, s.96, Parish Councils Act 1957, s1*

- To consider the possibility of the Verges project being divided into 2 separate phases.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Lester that the project be divided. Unanimous decision.

- Phase 1 and phase 2: areas to be approved (suggested list circulated).

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that phase 1 and 2 are approved. Unanimous decision.

- If agreed, to authorise the Clerk to investigate the process with the relevant authorities to obtain accurate costings or any potential for contributions from County / DBC Verge Hardening Scheme.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Bayley that the clerk investigate the process to obtain permissions and costings for phase 1.

- If agreed, to authorise the form of communications to the Residents.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Cobb, that a small introductory article be produced for the parish magazine and Facebook page explaining the desire for NMPC to address verges issues but whilst being cognisant that the article does not promise implementation, just investigation at this time.

#### **AGENDA REQUESTS FROM COUNCILLORS**

##### **20/123/FPC Google Listing (Cllr Briggs) (Appendix 10) (deferred from previous meeting)**

1. To discuss and consider whether NMPC wishes to adopt the google listing for Nash Mills Parish Playground

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC adopt the listing. Unanimous decision.

2. To discuss and consider whether maintenance of this listing should be adopted by the social media working group

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that the administration of the listing falls under the umbrella of communications and website team (not the social media team as previously suggested). Unanimous decision.

##### **20/124/FPC Parish Magazine (Cllr Cobb) (Appendix 11)**

Cllr Briggs declared an interest in this matter.

1. to offer longer term advertisers a free ad in September (same size ad as normal, just no charge)

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that a free advert is offered to our existing advertisers. Unanimous decision.

2. to consider a flexible approach to advert sizes in the future

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that discretion is used by the magazine team with regards to advertisement sizes to assist the aesthetics of the magazine and to encourage more advertisers. Unanimous decision.

##### **20/125/FPC Action List- (circulated) (Appendix 12)**

Updated list to be circulated.

##### **20/126/FPC Items for Consideration for inclusion at next meeting Monday 14<sup>th</sup> Sept 2020**

**Items to be received no later than 9am on Thursday 3<sup>rd</sup> September 2020**

*Please note that all minutes and supporting documents for previous meetings can be found on our website*

**Meeting closed 22.50pm**