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# Parish Council Meeting Minutes

# 14th October 2024 7.30pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Alan Briggs

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

Councillor Steve Roberts

**In Attendance**

Meeting opened at 7.30 pm with 3 members of the public and the clerk present.

###### **AGENDA**

### **24/090/FPC Apologies**

Cllr Bailes, apologies received.

### **24/091/FPC Interests**

### To receive declarations of interest from councillors on items on the agenda

### To receive written requests for dispensations for declarable interests; and

### To grant any requests for dispensation as appropriate

None declared.

### **24/092/FPC Minutes**

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

**9th September 2024**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC accept the minutes as a true copy of proceedings, and they were duly signed. Unanimous decision.

### **24/093/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

It was confirmed that NMPC social media team should publish photos of the fly tipping reported by the warden to highlight the issue in the parish.

Borough and County Cllr Reports **Appendix 2 (if available)**

Clerk was asked to follow up with Cllr Maddern regarding the outcome of the s106 monies/Teal Way and pathway query to DBC.

Clerk was asked to investigate why the disabled parking bays at The Denes had been repainted in a different colour.

### **24/094/FPC Dacorum Community Safety Partnership Presentation Appendix 3**

To welcome the new Dacorum Community Safety Manager and determine any actions for NMPC.

Session cancelled by Dacorum Community Safety Manager. Clerk to rebook.

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

### **24/095/FPC Public Issues/Participation**

3 members of the public gave representations regarding their objections to a planning case listed on the agenda.

## PLANNING & CONSULTATIONS

### **24/096/FPC Planning Applications**

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

**24/02021/FHA** [**Demolition of existing single storey rear extension. Proposed single storey front and side infill extension and two storey rear extension. Proposed extension to existing side dormers and new pitched roof to dormers and to existing garage - 29 Georgewood Road Hemel Hempstead Hertfordshire HP3 8AL**](https://planning.dacorum.gov.uk/publicaccess/centralDistribution.do?caseType=Application&keyVal=SJJ7J4FOLD600)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that NMPC object to the application on the grounds of overdevelopment/overlooking. NMPC requests that the case be called in to the Dacorum Development Management Committee should the planning officer be minded to approve the case. Unanimous decision.

[**24/02147/LDP | Proposed single storey rear extension | 35 Longdean Park Hemel Hempstead Hertfordshire HP3 8BZ (dacorum.gov.uk)**](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=documents&keyVal=SK9LETFOLM300)

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

[**24/01960/RET | Retrospective single storey summerhouse. | 354 Barnacres Road Hemel Hempstead Hertfordshire HP3 8JS (dacorum.gov.uk)**](https://planning.dacorum.gov.uk/publicaccess/centralDistribution.do?caseType=Application&keyVal=SIZE4VFO03W00)

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

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

7th Oct 2024- 14th Sept 2024 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search (dacorum.gov.uk)](https://planning.dacorum.gov.uk/publicaccess/) and will have detailed information on applications that may be on the agenda

No additional cases.

### **24/097/FPC Consultations.**

* To consider any responses to the draft St Albans Local Plan 2041 Regulation 19 consultation (closing date 8/11/24)[https://www.stalbans.gov.uk/draft-local-plan-publication](https://www.stalbans.gov.uk/draft-local-plan-2041-regulation-19-publication)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the clerk reiterates the original concerns raised at the Regulation 18 stage. Unanimous decision.

* To consider any responses to the Police and Crime Survey 2024 (closing date 27th Oct 2024)

[Surveys (hertscommissioner.org)](https://www.hertscommissioner.org/surveys/)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the clerk should write to the Police & Crime Commissioner’s Office regarding this survey and raise the lack of parking enforcement (for areas requiring police enforcement) within the parish and the lack of local police engagement with the parish council. A reminder of the survey is to be circulated on Facebook. Unanimous decision.

* To consider any responses for the amended Dacorum Local Plan [Dacorum Local Plan to 2041 - Pre-submission version](https://www.dacorum.gov.uk/docs/default-source/strategic-planning/dacorum-local-plan-to-2041-pre-submission-version.pdf?sfvrsn=53731d9e_1)

**Resolved**, proposed Cllr Briggs, seconded Cllr Roberts that all councillors should send their views across to the clerk by Monday 28th October to enable a report and suggested response to be written by Cllr Briggs and the clerk for consideration at the November meeting. Unanimous decision.

### **24/098/FPC DBC Development Management Committee Meeting (DMC)**

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

None.

### **24/099/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)**

None

## FINANCE

### **24/100/FPC Monthly Financial Matters Appendices 4a-**

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

**Resolved**, proposed Cllr Kennedy, seconded Cllr Berkeley that NMPC approve the payments list as circulated and detailed below, it was duly signed. Unanimous decision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Description** | **Amount** | **Vat** | **Amount** |
| SALARIES/HMRC/PENSION | Salaries, HMRC, Pension | £ 2,661.22 | £ - | £ 2,661.22 |
| Vodaphone | 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 (paid 28th monthly) | £ 36.00 | £ 7.20 | £ 43.20 |
| Lamps & Tubes | Lighting display yr 2 of 3 | £ 345.00 | £ 69.00 | £ 414.00 |
| Legal & General | IHLI (insurance) shortfall for 2024/25 | £ 67.05 | £ - | £ 67.05 |
| **SUBTOTAL** |  | **£ 3,234.88** | **£ 95.32** | **£ 3,330.20** |
| **Payments made under delegated powers** |  |  |  |  |
| CPRE | CPRE membership | £ 60.00 | £ - | £ 60.00 |
| Land Registry | 2 x land registry searches (post-box) | £ 12.00 | £ - | £ 12.00 |
| **£ 3,306.88** | | | | | |

1. To confirm the bank signatories for the October payments

**Resolved**, proposed Cllr Kennedy, seconded Cllr Roberts that Cllrs Kennedy & Berkeley sign off the Lloyds bank payments. Unanimous decision.

1. To receive and approve the statutory receipts and payments report up to 30th Sept 2024
2. To receive and approve the bank reconciliation up to 30th Sept 2024
3. To receive and approve the quarter 2 finance report (up to end Sept 2024)
4. To note that the pension returns for October 2024 have been submitted

**Resolved**, proposed Cllr Kennedy, seconded Cllr Berkeley that items c-f be received, noted and approved. Bank balances reconciled as £123534.98 at 30th Sept 2024. Unanimous decision.

1. To consider expenditure up to £120.00 for a 24-inch screen and connection lead for the clerk using EMR business expenses (current EMR balance £10000.00)
2. To consider expenditure up to £50.00 for a wireless keyboard and mouse for the clerk using EMR business expenses.
3. To consider expenditure up to £60 for an HP wireless desktop printer for the clerk using EMR business expenses.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kennedy the proposal above be amended to reflect that the clerk has received a donated screen and that a more expensive printer would provide better long-term efficiency. Unanimous decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kennedy that expenditure up to £70 be approved for a laptop connection lead, wireless keyboard and mouse. Unanimous decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kennedy that expenditure be approved for up to £200 to purchase a model such as the Epson Eco tank (currently offering a cashback deal). Unanimous decision.

### **24/101/FPC Budget 2025/26 Appendix 5**

To review the budget document circulated and to feed back any comments or amendments to the clerk (including any comments regarding salary budget line and magazine advertisement pricing)

Clerk will bring version 2 back to council in November once grant figures have been obtained from DBC. DBC are reviewing all grants and have been unable to provide any clarity yet for 2025/26. Clerk waiting for magazine printing cost figures. Cllr Roberts confirmed that salary figures had been circulated and reviewed.

Clerk asked to consider which ongoing projects may be able to be funded from the CIL monies held as CIL awards have an expiry date.

## STATUTORY MATTERS

### **24/102/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

* Health & Safety Policy (unchanged- annual review)
* Information & Data Protection Policy (unchanged-annual review)
* Christmas Lights Risk Assessment (annual review- changes highlighted)
* Remembrance Service Risk Assessment (annual review-changes highlighted)

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the policies and risk assessments be adopted as circulated. Cllr Kennedy to forward his ChatGPT finding re H&S policies to the clerk who will bring them back to council for consideration should they be appropriate. Unanimous decision.

## AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

### **24/104/FPC The Denes Session**

To receive verbal update and to take any items for investigation by the clerk or for inclusion on a future agenda

Session cancelled due to lack of Cllr availability.

Next session 9th November with Cllrs Bayley/Berkeley/Roberts

### **24/105/FPC Library Box Project Appendix 6 (Cllr Briggs)**

To receive an update on the current project and to determine any further actions or approve expenditure as required.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that expenditure be approved £1251.28 for the library box (design as approved) and £250 plus VAT for installation. Unanimous decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that the paint colour, signage and registration be approved. Unanimous decision. Council to aim for installation to coincide with World Book Day March 6th 2025. Clerk to create a webpage explaining the library box system. Clerk to order Perspex side panel.

### **24/106/FPC Dacorum Local Cycling and Walking Infrastructure Plan Appendix 7 (Cllr Briggs)**

* To note that the full details of the briefing was circulated to all Cllrs
* To note that Cllrs Briggs and Cobb have submitted comments in their capacity as residents (attached) due to the initial lack of consultation period notice by DBC. Please note that as of 27/9/24 this period has now been extended to **until 11.59pm on Sunday 13th October 2024**
* To consider any NMPC actions relating to this consultation.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the clerk emails DBC to reinforce the points raised within the circulated report. Clerk to raise the lack of ‘green routes’ to the nominated SANGS. Unanimous decision.

### **24/107/FPC Remembrance Day 2024 Appendix 8 (Cllr Briggs)**

* To consider if NMPC wish to arrange a parish service on Monday 11th November 2024
* To consider if NMPC wish to ask Borough and County Cllr to officiate at the parish service
* To consider format and content of service
* To request that the clerk sends invitations to all usual attendees
* To approve expenditure for the NMPC wreaths x 2 (up to a value of £60)
* To approve expenditure of £140 for 2 roadside signs [example here](https://nashmillspc.sharepoint.com/sites/NMPC-CLERK/Shared%20Documents/CLERK/FULL%20PARISH%20MEETING%20FILES/Supporting%20Docs%20%26%20%20Appendices/October%202024/z%20Appendix%208%20Remembrance%20signs.pptx) (permissions obtained from HCC)
* To consider any further actions that may be required

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that all points excluding the signs be noted and approved. Majority decision.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that expenditure be approved for the purchase of 2 roadside signs up to £170 plus VAT excluding delivery, (permission for use granted by HCC). Majority decision.

The clerk was asked to ensure that all participants be given instruction on use of the microphone by Cllr Maddern so that they can all be heard after issues with this last year.

### **24/108/FPC Meet the MP (Cllr Cobb)**

To consider if NMPC wish to invite the newly elected MP to attend a parish council meeting to introduce himself, and his priorities (applicable to the parish).

**Resolved**, proposed Cllr Cobb, seconded Cllr Briggs that the clerk extend an invitation. Majority decision.

### **24/109/FPC Parking Enforcement Appendix 9**

To receive an update from the clerk and to consider the involvement of NMPC with this Dacorum Parish & Town Council clerk project.

**Resolved**, proposed Cllr Bayley, seconded Cllr Kitson that the clerk continue with the project. Unanimous decision.

### **24/110/FPC Bleed Kits (Cllr Briggs) Appendix 10**

To consider all actions suggested within the circulated report.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kitson that the expenditure for a Heartsafe kit (£199 plus VAT, installation £85 plus VAT) be approved subject to permission being obtained from DBC. Unanimous decision.

Clerk to undertake all additional actions as listed within the report (registrations, disclaimers, inspections)

### **24/111/FPC Abbots Hill School Lease of Playpark Appendix 11**

To consider the letter received from AHS and to determine any actions to be taken by NMPC.

A lengthy debate was held.

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that the clerk liaise with the bursar and relevant agencies to obtain their potential contribution to an NMPC comment. Clerk to liaise with DBC regarding equipment. Unanimous decision.

### **24/112/FPC Parish Map Working Group Appendix 12**

* To note the contents of the report, and share any questions or additional requests
* To determine the preferred design / layout of the map (option 1 or option 2 from report)

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that the report be received and design option 2 be chosen. Unanimous decision. Cllr Cobb to update the artist to obtain timescales. Clerk to be copied in.

### **24/113/FPC Project Updates**

1. To consider any updates from the clerk

All circulated, no comments arising.

1. **Business Planning working group Appendix 13**

* To receive the report (circulated in advance) and to discuss items 2-3 within the report

Cllr Roberts urged Cllrs to action outstanding actions and to consider how they can move projects identified in the business planning working group forward for 25/26 and 26/27. No new working groups to be formed at present.

### **24/114/FPC Action List Appendix 14** (for information only-no actions arising.)

Meeting closed 22.49

***Next Meeting Monday 11th November 2024***

***Agenda Items no later than 9am* Thursday 31st October**

**Late items will not be accepted**

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Chairman 11/11/2024