# 

# Parish Council Meeting Minutes

# 13th November 2023 7.30pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Alan Briggs

Councillor Alex Bailes

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

Councillor Steve Roberts

**In Attendance**

Meeting opened at 7.33 pm with 2 members of the public and the clerk present.

###### **AGENDA**

### **23/090/FPC Apologies**

To receive apologies for absence

None

### **23/091/FPC Interests**

### a) To receive declarations of interest from councillors on items on the agenda

### b) To receive written requests for dispensations for declarable interests; and

### c) To grant any requests for dispensation as appropriate

None

### **23/092/FPC Minutes**

To confirm the minutes of the following meeting(s) as a true and accurate record of proceedings.

**9th October 2023**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the minutes be accepted as a true and accurate record of proceedings, and they were duly signed. Unanimous decision.

### **23/093/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

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

### **23/079/FPC Public Issues/Participation**

None

## PLANNING & CONSULTATIONS

### **23/094/FPC Planning Applications**

* To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 6th November 2023 - None
* To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.

7th November 2023- 13th November 2023 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search (dacorum.gov.uk)](https://planning.dacorum.gov.uk/publicaccess/) and will have detailed information on applications that may be on the agenda

[23/02625/LDP | The proposal seeks for permission for the erection of the dormer. | Land Between 184 And 186 Belswains Lane Hemel Hempstead Hertfordshire (dacorum.gov.uk)](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=documents&keyVal=S3C6JVFOGIR00)

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

### **23/095/FPC Consultations. (Clerk to advise)**

* **Dacorum Local Plan**

[**NEW CONSULTATION ON THE DACORUM LOCAL PLAN (2024-2040) – REVISED STRATEGY FOR GROWTH**](https://emails.engagementhq.com/ls/click?upn=9vcdD193qA8wVAWAMcxkDVYYIbEm3bwOtG-2B51-2BUS8ka0krPABWU4KaUxA1F2Ot7egrCg0R1EFwg8GGZpeGOsV4NUX-2Fvl0k7S-2FymOV5V8mnQ50u-2BhUOhEiqLAW0ckRsx3l-2BPM2-2BznwkNe8Fu82Otfujc2vs0It68Oc1wErlLAWNonWl4D4be8me8OwY5PjHqAZjT-2FQpOUaaf4z9BRZUN0QF3WWTWb6EZBKkBaddk-2Bivs4ZBzwifZKCnH0GSLErRbtisO45H88ngxuVoBo3P154-2BikDIAkK8YOcSm7AswzgyDlvGUJP5nmOwEoQzf3TMswRWP0iBh3cxniNhiD5sbXRw-3D-3Dh89A_C88KuJM82rdctDmihnjpMbttQVXE4nqcwCOifegEkmG95jF5Vx2qir2r7KDOvItSV-2BwRe1uiY063XoWClT9AXTM6TJaOlJ33yH4PWWktlVv-2Fz9l2PhNlNoBOxYikD8moJl7PHMmSVICD-2F8EWseMp6n9fjHjOhVoG86S-2BZan-2FcnffSQaUN2o1Rgu2dOVZbPtwZLgaJG3UgynnJzvGY-2F-2FfcrvoD34g3ohfBj4RyeqH-2Fh4j7Xwoh-2Bt6qmkMj6onhF4GWrWPRbEMncmRswXkOsh5N9sZcpc4ap-2FpIMR0vAtfv7k-3D) (closes 11th December 2023)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC submit the comments as discussed, relating to concerns re traffic, impact on infrastructure, emergency services and transport. The comments should also refer to the NMPC comments made in relation to the St Albans Local Plan. Full submission will be available on request. Unanimous decision.

* **Three Rivers Local Plan Regulation 18 Part 4: Three Rivers’ Preferred Local Plan Housing Growth Option – Protecting More Green Belt Land**

[haveyoursay.threerivers.gov.uk/local plan](https://haveyoursay.threerivers.gov.uk/local-plan) (closes 10th Dec 2023)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC submit a comment commending Three Rivers on their approach re the protection of the green belt from high harm. Unanimous decision. Full submission will be available on request.

### **23/096/FPC DBC Development Management Committee Meeting (DMC)**

To consider any actions arising from DMC cases (as required, clerk to advise)

None

### **23/097/FPC Planning Information/Updates from Clerk. (Clerk to advise)**

Information only, no actions required

None

### **FINANCE**

### **23/098/FPC Monthly Financial Matters Appendices 2a-h**

1. To note and ratify any payments made since the last meeting by NMPC debit card under delegated powers, and to authorise November payments to be made in accordance with the budget (included in monthly schedule attached)
2. To confirm the bank signatories for November payments.

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that that the payments as listed below be noted, ratified, and approved. Cllr Roberts and Cllr Berkeley to be the bank signatories. Invoices have been circulated and were signed. Unanimous decision.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payee** | **Description** | **Amount** | **Vat** | | **Amount** |
| SALARIES/HMRC/PENSION | Nov Salaries, HMRC, Pension | £ 2,583.83 | £ - | | £ 2,583.83 |
| Vodaphone | Clerk's Mobile | £ 18.34 | £ 3.66 | | £ 22.00 |
| NMVHA | Hall Hire | £ 30.00 | 0 | | £ 30.00 |
| DBC | Garage Rental | £ 54.60 | £ 10.92 | | £ 65.52 |
| Paybureau | Monthly Wages Fee | £ 18.80 | £ 3.76 | | £ 22.56 |
| Chess ICT | dd monthly fees for Cllr emails due (paid 28th monthly) | £ 36.00 | £ 7.20 | | £ 43.20 |
| Royal Mail | PO Box annual renewal | £ 330.00 | £ 66.00 | | £ 396.00 |
| DBC | maintenance  The Denes for whole season (26 weeks) | £ 1,010.00 |  | | £ 1,010.00 |
| **SUBTOTAL** |  | **£ 4,081.57** | **£ 91.54** | | **£ 4,173.11** |
| **Payment made using Debit Card/online UNDER DELEGATED POWERS.** |  | | | £ - | |
| **poppy shop** | wreaths x 2 | £ 39.98 | £ 3.99 | | £ 43.97 |
| **sfi** | hi vis tabards x 10 | £ 22.00 | £ 4.40 | | £ 26.40 |
| **amazon** |  | | £ 11.60 | £ 69.50 | |
|  |  | | **£ 111.53** | **£ 4,312.98** | |

1. To approve delegation to the clerk, Chairman and Vice-Chairman to approve any payments due to be paid in December (to be reported in January 2024)

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that NMPC approve the delegation as stated. Unanimous decision. Bank signatories will be reported at the January meeting.

1. To receive and approve the statutory receipts and payments report up to 31st October 2023
2. To receive and approve the bank reconciliation up to 31st October 2023

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that NMPC receive and approve the reports. Bank balances noted as £114826.98, these account balances differ from the Rialtas reports due to items being paid under delegation. This will rectify in December 2023.Unanimous decision.

1. To notify the clerk of any urgent considerations for the draft budget v2 for 2024/25
2. To confirm the expenditure budget for 2024/25

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that NMPC approve an expenditure budget of £52475.05 in line with budget report v2. It was noted that the report quoted a % for RPI that was incorrect for the month of September 2023, however it was noted that the anticipated impact to the precept was under the current rate of inflation. Unanimous decision. Clerk confirmed that any proposed impact on precept would be subject to confirmation of grants and tax base and therefore should either of these be amended by Dacorum Borough Council then the % change and £sum will alter.

1. To approve the asset register up to 13th November 2023

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the asset register be approved with a value of £25872.50. Unanimous decision.

1. To note that the pension returns for Nov 2023 have been submitted.

Noted

## STATUTORY MATTERS

### **23/099/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

* Financial Regulations
* Play Area Risk Assessment
* Defibrillator Risk Assessment
* Internal Controls Review (including Review of Effectiveness of Internal Audit and Auditor)
* Biodiversity Duty Policy (clerk report circulated)
* Magazine Delivery Risk Assessment

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that NMPC adopt the documents and policies above as circulated with the clerks’ suggested amendments and the additional amendment to the defibrillator risk assessment as suggested by council (adding location to defib case). Unanimous decision.

## AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

### **23/100/FPC The Denes Sessions**

### To receive the verbal report and to note any items for consideration on future agendas.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Kennedy that NMPC hold a session at The Denes on the 9th December 2023. Unanimous decision.

### **23/101/FPC Replacement Road Sign Appendix 3**

* To receive the report and to determine the actions arising from the clerk’s recommendations.
* If agreed to approve the expenditure for the sign recommended by the clerk.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that NMPC purchase the sign as specified in the report with the wording as listed in the report and that the expenditure is approved for the clerk to order and to instruct HCC to install. Unanimous decision.

### **23/102/FPC Dog Waste Bins (Cllr Kennedy) Appendix 4**

To receive the report and to determine any actions arising.

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that the clerk works with Cllr Kennedy to compose a letter to be sent to Dacorum Borough Council and The Canal and Rivers Trust to ascertain the background to the decision to remove the dog waste bins, the details of any consultation period and the mitigation put in place to deal with the outcome. Unanimous decision.

**23/103/FPC Business Planning Group (Cllr Roberts) Appendix 5**

* To receive the report and to determine any actions arising from the recommendations of the working group as detailed in the planner

**Resolved**, proposed Cllr Roberts, seconded Cllr Kitson that NMPC approve the projects to be investigated as stated within the report. Unanimous decision. Final decision making to be made by full council.

* To consider the creation of the following new working groups and to determine the membership.

**Events** – to take forward all events on the activity list and put recommendations to Council as and when necessary.

**Heritage / History** – to take forward all Heritage and History activities on the activity list and put recommendations to Council as and when necessary.

*At this juncture (9pm) discussion was suspended and it was* ***Resolved****, proposed Cllr Bayley, seconded Cllr Briggs that a comfort break be taken. Meeting reconvened at 9.10pm*

**Website** – to consider a redesign of the NMPC website and put recommendations to Council as and when necessary, in line with statutory requirements.

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that NMPC approve the formation of the 3 new working groups and disband the IT working group. Working group leads and membership to be detailed below. Unanimous decision.

|  |  |  |
| --- | --- | --- |
| **Events** | **Heritage/History** | **Website** |
| Cllr Kennedy (lead) | Cllr Briggs (lead) | Cllr Kitson (lead) |
| Cllr Bayley | Cllr Cobb | Cllr Bailes |
| Cllr Berkeley | Cllr Berkeley | Cllr Cobb |
| Cllr Briggs | Cllr Roberts | Cllr Roberts |
|  |  | Clerk |

The clerk enquired about the scope of the website working group and asked council to note that the website is an administration function and a statutory requirement. It was requested that the working group note that the statutory content must not be compromised. The clerk retains the passwords to the website as ‘proper officer’ of the council. The clerk advised council that any large scale amendments should be directed to sector specific contractors.

It was noted that the events working group may need to fine tune the scope of the working group and determine which items are standalone agenda items. This will ensure that the group can fully comply with the ‘task and finish’ definition of a working group.

### **23/104/FPC Community Outreach (clerk)**

* To determine if the clerk and a nominated Cllr(s) could liaise with a named DBC Officer to investigate community outreach.
* To nominate the Cllr(s) to work with the clerk
* To nominate suggested first actions (i.e., NMPC magazine article)

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that NMPC approve the clerk to liaise with the DBC officer to offer a magazine article in our Spring 2024 edition. The clerk to call on Cllrs Kennedy, Bayley, Berkeley, Roberts for any support required with this item. Unanimous decision.

### **23/105/FPC Canal Walk Working Group (Cllrs Briggs) Appendix 6**

* To receive the report and to determine the actions arising from the working group recommendations.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kitson that the report be received and the actions within the report be implemented. Unanimous decision.

* To approve expenditure as listed in the report at £2 per head (max £50)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that expenditure of £50 be approved. Unanimous decision.

### **23/106/FPC Remembrance Day 2023**

To receive a verbal update and determine any outcomes or amendments for next year

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that NMPC note the following items for consideration next year, road signs (Clerk to ask HCC), school choir, music licences/royalty free music, requesting permission to use the area. Council also formally determined that the ceremony would continue without politicisation. Unanimous decision.

### **23/107/FPC Magazine Delivery (Cllr Cobb) Appendix 7**

* To agree the type of paper to be used in the magazine for the next financial year
* To agree to magazine format for the coming financial year

**Resolved**, proposed Cllr Cobb, seconded Cllr Briggs that NMPC continue with the magazine in its current format, with its current paper and in accordance with the budget sum allocated and that it is reviewed after the Spring edition. Unanimous decision. (Cllr Bailes and Cllr Cobb to collaborate re this).

* To agree advertising costs for the coming financial year

**Resolved**, proposed Cllr Cobb, seconded Cllr Briggs that NMPC approve the advertising costs as circulated in the report (unchanged). Unanimous decision.

### **23/108/FPC Action List Appendix 8** (for information only-no actions arising.)

Clerk asked to add a borough councillor report section to the agendas.

Cllr Cobb and Cllr Kennedy to work on Facebook scheduling.

**23/109/FPC** **Meeting Dates 2024/25**

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that NMPC approve the dates for 2024/25 as circulated. Unanimous decision.

Meeting closed at 10pm.

***Next meeting Monday 8th January 2024***

***There will be no December meeting unless business is required to be transacted.***

***Agenda Items no later than 9am* Thursday 21st December 2023 please-late items will not be accepted.**