

Abbots Langley Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 16th May 2016 at 7.30 pm in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Chairman: Councillor Alex Michaels
Vice-Chairman: Councillor Liz Burns
Councillors: Councillor Sara Bedford
Councillor Jean Bowman
Councillor Lyn Ferguson
Councillor Jane Lay
Councillor Stephen Giles-Medhurst
Councillor David Major
Councillor Robin Powell
Councillor Leslie Proctor
Councillor Owen Roe
Councillor Hitesh Tailor
Councillor Alison Ward
Councillor John Wyatt

Officers: Tim Perkins - Clerk to the Council
Janet Pearce - Planning and Meetings Officer

Police: Sergeant Barry Eldridge 1578 (part of meeting)

The meeting opened at 7:30 pm.

1. Election of Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Jean Bowman and **RESOLVED** that Councillor Alex Michaels be elected Chairman for the municipal year 2016-2017.

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

Past Chairman Councillor Stephen Giles-Medhurst presented Councillor Alex Michaels 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 Alex Michaels and countersigned by the Clerk as the Proper Officer of the Council.

3. New Member of the Parish Council

Members welcomed Councillor Robin Powell who had been elected to the Parish Council at a by-election held in Leavesden Ward on 5th May 2016.

The Clerk confirmed that Councillor Robin Powell's Declaration of Acceptance of Office had been submitted and countersigned by the Clerk as the Proper Officer of the Council.

4. Apologies for Absence

Apologies were received, accepted and recorded from Councillor Brenda Kersey (unavailable).

5. Public Participation

None.

Abbots Langley Parish Council

6. Hertfordshire Police

Sgt. Barry Eldridge reported on comparative recorded crime statistics, comparative to last year. Members were reminded that Abbots Langley generally reports very low levels of crime.

Reported dwelling burglaries were down by six compared to the previous calendar year and criminal damage down by twenty one reports. Theft from vehicles up slightly, seventy five reported offences.

Possession of drugs offences were also up, but this was as a result of targeting and intelligence led operations.

Reports of Anti-Social Behaviour are running at about the same level. The targeting of Anti-Social Behaviour in the School Mead area is being reduced, as repeat offenders are being monitored.

Priority is currently being given to speeding offences, Boundary Way, Tibbs Hill Road and Bedmond Road have all being subject to speed checks, along with other local speeding "hot spots". The recently introduced Public Space Protection Orders, which control offences related to dogs on the open spaces, are also receiving priority.

Some progress has been made in addressing obstructive parking on the pavement, but this is still an issue in some areas. Attention is being given.

7. Declarations of Interest

Councillors Stephen Giles-Medhurst, Sara Bedford, Leslie Proctor and David Major as members of Three Rivers District Council declared an interest in agenda item 21 (min. 21), Election Expenses.

8. Election of Vice Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Stephen Giles-Medhurst and **RESOLVED** that Councillor Liz Burns be elected Vice-Chairman for the municipal year 2016-2017.

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

9. Appointments to Other Bodies

To appoint members to serve on the following outside bodies.

Community Centre Management Committee - Councillors John Wyatt and Lyn Ferguson

Joint Committee of Parish Councils - Chairman, Leader and Clerk

Abbots Langley History Society - Councillor Jane Lay

Three Rivers District Council Environmental Forum - Councillor Liz Burns with Councillor Jane Lay as substitute

Parmiter's School Sports Centre - Councillor David Major

YMCA Woodlands - Councillor Robin Powell and Councillor Stephen Giles-Medhurst

Abbots Langley Carnival Committee - Councillor Jane Lay with Councillor John Wyatt as substitute.

Hertfordshire Association of Parish and Town Councils - Councillor Sara Bedford serving until July 2018.

Henderson Hall, Managing Trustees Contact - Councillor Alex Michaels

10. Election of Committees

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that members be assigned to committees as detailed below:

Planning & Highways Committee (5)	Councillor Jean Bowman
	Councillor Liz Burns
	Councillor David Major
	Councillor Leslie Proctor

Abbots Langley Parish Council

Leisure Committee (6)	Councillor Owen Roe Councillor Sara Bedford Councillor Jane Lay Councillor Robin Powell Councillor Hitesh Tailor Councillor Alison Ward Councillor John Wyatt
Finance & Admin. Committee (6)	Councillor Sara Bedford Councillor Lyn Ferguson Councillor Brenda Kersey Councillor Jane Lay Councillor Alex Michaels Councillor Hitesh Tailor
Staffing Committee (6)	Councillor Stephen Giles-Medhurst Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor Alex Michaels Councillor Owen Roe
Review Panel (15)	All Members of the Parish Council

If a Review Panel meeting is required the Chairman and Leader will nominate six members, who have not been involved in the matter under consideration, to serve on the committee, the quorum of three remains unchanged.

Members were reminded that they can attend any committee meetings, including those on which they are not nominated to serve. They can take part in the meeting but will not have a vote.

11. Election of Committee Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Liz Burns and **RESOLVED** that committee chairman be appointed as detailed below.

Planning & Highways	Councillor David Major
Leisure	Councillor John Wyatt
Finance & Administration	Councillor Brenda Kersey
Staffing	Councillor Stephen Giles-Medhurst
Review Panel	Leader of the Council

12. Subscriptions and Corporate Memberships

Members noted the above report.

13. Direct Debits & BACS

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that payment by variable Direct Debits and BACS was approved for the following.

Direct Debits

- Affinity Water
- All Star (Vehicle fuel cards)
- British Gas
- BT
- Worldpay - Serviceline (Card payment terminals)
- Dayla (Drinks supplier)

Abbots Langley Parish Council

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)

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

Members noted the above reports.

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

It was proposed by Councillor Liz Burns, seconded by Councillor Jean Bowman and **RESOLVED** that the minutes of the meeting held on 14th March 2016, 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.

16. Minutes for adoption

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

Planning & Highways Committee - 16th March, 6th & 27th April 2016.

Leisure Committee - 20th April 2016.

Finance & Administration Committee - 25th April 2016

Staffing Committee - 27th April 2016.

17. Annual Parish Meeting 2015-2016

Members noted the draft minutes of the above, held on 3rd March 2016, a copy of which will be posted on the Parish Council's website, pending approval at the next Annual Parish Meeting.

18. Matter Referred from Committees

Finance & Administration Committee (min. 424).

It was proposed by Councillor Jane Lay, seconded by Councillor Hitesh Tailor and **RESOLVED** that the office refurbishment be approved as detailed in the above minute.

Officers were asked to look at the cost of improving the levels of insulation in the void above the main office area.

19. Annual Governance Statement 2015-2016

It was proposed by Councillor John Wyatt, seconded by Councillor Jane Lay and **RESOLVED** that the Annual Governance Statement for 2015-2016 be approved.

20. Annual Statement of Accounts 2015-2016

It was proposed by Councillor Jane Lay, seconded by Councillor Liz Burns and **RESOLVED** that the Annual Statement of Accounts for 2015-2016 be approved.

Abbots Langley Parish Council

21. Election Expenses

Members of Three Rivers District Council who had previously declared an interest in this item withdrew from the meeting.

Members noted the letter from Three Rivers District Council dated 4th April 2016.

It was proposed by Councillor John Wyatt and seconded by Councillor Lyn Ferguson and **RESOLVED** that the Clerk should write to Three Rivers District Council and restate the Parish Council's offer outlined in its letter of 15th March 2016.

22. Neighbourhood Plan Steering Group

Members noted the above report and commended it for being concise and succinct.

23. Past Chairman's Report

- i. Members noted minute 439 (2015-2016) from the Staffing Committee in relation to the Clerk's role grading.
- ii. The Past Chairman thanked members for their support over the past year and officers and staff for their efforts in particular the Christmas Carols and Chairman's Reception which raised in excess of £1,500 for the Chairman's nominated charity The Peace Hospice.
- iii. The Chairman attended the following events.
 - 18th March - Chairman's Reception, Manor House
 - 24th April - St George's Day Parade, St. Lawrence Church
 - 13th May - 1st Abbots Langley Scouts Presentation Evening, Scout Hall Langley Road

24. District and County Council Member's Reports

The Chairman asked that members reporting under this agenda item submit the topics they are going to be addressing to the Chairman and Clerk forty eight hours prior to the meeting.

County Councillor Sara Bedford

Funds from the developers of the Leavesden Aerodrome site for a new school in the area are being used to fund thirty additional senior school places in Rickmansworth. Discussions are on-going with the County Council. Efforts to "ring fence" these places for students from the WD5 and WD25 areas are so far not meeting with any success.

County Councillor Stephen Giles-Medhurst

Councillor Ann Shaw has stood down as Leader of Three Rivers District Council. Her successor will be nominated at a meeting on the 17th May 2016. Councillor Sara Bedford is standing for the role.

Leavesden Green JMI School is being expanded to two form entry.

Parking and traffic management controls in High Elms Lane, in the vicinity of St. Michael's Catholic High School and the West Herts Crematorium, are still under review with Hertfordshire County Council. Progress is slow.

A planning application from the YMCA has been submitted to Three Rivers District Council to convert the old arts block at the Leavesden Country Park site into a community building and cafe. Discussions are on-going on the hours of operation.

25. Clerk's Report

Members noted:

- Staffing Committee - 1st June 2016. To be rescheduled to 8th June 2016.
- HR Business Partner
- Watford Rural Parish Council
- St Lawrence Church Flower Festival

Abbots Langley Parish Council

- Small Grants Approved
- CAB in Three Rivers
- Office Copies
- Diary Dates
- Absence from Office

26. Monthly Statement of Accounts

It was proposed by Councillor Lynn Ferguson and seconded by Councillor John Wyatt and **RESOLVED** that the Statement of Accounts for March & April 2016 as notified to the Council be approved and published on the Parish Council's website.

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

It was proposed by Councillor Jane Lay and seconded by Councillor John Wyatt and **RESOLVED** that as the following matters related to the terms and conditions of contracts into which the Parish Council may be entering, 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.

28. Evergreen Football Club

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor John Wyatt and **RESOLVED** that the Parish Council was not in a position to act as joint signatory to the grant agreement between Evergreen Football Club and the Football Foundation.

The Clerk, Councillor Sara Bedford and committee Chairman will meet to consider how this matter can be resolved. Members understood time was of the essence as the Football Foundation grant was time limited and they were pressing for completion of the agreements.

The meeting closed at 8.52 pm.

Signed: _____

Dated: _____