

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

8th September 2015.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 14th September 2015 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. **Apologies for Absence**
To receive and accept apologies for absence.
2. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
3. **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.
4. **Hertfordshire Police**
To receive a report from the Police (if present).
5. **To confirm the Minutes of the Meeting held on 29th June 2015.**
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 1st July, 22nd July, 12th August & 2nd September.
 - Finance & Administration Committee - 27th July 2015.
 - Leisure Committee - 15th July & 26th August 2015.
7. **Matters Referred from Committees**
 - i. **Finance & Administration Committee**
 - Internal Audit Report (Final Update) 2014-2015 (min 116i)**
Members are asked to formally note the committee's review of the final Internal Audit for 2014-2105 and that no significant items were raised by the auditors.
 - CCLA (Churches, Charities and Local Authorities) Deposit Account (min. 123)**
To approve by resolution, as recommended by the committee, the opening of a Public Sector Deposit Fund Account with the above.
 - ii. **Leisure Committee**
 - Evergreen Football Club (min. 85)**
To approve by resolution, as recommended by the committee, the plans for the refurbishment of the pavilion at the above. (See Clerk's report item 1.)

Abbots Langley Parish Council

Flag Flying (min. 87)

The committee has asked the Parish Council to review the current arrangements for Flag Flying on the principal parish flag pole in the Millennium Gardens. (See Clerk's report item 2.)

iii. Staffing Committee

Staffing Committee Terms of Reference (min. 99)

The committee have requested that the Parish Council approves an amendment to the committee Terms of Reference granting the committee delegated authority on all matters related to staff salaries and benefits.

8. Wreath Laying

To consider the arrangements for wreath laying on Battle of Britain and Remembrance Sunday. (see Clerk's report item 3.)

9. Henderson Hall - New Managing Trustees

To consider the appointment of two Managing Trustees for Henderson Hall. (See Clerk's report appendix 1a.)

10. Neighbourhood Plan Steering Group

To consider the list of volunteers that have come forward to serve on the above. (See Clerk's report appendix 1b.)

11. District and County Council Member's Reports

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

12. Chairman's Report

To consider the Chairman's report.

13. Clerk's Report

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

14. Monthly Statement of Accounts

To consider the monthly statement of accounts for June, July & August 2015 and approve their publication on the Parish Council website.

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

As the following items will consider the terms and conditions of employees of the Parish Council 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.

16. Matters Referred from Committees

iv. Staffing Committee (min. 99)

To approve by resolution, as recommended by the committee, the payment of the revised Living Wage to staff currently in receipt of the supplement. (See Clerk's report (PII) item 1.)

17. Henderson Hall - Managing Trustees Lease

To agree by resolution the lease submitted by the Managing Trustees of Henderson Hall in favour of The Henderson Hub and to grant delegated authority to the Clerk to make minor corrections and updates based on advice from the Parish Council's solicitors. (See Clerk's report (PII) item 2.)

Abbots Langley Parish Council
Clerk's Report - September 2015

1. Evergreen Football Club

The plans for the refurbishment of the pavilion were circulated to all members for the 15th July 2015 Leisure Committee. The external changes to the building were limited, a new front entrance area, improved external cladding and the addition of a secure compound for bar supplies and recycling storage.

Committee members approved the plans and recommend them to the Parish Council for approval ^[1].

Consideration of the plans was delayed by the changes to meetings due to the postponed election, so in practice by the time of the Parish Council meeting the planning permission related to these plans may well have been approved by Three Rivers District Council (15/1283/FUL).

[1] This was subject to me writing to the club Chairman and pointing out the lease condition about sub-letting and also to advise that permission for the use of the kiosk at the club was granted on a twelve month basis and was conditional on levels of litter and waste being managed by the club. This has been done.

2. Flag Flying

We currently follow the DCLG guidelines for flag flying on the Millennium Gardens flag pole.

This year we have added the days servicemen from WW1 have fallen (with a Tweet same day). In addition we fly flags for the carnival, Armed Forces Day and notified national days, such as the day designated in memory of those that died in the Tunisian Beach Terrorist Attack (half mast).

Attached is the schedule for H2 this calendar year, the Leisure Committee asked that the Parish Council should consider if these arrangements are still appropriate.

The DCLG schedule for 2016 is awaiting publication.

3. Wreath Laying

To confirm members allocated to the various ceremonies around the parish.

Battle of Britain Sunday (20th September)

Chairman - St. Paul's Langleybury

Clerk to arrange - Airfield Memorial Warner Bros. (Probably no formal ceremony)

Remembrance Sunday (8th Nov)

Chairman - St. Lawrence Church

Volunteer member - St. Paul's Langleybury

Bedmond ward member - The Church of the Ascension, Bedmond

Volunteer member - Dale Court, Leavesden High Road

Clerk to arrange - Airfield Memorial Warner Bros. (Small ceremony will probably be arranged during week prior. Warner Bros. will advise the Clerk. Maybe Chairman to attend.)

4. HCC Mobile Library Service

The above is being withdrawn at the end of October 2015. Parts of the parish were on the regular rounds (twice monthly usually) for the mobile library.

Arrangements are being made to introduce a User Managed Community Book Swap Scheme which could be hosted in a community venue, shop, pub or similar public access building.

Whilst there is still the library in the High Street for residents central to the parish the book swap scheme maybe appropriate for outlying areas. I have some initial information if members are interested for their wards.

Abbots Langley Parish Council
Clerk's Report - September 2015

5. Abbots Langley Safer Neighbourhoods Team

Sgt. Canning and his team are planning a "Safer Streets Campaign" on Sunday 18th October and 29th November.

"It will be a 1030 start finish around 1500hrs. Will involve a bit of door knocking, getting people signed up to Owl and giving some crime prevention advice. Also, seeing if there are any local concerns."

If any members are interested in assisting pls. let Sgt. Canning know. The initial area to be covered is the new estates on the Leavesden Aerodrome site, other areas to be advised.

6. Christmas & New Year Working 2015-2016

Following are the proposed working hours.

24 th December (Thu)	Office open 09:30-12:00
25 th /28 th /29 th December (Fri/Mon/Tue)	Office closed
30 th December (Wed)	Office open 09:30-12:30
31 st December (Thu) & 1 st January (Fri)	Office closed
4 th January 2015 (Mon)	Back to normal hours

7. Office Copies

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

WCHT Councillors News - July & August 2015

WCHT Gateway Magazine (residents) - Summer 2015

HCC CommunityBook Swap Scheme - August 2015 (see above para. 4 - HCC Mobile Library Service.)

Watford & Three Rivers Trust Update - August 2015

8. Diary Dates

.

9. Absence from Office

16th September - SLCC Branch Meeting, Kimpton (PM), Defibrillator Presentation
Wheathampstead PC (eve.)

Tim Perkins

Clerk to the Council
8th September 2015