

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

6th September 2016.

To Members of the Parish Council

The next meeting of the Parish Council will be held at The Manor House, Gallows Hill Lane, Abbots Langley, WD5 0DD on Monday 12th September 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 11th July 2016.**
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee -20th July, 10th and 31st August 2016.
 - Finance & Administration Committee - 25th July 2016.
 - Leisure Committee - 24th August 2016.
7. **Matters Referred from Committees**
 - Finance & Administration Committee**
 - Internal Audit Report (Final Update) 2015-2016 (min 116i)**
 - Members are asked to formally note the committee's review of the final Internal Audit for 2015-2106 and that no significant items were raised by the auditors.
8. **Wreath Laying**
To confirm members allocated to the various ceremonies around the parish. (See Clerk's report item 1.)
9. **Community Infrastructure Levy (CIL)**
To consider the report from the Clerk. (See Clerk's report item 2.)

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10. Neighbourhood Plan Steering Group Report

To note the report from the Chairman of the above. (enclosed)

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 July & August 2016 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council
Clerk's Report - September 2016

1. Wreath Laying

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

Battle of Britain Sunday (18th September)

Chairman - St. Paul's Langleybury

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

Remembrance Sunday (13th November)

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.)

2. Community Infrastructure Levy (CIL)

CIL is the replacement for the old Section 106 "Developer Contributions". The difference with CIL is that 15% is automatically paid to Parish Councils by the District Council that collects the levy. 25% is paid to local councils that have a Neighbourhood Plan in place.

Attached to this report as appendix 1 are details of the CIL the Parish Council will be receiving over the next two years. This will be updated as any new developments that attract CIL are approved.

The rules around what CIL can be spent on are fairly straightforward, in the simplest terms it has to be used on "capital" works, rather than "revenue". So it cannot just be ploughed into the budget to be spent on routine expenditure.

Attached as appendix 2 is a paper from another authority that gives a pretty good summary of CIL.

As the report details, over the next two financial years the Parish Council will receive £133,688 of CIL income that can be spent on capital projects. Add to this the Capital Reserve of £85,000 from the sale of The Old Fire Station, which also has to be spent on capital works, there is a significant budget available for capital projects.

Members need to consider how they want to utilise these funds.

The accounting treatment of CIL income, reserves and expenditure is important. Officers will update the next F&A committee on the actions that have been taken.

3. Small Grants

- i. £250 has been awarded to the AL Transition Town Association to contribute to the costs of the Applefest, which is being held on 16th October at School Mead.
- ii. £250 has been awarded to the Herts and Middlesex Wildlife Trust to contribute to the cost of installing an entrance sign at the Longspring Nature Reserve in Toms Lane.

4. Public Liability Insurance

A question about the extent of the public liability cover for volunteers was raised at the Leisure Committee and also from the Neighbourhood Plan Steering Group, in terms of the communications events they were attending with a stall and displays.

Members may be interested in the following clarification received from our insurers. I was aware the Employer's Liability was extended to volunteers, but not the full Public Liability.

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"Volunteers, Councillors and employees undertaking activities on behalf of the Parish Council are covered automatically by the Aviva Policy we arrange for the Parish Council under the Employers' and Public Liability sections where a £10 million limit of indemnity applies under both sections.

If aged over 16 and under 85 they are also covered by the Personal Accident section where there is a sum payable of £50,000 in the event of an accident causing death, loss or limbs or sight or permanent total disablement. A £200 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.

In order to reduce the likelihood of injury or damage arising we recommend that a risk assessment of any proposed tasks is completed in writing and kept on your records. The Parish Council should ensure the participants are competent to carry out the work they are offering to undertake and, for the more manual duties, have access to the correct tools as well as suitable clothing/protective equipment."

(Ref: Came&Co. KF email 08/07/2016)

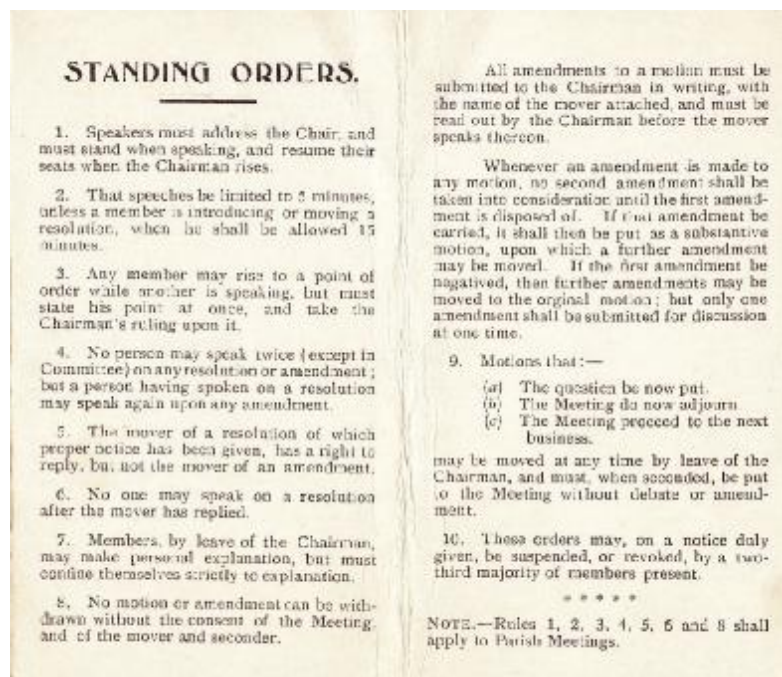
5. Christmas & New Year Working 2016-2017

Following are the proposed working hours.

23 rd December (Fri)	Office open 09:30-14:00 (Close @ 14:00)
26 th /27 th /28 th December (Mon/Tue/Wed)	Office closed
29 th December (Thu)	Office open 09:30-12:30
30 th December (Fri) & 2 nd January (Mon)	Office closed
3 rd January 2017 (Tue)	Back to normal hours

6. Standing Orders - 1928

Found when we were clearing out the office for the refurbishment. Standing orders were a lot simpler back in those days.



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7. Office Copies

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

NALC LCR Magazine - Summer 2016.

HCC Public Health eNews - July 2016

HCC Year of Volunteering Newsletter - August 2016

Chorleywood Community Plan brochure - July 2016

8. Diary Dates

16th October - ALTTA Applefest, School Mead (as above, small grant, further timings to follow).

Tim Perkins

Clerk to the Council

6th September 2016

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