



# NASH MILLS

## PARISH COUNCIL

PO Box 1602 Hemel Hempstead Herts HP1 9ST E: [clerk@nashmillsparishcouncil.gov.uk](mailto:clerk@nashmillsparishcouncil.gov.uk) W: [www.nashmillsparishcouncil.gov.uk](http://www.nashmillsparishcouncil.gov.uk)

Please note that due to the current Covid-19 situation, the Parish Council will meet virtually via Zoom (<https://zoom.us/>)

as permitted in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings) (England and Wales) Regulations 2020 ("The 2020 Regulations")

### Councillors

Lisa Bayley, Jan Maddern, Michele Berkeley, Alan Briggs, Nicola Cobb, Mandy Lester, Steve Roberts, Emily Tout  
are hereby summoned to attend

Nash Mills Parish Annual Council Meeting (ACM)

**Monday 9<sup>th</sup> May 8.00pm**

*To transact the business on the following agenda*

Members of the public and press are invited to attend the meeting by using the above link. Please contact the clerk should you require any assistance or if you require a telephone dial in code.

*Nikki Bugden*

Mrs N Bugden

Clerk to Nash Mills Parish Council 27/04/2022

*To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting. Please see our website or contact the clerk for accompanying reports.*

## AGENDA

**22/001/ACM Election of Chairman**

**22/002/ACM Signing of Declaration of Acceptance of Office for Chairman**

**22/003/ACM Election of Vice-Chairman**

**22/004/ACM Signing of Declaration of Acceptance of Office for Vice-Chairman**

**22/005/ACM Apologies**

**22/006/ACM Interests**

Review of members pecuniary and disclosable interests (updates to be advised to clerk).

To receive any declarations of interest for items on the agenda or requests for dispensation.

**22/007/ACM Minutes**

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

- 9<sup>th</sup> May 2021 ACM
- 11<sup>th</sup> April 2022

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

**22/008/ACM Public Issues/Participation –**

Members of the public can raise matters of concern or items for discussion pertinent to the agenda Should you wish to speak during public participation regarding an item on this agenda **please pre-register with the clerk by 9am on the Thursday before the meeting** to reserve your 3-minute slot. Please note that there is 15 minutes maximum overall in this section and slots are allocated on a first come first serve basis. Please follow the joining instructions

issued by the clerk as failure to be able to identify you will mean that you will be unable to speak. Latecomers will not be admitted. Comments relating to items not on the agenda may be circulated to council by alternate means upon request to the clerk.

### **Committees & Working Groups**

**22/009/ACM** Review of Committees, membership of those Committees, including election of Chairman

#### **Personnel**

- a. Elect Chairman
- b. Elect Vice-Chairman
- c. Review membership and terms of reference.

#### **Working Groups (see attached list) (Appendix 3)**

- a. Approve leads and membership.

**22/010/ACM** Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.

- a. NMPC Scheme of delegation (last adopted April 2021)

**22/011/ACM** Review of representation on or work with external bodies and arrangements for reporting back

- a. Nash Mills Village Hall Association (NMVHA).

### **Planning & Consultations**

**22/012/ACM** Planning

- a) To consider the Parish Council's response to the following planning applications or requests for consultation received since last meeting up to 2nd May 2022.

[22/01283/FHA | Two storey side extension | 21 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU \(dacorum.gov.uk\)](#)

- b) To consider whether NMPC wish the clerk to enter any comments in relation to appeal lodged with HM Planning Inspectorate.

[21/03489/FUL | Proposed detached bungalow - re-submission | Land To The Rear Of 9 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY \(dacorum.gov.uk\)](#)

To consider any planning applications received during the period 2<sup>nd</sup> May 2022- 9<sup>th</sup> May 2022.  
(Clerk to advise)

**22/013/ACM** Development Management Committee

To approve the updated DMC attendee list for May-Dec (Appendix 4)

### **Financial & Audit**

**22/014/ACM** To review, and if agreed, authorise payments in accordance with the budget (Appendix 5)

**22/015/ACM** Audit Actions

- a. To receive and approve the asset register up to 31/03/2022 and any update for April 2022. (Appendix 6)
- b. To receive and approve the updated earmarked reserves figure. (Appendix 7)
- c. To receive and note the Internal Auditors Report for 2021/22 (Appendix 8)
- d. To review and, if agreed sign the Annual Governance Statement (Section 1) (Appendix 9)
- e. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 10)
- f. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 13th June 2022-Friday 22nd July 2022 (Appendix 11)
- g. To note that the clerk will now submit all completed audit documentation to the external auditor.
- h. Confirmation of arrangements for insurance cover in respect of all insurable risks (3-year Long Term Agreement with Came & Co) (Appendix 12) clerk report re insurance cover for sids and cctv
- i. To confirm whether NMPC wish to retain their yearly quarterly playground inspection schedule with The Play Inspection Company on a rolling 3-year programme.
- j. To confirm that NMPC remain compliant with all conditions required to maintain the General Power of Competence. (Attained in 2020).
- k. To note that the LGPS pension annual return has been submitted.
- l. To note the Community Infrastructure Levy (CIL) Update April 2022. (Appendix 13)
- m. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

### **Statutory Matters**

**22/016/ACM Review of the Council's and/or staff subscriptions to other bodies**  
(HAPTC/SLCC/ICO)

**22/017/ACM Review of the effectiveness of the internal audit and auditor** (Appendix 14)  
To review system reviewed and approved in Nov 2021 as sufficient in relation to internal audit above or to suggest any amendments.

**22/018/ACM Procedures and Policies (schedule attached)** (Appendix 15)

- a. To consider and if approved, adopt the revised NALC model Standing Orders (NMPC version 6)
- b. To consider and if approved, adopt the Jubilee Event Risk Assessment.
- c. Consideration of the policy and procedure review schedule for 2022/23 and the adoption of all policies and procedures of the council currently in place, regularly reviewed and previously adopted by full council in the preceding years (including the code of conduct, financial regulations, standing orders, complaints policy)

**22/019/ACM Review of training needs for councillors**

**22/020/ACM To confirm any changes to meeting dates for the remainder of the year**  
(Appendix 16)

**22/021/ACM Urgent Council Business (The Denes)** (Appendix 17)

- a. Cycle Racks

To note the outcome of the site visit and the Locality Officers preferred placement for 4 cycle racks and positioning of 3 protective bollards to protect the racks and 1 to protect the visibility of those using the drop kerb at The Denes.

\*Quoted Cost to Council £1900 (design, cost and number approved at last Council meeting)

b. Noticeboard

To approve the installation costs of the new parish noticeboard, exact location to be specified by HCC Locality officer (works to be undertaken by Ringway as HCC approved contractor) £930.00

**22/022/ACM Urgent Council Business (Platinum Jubilee) (appendix 18)**

To consider the following items arising from the working group report and necessary resolutions.

- a) Council to approve expenditure up to a maximum of £100 from the community event fund (reserves) to be spent on prizes for the event. Prizes (style and number) to be determined by the working group in association with the clerk, (using the clerks delegated powers due to the proximity of the event).

**22/023/ACM Clerk Report for Info Only.**