



# NASH MILLS

## PARISH COUNCIL

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### 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 13<sup>th</sup> May 2024 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 – 4/5/2024

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

**24/001/ACM Election of Chairman**

**24/002/ACM Signing of Declaration of Acceptance of Office for Chairman**

**24/003/ACM Election of Vice-Chairman**

**24/004/ACM Apologies**

**24/005/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

**24/006/ACM Minutes**

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

8<sup>th</sup> April 2024

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

### **24/007/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**

**24/008/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

- Elect Chairman
- Elect Vice-Chairman
- Review membership and terms of reference.

#### Working Groups (see attached list) (Appendix 1)

- To approve continuation of groups, leads and membership of all working groups in the attached appendix
- To review the terms of reference/scope for all of the agreed working groups
- To review dates and Cllr attendance at The Denes sessions for 2024/25

#### Lead Councillors

- To appoint the Lead Councillor Planning
- To appoint the Lead Councillor Finance

**24/009/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 2023)

**24/010/ACM Review of representation on or work with external bodies and arrangements for reporting back**

- a. Nash Mills Village Hall Association (NMOVHA).
- b. SANG<sup>1</sup> Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)

### **Planning& Consultations**

#### **24/011/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 30<sup>th</sup> April 2024.

[24/00819/FHA | Removal of existing pool house roof. Construction of new first floor extension with](#)

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<sup>1</sup> Suitable Alternative Natural Green Space (Bunkers Park)

- b. To consider any planning applications received during the period 30<sup>th</sup> April 2024- 13<sup>th</sup> May 2024.  
(Clerk to advise)

#### **24/012/ACM Development Management Committee**

To approve the updated DMC attendee list for May 24-May 25 and to nominate any new representatives.  
(Appendix 2)

#### **Financial & Audit**

**24/013/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)

#### **24/014/ACM Audit Actions and Statutory Duties**

- a. To receive and review the final Internal Auditors Report for 2023/24 and any recommendations arising  
(Appendix 4)
- b. To review and complete the Annual Governance Statement (Section 1) (Appendix 5)
- c. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 6)
- d. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 5<sup>th</sup> June 2023-  
Friday 14<sup>th</sup> July 2023 (Appendix 7)
- e. To note that the clerk will now submit all completed audit documentation to the external auditor.
- f. To determine the provider and confirmation of arrangements for insurance cover in respect of all  
insurable risks (Clerk report Appendix 8)
- g. To confirm that NMPC wish to maintain the cover under the Ill Health Liability Insurance (IHLI)
- h. To confirm whether NMPC wish to retain their yearly quarterly playground inspection schedule with  
The Play Inspection Company on a rolling 3-year programme.
- i. To review and if approved confirm the expenditure to be paid by standing order and direct debit for  
the year.
- j. To note the Community Infrastructure Levy (CIL) Update April 2024. (Appendix 9)
- k. To note that the precept and grants (as requested) have been received from Dacorum Borough Council  
and to note that DBC have entered the wrong financial year in the remittance advice. (Appendix 10)
- l. To note that the clerk has transferred under fin reg 5.5c £9000 from NatWest Current Account to  
NatWest Business Reserve account.
- m. To note that the clerk has transferred under fin reg 5.5c £10000 from the Lloyds CA to a new Lloyds 6  
months fixed rate account
- n. To note that the clerk has transferred £10000 under fin reg 5.5c from the Lloyds 32-day account to  
cover the new account transfer listed above.

#### **Statutory Matters**

**24/015/ACM Review of the Council's and/or staff subscriptions to other bodies (HAPTC/SLCC/ICO)**

**24/016/ACM Review of the effectiveness of the internal audit and auditor (Appendix 11)**

- a. To review system previously reviewed and approved in Nov 2023 as sufficient in relation to internal  
audit above or to suggest any amendments.
- b. To nominate a councillor to act as Lead Councillor Internal Controls.

**24/017/ACM Procedures and Policies (schedule attached) (Appendix 12)**

- a. To consider and if approved, adopt the revised NALC model Standing Orders (NMPC version 7 last adopted May 2023)
- b. Consideration of the policy and procedure review schedule for 2024/25 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)

**24/018/ACM Review of training needs for councillors**

**24/019/ACM To confirm any changes to meeting dates for the remainder of the year (Appendix 13)**

**24/020/ACM Urgent Council Business**

**CPRE Event**

- a. To consider any further items arising for this May event
- b. To review and adopt the risk assessment for the event.

**24/021/ACM Playpark lease**

To consider if council should consult with residents regarding the playpark usage at the next Denes session and to approve any expenditure for printing costs.

**24/022/ACM Clerk Report for Info Only.**

*Our next meeting will be held Monday 10<sup>TH</sup> June 2024, 7.30pm,*

*Agenda items to clerk no later than Thursday 30<sup>th</sup> May please. Late items will not be accepted.*

*Please note that all meeting documents for the July meeting must be with the clerk by Monday 17<sup>th</sup> June 2024*