

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

5th January 2016.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 11th January 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. **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**
9th November 2015.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 4th & 25th November, 7th & 22nd December 2015.
 - Finance & Administration Committee - 23rd November & 21st December 2015
 - Leisure Committee - 16th December 2015.
7. **Bank Mandate**
To approve by resolution the addition of Councillor Hitesh Tailor to the bank mandate as an approved signatory. (F&A min. 249 refers.)
8. **Fees & Charges 2016-2017**
To approve the Halls, Open Spaces and Sports Facilities charges as proposed by the Leisure Committee (min. 279). (enclosed)
9. **Budget & Precept 2016-2017**
 - a. To approve the budget for the financial year 2016-2017.
 - b. To set the precept for 2016-2017.Both of the above as proposed by the Finance & Administration Committee (min. 286). (enclosed)

Abbots Langley Parish Council

10. Annual Report 2015-2016

To approve the Annual Report and grant delegated authority to the Clerk to make any minor corrections and updates as required. (to follow)

11. Henderson Hall - Managing Trustees Grant Application

To consider the above. (Application circulated previously, updated cashflow forecast enclosed.)

12. Election Expenses

To consider the Clerk's report. (See Clerk's report item 1.)

13. Abbots Langley Bowls Club

To consider the report from the Clerk following the completion of the dilapidations. (See Clerk's report item 2.)

14. District and County Council Member's Reports

To consider any reports submitted by members of the above authorities. (See Clerk's report item 3.)

15. Chairman's Report

To consider the Chairman's report.

16. Clerk's Report

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

17. Monthly Statement of Accounts

To consider the monthly statement of accounts for November & December 2015 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council
Clerk's Report - January 2016

1. Election Expenses - Three Rivers District Council

Members are referred to min. 236 from the November Parish Council meeting. A copy of which was sent to Three Rivers District Council the day following the meeting. I understand that this was circulated to senior officers at the authority.

Nothing further was heard until a few days before Christmas when I received a call asking if we would be paying the reduced invoices.

I advised that as the minute was clear in terms of the Parish Council's requirements. As these had yet to be met and no further communication had been received, the invoices would remain unpaid.

It is understood that the new Elections Manager, referred to on my addendum report to the November Parish Council meeting, only lasted a few days.

I understand work is in hand to produce the invoices for the May and June 2015 elections.

(Update: Just about to print this report I received a call from one of the senior Finance Managers at Three Rivers to advise they have some initial costs for the May & June 2015 elections. These need to be verified, but they hope to be in a position to update me prior to the PC meeting.)

2. Abbots Langley Bowls Club

We have finally got to the end of the lease process, the dilapidations being fully signed off by the club in December.

The budget set for dilapidations was £5,000. The final spend was £4,899 (no creative accounting needed, promise!).

We booked an accrual for this in the last financial year which will now be released, meaning this spend will not show on the budget monitoring report. It effectively was funded from the 2014-2015 financial year.

Once the dilapidations were signed off I wrote to the club to confirm the following.

- Agreed the dilapidations were signed off and now closed by both sides. A contribution of £250 towards fencing costs was agreed as part of the negotiations, a cheque has been raised to cover. (£250 included in the £4,899 above.)
- That the Parish Council will cease maintenance of the green on 30th September 2016, but will respond to a competitive tender if invited.
- The Parish Council has a number of items of equipment that it uses to maintain the green. These will be listed in the New Year and the club advised of the equipment that will be withdrawn when the maintenance ceases.
- As requested at a previous meeting, I have advised the club of the benefits of taking out trustee indemnity insurance. ^[1]

^[1] *The club has subsequently confirmed that they have trustee indemnity insurance in place.*

3. District and County Council Member's Reports

Just a reminder to members reporting under the above agenda item.

To assist in the recording of the minutes it would be very helpful if the headings of the items to be raised under this agenda item could be advised to the Clerk in advance.

4. Post Office Closure for Refurbishment

The Post Office in the High Street will close for refurbishment on Monday 11th January at 17:30 and will reopen on Monday 25th January at 13:00.

Opening hours will be extended after the refurbishment.

Further details are in a letter from the Post Office emailed to members on 15th December 2015.

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5. Community Infrastructure Levy

Follows a reminder from my November report. Please advise if you would like to attend.

"Three Rivers District Council are holding a meeting for Parish Councils that are expected to benefit from the above in FY 2016-2017. Currently that is Chorleywood PC and ourselves.

Topics covered will be how much we are expected to receive from the levy, when it will be paid and on what it can be spent. CIL cannot just go into the budget general fund.

The meeting is being held on Tuesday 16th February 2016 10:00 @ Chorleywood PC. Janet Pearce and I will be attending."

6. Office Copies

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

HCC Consumer News - December 2015

HCC Public Health News - November & December 2015

HCC Money Advice Unit Newsletter - December 2015

Local Council Review - Winter 2015 (Picture of your very own Clerk on p.29)

WCHT - Councillor's News - November & December 2015
(inc. Councillor Enquiries Feedback Protocol)

7. Diary Dates

22nd January - Breakspeare School, Tough Ten Presentation Evening (20:00), all members invited, please let Alison Warner know if you are planning on attending (01923 677051).

8. Absence from Office

11/01 Out of office (PM only) back for PC in the evening

13/01 Out of office (tbc)

15/01 SLCC Branch Christmas Lunch - St Albans (PM only)

18/01 HCC Health & Wellbeing Meeting - Watford (PM only)

Tim Perkins

Clerk to the Council

5th January 2016

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