

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

4th March 2014.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 10th March 2014 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**
17th February 2014.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee -15th January, 5th February & 26th February 2014.
 - Finance & Administration Committee - 27th January 2014.
 - Leisure Committee - 19th February 2014.
7. **Changes to Arrangements for Circulating Minutes**
To note the revised process for the circulation of minutes, as proposed by the Chairman. (See Clerk's report item 1.)
8. **Substitute Members on Committees**
To consider if substitute members will be permitted on committees and if so resolve a change to Standing Orders. (See Clerk's report item 2.)
9. **NALC Policy Consultation - Openness of Local Government Bodies**
To consider if the Parish Council is to make a response to the above consultation. (See Clerk's report item 2.)

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10. **Secretary to Henderson Hall Managing Trustees**
To consider the Clerk's role as above. (See Clerk's report item 4.)
11. **Henderson Hall Survey Report**
To receive an update report from the Clerk. (See Clerk's report item 5.)
12. **Hertfordshire County Council - Town and Parish Council Conference**
To nominate a member to attend the above. (See Clerk's report item 6.)
13. **Matters Referred from Committees**
Planning & Highways Committee (min. 348.)

To consider the draft Abbots Langley Conservation Area Appraisal from Three Rivers District Council. (Document can be read on Three Rivers District Council website, search "conservation areas", or the Clerk can provide a print copy.)
14. **District and County Council Member's Reports**
To consider any reports submitted by members of the above authorities.
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 January & February 2014 and approve their publication on the Parish Council website.
18. **Exclusion of the Press and Public (Part II)**
As the following items will consider the terms of a contract into which the Parish Council may be entering a resolution to excluded the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100 & 102.
19. **Abbots Langley Bowls Club**
To consider the report from the Clerk. (See Clerk's report PII.)

Abbots Langley Parish Council
Clerk's Report - March 2014

1. Changes to Arrangements for Circulating Minutes

As proposed by the Chairman members are asked to consider the following revised arrangements for circulating meeting minutes.

1. Draft minutes. Copy to meeting chairman by email. Usually within 48/72 hours after the meeting.
2. When reviewed by meeting chairman draft copy emailed to all members. Print copy to offline members.
3. Final copy, printed to all members in envelope for Parish Council meetings that approves or adopts.
4. Posted to website after approval by PC and/or adoption.

I do not see any need to change the current arrangements.

2. Substitute Members on Committees

At the February Parish Council meeting I was asked to draft an amendment to Standing Orders to permit the above on the Planning & Highways Committee. I reviewed a number of options with Councillor Keith Williams, who worked with me on the 2013 refresh of Standing Orders.

None of these options were able to satisfy concerns that officers were properly separated from the process of arranging substitutes.

A number of Parish and Town Councils permit substitutes on committees, this is usually to ensure proportionality of membership where the council is split politically. Many others do not permit substitutes.

The problem of substitutes on his Parish Council's committees would go away if more members served on committees.

The Group Leader will discuss with members possible changes to Standing Orders, or maintaining the status quo.

3. NALC Policy Consultation - Openness of Local Government Bodies

The key consultation point is the first paras on page 2, which cover a wide definition of reporting.

My concerns are more practical than anything, someone live reporting orally from a meeting in our chambers would be disruptive, as would filming. But I think these practical issues can be worked though.

We are broadly in compliance already with the "Record of Decisions" paras. at the top of p3. Quite how the "incur expenditure which materially defines the body's financial position" is defined is not clear.

If members want to respond NALC have agreed we can submit this on 11th March as the formal consultation close is the 10th.

4. Secretary to Henderson Hall Managing Trustees

The trustees are aware I need to step down from the above role and they understand that it will not be possible for me to be involved with any lease negotiations on behalf of the trustees.

They will be considering the requirement for secretariat services at their next full meeting, but have asked that I remain as Secretary, through the initial discussions on the survey report.

I said I would raise this with members.

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Clerk's Report - March 2014

5. Henderson Hall Survey Report

The Managing Trustees commissioned the above, which has raised some issues. At the time of writing the survey report has not been received, although it is expected imminently. The trustees are meeting on Friday 7th March to consider and I will update members accordingly.

6. Hertfordshire County Council - Town and Parish Council Conference

From the Corporate Policy team at HCC.

"Hertfordshire County Council is holding a conference for Town and Parish Councils within the county on the afternoon of 7th April 2014 at Robertson House, Stevenage. The event will run from approximately 13.30 until 17.00 and will provide an opportunity to discuss how the County Council and Hertfordshire Town and Parish Councils can work more closely together."

Two spaces are available for each Parish and Town Council, most are nominating their Chairman (or delegate) and Clerk.

7. Cheque Signatories

The legislation that requires two members to sign all cheques is in the process of being repealed¹.

Subject to revised procedures and Parish Council approval, officers will be able to sign cheques without any requirement for countersignature from members. Also, internet banking could be used to make payments.

Changes to our Financial Regulations will be required to regularise current arrangements for direct debit (mainly utilities and bar supplies) and BACS payments (salaries).

This change will be discussed in more detail at the next meeting of the Finance and Administration committee. At the moment, beyond regularising automatic payments as above, I cannot see any compelling reason to change the current payment arrangements.

¹ s150.5 of the LGA 1972

8. Office Copies

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

Groundwork Hertfordshire - Annual Review 2013-2014

Chiltern Society Volunteer News - January 2014

Chiltern Society eNewsletter - February 2014

9. Diary Dates

10. Absence from Office

1st April HAPTC Mental Health in the Workplace Training (Venue & times tbc)

7th April HCC Parish & Town Councils Conference (Stevenage, 13:00-17:00)

9th April HAPTC FOI & Data Protection Training (Redbourn PC, times tbc)

30th April HAPTC Footpaths and Rights of Way Training (Kimpton PC, 10:00-15:00)

Tim Perkins

Clerk to the Council

4th March 2014