#

# Parish Council Meeting Minutes

# 11th November 2024 7.30pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Grant Kennedy

Councillor Jamie Kitson

Councillor Steve Roberts

**In Attendance**

Meeting opened at 7.30 pm with 2 members of the public (Borough/County Cllr Jan Maddern and one other) and the clerk present.

### **24/115/FPC Apologies**

To receive apologies for absence

Cllr Briggs apologies received

Cllr Bailes not present

### **24/116/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

### **24/117/FPC Minutes**

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

**14th October 2024**

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

### **24/118/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 (if available)**

Borough & County Cllr Jan Maddern updated council regarding the water leak last week on Highbarns and the subsequent discovery of a void. This matter is now in the hands of Herts County Council (HCC) and Affinity Water.

A Cllr raised a question regarding the parking issues at the corner of Chambersbury Lane and Bunkers Lane.

A Cllr raised a question regarding a defective speed hump on Chambersbury Lane.

Clerk will email all points raised to Cllr Maddern as these are county council matters.

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

### **24/119/FPC Public Issues/Participation**

None

## PLANNING & CONSULTATIONS

### **24/120/FPC Planning Applications**

* To consider and approve any Parish Council responses to the following planning applications received up to 29th October 2024

None

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

29th October 2024- 11th November 2024 (Clerk to advise). Link to Dacorum Borough Council (DBC) 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

[24/02502/FHA | Erection of a single storey front extension with the installation of bi-fold doors to rear. | 18 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=documents&keyVal=SMA1WAFOMCL00)

**Resolved**, proposed Cllr Bayley, seconded Cllr Kitson that NMPC has no objection providing that parking could be accommodated on the gravelled side garden area (with adequate permissions being in place). NMPC had concerns, due to on road parking stress, that the parking standards were not applied at pre application discussions with DBC. Unanimous decision.

### **24/121/FPC Consultations.**

* To consider any comments on the suggested response (as circulated) 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 Bayley, seconded Cllr Berkeley that the access issue at Durrants Hill bridge be added to the report and that this comment along with those contained within the report circulated be submitted. Majority decision

### **24/122/FPC DBC Development Management Committee Meeting (DMC)**

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

None

### **24/123/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)**

. [24/01570/FUL | Conversion of basement and community use to create 2x new flats | Nash House Dickinson Square Hemel Hempstead Hertfordshire](https://planning.dacorum.gov.uk/publicaccess/centralDistribution.do?caseType=Application&keyVal=SGD37VFOKFF00)

Clerk advised NMPC that the most recent application for Nash House, listed above, was refused by DBC. The decision notice can be accessed using the link below.

<https://planning.dacorum.gov.uk/publicaccess/files/74ECB2CF58C349184B83695ADEEB6575/pdf/24_01570_FUL-FUL_-_REFUSAL__DECISION_NOTICE_-1540121.pdf>

## FINANCE

### **24/124/FPC Monthly Financial Matters Appendices 4a-i**

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

**Resolved**, proposed Cllr Kennedy, seconded Cllr Berkeley that the payment schedule as listed below be approved and all payments submitted, and the income noted. Unanimous decision.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Description** |  **Amount**  |  **Vat**  |  **Amount**  |
|  SALARIES/HMRC/PENSION |  Salaries, HMRC, Pension | £ 4,844.60 | £ - | £ 4,844.60 |
| 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 due (paid 28th monthly) | £ 36.00 | £ 7.20 | £ 43.20 |
| The Play Inspection Co | inspection on playpark | £ 163.50 | £ 32.70 | £ 196.20 |
| **SUBTOTAL** |  | **£ 5,169.71** | **£ 59.02** | **£ 5,228.73** |
| **Payment made using Debit Card/Online or delegated powers** |   |  |  |  |
| XL SIGNS | Remembrance signs | £ 192.00 | £ 38.40 | £ 230.40 |
| RBL | Poppy Wreaths | £ 40.00 | £ - | £ 40.00 |
| GRK | Little Library Materials | £ 449.93 |  | £ 449.93 |
| Currys | printer/keyboard/mouse | £ 214.13 | £ 42.83 | £ 256.96 |
| Little free Library | little library steward sign | £ 51.82 |  | £ 51.82 |
| **Totals**  |  | **£ 6117.59** | **£ 140.25** | **£ 6257.84** |
| **total income banked to Lloyds Current Account as shown in the receipts and payments report.****Detail to be reported January**  | **advertising income and CIL** |  |  |  **£4,503.08**  |

1. To note that the contractual pay rises (2024/25 NJC PayScale’s) has been applied for all staff, back dated to 1st April 2024 (included on schedule)
2. To delegate authority to the clerk, in consultation with the chairman, to make all contractual payments for December as there will be no December meeting. (To be ratified at the January meeting)

**Resolved**, proposed Cllr Kennedy, seconded Cllr Roberts that items b and c as listed above be noted and approved. Unanimous decision.

1. To confirm the bank signatories for the Nov & Dec payments

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that Cllrs Berkeley and Kennedy sign off the bank payments for November and December. Unanimous decision.

1. To review the earmarked reserves held by NMPC
2. To receive and approve the statutory receipts and payments report up to 30th Oct 2024
3. To receive and approve the bank reconciliation up to 30th Oct 2024
4. To receive and approve the asset register up to 30th October 2024
5. To note that the pension returns for November 2024 have been submitted

**Resolved**, proposed Cllr Kennedy, seconded Cllr Berkeley that items e-I above be received, noted and approved with bank balances reconciled on 30th October 2024 being **£123821.78** and the asset register showing a value of **£26433.49.** Unanimous decision.

### **24/125/FPC Budget 2025/26 Appendix 5**

* To review the budget document V2 circulated and to feedback any comments or amendments to the clerk (including any comments regarding salary budget line and magazine advertisement pricing)
* To note that as NMPC are still waiting for the DBC figures the final version of the budget will be brought to the January meeting.

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that this item be deferred to January 2024 on the basis that NMPC are still awaiting grant figures from DBC. Unanimous decision.

## STATUTORY MATTERS

### **24/126/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

Defibrillator Risk Assessment (annual review)

Play Park Risk Assessment (annual review)

Review of the Effectiveness of the Internal Auditor & Audit (6 monthly review)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the items listed above be approved and adopted. Unanimous decision.

## AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

### **24/127/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

Email sent to clerk regarding items raised verbally, these will be forwarded to the appropriate bodies or representatives for investigation.

### **24/128/FPC Library Box Project Appendix 6 (Cllr Briggs)**

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

Project in progress, materials invoice paid. No further decisions to be made at this time.

**8.30pm Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that a comfort break be taken following a Cllr request. Unanimous decision.

The members of the public left the meeting.

**Meeting reconvened at 8.40pm**

### **24/129/FPC Abbots Hill School Lease of Playpark Appendix 7**

To consider actions to be taken following clerk investigations.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the statement as circulated and discussed be shared publicly, that the clerk writes to Abbots Hill School to formally accept their termination of the lease on the land on which the NMPC playpark stands with effect from March 2025 and that their offer to retain the equipment, incurring no removal or remedial costs for NMPC (as it is not suitable for relocation) is also accepted. All necessary ancillary actions in relation to insurance, inspections, asset register etc be undertaken by the clerk. Clerk to request that AHS place a notice on the gates once the lease has expired . Unanimous decision.

### **24/130/FPC Nash Mills School Appendix 8 (clerk)**

To consider NMPC’s involvement with the school democracy curriculum and to determine the Councillors who may wish to be involved.

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the clerk works with the school to facilitate this opportunity. Cllrs Briggs, Berkeley, Roberts to attend with the clerk. Unanimous decision.

### **24/131/FPC Georgewood Steps Appendix 9 (clerk)**

To consider if NMPC wish to earmark CIL funds for additional works to the path alongside Georgewood Road.

The clerk asked for it to be noted that in the report there was a misunderstanding that the ‘pathway’ being discussed was that which bordered Georgewood Road. In fact, the area under scrutiny and discussion by council was the pathway between the steps.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the clerk requests a site visit with DBC and Cllrs Briggs and Roberts to resolve the issues regarding the poor workmanship of the recently undertaken remedial repairs. Clerk to create a separate earmarked reserve fund for possible future repairs to the pathway between the steps once this initial issue has been addressed. Unanimous decision.

### **24/132/FPC Verges working group Appendix 10 (Cllr Berkeley)**

To consider any actions resulting from the verges project working group update

**Resolved**, proposed Cllr Berkeley, seconded Cllr Bayley that the NMPC verges list be provided to B/Cllr Maddern to enquire if those verges selected by NMPC would be included within the DBC verges budget provision. Unanimous decision.

Cllr Berkeley to arrange a new walk around to update the verges project list. Clerk to enquire if planters may be an affordable option for the target area on the corner of Georgewood Road rather than the concrete bollards suggested as double yellow lines may be cost prohibitive.

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

### **24/133/FPC Canal Trip Appendix 11 (Cllr Cobb)**

* To consider whether NMPC wish to fund a community engagement canal trip with the Waterways Experience
* To determine which earmarked reserves budget heading funding to be debited from.
* To consider dates (subject to availability)

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that whilst NMPC support the idea of this method of community engagement that this proposal requires some more investigation and will be brought back to council by Cllr Cobb for decision making. Unanimous decision.

 **24/134/FPC Speed Indicator Devices-HCC insurance costs Appendix 12 (clerk)**

* To consider if NMPC wish to fund the Herts County Council insurance costs for 2 of the SIDS.
* To determine which budget heading these funds should be taken from

**Resolved**, proposed Cllr Bayley, seconded Cllr Roberts that the clerk continues to negotiate and returns to HCC with an offer of potentially 50% funding if HCC confirm they will not fully fund the insurance renewal (contrary to their assurance in their confirmation email when the SIDS were originally installed). EMR CIL to be used. Unanimous decision.

### **24/135/FPC Magazine Appendix 13**

* To receive report
* To determine the following items

- Timing of the next two editions for this budget year

- Timing of editions for the financial year 2025/26

- Proposed pages/content to support budget

- Proposed advert charges for 2025/26 (effective 1st April 2025)

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that the timings as suggested in the report be authorised with the advertisement fees remaining the same for 2025/26 and then to be reviewed in summer 2025 for the following financial year (2026/27). Unanimous decision.

### **24/136/FPC Action List Appendix 14** (for information only-no actions arising.)

Meeting closed 9.50pm

***Next Meeting Monday 13th January 2025***

***Agenda Items no later than 9am* Thursday 2nd January 2025**

 **Late items will not be accepted**

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Chairman 13/01/2025