

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

8th November 2016.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 14<sup>th</sup> November 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**  
12<sup>th</sup> September 2016.
6. **Minutes for adoption**  
To adopt the following minutes and approve publication on the Parish Council's website.
  - Planning & Highways Committee - 21<sup>st</sup> September, 12<sup>th</sup> October & 2<sup>nd</sup> November 2016
  - Leisure Committee - 19<sup>th</sup> October 2016
  - Finance & Administration Committee - 24<sup>th</sup> October 2016
7. **Committee Membership**  
To add Councillor Liz Burns to the membership of the Staffing Committee.  
To consider the request from the Planning and Highways Committee for at least one additional member. (min. 221)
8. **Internal Audit 2016-2017 & External Audit 2015-2016**  
To consider the reviews carried out by the Finance & Administration Committee (see mins. 203, 204 & Clerk's report item 1.)
9. **Financial and Business Risk Assessment**  
To consider the review carried out by the Finance & Administration Committee (see min. 117 & Clerk's report item 1.)

## Abbots Langley Parish Council

**10. Budget 2017-2018**

To consider the latest revision of the above. (See Clerk's report item 2 & budget book enclosed.)

**11. Draft Calendar of Meetings 2017-2018**

To consider the above. (enclosed)

**12. Henderson Hall Managing Trustees**

To note the Clerk's report. (See Clerk's report item 3.)

**13. BT Public Call Box Consultation**

To consider if the Parish Council wants to make a response to the above. (See enclosed consultation and Clerk's report item 4.)

**14. Hertfordshire County Council Bus Subsidies**

To consider the report to members from HCC and the request for subsidies. (See report from HCC enclosed.)

**15. Neighbourhood Plan Steering Group Report**

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

**16. District and County Council Member's Reports**

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

**17. Chairman's Report**

To consider the Chairman's report.

**18. Clerk's Report**

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

**19. Monthly Statement of Accounts**

To consider the monthly statement of accounts for September & October 2016 and approve their publication on the Parish Council website.

**Abbots Langley Parish Council**  
**Clerk's Report - November 2016**

**1. Internal Audit 2016-2017 & External Audit 2015-2016**

**Financial and Business Risk Assessment**

Internal and External Audit matters and review of the Financial and Business Risk has been delegated by the Parish Council to the Finance & Administration Committee.

BDO dinged us on the 2015-2016 External Audit as there was not a formal minute that the Parish Council had reviewed both of these matters.

These agenda items bring these items to member's attention and the respective committee minutes detail the diligent reviews carried out by F&A.

**2. Budget 2017-2018**

Work on the budget has been is on-going. The F&A and Leisure Committees have both reviewed the headings which fall under their responsibility and input from the committee has been included in the budget. They will undertake a further review before the budget is presented to the Parish Council.

Planning and Highways Committee have reviewed their headings and will confirm decisions at their next meeting, the expenditure of this committee is unlikely to have a significant impact on the overall budget.

The purpose of the review at this meeting is for members to consider the "bigger picture" and to advise the Clerk of any significant expenditure that has not yet been considered and also to give some initial thought any changes that may be required in the precept.

Line by line detail is more appropriately discussed in committees, but clearly points of detail can be raised at this meeting.

I am expecting a draft "Band D" number from Three Rivers District Council sometime w/c 14<sup>th</sup> November.

**3. Henderson Hall Managing Trustees**

Just advance warning that two Managing Trustees will need appointing in 2017, if members can give some thought to possible replacements.

Chris Whately-Smith has indicated that he will stand down when the current challenges with the Charity Commission are resolved and Bella Stuart-Smith will not seek re-nomination when her term of office comes to an end in July 2017.

**4. BT Public Call Box Consultation**

The enclosed consultation lists the call boxes BT is proposing on removing. I have highlight those in the parish.

If members want to appeal the closure of any boxes this has to be on grounds outlined in the OFCOM guidance. I have reviewed this (not in detail) and it would appear the grounds for appeal are fairly limited. The council would have to make a case that the boxes were at an accident blackspot, had been used for emergency calls and also that mobile coverage was poor. Even the mobile coverage issue is less relevant now as mobile phones now automatically route 999 calls over any available mobile network.

In the office we were all surprised at the call numbers for the call box at the top of Langley Road. No one can ever recall seeing anyone use it.

**5. Hillside Residents Association**

We have heard various stories in the office about the demise of the Hillside Residents Association.

Dave Smith, the new Chairman called. Peter Scott is no longer involved and has resigned from all posts. The association is still alive and well, hosting the credit union on Fridays and open for residents. Slightly revised office timings, they will be open 08:45-12:00 Wed & Fri. Phone still 01923 261734.

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**6. Tough Ten**

The organisers have written to thank the Parish Council for their on-going support and in particular the Works Manager and his team for their assistance in setting up.

The presentation evening will be held at 20:00 on Friday 20<sup>th</sup> January 2017 at Breakspeare School. All members are invited. If you are planning on attending then please let Alison Warner know on 01923 677051.

The Tough Ten will be held next on Sunday 1<sup>st</sup> October 2017.

**7. Office Copies**

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

Local Council Review Magazine - Autumn 2016

HCC Public Health eNews - September 2016

**8. Diary Dates**

1<sup>st</sup> December - Christmas Carols and Lights On - High Street.

12<sup>th</sup> December - Staff Long Service Award Presentations (Manor House). Please confirm if you are planning on attending.

**9. Absence from Office**

2<sup>nd</sup> December - TOIL (tbc)

15<sup>th</sup> December - Staff Christmas Lunch (12:00-14:00)

9<sup>th</sup> December - SLCC Herts Branch Meeting & Christmas Lunch Sawbridgeworth (PM).

**Tim Perkins**

Clerk to the Council

8th November 2016