

Abbots Langley Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 12th May 2014 at 7.30pm in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman:	Councillor Jane Lay
Vice Chairman:	Councillor Belinda Phipps
Councillors:	Councillor Sara Bedford Councillor Martin Brooks Councillor Jean Bowman Councillor Derryck Croker Councillor Jeff Hill Councillor Gloria Keaveny Councillor David Major Councillor Owen Roe Councillor Keith Williams
Officers:	Tim Perkins - Clerk to the Council Janet Pearce - Planning and Administration Officer

The meeting opened at 7:30pm.

Opening Chairman's Comments

The outgoing Chairman thanked all members of the Council for their support and also the Clerk and all other staff for their hard work.

1. Election of Chairman

It was proposed by Councillor Gloria Keaveny, seconded by Councillor Jeff Hill and **RESOLVED** that Councillor Jane Lay be elected Chairman for the municipal year 2014-2015.

No other nominations were forthcoming. All members present were in agreement.

Councillor Gloria Keaveny presented Councillor Jane Lay with the Chairman's Chain of Office.

2. Declaration of Acceptance of Office by the Chairman

The Declaration of Acceptance of Office as Chairman was read and signed by Councillor Jane Lay and signed by the Clerk as Proper Officer of the Council.

The Chairman thanked members for their support and the past Chairman for all her hard work.

3. Apologies for absence

Apologies were received, accepted and recorded from Councillors Brenda Kersey, Stephen Giles-Medhurst and John Wyatt (all unavailable).

4. Public Participation

No members of the public had expressed an interest in addressing the Parish Council.

5. Hertfordshire Police

Not present.

Sgt. Neil Canning had emailed the following points to the Clerk.

- Responsibility for Chorleywood and Sarratt will be handed back to Rickmansworth Safer Neighbourhood Team from 28th May 2014.
- Officers are aware of the damage to the canopy in School Mead. There are no current lines of enquiry, but it is hoped local publicity may encourage someone to come forward.

Abbots Langley Parish Council

6. Declarations of Interest

As members of Three Rivers District Council, Councillors Sara Bedford, Keith Williams and David Major declared non-personal, non-pecuniary interests in agenda item 27, Three Rivers District Council - Election Expenses.

7. Election of Vice-Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor Gloria Keaveny and **RESOLVED** that Councillor Belinda Phipps be elected Vice-Chairman for the municipal year 2014-2015.

There were no further nominations. All members present were in agreement.

8. Appointments to Other Bodies

It was proposed by Councillor Keith Williams, seconded by Councillor Jean Bowman and **RESOLVED** that the appointments to outside bodies as detailed below be made for the municipal year 2014-2015. All members present were in agreement.

Community Centre Management Committee - Councillors John Wyatt and Councillor Gloria Keaveny

Joint Committee of Parish Councils - Councillor Jane Lay, Councillor Sara Bedford and the Clerk

Citizens Advice Bureau - Councillor Owen Roe

Abbots Langley History Society - Councillor Jane Lay

Three Rivers District Council Environmental Forum - Councillor Gloria Keaveny.

Parmiter's School - Councillor Keith Williams

YMCA Woodlands - Councillor Jeff Hill and Councillor Stephen Giles-Medhurst.

Abbots Langley Carnival Committee - Councillor John Wyatt

HAPTC - Councillor Owen Roe (Previously nominated, serving until July 2015)

9. Election of Committees

It was proposed by Councillor Sara Bedford, seconded by Councillor Jean Bowman and **RESOLVED** that members be assigned to committees as detailed below.

All members present were in agreement.

Planning & Highways Committee	Councillor Jean Bowman Councillor Derryck Croker Councillor Gloria Keaveny Councillor Angela Laval Councillor David Major Councillor Owen Roe
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Leisure Committee	Councillor Sara Bedford Councillor Martin Brooks Councillor Gloria Keaveny Councillor Jane Lay Councillor John Wyatt
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Finance & Administration Committee	Councillor Jeff Hill Councillor Gloria Keaveny Councillor Brenda Kersey Councillor Jane Lay Councillor Owen Roe Councillor Keith Williams
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Staffing Committee	Councillor Sara Bedford Councillor Brenda Kersey Councillor Jane Lay
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Abbots Langley Parish Council

Review Panel

Councillor David Major
Councillor Belinda Phipps
Councillor Keith Williams
Councillor Jean Bowman
Councillor Martin Brooks
Councillor Derryck Croker
Councillor Stephen Giles-Medhurst
Councillor Brenda Kersey
Councillor Angela Laval

10. Election of Committee Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Jean Bowman and **RESOLVED** that committee chairman be appointed as detailed below. All members present were in agreement.

Planning & Highways Committee	Councillor David Major
Leisure Committee	Councillor John Wyatt
Finance & Administration Committee	Councillor Jeff Hill
Staffing Committee	Councillor Belinda Phipps
Review Panel	Councillor Stephen Giles-Medhurst

Election of committee Vice-Chairman will take place at the next relevant committee meeting.

11. Subscriptions and Corporate Memberships

Members noted the above.

12. Direct Debits

It was proposed by Councillor Sara Bedford, seconded by Councillor Owen Roe and **RESOLVED** that payment by variable direct debits and BACS was approved for the following.

Direct Debit

Affinity Water
British Gas
BT
Cardsave (Chip & PIN terminals)
Carlsberg
Dayla (Bar inventory supplier)
Information Commissioner (Data Protection registration)
E.ON
Scottish Power
Southern Communications
Southern Electric

BACS

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

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

Members noted the reports on property records and deeds and thanked Janet Pearce, Planning, Administration and Meetings Officer for all her hard work on the Land Registry first registrations.

Abbots Langley Parish Council

14. Minutes of the Meeting

It was proposed by Councillor Jeff Hill, seconded by Councillor Derryck Croker and **RESOLVED** that the minutes of the meeting held on 17th February and 10th March 2014, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

15. Minutes for Adoption

The following committee minutes were adopted, approved for publication on the Council's website and passed to the committees for resolution.

Leisure Committee - 16th April 2014

Finance & Administration Committee - 28th April 2014

Planning & Highways Committee - 19th March, 9th & 30th April 2014

16. Annual Parish Meeting 2013-2014

Members noted the draft minutes of the above, held on 5th March 2014, a copy of which will be posted on the Parish Council's website, pending approval at the next Annual Parish Meeting.

17. Calendar of Meetings

Members noted the date change of the Planning & Highways committee meeting originally scheduled for 14th May 2014.

The meeting has been moved to 21st May 2014, to avoid a clash with the Three Rivers District Council Planning Committee meeting, which has been rescheduled due to the District Council elections.

18. Cheque Signatories

It was proposed by Councillor Keith Williams, seconded by Councillor Jeff Hill and **RESOLVED** that the Clerk and Finance Officer be added to the Parish Council's bank mandate as cheque signatories for the purpose of business continuity, in the event of all current member signatories not being returned and also to allow access to internet banking for enquiry only.

The Clerk will redraft Financial Regulations for initial review by the Finance and Administration committee, the situations under which the Clerk and the Finance Officer will be permitted to sign cheques will be specified in the draft.

19. Youth Connexions - Bicycle Storage Manor Lodge

Permission for the cycle store as proposed was not agreed.

The Chairman and Chairman of the Leisure Committee were asked to meet with the Facilities Manager and Works Manger to review possible further location options, which were then to be referred to the Leisure Committee for consideration.

20. Neighbourhood Plan

It was proposed by Councillor Sara Bedford, seconded by Councillor Martin Brooks and **RESOLVED** that the Clerk should write to advise Three Rivers District Council to inform them of the Parish Council's intention to proceed with a Neighbourhood Plan, designating the whole of the parish as the plan area.

The Clerk was asked to present a one page report on costs and timescales to the next Parish Council meeting.

Abbots Langley Parish Council

21. Transferable Bus Tickets (Member submitted motion - Councillor Keith Williams)

Councillor Keith Williams introduced the motion and highlighted two examples of problems that had been brought to his attention due to the non-transferability of return bus tickets.

It was proposed by Councillor Keith Williams, seconded by Councillor Sara Bedford and **RESOLVED** that the Clerk should write to the Chief Executive of Hertfordshire County Council and the Department of Transport, requesting that they give urgent consideration to the introduction of transferable tickets across bus operators, either by means of obtaining agreement from all of the operators, or by a change in the law.

The Clerk was also asked to write to the Hertfordshire Association of Parish and Town Councils to understand if other local councils in the county have similar problems and to gain their support.

The Clerk was also asked to write to the Watford Food Bank to see if an outreach pick up point could be established in Abbots Langley.

22. Past Chairman's Report

The Chairman has attended the following events.

12th March	Spring Concert - Parmiters School
24th March	Monday Club (Thank you for Civic Award) - Community Centre
29th March	Abbots Langley Gardening Society Spring Show - Henderson Hall
5th April	Jigfest - Community Centre
25th April	Opening of "Quiet/Cooking" Room - Bedmond School
26th April	Three Rivers District Council Civic Dinner - York House
7th May	Summer Concert - Parmiters School
25th March	Three Rivers District Council Abbots Langley Local Area Forum - St Michael's Catholic High School
6th April	Emergency Services Open Day - Manor Lodge
7th April	Hertfordshire County Council Town and Parish Councils Conference - Stevenage
23rd April	Neighbourhood Plan Training - Abbots Langley Parish Council
29th April	Back to the Front Committee Meeting
9th May	Herts Sports Partnership Sport and Physical Activity Conference - Hatfield

23. District and County Council Members Report

County and District Councillor Sara Bedford

- Reminded members that "all up" elections for Three Rivers District Council were taking place on the 22nd May 2014. When the new council was formed it will be returning to committee governance rather than the current cabinet arrangement.
- Progress is being made on the provision of "10-3 Clubs". The contracted provider has been changed from Age UK to Watford & Three Rivers Trust. The Clerk advised that discussions on the use of the Manor House were ongoing with the new provider, staff had undertaken a site visit, but as yet no booking had been confirmed. Officers were aware that car parking and building access would have to be managed if the booking was confirmed as many of the service users had mobility difficulties.
- A proposed further cut in the subsidy to bus services of £700k was being proposed. This has been stayed pending a decision on which services will be cut.

Abbots Langley Parish Council

- New Locality Grant applications had been received and approved for:
Watford Back to Cycling
Divine Saviour Catholic Primary School
Bedmond Village Primary and Nursery School

District Councillor Keith Williams

- Thanked members of the Planning & Highways Committee for requesting an issues report from Three Rivers District Council on the proposed redevelopment of the Boundary Way estate.
- The extended closures of the Hemel Hempstead to Euston railway line over the summer period is being rescheduled. Weekend closures will now take place.

24. Clerk's Report

Members noted:

- Donation from the Village Moonlighters to the defibrillator project. The Clerk advised members that it was expected orders would be placed for the first two units imminently, these would be installed on Henderson Hall and the Manor House. It was requested that provision be made in the budget for maintenance of the units.
- Residents queries. The Clerk was asked to circulate the info@abbotslangley-pc.gov.uk email address to all members.
- Office Copies
- Diary dates
- Absence from Office

25. Monthly Statement of Accounts

It was proposed by Councillor Derryck Croker and seconded by Councillor Sara Bedford and **RESOLVED** that the Statement of Accounts for March & April 2014 as notified to the Council be approved and published on the Parish Council's website.

26. Exclusion of the Press and Public (Part II)

It was proposed by Councillor Jane Lay and seconded by Councillor Sara Bedford and **RESOLVED** that as the following matters related to the terms of a contracts into which the Parish Council may be entering and the early stages of a dispute, the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 & 102.

Members noted the Clerk's report and asked that the Clerk continues to work to bring this matter to an early conclusion.

27. Three Rivers District Council Election Expenses

The Clerk advised members that he would write to Three Rivers District Council to advise that no further consideration will be given to this matter until the financial breakdown of costs had been received.

28. Abbots Langley Bowls Club

Members noted the Clerk's report and asked that he continue to see this through to an early completion.

The meeting closed at 8.52 pm.

Abbots Langley Parish Council

Signed: _____

Dated: _____