

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

10th May 2016.

To Members of the Parish Council

The Annual Parish Council will be held at the above address on Monday 16<sup>th</sup> May 2016 at 7:30 pm when your presence is summoned for the purpose of transacting the business outlined below.

The press and public are welcome to attend the meeting.

Tim Perkins  
Clerk to the Council

### AGENDA

1. **Election of Chairman**  
To elect a Chairman of the Parish Council for the year 2016-2017.
2. **Declaration of Acceptance of Office by the Chairman**  
To receive the Declaration of Acceptance of Office from the new Chairman.
3. **New Member of the Parish Council**  
To confirm receipt of the Declaration of Acceptance of Office of Councillor Robin Powell, elected at the by-election in Leavesden ward.
4. **Apologies for Absence**  
To receive and accept apologies for absence.
5. **Public Participation**  
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
6. **Hertfordshire Police**  
To receive a report from the police (if present).
7. **Declarations of Interest**  
To receive any declarations of interest in items on the agenda.
8. **Election of Vice Chairman**  
To elect a Vice Chairman of the Parish Council for the year 2016-2017.
9. **Appointments to Other Bodies**  
To appoint members to serve on the following outside bodies.
  - Community Centre Management Committee (2)
  - Joint Committee of Parish Councils (1 + Chairman + Clerk)
  - Citizens Advice Bureau (1)
  - Abbots Langley History Society (1)
  - Three Rivers District Council Environmental Forum (3)
  - Parmiters Sports Centre (1)
  - YMCA Woodlands (2)
  - Abbots Langley Carnival Committee (1)

## Abbots Langley Parish Council

HAPTC (CIlr Sara Bedford serving until July 2018)  
Henderson Hall Managing Trustees - Councillor contact

### 10. Election of Committees

To confirm the membership of the following committees:

Planning & Highways  
Leisure  
Finance & Administration  
Staffing  
Review Panel

### 11. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

### 12. Subscriptions and Corporate Memberships

To consider the enclosed report.

### 13. Direct Debits & BACS

To approve by resolution the continuing use of direct debits and BACS for payments listed in the Clerk's report. (See Clerk's report item 1.)

### 14. List of Deeds and Property Records in the Custody of the Council & its Solicitors

To consider the enclosed reports.

### 15. To confirm the Minutes of the Parish Council Meeting Held on

14<sup>th</sup> March 2016.

### 16. Minutes for adoption

To adopt the following minutes and approve their publication on the Parish Council's website.

Planning & Highways Committee - 16th March, 6th & 27th April 2016.  
Leisure Committee - 20<sup>th</sup> April 2016.  
Finance & Administration Committee - 25th April 2016  
Staffing Committee - 27<sup>th</sup> April 2016.

### 17. Annual Parish Meeting 2015-2016

To note the draft minutes for the above meeting held on 3<sup>rd</sup> March 2016. (enclosed)

### 18. Matter Referred from Committees

Finance & Administration Committee (min. 424)  
To approve the refurbishment works in the Parish Council offices.

### 19. Annual Governance Statement 2015-2016

To approve by resolution the Annual Governance Statement. (Annual return p2. - Copy enclosed.)

### 20. Annual Statement of Accounts 2015-2016

To approve by resolution the Statement of Accounts. (Annual return p3. - Copy enclosed.)

### 21. Election Expenses

To consider the correspondence with Three Rivers District Council (enclosed) and instruct the Clerk on further actions.

### 22. Neighbourhood Plan Steering Group

To receive an update report from the Chairman of the above. (enclosed)

### 23. Past Chairman's Report

- i. The Chairman brings to members attention the minute 439 of the Staffing Committee held on 27<sup>th</sup> April in respect of the Clerk's role grading.
- ii. To receive and consider the Past Chairman's report.

### 24. District and County Council Member's Reports

To consider any reports submitted by members of the above authorities.

## Abbots Langley Parish Council

### **25. Clerk's Report**

To consider items in the Clerk's report not covered elsewhere on the agenda.

### **26. Monthly Statement of Accounts**

To consider the Monthly Statement of Accounts for March and April 2016 and approve their publication on the Parish Council website.

### **27. Exclusion of the Press and Public (Part II)**

As the following items will consider matters related to the negotiations of a contract into which the Parish Council may be entering a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.

### **28. Evergreen Football Club**

To consider if the Parish Council should enter into an agreement with The Football Foundation to secure grant funding for the above. (See Clerk's report PII, item 1 and correspondence from Evergreen FC and the Football Foundation, all enclosed.)

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**Abbots Langley Parish Council**  
**Clerk's Report - May 2016**

**1. Direct Debits & BACS**

Direct Debits

Affinity Water  
All Star (Vehicle fuel cards)  
British Gas  
BT  
Worldpay - Serviceline (Card payment terminals)  
Dayla (Drinks supplier)  
Information Commissioner (Data Protection registration)  
E.ON  
Scottish Power  
Southern Communications  
Virgin Media (Office Broadband)

BACS

Staff salaries  
HCC Pension Contributions  
HM Revenue & Customs (Income Tax, Employer and Staff NI contributions)

**2. Staffing Committee - 1<sup>st</sup> June 2016**

The committee decided to add four fixed meetings to the calendar rather than holding meetings "as required".

The first scheduled meeting on 1<sup>st</sup> June clashes with a NALC conference that it would be useful if I attended. When the committee is newly constituted would members give consideration to moving the 1<sup>st</sup> June meeting a week to the 8<sup>th</sup> or an alternate date convenient to members.

**3. HR Business Partner**

Sheela Popat will be our HR Business Partner, following the Staffing Committee's decision to move from Ellis Whittam to Watford & Three Rivers for HR and H&S support. Sheela attended the Staffing Committee in April and we are starting to put together a work plan which will be reviewed by the Staffing Committee in June.

**4. Watford Rural Parish Council**

Michele Fundrey has resigned as Clerk to the above. Gareth Williams (ex-PCSO and TRDC) has been appointed as Michele's replacement, effective 16<sup>th</sup> May 2016.

**5. St Lawrence Church Flower Festival**

As in previous years a donation of £50 has been made to the above to sponsor a display in the name of the PC.

The Flower Festival is part of ALFA and is being held on 8<sup>th</sup>-10<sup>th</sup> July.

**6. Small Grants Approved**

Abbots Langley Tough Ten (£250) - To support the cost of Red Cross attendance at this year's race.

**7. CAB in Three Rivers**

I have appended a copy of a letter received from the above to this report.

## Abbots Langley Parish Council

### Clerk's Report - May 2016

#### 8. Office Copies

Copies of the following are available in the office for member's reference.

WCHT Councillors News - March & April 2016

TfL Metropolitan Line Extension Update - March 2016

Came & Co. (Insurance) Council Matters - Spring 2016

HCC Money Advice Unit Adviser - April 2016

Chiltern Society eNews - April 2016

HCC Public Health eNews - April 2016

Visit Herts Newsletter - April 2016

Herts Independent Living Service (info) - May 2016

Local Council Review - Spring 2016

Herts Sports Partnership Newsletter - May 2016

Hertfordshire Year of Volunteering Newsletter - May

#### 9. Diary Dates

5<sup>th</sup> June (18:30) - Service and Reception for Queen's Birthday at St. Lawrence Church.

30<sup>th</sup> June (21:00) - Candlelit Vigil. Battle of the Somme Commemoration at St. Lawrence Church.

All members will be invited to both of the above. Further information to follow.

#### 10. Absence from Office

18<sup>th</sup> May - NALC Digital Councils (London)

1<sup>st</sup> June - NALC Devolution (London)

10<sup>th</sup> June - SLCC Leadership in Action (Stratford-upon-Avon)

Tim Perkins

Clerk to the Council

10th May 2016

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Abbots Langley Parish Council  
Clerk's Report - May 2016

**Citizens Advice Service in Three Rivers**  
**Abbots Langley CAB**

The Old Stables St Lawrence's Vicarage High Street  
Abbots Langley Herts WD5 0AS  
Telephone 01923 267949  
Fax 01923 266335



5 MAY 2016

Mr T Perkins  
Clerk to Abbots Langley Parish Council  
Council Offices  
Langley Road  
Abbots Langley  
Hertfordshire  
WD5 0EJ

3<sup>rd</sup> May 2016

Dear Tim

I am writing to thank Abbots Langley Parish Council for their grant of £2,000 to Abbots Langley CAB to fund a part-time caseworker there from April 2016 – March 2017, for the sole benefit of Abbots residents.

This is a role that goes beyond the time and knowledge remit of a generalist adviser, and simply would not exist without this funding. Last year the Abbots caseworker gained in excess of £65,000 in extra income for Abbots residents, thereby boosting the local economy

Please would you extend the CAB's thank to all members of Abbots parish council.

With best wishes,

Yours sincerely

A handwritten signature in black ink that reads 'Marion Seneschall'.

Marion Seneschall  
District Manager  
Citizens Advice Service in Three Rivers

[www.adviceguide.org.uk](http://www.adviceguide.org.uk)

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