



Parish Council Meeting Minutes

8th April 2024 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alex Bailes

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

In Attendance

Meeting opened at 7.30 pm with 1 member of the public, Cllr Jan Maddern and the clerk present.

23/166/FPC Apologies

Cllr Jamie Kitson

Cllr Grant Kennedy

Cllr Steve Roberts

Apologies were noted.

23/167/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.

23/168/FPC Minutes

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

11th March 2024

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

23/169/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

- To determine whether the clerk should investigate the availability of the artist (who may be commissioned to create the NM Map) to attend a NMPC meeting to answer any questions from councillors about this proposed project.

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the clerk check availability for the artist to attend a parish council meeting. Unanimously agreed.

The clerk requested information from Cllr Bailes in connection with his role on the management committee at Nash Mills Wharf. The clerk raised a question regarding the information received concerning the termination of the management contract with First Port. Clerk was asked to liaise with Cllr Bailes to understand the scope of the new contracts to be drawn up with any grounds maintenance companies to ensure that the memorial gardens (which have been confirmed as the responsibility of the landowners) continue to be maintained. It was noted that the warden duties here remain the same as in the rest of the parish-litter pick only.

Clerk was asked to liaise with the warden to ascertain if the fallen tree on The Willows (mentioned in the report) has been removed.

The chairman asked all councillors to note the section of the report regarding communication and engagement.

Borough and County Cllr Reports **Appendix 2**

Cllr Jan Maddern gave a verbal update regarding current projects within the parish.

The projects mentioned included

- The fence bordering Teal Way
discussions between landowners and DBC re ownership responsibilities
- The open spaces at The Willows
discussions between DBC and landowners to resolve land ownership and future maintenance.
- Potholes
residents advised to continue reporting using the HCC portal to enable reports to be monitored.
- Verges
council advised to liaise directly with DBC re this as there has been a restructure at DBC.
- Georgewood Steps
clerk advised that no response has been received. Clerk to submit a formal freedom of information request to request the report referred to in emails between stakeholders.

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

23/170/FPC Public Issues/Participation

None

PLANNING &

23/171/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 28th March 2024
[24/00648/FHA | Dormers to the front & Rear of building | 17 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BY \(dacorum.gov.uk\)](#) *please note that this application may be updated prior to the meeting and therefore the planning portal documents must be cross referenced.

Resolved, proposed Cllr Briggs seconded Cllr Bayley that NMPC offer no objection to the revised application. Unanimously agreed.

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

28th March 2024- 8th April 2024 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](https://planningsearch.dacorum.gov.uk) and will have detailed information on applications that may be on the agenda

None

23/172/FPC Consultations. (Clerk to advise) Appendix 3

None

23/173/FPC DBC Development Management Committee Meeting (DMC)

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

None

23/174/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only, no actions required

None

FINANCE

23/175/FPC Monthly Financial Matters Appendices 4a-j

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

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the payments as listed below are approved.

Unanimously agreed.

Payee	Description	mount	Vat	mount
SALARIES/HMRC/PENSION	Apr 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	£ 58.39	£ 11.68	£ 70.07
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
ICO	annual subs	£ 35.00	£ -	£ 35.00
Rialtas	Annual licence fees	£ 302.00	£ 60.40	£ 362.40
NALC	Local Council Award Scheme accreditation fee	£ 80.00	£ 16.00	£ 96.00
HAPTC	ANNUAL SUBS	£ 927.99		£ 927.99
NM School PTA	Grant to PTA playground equip	£ 3,333.00	£ -	£ 3,333.00
TOTAL		£ 7,472.84	£ 102.70	£ 7,575.54

b. To confirm the bank signatories for the April payments.

Resolved, proposed Cllr Bayley seconded Cllr Briggs that Cllrs Berkley and Bayley be approved as signatories. Unanimously agreed.

c. To receive and approve the statutory receipts and payments report up to 31st March 2024

d. To receive and approve the clerks year-end financial report.

e. To receive and approve the bank reconciliation up to 31st March 2024

f. To receive and approve the asset register at 31st March 2024

g. To receive and approve the earmarked reserves at 31st March 2024

Resolved, proposed Cllr Bayley seconded Cllr Briggs that items c-g be received, noted and approved with the asset register value confirmed at £25872.50, the bank reconciliation confirmed at £95112.28 and the earmarked reserves confirmed at £66007.77. Unanimously agreed.

h. To note that the VAT return for 31st March 2024 has been submitted

i. To note that the pension returns for April 2024 have been submitted.

Noted.

j. To consider the clerks report relating to bank balances and investment products and to determine any actions arising from the recommendations.

k. **Resolved**, proposed Cllr Bayley seconded Cllr Briggs that the clerks' recommendations in the report be actioned excluding any CCLA option. Unanimously agreed.

STATUTORY MATTERS

23/176/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption) Appendix 5

- Investment Strategy (annual review deferred from March 2024) clerk recommendation that this is again deferred until the clerk has received council response to agenda item 23/175/FPC (J) above as that decision may inform the content of the policy.

Resolved, proposed Cllr Bayley seconded Cllr Cobb that this item be deferred so that the clerk can update the policy in line with the resolution in the previous agenda point. Unanimously agreed.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

23/177/FPC Business Planning Group Appendix 6 (Group Lead Cllr Roberts)

To determine a date when all councillors and the warden can meet, starting in the playpark and then walking around the parish to:

- Review the identified issues on the play park report as background information to support decisions at next full council
- Gather information to support proposals from the business planning working group regarding:
 - Locations for additional benches/picnic tables in the parish
 - Where trees need to be cut down/trimmed or replanted
 - What educational material/activity sheets/signage could be produced for Bunkers playpark

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that the date for the parish walkaround be set as **Saturday 11th May 9.30am**. Clerk to write to all councillors and to invite the warden. Unanimously agreed.

23/178/FPC Verges Group Appendix 7 (group lead Cllr Berkeley)

To appoint additional members to recommence this project.

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Bayley and Cllr Cobb be added to the group. Unanimously agreed.

Clerk to extend invitation to all councillors.

23/179/FPC Canal Walk Working Group (Group Lead Cllrs Briggs)

To receive a verbal debrief following the parish walk.

It was a successful and well attended event and NMPC may wish to investigate a repeat later in the year. Clerk has still not received the invoice for refreshments and will therefore visit the landlady to resolve. (20 persons at £2 per head)

23/180/FPC The Denes Session.

- To determine frequency, dates, and attendees for the dates May 2024-April 2025
- To consider the verbal report and any items for inclusion on future agendas.

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the dates and attendance be deferred to the next meeting as a number of Cllrs were not present. Unanimously agreed.

Clerk asked to draft a letter to shop owners regarding the cleanliness of the shop frontages and awning for council to approve this action at the next meeting.

23/181/FPC CPRE. Cllr Briggs Appendix 9

To determine the date, potential expenditure, and any council actions (including but not limited to registration, potential charge, invited guests) for the CPRE (Campaign for the Protection of Rural England) presentation at The Three Tuns.

Resolved, proposed Cllr Briggs, seconded Cllr Bayley that the date be set as Wednesday 22nd May at 7.30pm. Expenditure approved as a maximum of £100 for refreshments (proposed donation previously agreed) and clerk to purchase packets of seeds under delegated expenditure budget. Attendees to be asked to pre-register their place. Cllr Bailes and Cllr Cobb to liaise re poster and flyer printing.

Clerk to invite residents' associations.

Unanimously agreed.

23/182/FPC Annual Parish & Annual Council Meetings Appendix 10

- To confirm and note the dates for the Annual Parish (APM) Meeting and Annual Council Meeting (ACM)
APM Monday 13th May 2024 7.30pm-7.45pm
ACM Monday 13th May 2024 7.45pm

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the dates be noted and confirmed. Unanimously agreed.

23/183/FPC Heavy Goods Traffic and impact on Nash Mills Parish

To determine appropriate actions that may be taken to address the concerns of residents relating to heavy goods traffic within the parish.

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the clerk write to all businesses known to use large vehicles (including Abbots Hill School and their coach provider, Watford Grab & Plant Hire) to ask for their planned routes in and out of the parish (as required by their licencing). Clerk to request that their

duty of care includes the consideration of not using residential or narrow routes such as Bunkers Lane and Chambersbury Lane. Unanimously agreed.

23/184/FPC Library Box Working Group

To consider and if agreed ask the Clerk to contact North Crawley Parish Council to enquire about costs, sourcing and lessons learned from their Little Book Library as detailed on their web page.

https://www.northcrawley-pc.gov.uk/North_Crawley_Little_Book_Library.aspx

Resolved, proposed Cllr Briggs seconded Cllr Bayley that the clerk actions listed above be approved. Unanimously agreed.

23/185/FPC Action List Appendix 11 (for information only-no actions arising.)

Meeting closed 9.30pm

Next meeting Monday 13th May 2024 (Annual Parish & Annual Council)

Agenda Items no later than 9am Thursday 2nd May please-late items will not be accepted.