

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

9th May 2017.

To Members of the Parish Council

The Annual Parish Council will be held at the above address on Monday 15th May 2017 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. **Election of Chairman**
To elect a Chairman of the Parish Council for the year 2017-2018.
2. **Declaration of Acceptance of Office by the Chairman**
To receive the Declaration of Acceptance of Office from the new Chairman.
3. **Apologies for Absence**
To receive and accept apologies for absence.
4. **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.
5. **Hertfordshire Police**
To receive a report from the police (if present).
6. **Declarations of Interest**
To receive any declarations of interest in items on the agenda.
7. **Election of Vice Chairman**
To elect a Vice Chairman of the Parish Council for the year 2017-2018.
8. **Appointments to Other Bodies**
To appoint members to serve on the following outside bodies.
 - Community Centre Management Committee (2)
 - Joint Committee of Parish Councils (1 + Chairman + Clerk)
 - Abbots Langley History Society (1)
 - Three Rivers District Council Environmental Forum (1 + substitute)
 - Parmiters Sports Centre (1)
 - YMCA Woodlands (2)
 - Abbots Langley Carnival Committee (1)
 - HAPTC (Cllr Sara Bedford serving until July 2018)
 - Evergreen FC Management Committee (1) ^[1]
 - Henderson Hall Managing Trustees - Councillor contact

^[1] Refer PC July 2017 min. 92.

Abbots Langley Parish Council

9. Election of Committees

To confirm the membership of the following committees:

- Planning & Highways
- Leisure
- Finance & Administration
- Staffing
- Review Panel

10. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

11. Subscriptions and Corporate Memberships

To consider the enclosed report.

12. Direct Debits & BACS

To approve by resolution the continuing use of direct debits and BACS for payments listed in the Clerk's report. (See Clerk's report item 1.)

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

To consider the enclosed reports. (Clerk's report item 2 and enclosed reports.)

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

13th March 2017.

15. Minutes for adoption

To adopt the following minutes and approve their publication on the Parish Council's website.

- Staffing Committee - 8th March 2017.
- Planning & Highways Committee - 15th March, 5th & 26th April 2017.
- Leisure Committee - 19th April 2017.
- Finance & Administration Committee - 24th April 2017.

16. Past Chairman's Report

To receive the Past Chairman's report.

17. Calendar of Meetings

To confirm that an additional Parish Council Meeting will be held on 21st June 2017, prior to the Leisure Committee meeting. (Clerk's report item 3.)

18. Three Rivers District Council - Manor House & Bedmond Play Area Financial Contributions

To agree by resolution payment of the above authority's invoice for £108,500 (Manor House - received) and £27,100 (Bedmond - pending receipt). (Clerk's report item 4.)

19. War Memorial - St. Pauls Langleybury

To consider the report from the Clerk. (Clerk's report item 5.)

20. Neighbourhood Plan Steering Group Report

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

21. Co-option to Membership of the Parish Council

To consider any applications received prior to the meeting.

22. District and County Council Member's Reports

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

23. Clerk's Report

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

24. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for March and April 2017 and approve their publication on the Parish Council website.

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

As the following items will consider matters relate to the possible early stages of a dispute into which the Parish Council may be entering 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.

26. Bedmond Sports & Social Club

To consider the report from the Clerk. (Clerk's report PII item 1) *Report to follow after meeting with the club on 11th May 2017.*

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Abbots Langley Parish Council

Clerk's Report - May 2017

1. Direct Debits & BACS

Direct Debits

Affinity Water
All Star (Vehicle fuel cards)
British Gas
BT
Dayla (Drinks supplier)
E.ON
Information Commissioner (Data Protection registration)
Sage Cover (*pending approval*)
Scottish Power
Southern Communications
Virgin Media (Office Broadband)
Worldpay - Serviceline (Card payment terminals)

BACS

Staff salaries
HCC Pension Contributions
HM Revenue & Customs (Income Tax, Employer and Staff NI contributions)

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

Two items to bring to the attention of members, both leases that are expiring in the coming year.

Bedmond Sports & Social Club - Exp. 31/12/2017.

Herts Police & Crime Commissioner (Community Police Office) - Exp. 29/05/2018.

3. Calendar of Meetings

An additional Parish Council meeting will be held on Wednesday 21st June @ 19:00, ahead of the Leisure Committee to enable the Annual Governance Statement and Annual Statement of Accounts to be approved.

The approval normally takes place at the Annual Council Meeting. Due to a less than optimum allocation of resources by Auditing Solutions we were unable to agree a final audit date that allowed sufficient time for the accounts to be finalised and the audit to take place.

Auditing Solutions are aware that this has caused the Parish Council some inconvenience and they have assured us that this will not reoccur in future years.

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Clerk's Report - May 2017

4. Three Rivers District Council - Manor House & Bedmond Play Area Financial Contributions

Members agreed a £135,600 contribution to the play area projects. References as below.

The invoice for the Manor House will probably be the largest we pay this financial year so will rightly attract the attention of the auditors.

To keep everyone honest it is appropriate to have a specific resolution authorising payment of these invoices.

References:

1. *"The current earmarked reserve for play area projects is £151,700, with £135,600 allocated to the projects going out to tender, leaving a balance of £16,100".*
(Leisure Comm. resolved decision min. 141 - 24/08/2016)
2. *"The financial contribution from the Parish Council to this project was agreed at the August 2016 meeting of this committee as £135,600 (min. 141.)"*
(Leisure Comm. resolved decision min. 264 - 30/11/2016)
3. Agreed budget for 2017-2018, earmarked reserve £151,700 + £18,000 to be added at year end.

5. War Memorial - St. Pauls Langleybury

The above may need some attention having in mind we will want it looking at its best for the 100 years armistice celebrations in 2018.

Quotes are being sought. There may be some grant funding available from the War Memorials Trust.

I can bring back proposals to the Parish Council for consideration, or members may feel it appropriate to delegate this to the Finance & Administration Committee given their oversight role on property and expenditure.

6. Manor House - Food Hygiene Rating

Three Rivers District Council carried out an on-site review at the Manor House and a five star rating was awarded.

The unannounced review took place when the Facilities Manager was not at the Manor House, the initial score was four stars, but when additional information was submitted post review this was re-scored to five stars.

7. Small Grants

- £250 - Bedmond WI. (2017-2018 budget)
- £250 - Colin Fisher Fitness, to support costs of older persons keep fit classes held in the Methodist Church, following the withdrawal of HCC funding. (2016-2017 budget)

8. Office Copies

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

HCC "On the Move" (Transport scheme info for CC/DC members) - Spring 2017.

Local Council Review Magazine - Spring 2017

Came & Co (Insurance brokers) Council Matters - Spring 2017

Abbots Langley Parish Council

Clerk's Report - May 2017

9. Diary Dates

12th June - Internal Audit (All day).

3rd July - Joint Parish Councils Meeting - Croxley Green PC @ 19:30.

9th October - Joint Meeting of the District Council & Parish Councils in Three Rivers - Northway House @ 19:30.

Tim Perkins

Clerk to the Council

9th May 2017

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