



NASH MILLS

PARISH COUNCIL

PO Box 1602 Hemel Hempstead Herts HP1 9ST E: clerk@nashmillsparishcouncil.gov.uk W: www.nashmillsparishcouncil.gov.uk

Councillors

Lisa Bayley, Alex Bailes, Michele Berkeley, Alan Briggs, Nicola Cobb, Grant Kennedy, Jamie Kitson, Steve Roberts,

are hereby summoned to attend

Nash Mills Parish Annual Council Meeting (ACM)

Monday 15th May 2023 7.45pm

Nash Mills Village Hall, Lower Road, Hemel Hempstead.

To transact the business on the following agenda

Members of the public and press are permitted, by legislation, to attend a parish council meeting.

All supporting information and any decisions made will be available on our website.

Please note that meetings may be recorded.

Nikki Bugden

Mrs N Bugden

Clerk to Nash Mills Parish Council – 4/5/2023

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

23/001/ACM Election of Chairman

23/002/ACM Signing of Declaration of Acceptance of Office for Chairman

23/003/ACM (a) Delivery of Acceptance of Office Declarations for All Councillors

(b) Acceptance Of Extension to Statutory Signing Period (should it be required)

23/004/ACM Election of Vice-Chairman

23/005/ACM Apologies

23/006/ACM Interests

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

To receive and consider declarations of interest for items on the agenda or consider written requests for dispensation for declarable interests

23/007/ACM Minutes

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

- 17th April 2023

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

23/008/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 time overall in this section and slots are allocated on a first come first serve basis.

Comments relating to items not on the agenda may be circulated to council by alternate means upon request to the clerk.

Committees & Working Groups

23/009/ACM Review of committees and working groups, membership of those committees' and working groups, including election of Chairman or lead and determining the appointments to the two lead councillor positions.

Personnel

1. Elect Chairman
2. Elect Vice-Chairman
3. Review membership and terms of reference.

Working Groups (see attached list) (Appendix 1)

4. To consider which NMPC working groups should continue
5. To consider whether NMPC require a new business planning working group
6. To approve leads and membership of all working groups agreed above
7. To review the terms of reference/scope for all of the agreed working groups

Lead Councillors

8. To appoint the Lead Councillor Planning
9. To appoint the Lead Councillor Finance

23/010/ACM Review of delegation arrangements and terms of reference to committees, sub-committees, staff, and other local authorities.

- a. NMPC Scheme of Delegation (v5 last adopted May 2022)

23/011/ACM Review of representation on or work with external bodies and arrangements for reporting back

- a. Nash Mills Village Hall Association (NMVHA).
- b. SANG¹ Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)
- c. To consider whether NMPC wish to approach additional local organisations (to strengthen community engagement) and if council approve, to determine which organisations these will be.
- d. If point c above is approved, to determine the representatives and reporting requirements.

¹ Suitable Alternative Natural Green Space (Bunkers Park)

Planning& Consultations

23/012/ACM Planning

a) To consider the Parish Council's response to the following planning applications, appeals or requests for consultation received since the last meeting up to 4th May 2023.

[22/00068/NONDET | Conversion of basement into 1-bedroom flat with additional parking space detail. \(Resubmission of 20/02550/FUL\) | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

[22/00067/NONDET | Conversion of basement into 1-bedroom flat with transport statement. \(Resubmission of 20/02550/FUL\) | Nash House Dickinson Square Hemel Hempstead Hertfordshire HP3 9GT \(dacorum.gov.uk\)](#)

To consider any planning applications received during the period 4th May 2023- 15th May 2023.
(Clerk to advise)

23/013/ACM Development Management Committee

To approve the updated DMC attendee list for May 23-May 24 and to nominate any new representatives.
(Appendix 2)

Financial & Audit

23/014/ACM To review, and if agreed, authorise payments in accordance with the budget and to note and ratify payments paid using the debit card under delegated powers. (Schedule attached Appendix 3)

23/015/ACM Audit Actions and Statutory Duties

- a. To receive and approve the asset register updated for April 2023. (Appendix 4)
- b. To receive and note the final Internal Auditors Report for 2022/23 and any recommendations arising (Appendix 8)
- c. To review and, if agreed sign the Annual Governance Statement (Section 1) (Appendix 5)
- d. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 6)
- e. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 5th June 2023- Friday 14th July 2023 (Appendix 7)
- f. To note that the clerk will now submit all completed audit documentation to the external auditor.
- g. Determination of provider and confirmation of arrangements for insurance cover in respect of all insurable risks (Clerk report Appendix 8)
- h. To confirm that NMPC wish to maintain the cover under the Ill Health Liability Insurance (IHLI)
- 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 the Community Infrastructure Levy (CIL) Update April 2023. (Appendix 9)
- l. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

Statutory Matters

23/016/ACM Review of the Council's and/or staff subscriptions to other bodies (HAPTC/SLCC/ICO)

23/017/ACM Review of the effectiveness of the internal audit and auditor (Appendix 10)

To review system previously reviewed and approved in Nov 2022 as sufficient in relation to internal audit above or to suggest any amendments.

To nominate a councillor to act as Lead Councillor Internal Controls.

23/018/ACM Procedures and Policies (schedule attached) (Appendix 11)

- a. To consider and if approved, adopt the revised NALC model Standing Orders (NMPC version 7 last adopted May 2022)
- b. Consideration of the policy and procedure review schedule for 2023/24 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)

23/019/ACM Review of training needs for councillors

23/020/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 12)

23/021/ACM Urgent Council Business (Working Group-Consultation responses) (Appendix 13)

To consider and then determine the NMPC responses following recommendations by the working group in relation to the following consultations;

- **HCC Place & Movement Planning and Design Guidance**

<https://www.hertfordshire.gov.uk/P&Mpanddg>

This Public Consultation Will Close at Midnight on Sunday 11th June 2023.

- **DLUHC Consultation on the Infrastructure Levy**

[Technical consultation on the Infrastructure Levy - GOV.UK \(www.gov.uk\)](https://www.gov.uk/technical-consultation-on-the-infrastructure-levy)

23/022/ACM Urgent Council Business (planning response)

To consider whether NMPC wish to add any further comments in relation to the updated documentation submitted for the Apsley 2 Development, following receipt of recommendations from the working group

[22/02333/MFA | Proposed demolition of existing buildings, | Apsley Two Brindley Way Hemel Hempstead Hertfordshire HP3 9BF](#)

To consider DMC representation for the above case when required should NMPC deem it appropriate

23/023/ACM Urgent Council Business (Armed Forces Day)

To consider whether NMPC wish to undertake any activities in relation to Armed Forces Day 24th June 2023

[Armed Forces Day - 24 June 2023](#)

23/024/ACM Clerk Report for Info Only.

To formally note that NMPC have achieved Quality standard with the NALC Local Council Award Scheme.

[LOCAL COUNCIL AWARD SCHEME \(nalc.gov.uk\)](https://www.nalc.gov.uk)

Our next meeting will be held Monday 12th June 2023, 7.30pm,

Agenda items to clerk no later than Thursday 1st June please. Late items will not be accepted.