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**Parish Council Meeting Minutes**  
**9<sup>th</sup> September 2024 7.30pm**  
held at Nash Mills Village Hall

**Present**

Councillor Lisa Bayley (Chairman)  
Councillor Alex Bailes  
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 1 member of the public present and County & District Cllr Jan Maddern present.  
As the clerk was absent Cllr Berkeley took the notes of the meeting which the clerk converted into the standard council format for minutes.

**AGENDA**

**24/072/FPC Apologies**

None

**24/073/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

Cllr Briggs abstained from voting on the update on the Shaffords Knoll development due to his personal concerns regarding the proposed yellow lines, expressed via email to his county councillor prior to this meeting.

Cllr Cobb declared a personal interest in agenda item 24/087/FPC as Chairman of Nash Mills Village Hall Association.

**24/074/FPC Minutes**

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

**8<sup>th</sup> July 2024**

**22<sup>nd</sup> July 2024**

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

**24/075/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that council support the clerk's recommendation to bring the business planning spreadsheet back to council as an agenda item in October to discuss the way forward for proposed council projects. Unanimous decision.

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

Cllr Maddern attended the meeting and gave a verbal update as follows:

Gade Tower: progress had been made in the past 18 months and approval had been given for the external entrance area to be decorated to make look more attractive and this work would be carried out soon.

Chambersbury Lane Resurface: Full Resurfacing works to be carried out along the designated areas of Chambersbury Lane including the Market Oak area before the end of March 2025.

Tree Reports – As the clerk had been told by HCC that the trees did not require attention Cllr Bayley to review her notes to find the report regarding historic tree issues at Highbarns to be forwarded to Cllr Maddern for her use in her follow up with DBC.

Memorial Garden – Cllr Maddern advised that DBC had given them her word that the works to the Memorial Garden will all be done before the Remembrance Service in November.

PCSO -Cllr Maddern advised that she would request that they attend the monthly Parish Council Meetings as suggested by the Chairman. It was confirmed that the clerk had organised for the new community safety officer at DBC to attend the October Parish Council meeting.

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

**24/076/FPC Public Issues/Participation**

None

**PLANNING & CONSULTATIONS**

**24/077/FPC Planning Applications**

- To consider and approve any Parish Council responses to the following planning applications received since last meeting up to 22<sup>nd</sup> August 2024

None

- To consider and approve any Parish Council responses to any planning applications received during the period after which the agenda was published.  
22<sup>nd</sup> August 2024- 6<sup>th</sup> Sept 2024 (Clerk to advise). Link to Dacorum Borough Council planning portal can be found here [Planning Search \(dacorum.gov.uk\)](https://www.dacorum.gov.uk/planning-search) and will have detailed information on applications that may be on the agenda

None

**24/078/FPC Consultations.**

To consider whether NMPC wish to comment on the below consultation from Dacorum Borough Council [Pavement Licensing Policy | Let's Talk Dacorum](#). The consultation closes on 17<sup>th</sup> September 2024.

**Resolved**, proposed Cllr Briggs, seconded Cllr Kitson that NMPC would make no comment on this policy. Unanimous decision.

**24/079/FPC DBC Development Management Committee Meeting (DMC)**

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

None

**24/080/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)**

24/01424/MOA Shaffords Knoll Farm. To consider any response or actions to be taken in relation to updates on the planning case file (see **Appendix 3**)

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that the Clerk should write to the HCC team, DBC team and County Councillor to state the Parish Council concerns about the HCC recommendation to add yellow lines on the recently circulated drawings. This is misleading information and NMPC contest it due to the misrepresentation of the facts in the supporting documents which inform decision making.

All parties to be copied in on the email. DBC Planning Case Officer, HCC Case Officer and Area Manager, and Cllr Maddern, County Councillor.

Unanimous decision with Cllr Briggs abstaining from the vote.

Cllr Maddern commented that she was in complete agreement with NMPC and would be raising it as an issue with County Council and Highways.

**FINANCE**

**24/081/FPC Monthly Financial Matters Appendices 4a-k**

a. To note and ratify any payments made since the last meeting or those paid by NMPC debit card under delegated powers, to note change of signatories to SR & MB for August and to approve Sept payments to be made in accordance with the budget (included in monthly schedule circulated)

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that NMPC note the change of signatories for August, ratify all payments under delegated powers and approve all payments as listed below. Unanimous decision.

Payee	Description	Amount	Vat	Amount
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
Viking supplies	Stationery	£ 62.34	£ 12.47	£ 74.81
Keep Britain Tidy Campaign	dog signage	£ 140.00	£ 28.00	£ 168.00
<b>SUBTOTAL</b>		<b>£ 2,997.27</b>	<b>£ 66.79</b>	<b>£ 3,064.06</b>
<b>Payment made using Debit Card/Online</b>				
Amazon Expert workwear	High Vis vest for warden	£ 6.66	£ 1.33	£ 7.99
The Purple Guide	Health & Safety guide	£ 25.00	£ 5.00	£ 30.00
<b>Totals</b>		<b>£3028.93</b>	<b>£73.12</b>	<b>£3102.05</b>

b. To confirm the bank signatories for the September payments

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that Cllrs Kennedy and Berkeley authorise the bank payments. Unanimous decision.

c. To receive and approve the statutory receipts and payments report up to 31<sup>st</sup> August 2024

d. To receive and note the external auditor report from PKF Littlejohn 2023/24 (no actions arising)

e. To note and approve the official **Notice of Conclusion of Audit 2023/24** (statutory publication undertaken)

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that items CDE are received, noted and approved. Unanimous decision.

f. To consider the expenditure for membership to the CPRE (£60 per annum) [Become a member - CPRE](#)

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that NMPC join the CPRE. Unanimous decision.

g. To note the purchase under delegated power of [The Purple Guide](#)

Noted.

h. To receive and approve the bank reconciliation up to 31<sup>st</sup> August 2024

i. To note that the pension returns for August and September 2024 have been submitted

j. To note that Cllr Cobb will be undertaking the additional internal control scrutiny for this quarter.

k. To note request for all councillors to notify the clerk by 20<sup>th</sup> Sept 2024 should they have any items for consideration for the budget 25/26

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that NMPC that items h-k be received, approved and noted, with the bank reconciliation being noted at £126393.18 (at 31<sup>st</sup> August 2024, breakdown in accompanying report)). Unanimous decision.

It was noted at this meeting that if WG or Cllrs had not proposed budgets by this date then there would be no requests accepted for 2025/26.

## **STATUTORY MATTERS**

**24/082/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

None listed for Sept (deferred to October)

## AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

### **24/083 /FPC Support to The Local Foodbank Appendix 5 (Cllr Cobb)**

To consider whether NMPC wishes to donate a sum from reserves to assist with heating costs at the local foodbank, open to all, hosted at St Marys Church Apsley.

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that the clerk should raise the questions below and bring back the responses to discuss at future meeting:

- (1) Ask what costs are involved in heating costs to fund the food banks
- (2) Ask if they had applied for other grants?

Unanimous decision.1 abstention.

### **24/084/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

Cllr Berkeley thanked Cllr Roberts and Cllr Briggs for joining her at the monthly session.

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that the clerk action the following.

- Georgewood Road at the Wildflower Verge – Highways be contacted as the diversion signs are still positioned on the verge for works that were carried out last month. They need to be removed.
- Bus Stop at Nash Mills School - the bramble and weeds have taken over again so could we ask Nash Mills Schools to assist again this year.

**All Councillors asked to respond to Michele’s request to attend monthly meetings from 11.30-12.30.**

**Unanimous decision.**

### **24/085/FPC Library Box Project Appendix 7**

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

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC approve the wooden design and location. Working group to bring back further information regarding colour and installation costs. (clerk to obtain installation costs for working group). Unanimous decision.

### **24/086/FPC Warden and Concurrent Services Grant Review by Dacorum Borough Council 2024/25 Appendix 8**

All agreed that the Warden represents excellent value.

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that following review the clerk’s response be approved for submission, with the addition suggested by Cllr Briggs and that the clerk should ask Dacorum Borough Council when they will expedite the decision (before the precept is announced). Unanimous decision.

### **24/087/FPC Nash Mills Village Hall Open Day Sat 28<sup>th</sup> Sept 9.30am-1pm Appendix 9**

To determine whether NMPC wish to send information, representation or attend the open day.

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that members of NMPC will attend the Open Day and set up a table advertising the Parish Council. Hedgehog Highways and seeds to be distributed. It was agreed that the clerk should approve spending under delegated powers for a new poster to feature all the

new Councillors for this event. Councillors Cllrs Cobb, Briggs, Kitson and Berkeley advised that they would attend this event. Unanimous decision with Cllr Cobb abstaining from the vote.

**24/088/FPC Project Updates**

To consider the updates from the clerk and to consider any actions relating to the following projects under investigation by the clerk (please see the reports from the meeting June 2024, or the action list below, appendix 10, for background information)

- Assets Review – all currently with relevant partners for permissions or actions (see appendix 10- action list)
- Playpark Review – no further actions, other than safety inspections and any repairs arising until lease renegotiations are resolved.

Clerks’ actions with ongoing projects were noted.

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that this item be brought back to council for updates and discussion when the clerk is present. Unanimous decision.

Cllr Berkeley advised that she would be contacting all persons in the VERGES Working Group to have a meeting in September so that a discussion can be included within the agenda for October.

**24/089/FPC Action List Appendix 10** (for information only-no actions arising)

Update required for council on items on the Action List:

- S106
- The Denes Enforcement

**MEETING CONCLUDED 20.59**

***Next Meeting Monday 14<sup>th</sup> October 2024***  
***Agenda Items no later than 9am Monday 30<sup>th</sup> September please.***  
**Late items will not be accepted**

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Chairman 14/10/2024