



Parish Council Meeting Minutes

8th January 2024 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

Councillor Steve Roberts

In Attendance

Meeting opened at 7.33 pm with 0 members of the public and the clerk present.

AGENDA

23/110/FPC Apologies

Councillor Alex Bailes not present (no apologies received)

23/111/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 declared

23/112/FPC Minutes

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

13th November 2023

Resolved, proposed Cllr Berkeley seconded Cllr Cobb that the minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chairman. Unanimously agreed.

23/113/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Clerk asked to write to HCC concerning the issues with the Christmas lights licence approval process.

Borough and County Cllr Reports **Appendix 2** no report

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

23/0114/FPC Public Issues/Participation

PLANNING & CONSULTATIONS

23/115/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 21st December 2023

Reference: 23/02999/FHA

Proposal: Construction of single storey side extension.

Address: 12 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ papers can be found on the link [HERE](#)

Resolved, proposed Cllr Briggs, seconded Cllr Kitson that there be no objection. Unanimous decision.

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.

21ST December 2023- 5th January 2024 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](http://Planning Search (dacorum.gov.uk)) and will have detailed information on applications that may be on the agenda

Reference: 23/02874/FUL

Proposal: Subdivision of dwelling to 2 self-contained flats.

Address: 194 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XA

Resolved, proposed Cllr Briggs, seconded Cllr Kitson that there be no objection. Unanimous decision.

23/116/FPC Consultations. (Clerk to advise)

None

23/117/FPC DBC Development Management Committee Meeting (DMC)

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

None

23/118/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only, no actions required

Nash House appeal dismissed by HMPI (22/02737/FUL / 22/02738/FUL)

<https://acp.planninginspectorate.gov.uk/ViewCase.aspx?caseid=3313021>

FINANCE

23/119/FPC Monthly Financial Matters Appendices 2a-i

- To note and ratify any payments made since the last meeting or those paid by NMPC debit card under delegated powers, and to authorise January payments to be made in accordance with the budget (included in monthly schedule attached)

Resolved, proposed Cllr Kennedy, seconded Cllr Roberts that all payments as listed below be approved.

Unanimous decision.

December 2023

SALARIES/HMRC/PENSION	Dec Salaries, HMRC, Pension	£ 4,247.56	£ -	£ 4,247.56
Vodafone	Clerk's Mobile	£ 18.34	£ 3.66	£ 22.00
NMVHA	Hall Hire		0	
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
Diverse	Parish Mag printing 1600x32p	£ 785.00	£ -	£ 785.00
Play Inspection Co	Nov Inspection	£ 110.00	£ 22.00	£ 132.00
Lamps & Tubes	install/removal/checks	£ 810.00	£ 162.00	£ 972.00
SLCC	Annual subs	£ 243.00		£ 243.00
SUBTOTAL		£ 6,323.30	£ 209.54	£ 6,532.84

January 2024

Payee	Description	Amount	Vat	Amount
SALARIES/HMRC/PENSION	Jan Salaries, HMRC, Pension	£ 2,633.32	£ -	£ 2,633.32
Vodafone	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
SUBTOTAL		£ 2,791.06	£ 25.54	£ 2,816.60

b. To note the bank signatories for the December payments

Noted as Cllr Roberts, Cllr Berkeley.

c. To confirm the bank signatories for the January payments.

Resolved, proposed Cllr Kennedy, seconded Cllr Cobb that Cllrs Berkeley & Bayley sign off the January payments via online banking. Unanimous decision.

d. To receive and approve the statutory receipts and payments report up to 31st December 2023

e. To receive and approve the bank reconciliation up to 31st December 2023

f. To note that the pension returns for Dec 2023 and Jan 2024 have been submitted.

g. To note that the VAT return 31st Dec 2023 has been submitted.

h. To note that the contractual inflationary pay award for 2023/24 was awarded and paid as authorised.

i. To note that the annual Community Infrastructure Levy (CIL) return 2022/23 has been submitted to DBC and reported on the website.

Resolved, proposed Cllr Kennedy, seconded Cllr Berkeley that agenda items d-i above be received, noted and approved. Unanimous decision. Bank accounts reconciled as £106008.07

23/120/FPC Precept 2024/25 (papers circulated in advance with agreed budget)

To determine the precept demand for 2024/25 (£38897.38) after consideration with the previously agreed budget.

Resolved, proposed Cllr Kennedy, seconded Cllr Cobb that the precept be set at £38897.38). Unanimous decision. Cllrs Bayley, Briggs, and Kennedy to sign the formal demand for DBC.

STATUTORY MATTERS

23/121/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- Risk Management (& Financial) Scheme (6 monthly review)
- Warden Risk Assessment (annual review)
- Audit Plan (annual review)

Resolved, proposed Cllr Bayley, seconded Cllr Robert that the above items be adopted with the amends as suggested. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/122/FPC Grants and Donations Cllr Briggs Appendix 3a 3b

a. Yarn bombers

- To consider and agree to suspend the grant and donation policy to donate £50 to the “Yarn Bombers” group.

Council discussed the benefits of the installations that the yarn bombers bring to the parish on a multitude of occasions. The current grant policy does not offer the discretion for council to determine small donations without complying with all other grant criteria. To facilitate this gesture of appreciation of their hard work within the parish it was

Resolved, proposed Cllr Briggs, seconded Cllr Roberts that the current policy be suspended for this item, a donation of £50 be approved and that the grant policy be reviewed by the clerk and brought back to council. Unanimous decision

- To consider asking the group to decorate the post box outside the old post office as part of a publicity campaign / project to try to get the Post Office to relocate the post box.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that this motion be deferred and that the clerk write to the relevant body to ascertain the procedures and constraints regarding the siting of post boxes and then bring the item back to council. unanimous decision.

b. Nash Mills School PTA

At this point Cllr Kitson declared an interest in the following item and refrained from participating In the discussion or voting.

- To consider the grant application from the PTA at Nash Mills School for a new play trail.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the decision regarding this grant be deferred until such time as the additional questions raised are answered and brought back to council for determination. Unanimous decision.

23/123/FPC Play Park Report Appendix 4

To receive the report and the wardens’ comments and to determine any further actions

The clerk confirmed that no items raised within the Play Inspection Company Report were marked as high risk using their risk matrix.

Council shared the warden’s frustrations that a number of items are raised on every quarterly report. The clerk confirmed that many of the items are minor (for instance moss/algae on apparatus, cable ties on signage) and are addressed, as appropriate, by the warden, however council was also asked to note that on

some occasions the warden had undertaken steps to remedy items raised and a subsequent inspection had then raised the matter to the contrary on the next report.

The clerk was able to reassure council of the procedure should any item be found to be marked as high risk (items immediately taken out of service as soon as clerk is notified of a high risk finding).

There are some items that council are unable to rectify (the gate closure issue has been previously documented) or that are potentially cost prohibitive. Council also has to be mindful of the short length of the existing lease.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the clerk obtains quote for the items recommended by the warden and this matter is then brought back to council for further discussion. Unanimous decision. Clerk to liaise with the bursar at the appropriate time regarding the lease renewal (due March 2025) and to investigate if there is any appetite to offer a longer period to facilitate the potential for improvement/capital expenditure to be determined.

At this point a 15-minute comfort break was taken 21.05-21.15

23/124/FPC Business Planning Group (Cllr Roberts) Appendix 5

To receive update from the lead or clerk and to determine any actions arising from the recommendations of the working group as detailed in the planner

The clerk asked council to note that the planner had been updated on the SharePoint.

- a. To approve the addition of the land, previously identified at Mills Close, to the DBC 'no mow' schedule to facilitate rewilding.

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the clerk request that DBC add this area to the 'no-mow' register to encourage the ecological benefits to reflect the parish commitment to biodiversity. Unanimous decision.

- b. To determine the level of expenditure and to consider the next actions for the purchase and distribution of the Hedgehog Highways

Resolved, proposed Cllr Bayley, seconded Cllr Roberts that the clerk be delegated a maximum of £150 expenditure under this area, however it was suggested that prior to any expenditure being committed that the clerk approach KLPC to ascertain whether they have any stock remaining from their similar initiative. Unanimous decision.

At this juncture (9.30pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Roberts 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

23/125/FPC Road Safety (Red Lion Lane/London Road/Rucklers Lane Cllr Briggs Appendix 6

To consider asking the County Councillor to make representation to her local colleague County Councillor to investigate and feedback regarding the safety of the junction of Red Lion Lane / London Road / Hempstead Road / Rucklers Lane for vehicle traffic.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the clerk write as directed above. Unanimous decision.

23/126/FPC Canal Walk Working Group (Cllrs Briggs) Appendix 7

- a. To determine any further actions arising from the working group meetings
- b. To consider, and if approved adopt, the walk risk assessment

Resolved, proposed Cllr Briggs, seconded Cllr Kitson that the risk assessment be adopted as circulated. Majority decision.

23/127/FPC Dacorum Climate Action Network (DCAN). Cllr Briggs Appendix 8

To consider writing to the Portfolio Holder for Climate Change and Deputy Leader of Dacorum Borough Council - [Cllr Adrian England](#) to propose that Dacorum should consider that the emerging Local Plan include the requirement for all new developments in Dacorum to be built to run at zero carbon.

Resolved, proposed Cllr Briggs, seconded Cllr Kennedy that the clerk write as directed above. Unanimous decision.

23/128/FPC Action List Appendix 9 (for information only-no actions arising.)

Meeting closed 21.55.

Next meeting Monday 12th February 2024

Agenda Items no later than 9am Thursday 1st February please-late items will not be accepted.

..... Chairman Signature /Date