# 

# Parish Council Meeting Minutes

# 13th January 2025 7.30pm

held at Nash Mills Village Hall

### **Present**

Councillor Lisa Bayley (Chairman)

Councillor Alex Bailes

Councillor Alan Briggs

Councillor Michele Berkeley

Councillor Nicola Cobb

Councillor Jamie Kitson

**In Attendance**

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

Borough/County Cllr Jan Maddern joined at 8.39 pm.

### **24/137/FPC Apologies**

To receive apologies for absence

Cllr Kennedy apologies given.

### **24/138/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

Cllr Briggs noted an interest in the planning item relating to 18 Kingfisher Drive, however no decisions were made.

Cllr Cobb noted an interest in the planning Item relating to the proposal for the rear of 9-11 Chambersbury Lane and did not take part in any decision making.

### **24/139/FPC Minutes**

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

**11th November 2024**

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

### **24/140/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

**To determine whether Council wish to comment or respond (clerk will be responding separately themself)**

[**Consultation: Strengthening the standards and conduct framework for local authorities in England**](https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=8017cd9d-af7d-47de-83c8-a1ce28edf7c2&utm_content=daily)

**This consultation seeks views on introducing measures to strengthen the standards and conduct regime in England and ensure consistency of approach amongst councils investigating serious breaches of their member codes of conduct, including the introduction of the power of suspension.**

[**Local audit reform: a strategy for overhauling the local audit system in England**](https://www.gov.uk/government/consultations/local-audit-reform-a-strategy-for-overhauling-the-local-audit-system-in-england?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=0689005f-f644-40dc-9d5e-4063ae2faba1&utm_content=daily)

**Includes a statement of intent and consultation on proposal to overhaul the current local audit system in England. The consultation will last 6 weeks from 18th December to 29th January.**

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that Cllr Briggs work with the clerk to formulate a response to the standards consultation only and that it be reported back to council at the February meeting. Unanimous decision.

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

Not present at this point and no report received.

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

### **24/141/FPC Public Issues/Participation**

A resident spoke in support of their own planning application 24/02326/FUL

## PLANNING & CONSULTATIONS

### **24/142/FPC Planning Applications**

* To consider and approve any Parish Council responses to the following planning applications received up to 23rd December 2024
* [**24/02759/FHA | Two storey front side and rear extension with a single storey rear extension, alterations to drive and a new access | 17 Silverthorn Drive Hemel Hempstead Hertfordshire HP3 8BU**](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=dates&keyVal=SNYXJLFOMUN00)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the following comment be noted onto the DBC portal. Unanimous decision. *Whilst NMPC is neutral in its opinion to this application it would like to respectfully draw the planning officer's attention to the public comments on the portal, particularly the neighbours’ concerns regarding visual intrusion/overlooking.*

* [**24/02326/FUL | Proposed detached bungalow | Land to The Rear Of 9 Chambersbury Lane Hemel Hempstead Hertfordshire HP3 8AY**](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=summary&keyVal=SLE3TEFOLZF00)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC object to this application on the basis that previous concerns had not been addressed, in particular with regards parking and access and request that it be called into the DBC planning committee. Unanimous decision with Cllr Cobb not voting.

* [**24/02823/SCO | Request for an EIA Scoping Opinion under the provisions of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 | Land At East Hemel**](https://planning.dacorum.gov.uk/publicaccess/simpleSearchResults.do?action=firstPage)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that contrary to advice received from the DBC planning dept that the clerk writes at this early stage requesting that any reference to Apsley as the main train station be retracted, that concerns regarding access and traffic via Chambersbury Lane and Bunkers Lane be raised and that the lack of inclusion of SANG provision or an Environmental Impact Assessment on Bunkers Park and Long Denes be raised. Unanimous decision.

**Full representation available on request.**

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

28th December 2024- 10th January 2025 (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

[24/02950/FUL | Semi-detached house consisting of two units, 3 bedrooms over 2 floors | 186 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XA](https://planning.dacorum.gov.uk/publicaccess/applicationDetails.do?activeTab=summary&keyVal=SP077RFOFHU00)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the following response be submitted

*NMPC is neutral in its response to this application however council has some observations that it would respectfully like to bring to the attention of the planning officer for this case.* Full response on the DBC planning portal. Unanimous decision.

### **24/143/FPC Consultations.**

To consider any comments on the following consultations

* **A consultation on draft recommendations​ for ward boundaries in Dacorum Borough Council**[**dacorum\_draft\_recommendations\_report\_1.pdf**](https://www.lgbce.org.uk/sites/default/files/2024-12/dacorum_draft_recommendations_report_1.pdf) **closes 10th Feb 2025**

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC offer no response. Unanimous decision.

* **Abbots Langley Neighbourhood Plan**

**Invitation to provide comments on the Pre-Submission Consultation (Regulation 14)**

**Friday 6 December 2024 to Friday 31 January 2025**

[Draft Abbots Langley Neighbourhood Plan | Abbots Langley Parish Council](https://www.abbotslangley-pc.gov.uk/parish-council/draft-abbots-langley-neighbourhood-plan/)

[**https://www.surveymonkey.com/r/ALNP**](https://www.surveymonkey.com/r/ALNP)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC offer no response other than to commend ALPC on the detail of their submission and the stance that they are taking to actively protect their Green Belt. Unanimous decision.

* [**Draft Interim Affordable Housing Supplementary Planning Document | Let's Talk Dacorum**](https://letstalk.dacorum.gov.uk/interim-affordable-housing-spd?utm_source=ehq_newsletter&utm_medium=email&utm_campaign=ehq-New-consultation-on-the-Dacorum-Borough-Council-Draft-Interim-Affordable-Housing-Supplementary-Planning-Document) **closes 6th January (NMPC granted an extension to 14/1/25 to consider)**

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the following response be submitted. Unanimous decision.

*NMPC supports the update to guidance on planning policies for affordable housing in Dacorum and encourages that they should be rigorously applied with minimal resort to exceptions which reduce provision below the standards.*

### **24/144/FPC DBC Development Management Committee Meeting (DMC)**

None

### **24/145/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)**

Please note that for the following case NMPC were not given an extension to the consultation period by DBC. The following response was submitted to the DBC portal.

*NMPC was not given time to review the case in a legally convened meeting and therefore cannot comment*

* **[24/02734/HPA Single storey rear extension measuring 6m deep with a maximum ridge height of 3m and a maximum eaves height of 3m. - 236 Belswains Lane Hemel Hempstead Hertfordshire HP3 9XB](https://planning.dacorum.gov.uk/publicaccess/centralDistribution.do?caseType=Application&keyVal=SNVAYUFOMT800)**

Please note that for the following case NMPC were not given an extension to the consultation period by DBC. The following response was submitted to the DBC portal.

*NMPC was not given time to review the case in a legally convened meeting and therefore the original comments still stand.*

* [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/simpleSearchResults.do?action=firstPage)

**Clerk updated council that the application for 33 dwellings on Green Belt at Shaffords Knoll Farm 24/01424/MOA had been updated with significant amendments and that council had permission to discuss this, after the end of the official consultation period, at the February meeting. Council to be aware it may appear on the Development Management Committee agenda 27/2/25**

**A 10 minute comfort break was taken**

## FINANCE

### **24/146/FPC Monthly Financial Matters Appendices 3a-h**

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

All items had been reviewed by Cllr Kennedy as Lead Cllr Finance.

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that items a and b be received, ratified and approved as listed below. Unanimous decision.

**December 2024 Schedule Total £6948.45**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payee** | **Description** | **Amount** | **Vat** | **Amount** |
| SALARIES/HMRC/PENSION | Salaries, HMRC, Pension | £ 3,619.75 | £ - | £ 3,619.75 |
| Vodaphone | Clerk's Mobile | £ 18.42 | £ 3.68 | £ 22.10 |
| NMVHA | Hall Hire | £ - | 0 | £ - |
| 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 |
| GRK | Little Library labour | £ 693.00 | £ - | £ 693.00 |
| Diverse | Magazine print | £ 785.00 | £ - | £ 785.00 |
| Lamps & Tubes | Christmas lights certification etc | £ 810.00 | £ 162.00 | £ 972.00 |
| **Payment made using Debit Card/Online** | Heatsafe Bleed Kit | £ 207.95 | £ 39.80 | £ 247.75 |
|  | Little library acrylic | £ 40.68 | £ 8.14 | £ 48.82 |
|  | PO Box renewal | £ 353.50 | £ 70.70 | £ 424.20 |

**January 2025 Schedule Total £3290.53**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SALARIES/HMRC/PENSION | Salaries, HMRC, Pension | £ 2,797.61 | £ - | £ 2,797.61 |
| 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 |
| **Payment made using Debit Card/Online** |  |  |  | £ - |
| SLCC | £ 245.00 | | | |
| Netnerd | £ 59.99 | | | |

1. To confirm the bank signatories for the January payments

**Resolved**, proposed Cllr Bayley, seconded Cllr Briggs that Cllrs Berkeley and Kennedy be confirmed as bank signatories for the January payments. Unanimous decision.

1. To review the earmarked reserves held by NMPC

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the changes as circulated by the clerk be approved. Unanimous decision.

1. To receive and approve the statutory receipts and payments report up to 30th Dec 2024
2. To receive and approve the bank reconciliation up to 30th Dec 2024, reconciled **at £112878.62 31/12/24.**
3. To receive and approve the CIL report to DBC
4. To note that the pension returns for December 2024 and January 2025 have been submitted

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that items e-h be received, noted and approved as circulated. Unanimous decision.

### **24/147/FPC Budget 2025/26 Appendix 4**

1. To review the budget document V2 circulated and to approve a budget figure for NMPC for 2025/26

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that NMPC approve the budget as circulated with the expenditure (including projects already in progress) confirmed as £ 60587.00 with use of reserves for projects agreed at £8192. Unanimous decision.

1. To approve the precept request to Dacorum Borough Council as informed by the underlying budget in section a above.

**Resolved**, proposed Cllr Bayley, seconded Cllr Bailes that the precept demand remain the same as last year at £38897, although it was noted that the band D figure will be slightly decreased to £31.66 as the tax base increased slightly to 1228.60. Unanimous decision. Clerk asked for it to be noted that the figure for option A and option B Band D in the accompanying report were transposed.

## STATUTORY MATTERS

### **24/148/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

* Risk Management (& Financial) Scheme (annual review)
* Audit Plan (annual review)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the policies be adopted once the clerk had amended the policy schedule included in the audit plan document. Unanimous decision.

## AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES

### **24/149/FPC The Denes Session Appendix 5 (if available)**

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

Session not held

### **24/150/FPC Library Box & Bleed Kit Projects Appendix 6 (Cllr Briggs)**

* To receive an update on the current projects
* To determine any further actions (such as an opening event for the library box)
* To approve additional expenditure as required.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that that the actions contained within the accompanying report be actioned. World Book Day Thursday 6th March. Expenditure approved £81.00 plus delivery. Unanimous decision.

**24/151/FPC VE DAY 80 Appendix 7 (Cllr Briggs)**

* To consider if NMPC wish to commemorate [VE Day 80](https://www.veday80.org.uk/)
* To determine how and if approved which budget heading these funds should be taken from

[VE Day 80th Anniversary Guide to taking part](https://static1.squarespace.com/static/66472dec46f0956b213117b0/t/66ab694129e5d7122b9c8583/1722509643196/VE+Day+80+Anniversary+Guide+v20.pdf)

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that NMPC support and publicise an event that will be organised by The Three Tuns Public House. Councillor Briggs to read proclamation at 9pm. Matter to come back to council should expenditure be required. Unanimous decision.

### **24/152/FPC Canal Trip Appendix 8 (Cllr Cobb)**

* To consider further information following the agenda point in November as to 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)

### *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*

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that following discussion this event could not be organised whilst providing suitable benefit and value for appropriate use of public funds. Cllr Cobb to abandon this suggestion and look at other options for community engagement that will reach a bigger target audience. Unanimous decision.

**24/153/FPC Meeting dates and agenda cut off dates 2025/26 Appendix 9 (Clerk)**

* To consider approval of the meeting dates for January 2025-February 2026
* To consider approval of the agenda cut off dates (and subsequent appropriate amendment to the standing orders at their next revision)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that the dates as circulated be approved with the inclusion of August and December, which may then be cancelled should NMPC determine that there are no urgent matters or planning items arising. Unanimous decision.

**24/154/FPC Public participation Appendix 10 (Cllr Roberts)**

* To consider removing the requirement for members of the public to pre-register to speak in the public participation session of a full council meeting.
* To consider amending the wording of Standing Order 3 (e) to read “Members of the public may make representations, give evidence and answer questions (for clarity only) at a meeting on any matter.”

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that this item is not implemented. Council agreed that current standing orders and chairman’s discretion during meetings allow for sufficient public engagement. Unanimous decision. Incoming clerk to look at agenda cut off time for pre-registration depending on their working pattern.

**24/155/FPC Staffing Matters (clerk)**

To receive a verbal update from the clerk and to discuss future actions.

Clerk made council aware that following their resignation on 31/12/24 that their notice period would end 31/3/2025. Personnel committee meeting held prior to this meeting to determine at job advertisement and terms.

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkeley that a working group be created of the personnel committee and the clerk to finalise the wording of the job advertisement and contract. This was being actioned as a working group as there were no material changes to any items agreed by the personnel committee at an appropriately convened meeting. The formal terms had been agreed in the committee meeting, the staffing budget had been set, and items would be brought back to council to ratify once they formally consider the appointment of a new clerk once interviews had taken place.

### **24/156/FPC Action List Appendix 11** (for information only-no actions arising.)

Meeting closed 21.56

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**Chairman signature 10th February 2025**