

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

8th July 2014.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 14th July 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**
12th May 2014 & 18th June 2014.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 21st May, 4th & 25th June 2014.
 - Staffing Committee - 6th June 2014.
 - Leisure Committee - 18th June 2014.
7. **Matters Referred from Committees**
Leisure Committee (min. 73.) - Youth Connexions Cycle Store
To consider the revised location for the above, as recommended by the Leisure committee. (See Clerk's report item 1.)
8. **Hertfordshire County Council - Draft Parish and Town Council Charter Consultation**
To consider if the Parish Council wants to make a formal response to the above. (See Clerk's report item 2.)
9. **Transferable Bus Tickets**
To note Hertfordshire County Council's responses to the questions raised in the member submitted motion on the above matter. (See minute 21, the Clerk's report item 3 and enclosed letters from HCC.)

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10. Hertfordshire County Council Waste Recycling Sites

To consider if the Parish Council wants to make a response to the consultation on the above. (See enclosed email and summary from HCC.)

11. Neighbourhood Plan

To consider the Clerk's report on the initial stages required in developing the above and a cost estimate.

12. Evergreen FC and Langleybury CC

To agree by resolution the assignment of the leases to the above tenants required due to new trustees being appointed. (See Clerk's report item 4.)

13. District and County Council Member's Reports

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

14. Chairman's Report

To consider the Chairman's report.

15. Clerk's Report

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

16. Monthly Statement of Accounts

To consider the monthly statement of accounts for May & June 2014 and approve their publication on the Parish Council website.

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

As the following items will consider the terms and conditions of employees of the Parish Council and 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.

18. Matters Referred from Committees

Staffing Committee - Living Wage (min. 58.)

To consider implementing the Living Wage as recommended by the Staffing Committee. (See min 58 and Clerk's report PII item 1.)

19. Abbots Langley Bowls Club

To consider the advice from the Parish Council's solicitors. (See Clerk's report PII item 2 and enclosed papers from the solicitors.)

Abbots Langley Parish Council

Clerk's Report - July 2014

1. Youth Connexions Cycle Shed

The Leisure Committee was asked to review the proposed location of the above on the Manor House grounds. An alternate location was identified alongside the entrance to the Manor House Allotments and this is recommend to the Parish Council by the Leisure Committee.

If approval is given then the cost of installation, maintenance and removal, after a five year period will be the responsibility of Youth Connexions. A short form agreement will be drafted, at the tenant's expense, detailing the requirements on the tenancy, including fully making good at the end of the term. The agreement will be supported by pre-construction images.

Papers showing the layout were circulated for the June Leisure Committee meeting, to save on printing costs if members want to further review these they are available at <http://bit.ly/alpc-1401>. The papers are unchanged from the Leisure Committee meeting.

2. Hertfordshire County Council - Draft Parish and Town Council Charter Consultation

Refer to my email of 26th June 2014 which contained the links relevant to this consultation. A copy of my email can be found at <http://bit.ly/alpc-1402>.

Please let me know if you require any print copies, which were supplied to offline members.

3. Bus Ticketing

I wrote to Hertfordshire County Council in response to the motion submitted by Councillor Keith Williams to the Annual Parish Council. My letter was consistent to minute 21.

HCC's response is dated 4th June 2014 and a copy is enclosed. I discussed this with Councillor Williams and further asked HCC:

"Are there any plans to introduce an equivalent to the "Watford BUSnet" ticket to support travel from Abbots Langley to Hemel Hempstead?"

Geographically the parish area is quite large. Residents in the south of the parish use Watford as their main shopping and recreational centre, those in north, in areas such as Primrose Hill in Kings Langley are closer to Hemel Hempstead. Some residents in the north of the parish are in the HP postcodes."

Their response to the follow up points is dated 19th June 2014, copy also enclosed.

4. Evergreen FC and Langleybury CC Assignment of Leases

The trustees on both of the above leases need updating and the leases assigned to the new trustees.

Evergreen FC are replacing Ron Smith and one other trustee, as they are no longer involved with the club. Langleybury CC are replacing a trustee who has died and another who has left the area and now has minimal involvement with the club.

Most of the costs in the assignment will be borne by the lessees. No other changes to the leases will be made, this is purely administrative to ensure the trustees named in the leases are kept up to date.

When the paperwork is finalised normal signature arrangements will apply, two members and the Clerk to witness.

5. Parish Council Chairman & Vice-Chairman 2014-2015

Croxley Green - Councillor Chris Mitchell & Councillor Wendy Shafe

Chorleywood - Councillor Tony Edwards & Councillor Steve Watkins

Sarratt - Councillor Anthony Soothill & Councillor John Rugg

Watford Rural - Councillor Brendan O'Brien & Councillor William Waite.

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6. External Audit

The return to the External Auditor (BDO), which was approved at the brief June PC meeting, plus the usual stack of supporting papers, was sent to BDO by special delivery on 26th June and receipt confirmed on 27th June. The deadline for receipt was 30th June 2014.

Considerable credit was due to Gail Kiely who navigated the choppy waters of her first year end with few dramas.

7. Complaints Policy

In June NALC reissued Legal Topic Note 9E on Handling Complaints.

This was one of the source documents used in formulating the Parish Council's Complaints Policy, which was approved in 2008.

I have made one minor text change to the current Complaints Policy, otherwise it is still in compliance with the updated NALC advice. If members want to review, a copy can be found on the website at

Home Page > Parish Council > Complaints Policy

Document revisions are noted on the final page.

8. Parish Council Elections May 2015

I have been advised by Electoral Services at Three Rivers District Council that the Parish Council Elections to be held in May 2015 will take place on the 7th May, the same day as the General Election.

I will plan calendars accordingly, as the first meeting of the new council has to be held with fourteen days of the elections.

9. Financial Grants 2014-2015

"Thank you" letters have been received from:

Abbots Improvement Group (AIMs)

Abbots Langley Players (RSC Open Stages Project)

Abbots Langley War Memorial Fund

Citizens Advice Service in Three Rivers

St. Lawrence Church

Copies are in the member's information tray in the office.

10. Office Copies

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

WCHT Councillors Newsletter - May 2014

Chiltern Society eNewsletter - June 2014

The Hospice of St. Francis Newsletter - June 2014

Chiltern Society - Information on North Chilterns Trail being launched in September 2014.

LCR Magazine - Summer 2014

11. Diary Dates

Bedmond Village Task Force and Bedmond Village School Summer Fair - 19th July 2014 (14:00-17:00).

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12. Absence from Office

18th July (All day) - HAPTC/SLCC Clerk's Conference - Hatfield

22nd July (PM) - HCC Highways Together Meeting - Chorleywood PC

August - 2/3 days Annual leave (dates tbc)

10th September (PM) - SLCC Branch Meeting

Tim Perkins

Clerk to the Council

8th July 2014

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