



Parish Council Meeting Minutes

10th June 2024 7.30pm

held at Nash Mills Village Hall

Present

Councillor Lisa Bayley (Chairman)

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Jamie Kitson

Councillor Grant Kennedy

Councillor Steve Roberts

In Attendance

Meeting opened at 7.30 pm with 1 member of the public, 1 invited guest, Cllr Jan Maddern and the clerk present. An additional member of the public joined at 7.52pm.

24/023/FPC Apologies

To receive apologies for absence

Apologies were received and noted for Cllr Bailes.

24/024/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

Cllrs Kennedy, Kitson and Briggs all submitted a declaration for agenda item 24/029/FPC

24/025/FPC Minutes

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

13th May 2024 (ACM)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that the minutes be approved as accurate and duly signed by the chairman. Unanimous decision.

24/026/FPC Reports to Council (information only no actions arising unless separately detailed below)

Clerk Report- circulated. **Appendix 1**

Borough and County Cllr Reports **Appendix 2**

No written appendix 2, however, a verbal update was given.

- (a) **Boundary Changes**-Council to receive a verbal update and to determine any impact on the parish and potential next steps (if required)

Resolved, proposed Cllr Bayley seconded Cllr Cobb that NMPC consider this matter at the July meeting. Unanimous decision.

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

24/027/FPC Public Issues/Participation None

24/028/FPC Artist presentation Appendix 3

To determine whether NMPC wish to commission a personalised map for the parish and, if approved, to decide further steps to be taken (including earmarking of potential expenditure)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that NMPC wish to proceed (subject to necessary permissions being obtained) for a lectern installation at The Denes and that a working group, as specified below, be created. Clerk to earmark £5000 and to commence preliminary discussions with DBC for installation permissions. Unanimous decision

Members of the working group Cllrs Kennedy (lead), Kitson, Cobb, Roberts. Scope: to provide the artist with a list of sites/locations for consideration and provide a list of items as additional 'wish list' inclusions for the artists consideration. Working group to investigate additional usage of the design. Items and design options to be shortlisted and brought back to council for decision making at the September meeting.

24/029/FPC Grant Applications Appendix 4

To determine the application for a grant received (and circulated) from Willows Residents Association.

Resolved, proposed Cllr Bayley seconded Cllr Roberts that a grant for £200 be agreed as NMPC 'sponsorship' for the Halloween and Easter events. Unanimous decision of those present and voting.

8.55pm council took a comfort break and the members of the public left.

PLANNING & CONSULTATIONS

24/030/FPC Planning Applications

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 3rd June 2024

[24/01208/FHA | First floor side extension \(resubmission\) application 4 / 02124/17/FHA | 8 Highclere Drive Hemel Hempstead Hertfordshire HP3 8BT \(dacorum.gov.uk\)](#)

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

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.
3rd June 2024- 10th June 2024 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](#) and will have detailed information on applications that may be on the agenda.

[24/01242/FHA | Proposed single storey rear extension | 342 Barnacres Road Hemel Hempstead Hertfordshire HP3 8JS \(dacorum.gov.uk\)](#)

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

24/031/FPC Consultations. (Clerk to advise) None

24/032/FPC DBC Development Management Committee Meeting (DMC)

To consider any actions arising from DMC cases (as required, clerk to advise) None

24/033/FPC Planning Information/Updates from Clerk. (Clerk to advise)

Information only, no actions required None

FINANCE

24/034/FPC Monthly Financial Matters Appendices 5a-h

- 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 June payments to be made in accordance with the budget (included in monthly schedule attached)
- b. To confirm the bank signatories for the June payments

Resolved, proposed Cllr Kennedy seconded Cllr Kitson that the payments as listed below were approved and that Cllrs Kennedy and Berkley would sign them off via online banking, where appropriate.

Unanimously agreed.

SALARIES/HMRC/PENSION	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
Legal and General	IHLI	£ 260.19	£ -	£ 260.19
SLCC	YOUTH ENGAGEMENT SUMMIT	£ 65.00	£ 13.00	£ 78.00
CPRE	CPRE EVENT MAY 24	£ 100.00	£ -	£ 100.00
SUBTOTAL		£ 3,220.12	£ 39.32	£ 3,259.44
Payment made using Debit Card/Online				£ -
debit card May	The Three Tuns (canal walk refreshments)	£ 40.00		£ 40.00
debit card May	The Three Tuns (canal walk refreshments)	£ 90.00		£ 90.00
debit card May	amazon (defib batteries)	£ 33.49	£ 4.99	£ 38.48
Total		£ 3383.61	£ 44.31	£ 3427.92

- c. To receive and approve the statutory receipts and payments report up to 31st May 2024
- d. To receive and approve the bank reconciliation up to 31st May 2024
- e. To note that the pension returns for June 2024 have been submitted
- f. To note that Cllr Cobb will be undertaking the quarterly independent scrutiny for internal controls

Resolved, proposed Cllr Kennedy seconded Cllr Kitson that items c-f be received, noted and approved as per the circulated reports. Unanimous decision. Bank balances reconciled at £135860.68

g. To review the Effectiveness of the System of Internal Control for NMPC

Resolved, proposed Cllr Kennedy seconded Cllr Kitson that NMPC confirm that its system of internal control be deemed as effective. Unanimous decision.

h. To appoint the external auditor for 2024/25

Resolved, proposed Cllr Bayley seconded Cllr Kitson that NMPC engage Auditing Solutions as Internal Auditor for 2024/25. Unanimous decision.

STATUTORY MATTERS

24/035/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)

- a. Investment Strategy (annual review deferred from March 2024)
- b. Financial Regulations (newly released NALC 'model' document)
- c. Reserves Policy (annual review)
- d. Financial & Management Risk Assessment (annual review)

Resolved, proposed Cllr Bayley seconded Cllr Briggs that items a, c, d be adopted as circulated and that item b be adopted with point 1.7 being amended to £1000 and point 5.6 (error) being amended to £60000.00. Unanimous decision.

AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

24/036/FPC Armed Forces Day Appendix 6

To determine any actions that NMPC may wish to take.

Resolved, proposed Cllr Kennedy seconded Cllr Berkeley that NMPC take no action for 2024 other than signposting to district events and that the item be raised in February annually in case NMPC should require time to promote an event. Unanimous decision.

24/037/FPC Parish Assets Review 11/5/2024 Appendix 7 (Group Lead Cllr Briggs)

To determine any actions arising from the circulated report.

Resolved, proposed Cllr Briggs seconded Cllr Bayley that the clerk takes forward the investigations as detailed within the report and brings items back to council as appropriate. Unanimous decision.

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

24/038/FPC Bunkers Lane Playpark Review 11/5/2024 Appendix 8 (Group Lead Cllrs Briggs)

To determine any actions arising from the circulated report

Resolved, proposed Cllr Briggs seconded Cllr Berkeley that the clerk takes forward the investigations as detailed within the report and brings items back to council as appropriate. Unanimous decision.

24/039/FPC Library Box Working Group Appendix 9 (Group Lead Cllr Briggs)

- To consider the written report and to determine any actions arising from the report.
- If applicable, to consider the quotes received for the proposed library box and if appropriate to approve the expenditure and earmarked reserves fund to be used.

Resolved, proposed Cllr Bayley seconded Cllr Briggs that investigations for this item proceed to quotation stage. Possible position (subject to DBC approval) next to The Jubilee Bench at The Denes. Unanimous decision. Clerk to investigate permissions.

24/040/FPC CPRE Event (May 2024) Cllr Briggs

To receive verbal feedback following the recent event.

Cllr Briggs was thanked for a well-attended, informative and well organised event.

24/041/FPC Abbots Hill Play Park Lease /Bunkers Lane Playpark Online Survey

- To consider the interim findings from the play park survey and circulated
- To consider any further actions to be taken, at this stage, in respect of the lease relating to the play park at Bunkers Lane

Resolved, proposed Cllr Briggs seconded Cllr Bayley that the clerk write to Abbots Hill School to formally acknowledge receipt of their letter and to confirm steps that NMPC are taking to consult with residents. Unanimous decision.

24/042/FPC Memorial Gardens

To discuss any updates that are available and to consider any further actions that may be taken.

Resolved, proposed Cllr Briggs seconded Cllr Bayley that the clerk write to the site management company/developer to express concerns about the neglect on this historic site and that a letter of thanks be sent to the team at Abbots Hill School who have been cutting the grass at this site. It was gratefully noted that the Abbots Hill School grounds team have been working alongside a team of volunteers. Unanimous decision.

24/043/FPC Canal Bridge (near to Apsley Marina/The Papermill)

To determine whether NMPC wish to take any action to support the Belswains Lane Residents Association with their responsibilities to maintain the bridge over the canal.

Resolved, proposed Cllr Bayley seconded Cllr Berkeley that no further action be taken until an approach is made directly to the parish council. Unanimous decision.

24/044/FPC Dog Waste/Keep Britain Tidy Campaign Appendix 10

To consider whether council wish to spend funds on resources provided by Keep Britain Tidy in order to try to reduce dog waste around the parish.

Resolved, proposed Cllr Cobb seconded Cllr Bayley that the purchase of collateral totalling £140 be approved for the purchase of the images and signage (eyes poster/reporting option). Majority vote.

24/045/FPC Action List Appendix 11 (for information only-no actions arising.)

Next Meeting Monday 8th July

Agenda Items no later than 9am Monday 17th June please. Late items will not be accepted

There is no August meeting planned and the clerk will notify you should a meeting be deemed necessary to transact business

Meeting closed 10.25pm

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Chairman 8/7/2024