



Annual Parish Council Meeting Minutes (ACM)

13TH May 2024 7.45pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alex Bailes

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

In Attendance

Meeting opened at 7.45 pm with the clerk present.

AGENDA

24/001/ACM Election of Chairman

Resolved, proposed Cllr Cobb, seconded Cllr Kennedy that Cllr Lisa Bayley be elected as chairman.
Unanimous decision.

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

The declaration was duly completed and signed.

24/003/ACM Election of Vice-Chairman

Resolved, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Alan Briggs be elected as vice-chairman.
Unanimous decision. Declaration was signed (although not a statutory document)

24/004/ACM Apologies

Cllr Steve Roberts.

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

Clerk requested that the two remaining updates to councillor interests be submitted as soon as possible as this is a statutory responsibility. All other Cllrs have remitted theirs.

24/006/ACM Minutes

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

8th April 2024

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

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

24/007/ACM Public Issues/Participation

There were no public attendees

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

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Steve Roberts be elected as chairman personnel. Unanimously agreed.

- Elect Vice-Chairman

Resolved, proposed Cllr Bayley seconded Cllr Briggs that Cllr Michele Berkeley be elected as vice-chairman personnel. Unanimously agreed.

- Review membership and terms of reference.

Resolved, proposed Cllr Bayley seconded Cllr Cobb that membership remains as Cllrs Roberts, Berkeley, Bayley, Briggs and that the TOR remains unchanged. Unanimously agreed.

Working Groups (see attached list) (Appendix 1)

- To approve continuation of groups, leads and membership of all working groups in the attached appendix

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the groups continue as listed in the appendix. Unanimously agreed.

- To review the terms of reference/scope for all of the agreed working groups

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that there is no change to the existing TOR and scope. Unanimously agreed.

- To review dates and Cllr attendance at The Denes sessions for 2024/25

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the timings of the sessions be amended to 11.30am-12.30pm and that Cllr Berkeley will circulate a list of dates so that at least 2 Cllrs can attend each session. Unanimously agreed.

It was requested that all Cllrs make themselves available for a variety of sessions to share the responsibility between all Cllrs. Sessions will be cancelled if there is not the minimum of 2 attendees.

Lead Councillors

- To appoint the Lead Councillor Planning

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Alan Briggs be appointed as lead Cllr planning. Unanimously agreed.

- To appoint the Lead Councillor Finance

Resolved, proposed Cllr Bayley seconded Cllr Cobb that Cllr Grant Kennedy be appointed as lead Cllr finance. Unanimously agreed.

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

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the scheme as circulated be adopted. Unanimously agreed.

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

a. Nash Mills Village Hall Association (NMVHA).

Resolved, proposed Cllr Bayley seconded Cllr Cobb that Cllr Jamie Kitson be appointed as NMVHA Cllr to report back to full council as appropriate. Unanimously agreed.

b. SANG¹ Liaison (Friends of Bunkers Park/DBC Clean Safe & Green)

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Alan Briggs be appointed as SANG Cllr to report back to full council as appropriate. Unanimously agreed.

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 30th April 2024.

[24/00819/FHA | Removal of existing pool house roof. Construction of new first floor extension with platform and access stairs. | 1 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BT \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/24/00819/FHA%20Removal%20of%20existing%20pool%20house%20roof.%20Construction%20of%20new%20first%20floor%20extension%20with%20platform%20and%20access%20stairs.%201%20Highclere%20Drive%20Hemel%20Hempstead%20Hertfordshire%20HP3%208BT)

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

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

None

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)

Resolved, proposed Cllr Bayley seconded Cllr Bailes that Cllrs Briggs, Berkeley, Cobb remain as DMC representatives and the dates and attendees be circulated by the clerk. Unanimously agreed.

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) Council were asked to note that if it is agreed at the later agenda point the insurance payment (£722.43) will also be made this month and reported on the June schedule.

Resolved, proposed Cllr Bayley seconded Cllr Kennedy that the payments as listed below be approved and authorised. Cllr Bayley and Cllr Kennedy to sign off payments online. Unanimously agreed.

Payee	Description	Amount	Vat	Amount

¹ Suitable Alternative Natural Green Space (Bunkers Park)

SALARIES/HMRC/PENSION	May Salaries, HMRC, Pension	£ 2,633.32	£ -	£ 2,633.32
Vodafone	Clerk's Mobile	£ 18.42	£ 3.68	£ 22.10
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
Play Inspection Co	Quarterly Inspection Fee	£ 110.00	£ 22.00	£ 132.00
Auditing Solutions	Internal Audit	£ 500.00	£ 100.00	£ 600.00
SUBTOTAL		£ 3,404.93	£ 148.32	£ 3,553.25

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)

Resolved, proposed Cllr Bayley seconded Cllr Cobb that the report be received, and it be noted that following review that there were no further actions arising from this report and the circulated narrative report. Unanimously agreed.

b. To review and complete the Annual Governance Statement (AGS) Section 1 (Appendix 5)

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that NMPC can positively complete all of the necessary assertions and the AGS was duly completed and signed. Unanimously agreed.

c. To review and, if agreed sign the Accounting Statement (Section 2) (Appendix 6)

Resolved, proposed Cllr Bayley seconded Cllr Cobb that the accounting statement corresponded with the underlying accounting records, and it was duly signed. Unanimously agreed.

d. To review and, if agreed set the Notice of Public Rights Publication Dates as Monday 5th June 2023- Friday 14th July 2023 (Appendix 7)

The clerk asked council to note the error in the dates listed above.

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the dates be set as 3rd June 2024-12th July 2024 and the notice appropriately displayed. Unanimously agreed.

e. To note that the clerk will now submit all completed audit documentation to the external auditor. Noted.

f. To determine the provider and confirmation of arrangements for insurance cover in respect of all insurable risks (Clerk report Appendix 8)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the Clear Council policy as circulated be confirmed as sufficient for all insurable risks. Unanimously agreed.

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)

Resolved, proposed Cllr Bayley seconded Cllr Cobb that items g-k as listed above and circulated be confirmed, noted, and approved. Unanimously agreed.

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.

Noted actions k-m listed above, actions previously approved by council (April 2024)

Statutory Matters

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

Resolved, proposed Cllr Bayley seconded Cllr Bailes that subscriptions as listed be approved and continued. Unanimously agreed.

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.

Resolved, proposed Cllr Bayley seconded Cllr Bailes that NMPC comply with all necessary actions throughout the year to maintain an effective scheme of internal audit and the internal auditor completed an effective internal audit with no supplementary actions arising from their report. Unanimously agreed.

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

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that Cllr Nicola Cobb be appointed as Lead Cllr Internal Controls and to undertake the quarterly independent scrutiny of procedures. Unanimously agreed.

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)

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the policy as circulated be adopted. Unanimously agreed.

- 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)

Resolved, proposed Cllr Bayley seconded Cllr Bailes that the schedule as circulated, and the policies listed within be adopted. Unanimously agreed.

24/018/ACM Review of training needs for councillors

None declared.

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

No changes requested.

24/020/ACM Urgent Council Business

CPRE Event

- a. To consider any further items arising for this May event

The Facebook post is to be 'boosted'. All councillors to arrive by 7pm to help set up. Cllr Briggs to liaise with the clerk for any additional organisation with the venue owner and CPRE speaker.

Clerk to send diary reminder and also requested that all Cllr wear their ID lanyards.

- b. To review and adopt the risk assessment for the event.

Resolved, proposed Cllr Briggs seconded Cllr Cobb that the risk assessment as circulated be adopted. Unanimously agreed.

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.

Following correspondence being received from our landlord a lease update will be on the June Agenda.

Resolved, proposed Cllr Bayley seconded Cllr Bailes that council engage with residents via a survey to ascertain usage and views of the current playpark to enable council to have this information to hand when they consider possible responses or actions at the June meeting. Survey to be conducted online, via posters and also used for the next Denes session. Expenditure of up to £50 approved should printing of leaflets be required. As council have not yet determined their actions or views with regards the correspondence from the landlord any survey should be neutral in tone. Unanimously agreed. Clerk to liaise with Cllr Briggs to draw up a suitable survey.

24/022/ACM Clerk Report for Info Only.

At this juncture (9.30pm) discussion was suspended and it was Resolved, proposed Cllr Bayley, seconded Cllr Cobb that we suspend the Standing order 3 (x) to allow for the continuation of our meeting beyond the 2hr/9.30pm cut-off to cover matters left on the agenda. Unanimous decision

At this point Cllr Bailes expressed an interest in the Memorial Gardens item and did not partake in any discussion. The clerk was asked to provide the s106 document to all councillors for their perusal prior to

the next full council meeting. The clerk confirmed that the document was in the public domain therefore all councillors could receive a copy. Clerk was asked to add the following items to the next agenda
Memorial gardens
Apsley lock Bridge
The Playpark report

Meeting closed 9.45pm

Our next meeting will be held Monday 10TH June 2024, 7.30pm,

Agenda items to clerk no later than Thursday 30th 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 17th June 2024

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Chairman
10th June 2024