



Parish Council Meeting Minutes  
10<sup>th</sup> February 2025 7.30pm  
held at Nash Mills Village Hall

**Present**

Councillor Lisa Bayley (Chairman)  
Councillor Alan Briggs  
Councillor Michele Berkeley  
Councillor Nicola Cobb  
Councillor Grant Kennedy  
Councillor Jamie Kitson

**In Attendance**

Meeting opened at 7.30 pm with 1 member of the public and the clerk present

**AGENDA**

**24/157/FPC Apologies**

To receive apologies for absence  
Cllr Bailes apologies given

**24/158/FPC Interests**

- a. To receive declarations of interest from councillors on items on the agenda  
Cllr Briggs & Cllr Kennedy expressed an interest in planning item 25/00180/FHA  
  
Cllr Kitson declared an interest in the donation to Nash Mills School.
- b. To receive written requests for dispensations for declarable interests; and
- c. To grant any requests for dispensation as appropriate  
A request for dispensation was requested by Cllr Cobb and granted by the clerk in relation to her capacity as Chairman of Nash Mills Village Hall and planning application 24/01424/MOA.

All councillors expressing interests or requesting dispensations did not take part in the vote relating to their declared items.

**24/159/FPC Minutes**

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

**13<sup>th</sup> January 2025**

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

**24/160/FPC Personnel Meeting Minutes 13<sup>th</sup> January 2025**

To receive the draft minutes from the personnel committee for information only (confirmed as accurate and to be signed as the next personnel meeting)

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that NMPC receive the minutes. Unanimous decision.

### **24/161/FPC Co-Option**

- a) To consider applicants received by closing date for co-option to current councillor vacancy
- b) (if applicable) Successful applicant to complete and sign a declaration of acceptance of office and to confirm that they will abide by the NMPC code of conduct and adopted policies.

One application was received.

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that Jan Maddern be co-opted to NMPC.

Unanimous decision. Declaration of acceptance of office duly signed.

Cllr Maddern joined the NMPC meeting as co-opted parish councillor.

### **24/162/FPC Reports to Council (information only no actions arising unless separately detailed below)**

Clerk Report- circulated. **Appendix 1**

- To receive a verbal update on the East Herts engagement events

Clerk to circulate dates of future engagement dates.

- To formally note that all working group leads and Chairmen must have their annual reports with the clerk by 1/4/2025

Chairman requested that Cllrs submit reports by Friday 21<sup>st</sup> March prior to clerks' departure.

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

Verbal update given.

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

#### **24/163/FPC Public Issues/Participation**

None

### **PLANNING & CONSULTATIONS**

#### **24/164/FPC Planning Applications**

- To consider and approve any Parish Council responses to the following planning applications received up to 3<sup>rd</sup> February 2025

[24/01424/MOA | Outline Planning Application for construction of 33 dwellings \(Use Class C3\) and \(up to\) a 70-bed care home \(Use Class C2\), with new access to Lower Road and pedestrian links to canal tow-path \(landscaping reserved\). | Land At Shafford Knoll Farm Lower Road Nash Mills Hemel Hempstead Hertfordshire HP3 8Rt](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC object and call in this application to the Dacorum Development Management Committee. Clerk to work with Cllr Briggs to formulate the response in line with objections raised. Unanimous decision. Full response can be found on the Dacorum planning portal

[25/00105/FHA | Demolition of existing single storey rear extension. Proposed single storey front, rear and side infill extension. New pitched roof to existing garage | 29 Georgewood Road Hemel Hempstead Hertfordshire HP3 8AL](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC do not object to this application but request that the planning officer refers to the adopted parking standards to ensure compliance. Unanimous decision. Full response can be found on the Dacorum planning portal.

**[25/00180/FHA | Single storey front extension with the installation of bi-fold doors to rear. | 18 Kingfisher Drive Hemel Hempstead Hertfordshire HP3 9DD](#)**

This item was presented by the clerk due to the declared interest of Cllr Briggs.

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that NMPC object and call in this application to the Dacorum Development Management Committee. Majority decision. Full response can be found on the Dacorum planning portal.

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

4<sup>th</sup> February 2025- 10<sup>th</sup> February 2025 (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

**24/165/FPC Consultations.**

**To consider any comments on the following consultations**

- a) *Please note HCC have not been able to extend the consultation period but have requested that we share our comments.*

Hertfordshire County Council (HCC) has launched its budget 2025-26 survey and, as strategic partners, we would appreciate your input on how we should allocate over £1.1 billion to support our community in the coming year.

For information on the budget and filling out the survey, please click on this link:

<https://www.hertfordshire.gov.uk/budgetsurveyo>

**Resolved**, proposed Cllr Bayley, seconded Cllr Cobb that NMPC do not submit a response as the information is not fully available now the expiry date has passed. NMPC requests that the clerk corresponds with HCC to raise concerns about the short timescales involved with this consultation. Unanimous decision.

**b) To consider the response drafted for the consultation below (Appendix 2)**

**[Consultation: Strengthening the standards and conduct framework for local authorities in England](#)**

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.

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the responses formulated by Cllr Briggs and the clerk are submitted as circulated. Unanimous decision.

**24/166/FPC DBC Development Management Committee Meeting (DMC)**

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

None, clerk to circulate DMC dates and links to agendas and supporting papers.

**24/167/FPC Planning Information/Updates from Clerk. (Clerk or Cllr Briggs to advise)**

None

**FINANCE****24/168/FPC Monthly Financial Matters Appendices 3a-h**

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

<b>Payee</b>	<b>Description</b>	<b>Amount</b>
SALARIES/HMRC/PENSION	Salaries, HMRC, Pension	£ 3,163.73
Vodafone	Clerk's Mobile	£ 22.10
NMVHA	Hall Hire	£ 30.00
DBC	Garage Rental	£ 70.07
Paybureau	Monthly Wages Fee	£ 22.56
Chess ICT	dd monthly fees for Cllr emails due (paid 28th monthly)	£ 43.20
MJ's Pave	library box & bleed kit install	£ 378.00
Viking	stationery	£ 77.27
PI company	final play inspection	£ 196.20
clerk expenses	hall booking for interviews	£ 62.50
<b>SUBTOTAL</b>		<b>£ 4,065.63</b>
<b>Payment made using Debit Card/Online or delegated</b>		
Impact supplies	bookmarks for world book day	£117.00
The defib pad	paediatric defib pads	£113.94
<b>TOTAL February payments</b>		<b>£4,296.57</b>
<b>please also note total income banked up to 31/01/2025</b>	as shown in the receipts and payments report	<b>£59,902.00</b>

- b. To confirm the bank signatories for the February payments
- c. To receive and approve the statutory receipts and payments report up to 31<sup>st</sup> January 2025
- d. To receive and approve the bank reconciliation up to 31<sup>st</sup> January 2025
- e. To note that the pension returns for February 2025 have been submitted
- f. To note that the precept demand has been submitted to DBC

**Resolved**, proposed Cllr Kennedy, seconded Cllr Briggs that items a-f be received, noted and approved as circulated, with Cllrs Kennedy and Berkley to sign off the bank payments for February. Unanimous decision. Bank accounts reconciled at **£109805.22**. Precept demand submitted as approved January 2025 £38897.

- g. To determine if NMPC wish the clerk to reinvest the £10000 on Lloyds 6-month deposit at expiry 10/4/2025

**Resolved**, proposed Cllr Kennedy, seconded Cllr Bayley that the clerk reinvest the funds at Lloyds upon expiry. Unanimous decision.

- h. To determine which Cllr will be added as signatory to the Lloyds and NatWest bank accounts following the recent Cllr resignation.

**Resolved**, proposed Cllr Kennedy, seconded Cllr Cobb that Cllr Maddern be added to the NatWest and Lloyds Bank accounts. Unanimous decision.

## **STATUTORY MATTERS**

### **24/169/FPC To consider the following policies for adoption by council (council to determine any amendments prior to adoption)**

- ICO Publication Scheme & schedule (annual review)
- Complaints Policy (annual review)
- Warden Risk Assessment (annual review)
- Scheme of Delegation (update to personnel terms of reference)

Cllr Kennedy raised items relating to the circulated policies. As the clerk had not received prior notice to enable investigation of these comments it was

**Resolved**, proposed Cllr Bayley, seconded Cllr Berkeley that this item be deferred until after the clerk has received and scrutinised the comments raised by Cllr Kennedy. Clerk asked council to note that they will be brought back to the March meeting. Unanimous decision.

20.48 it was **Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that a comfort break be taken. Meeting reconvened at 21.05

## **AGENDA REQUESTS FROM COUNCILLORS/WORKING GROUPS/COMMITTEES**

### **24/170/FPC The Denes Session Appendix 4 (if available)**

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

A verbal update was given.

### **24/171/FPC s106 Funds update -following clerk s106 Audit (Cllr Briggs)**

- To determine whether NMPC wish to take formal action in relation to s106 projects and funding within Nash Mills
- To determine if NMPC wish to formally request action in relation to Teal Way

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that the clerk write to PS at DBC Planning dept and also to the S106 Officer to formally request investigations of the legal agreements as follows.

- Crossing  
S106 funds held by DBC to provide a crossing across Belswains Lane (which was previously deemed unsuitable by HCC and moved to a proposed crossing across Bunkers Lane) be investigated further now that the play park is closing, and it be requested that a crossing at Red Lion Lane be investigated in its place to enable a safe route where the tow path crosses sides.
- Teal Way pathway  
That DBC be asked to investigate how the ownership of the land at Teal Way can be rectified to enable the maintenance of the pathway.
- History Board at Nash House  
That DBC investigate whether the legal agreement from the original planning matters can be brought to a resolution, with the possibility of it being re sited where the public will be able to see it and use it.

Unanimous decision.

**24/172/FPC Library Box & Bleed Kit Projects Appendix 5 (Cllr Briggs)**

- To receive an update on the current projects listed above
- To confirm that the World Book Day (WBD) event will be at 10am at The Denes Thursday 6<sup>th</sup> March 2025.
- To confirm the NMPC guest who will ‘cut the ribbon’.
- To determine any further actions (such as updates on the WBD event)
- To consider a donation of £100 to Nash Mills School as an incentive to improve literacy and to support local school children marking World Book Day (*outside of the NMPC grants and donation policy*)
- To approve additional expenditure as required.
- To adopt the risk assessment for the WBD event

**Resolved**, proposed Cllr Briggs, seconded Cllr Cobb that all items above be noted, confirmed and approved and that the donation to Nash Mills school be approved at £100 and that the paint can be purchased to paint the of the library box stand (cost approx £40). Unanimous decision.

**24/173/FPC VE DAY 80 Appendix 6 (Cllr Briggs)**

- To consider updates from Cllr Briggs and any additional actions or request for expenditure as required.  
[VE Day 80<sup>th</sup> Anniversary Guide to taking part](#)

A verbal update was given confirming that The Three Tuns will be hosting an event with a quiz night and supper tied into the VE Day 80<sup>th</sup> theme on 8<sup>th</sup> May 2025. This item to be placed onto the March agenda for any further decision making.

**24/174/FPC Verges Project Appendix 7 (Cllr Berkeley)**

- To note the current Verges 2025 Report submitted for February 2025 Agenda.
- To note that DBC have earmarked funds for ‘Parking Solutions’ within their budgets.
- To agree to instruct NMPC Clerk to follow up with DBC for the list of projects to see if any funds have been allocated for Nash Mills Verges.
- To agree to bring back to Council for discussion upon confirmation from DBC.

**Resolved**, proposed Cllr Berkeley, seconded Cllr Bayley that the clerk write to IR at DBC sharing the circulated report and asking for comment copying in Cllr Maddern as district councillor. Unanimous decision.

**24/175/FPC Community Engagement (Cllr Briggs)**

- To determine if NMPC wish to approach CPRE to host another community talk
- To determine a period to check dates for this event
- To determine potential topics for discussion

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC wish to host an event and that the clerk should investigate availability for Sept 2025, possibly with a CPRE talk to tie in with local planning issues. Unanimous decision.

- To determine if NMPC wish to participate in the Great British Spring Clean 21<sup>st</sup> March-6<sup>th</sup> April  
[Great British Spring Clean | Keep Britain Tidy](#)

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that NMPC should publicise this event via social media and a diary note be placed in the clerk diary to raise this in January 2026 for consideration for 2026. Unanimous decision.

**Please note these items will then be brought back to council to consider detail.**

- To determine if NMPC wish to invite the DBC SANG officer to attend a future NMPC meeting

**Resolved**, proposed Cllr Briggs, seconded Cllr Berkely that NMPC would like the DBC SANG officer to attend, and that the public should be advised once a date was set. Unanimous decision.

**24/176/FPC To review magazine production and delivery Appendix 8 (Cllr Cobb)**

- To determine whether NMPC wish to continue to provide a parish magazine and to determine how (if NMPC wish to continue) editions will be delivered.

**Resolved**, proposed Cllr Cobb, seconded Cllr Bayley that NMPC will continue with the magazine production with Cllrs delivering the issues. Unanimous decision.

**24/177/FPC To review the membership of all working groups and committees Appendix 9 (Clerk)**

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that the amendments as discussed in the meeting be approved and circulated to all. Updated spreadsheet will also be uploaded to the website. Unanimous decision.

**24/178/FPC Map Board Working Group Appendix 10 (Cllr Kennedy)**

- To note the contents of the report, and share any questions or additional requests for future working group meetings
- To determine the approx target date for completion of this project
- To determine the preferred size of the map to allow the artist to start work on the map
- To determine the preferred style and design of the display board in order to obtain final quotes
- To determine whether council wishes to request any changes to the compositions supplied by the artist

- To decide whether council has any preferences on which items should have primary focus in the map
- To decide level of detail for the following:
  - Are street names required on the 'zoomed in' section of the map?
  - Does council wish to have a short sentence under each 'postcard' image to describe the item?

**Resolved**, proposed Cllr Briggs, seconded Cllr Bayley that Cllr Cobb be moved to lead of this working group as she had been liaising directly with the artist and that the following actions be approved.

- That a target date of June 2025 be set for the final version to come back to council with installation to be ready for Summer 2025 to prevent this project taking too long to complete.
- That the working group take advice from the artist, but that A1 would be the preferred size of this board.
- That prominent street names and the warden be included
- That QR code usage be investigated further
- That the item comes back on the March agenda.

Clerk to introduce Cllr Cobb to the DBC Sang Officer.

Unanimous decision.

*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*

**24/179/FPC Staffing Matters (Cllr Berkeley)**

**Due to the nature of items being discussed at this agenda point council may resolve to move to exclude the public and press under Public Bodies (Admission to Meetings) Act 1960**

- To appoint a Chairman Personnel

**Resolved**, proposed Cllr Bayley, seconded Cllr Maddern that Cllr Michele Berkeley be appointed as Chairman Personnel.

- To consider the updates from the personnel working group and to determine any recommendations (contract/hours/terms)

A verbal update was given as interviews had taken place earlier that day. 4 Interviewees were seen.

- To appoint a new clerk and responsible financial officer (subject to applications received and satisfactory interview outcomes)

It was not appropriate to appoint at this time, references were being requested for the successful applicant. Unanimous

**24/180/FPC Action List Appendix 11 (for information only-no actions arising.)**

Meeting closed at 22.46

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**Chairman signature 10<sup>th</sup> March 2025**