

Abbots Langley Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 14th May 2018 at 7.30pm in the Council Offices, Langley Road, Abbots Langley.

Those Present:

Meeting Chairman: Councillor Liz Burns

Councillors: Councillor Jean Bowman
Councillor Stephen Giles-Medhurst
Councillor Jane Lay
Councillor Alex Michaels
Councillor David Major
Councillor Robin Powell
Councillor Owen Roe
Councillor Hitesh Tailor
Councillor Alison Ward
Councillor John Wyatt

Officers: Tim Perkins - Clerk to the Council
Janet Pearce - Planning and Meetings Officer

Police: None Present

The meeting opened at 7:30 pm.

1. Election of Chairman

It was proposed by Councillor Liz Burns, seconded by Councillor Alison Ward and **RESOLVED** that Councillor Brenda Kersey be elected Chairman for the municipal year 2018-2019.

No other nominations were forthcoming. A vote was requested, all members present were in agreement.

Councillor Brenda Kersey was not present at the meeting but had advised the Clerk in writing that in the event of her being elected Chairman that she would accept the nomination and sign her Declaration of Office as soon as practical.

It was proposed by Councillor John Wyatt, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Liz Burns act as Chairman for this meeting.

2. Declaration of Acceptance of Office by the Chairman

As above. The Clerk will confirm to the Parish Council that the declaration has been duly completed.

3. Apologies for Absence

Apologies were received, accepted and recorded from Councillors Sara Bedford, Lyn Ferguson and Brenda Kersey (unavailable).

4. Public Participation

Mr Frank Rouse, Royal British Legion, Abbots Langley Branch, had requested to address the Parish Council on agenda item 22, Millennium Gardens - Poppy Memorial.

5. Hertfordshire Police

None present.

Sgt Simmons had submitted a brief emailed report to the Clerk.

Officers were waiting further information on the defibrillator vandalism at Manor House and Tanners Wood Hall. A public appeal had been made using the CCTV images from the Manor House incident. Forensic investigations were ongoing.

Five dwelling burglaries have been reported in the area since January and vehicle crime is slowing down.

Abbots Langley Parish Council

Members expressed disappointment that a representative of the police was not present.

6. Declarations of Interest

None.

7. Election of Vice Chairman

It was proposed by Councillor John Wyatt, seconded by Councillor Stephen Giles-Medhurst and **RESOLVED** that Councillor Robin Powell be elected Vice-Chairman for the municipal year 2018-2019.

There were no further nominations. All members present were in agreement.

8. Appointments to Other Bodies

It was proposed by Councillor Liz Burns, seconded by Councillor Robin Powell and **RESOLVED** that the following members were appointment to serve on outside bodies for the municipal year 2018-2019.

Community Centre Management Committee - Councillors John Wyatt and Lyn Ferguson

Joint Committee of Parish Councils - Chairman, Leader and Clerk

Abbots Langley History Society - Councillor Jane Lay

Three Rivers District Council Environmental Forum - Councillor Liz Burns with Councillor Jane Lay as substitute

YMCA Woodlands - Councillor Robin Powell and Councillor Stephen Giles-Medhurst

Abbots Langley Carnival Committee - Councillor Jane Lay with Councillor John Wyatt as substitute

Henderson Hall, Managing Trustees Contact - Councillor Jane Lay

Evergreen FC Management Committee - Councillor Sara Bedford

Hertfordshire Association of Parish and Town Councils - Councillor Liz Burns ^[1]

^[1] *Nomination to be submitted to HAPTC to then be decided by election. Three year term of office if elected.*

9. Election of Committees

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that members be assigned to committees as detailed below:

Planning & Highways Committee (9)	Councillor Jean Bowman Councillor Liz Burns Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor Robin Powell Councillor Owen Roe Councillor Alison Ward Councillor John Wyatt
Leisure Committee (8)	Councillor Sara Bedford Councillor Jean Bowman Councillor Liz Burns Councillor Jane Lay Councillor Robin Powell Councillor Hitesh Tailor Councillor Alison Ward Councillor John Wyatt

Abbots Langley Parish Council

Finance & Admin. Committee (7)	Councillor Sara Bedford Councillor Liz Burns Councillor Lyn Ferguson Councillor Brenda Kersey Councillor Jane Lay Councillor Alex Michaels Councillor Hitesh Tailor
Staffing Committee (6)	Councillor Liz Burns Councillor Stephen Giles-Medhurst Councillor Brenda Kersey Councillor Jane Lay Councillor David Major Councillor Owen Roe
Review Panel (14)	All Members of the Parish Council

Members were reminded that they can attend any committee meetings, including those on which they are not nominated to serve. They can take part in the meeting but will not have a vote.

10. Election of Committee Chairman

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that Councillor David Major be appointed Chairman of the Planning & Highways Committee.

It was proposed by Councillor Jane Lay, seconded by Councillor Alison Ward and **RESOLVED** that Councillor John Wyatt be appointed Chairman of the Leisure Committee.

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and **RESOLVED** that Councillor Hitesh Tailor be appointed Chairman of the Finance & Administration Committee.

It was proposed by Councillor Liz Burns, seconded by Councillor Alex Michaels and **RESOLVED** that Councillor Stephen Giles-Medhurst be appointed Chairman of the Staffing Committee.

It was proposed by Councillor John Wyatt, seconded by Councillor Alison Ward and **RESOLVED** that Councillor Robin Powell be appointed Chairman of the Review Panel.

11. Subscriptions and Corporate Memberships

Members noted the report.

12. Direct Debits & BACS

It was proposed by Councillor Jane Lay, seconded by Councillor John Wyatt and **RESOLVED** that payment by variable Direct Debits and BACS was approved for the following.

Direct Debits

Affinity Water

All Star (Vehicle fuel cards)

British Gas

BT

Castle Water (Business waste water & sewerage)

Dayla (Drinks supplier)

E.ON

Information Commissioner (Data Protection registration)

Sage Cover (pending approval)

Scottish Power

Abbots Langley Parish Council

Southern Communications
Three Rivers District Council (Business rates)
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)

The Clerk confirmed that all direct debits were covered by guarantee and could be reversed in the event of an error. The guarantee was used recently when a direct debit was taken in error, the reversing funds were returned the same day the error was reported.

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

Members noted the above reports.

14. To confirm the Minutes of the Parish Council Meeting

It was proposed by Councillor Jane Lay, seconded by Councillor Alison Ward and **RESOLVED** that the minutes of the meeting held on 12th March 2018, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

Minute 369 "Aviva" to be amended to "Arriva".

15. Minutes for adoption

The following committee minutes were adopted, approved for publication on the Council's website and passed to the committees for resolution.

Staffing Committee - 7th March & 11th April 2018.

Planning & Highways Committee - 14th March, 4th & 25th April 2018.

Leisure Committee - 18th April 2018.

Finance & Administration Committee - 23rd April 2018.

16. Annual Parish Meeting

Members noted the draft minutes of the above.

17. Past Chairman's Report

The Past Chairman attended the following events.

23rd March - Three Rivers District Council Pensioner's Forum, Penn House, Rickmansworth.

6th April - Heyford & Bicester Veterans Support Group, Bicester.

13th April - Parish Council Chairman's Dining Out, Manor House.

22nd April - St George's Day Parade, St. Albans Road, North Watford.

22nd April - St George's Day Lunch, Royal British Legion, Croxley Green.

25th April - ANZAC Day Parade, followed by buffet, Harefield.

4th May - Health & Wellbeing Day Kings Langley Local Information Forum, Community Centre, The Nap.

9th May - Parmiters School, Summer Leavers Concert.

11th May - 1st Abbots Langley (3rd North Watford) Scouts, Annual General Meeting, Langley Road.

Abbots Langley Parish Council

The Chairman presented her end of office report. The quality of training provided by HAPTC was acknowledged as was the support for the Chairman's reception and the charitable sums raised.

The Chairman extended thanks to the Facilities Manager. This was for his efforts in arranging the Chairman's Reception.

The Chairman's expressed disappointment as in her view some initiative implementation timelines were extended. The Clerk was surprised at this comment as the Chairman had not raised any issues with him, nor had the Chairman of any of the committees.

18. Calendar of Meetings

Members noted the additional Parish Council meeting to be held on 20th June 2018 at 7:00 pm, prior to the Leisure Committee meeting.

19. Neighbourhood Plan Steering Group Report

Members noted the report.

20. Co-option to Membership of the Parish Council

No applications were received for consideration.

21. Herts Police & Crime Commissioner - Manor Lodge Lease

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Alex Michaels and **RESOLVED** that consideration and final decision on the above be referred to the next meeting of the Finance & Administration Committee.

Members asked that mutual break clauses be specifically considered in the event that the Parish Council wanted to develop the site.

22. Millennium Gardens - Poppy Memorial

Mr Frank Rouse, Royal British Legion, Abbots Langley Branch addressed the Parish Council.

It was proposed by Councillor Jane Lay and seconded by Councillor John Wyatt and **RESOLVED** that permission be given to install a Poppy Memorial, in line with the designs submitted, in the Millennium Gardens.

Members asked that consideration be given to:

- An anti-vandal treatment to the memorial surfaces to limit any spray paint being absorbed into the structure.
- Appropriately worded plaque to be installed that acknowledges the end of First World War and the formation of the Royal Air Force. Wording under advisement from the Royal British Legion. Contribution from the Lions Club of Watford to also be acknowledged.
- On-going maintenance will be the responsibility of the Royal British Legion, Abbots Langley Branch.
- Clerk to be advised of the construction, material and installation costs so the memorial can be added to the Parish Council's insurance policy.

23. District and County Council Member's Reports

District & County Councillor Stephen Giles Medhurst

- There have been many complaints about the height of the roadside grass on the A405, which at some junctions is causing obstruction to sight lines. Maintenance works are scheduled.
- A working group has been formed by the five principal authorities in South West Hertfordshire to consider joint strategies, particularly on large-scale housing developments that may cross authority borders and require significant infrastructure investment.

Abbots Langley Parish Council

24. Clerk's Report

Members noted:

- NALC Model Standing Orders
- Evergreen FC
- Insurance Claim
- Financial & Small Grants
- Diary Date

25. Monthly Statement of Accounts

It was proposed by Councillor John Wyatt and seconded by Councillor Hitesh Tailor and **RESOLVED** that the Statement of Accounts for March & April 2018 as notified to the Council be approved and published on the Parish Council's website.

26. Donation to the Parish Council

A local resident, who wishes to remain anonymous, has donated £2,000 to the Parish Council to support the cost of installing CCTV at Tanners Wood Hall to protect the defibrillator that has been subject to vandalism and also to replace the damaged defibrillator cases at Tanners Wood Hall and the Manor House.

Members were extremely grateful for this generous gesture.

The meeting closed at 8.38 pm.

Signed: _____

Dated: _____