

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

5th November 2018.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 12th November 2018 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 10th September 2018.**
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Staffing Committee - 5th September 2018
 - Planning & Highways Committee - 19th September, 10th & 31st October 2018.
 - Leisure Committee - 17th October 2018.
 - Finance & Administration Committee - 22nd October 2018.
7. **Budget 2019-2020**
To consider the latest revision of the above (v2a). (Budget book enclosed and Clerk's report item 1.)
8. **External Audit 2017-2018**
(*Referred from the Finance & Administration Committee min. 210.*)
To approve and accept the External Auditor's Report and Certificate as recommended by the Finance and Administration Committee. (Report and certificate circulated for the F&A meeting 22nd October 2018.)

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9. Internal Audit Report (First Interim) 2018-2019

(Referred from the Finance & Administration Committee min. 211.)

Members are asked to formally note the committee's review of the First Interim Internal Audit for 2018-2109 and that no significant items were raised by the auditors. (Report circulated for the F&A meeting 22nd October 2018 and Clerk's report to the same meeting item 2.)

10. Henderson Hall Managing Trustees

To agree by resolution the appointment of Mr Chris Whately-Smith and Mr Richard Baldwin as Managing Trustees of Henderson Hall. (Clerk's report item 2.)

11. Neighbourhood Plan Steering Group Report

To note the report from the Chairman of the above.

12. District and County Council Member's Reports

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

13. Chairman's Report

To consider the Chairman's report.

14. Clerk's Report

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

15. Monthly Statement of Accounts

To consider the monthly statement of accounts for September & October 2018 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council
Clerk's Report - November 2018

1. Budget 2019-2020

Members are referred to version 2a update of the budget book circulated for this meeting. This revision includes input from the October Leisure and F&A committee meetings.

Projects

The budget includes a number of "big ticket" items which have a proportionally larger impact on the overall budget than operational spend lines.

- i. £20,000 - Addition to the Open Spaces Projects earmarked reserve (p3. Les. Comm 17/10 min.202i, Key Projects ref. 16)
- ii. £25,000 - Addition to the Car Park Refurbishment earmarked reserve (p3. F&A Comm. 22/10 min. 213iv). This item was on Key Projects ref. 13 but for some reason was not discussed by the Leisure Committee at its 17/10 meeting, F&A discussed and agreed a further reserve was appropriate given future works that will be required at South Way, Primrose Hill and Langleybury car parks.
- iii. Previously requested items included in the budget.
 - £60,000 - Depot (p9. code 7234)
 - £3,000 - Carnival & Street Dressing - additional spend lamppost flags (p9. 7231)
 - £3,500 - Water Fountains (p9. code 7245)

Consideration will need to be given to the source of funding of the large capital projects.

Community Infrastructure Levy Funds have to be expended within five years of receipt. The first tranche will be two years old in April 2019.

In round numbers the current CIL funds are £148k, £50k has been earmarked for the Skate Park project and £75k for the Manor House toilet block, although that is expected to cost c.£55k.

[05/11 Breaking News: Just as I was finalising this report the latest tranche of CIL funds for Apr-Oct 2018 have been received.

The above numbers are now £148k + an additional £62k just received (Total=£210k).

CIL received £48k Fairways Farm & £12.5k 18 Gallows Hill Lane. The budget book has been updated to reflect these numbers]

There is an additional Capital Reserve of £85k (ex-Fire Station sale funds), this must be expended on capital projects but is not time limited, so it is preferable to utilise CIL funds first on capital projects.

Precept

As requested by F&A a 2.5% precept increase has been added to the budget.

At this stage the revised Band D Base data from Three Rivers District Council is not available, it will be by November F&A. There is expected to be a small pick up in this number from the new properties on the Woodside Road development.

The current budgeted General Fund Balance at 31/04/2020 (p3.) of £23,437 is below the usual target of £30k-£35k. This will be positively impacted, although possibly only marginally, by the Band D Base data.

Summary

F&A will require any guidance on the above as the target is to get a close to final budget agreed at the November F&A meeting, with just last minute updates reviewed in December.

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2. Henderson Hall Managing Trustees

I refer members to my report to the September PC meeting, copied below:

"Mr Chris Whately-Smith & Mr Richard Baldwin both come to the end of their four-year terms of office in November 2018.

Mr Whately-Smith, currently Chairman of the Managing Trustees, has indicated that he would like to stand down as soon as possible. Members are asked to consider nominations with a view to making an appointment at the November or January Parish Council meeting.

Mr Baldwin has indicated that he would be willing to serve for a further year to provide short-term continuity.

At the November Parish Council meeting it will be necessary to reappoint both managing trustees, unless a replacement is nominated for Mr Whately-Smith, but in the knowledge that these are appointments that will not complete a full four-year term."

I understand that one possible nomination may come forward to replace Mr Whately-Smith, but that their availability cannot be confirmed until December.

3. Elections 2019

Ordinary Parish Council elections will be held on Thursday 2nd May 2019. The following Monday is the Spring Bank Holiday, so that changes the statutory timetable slightly.

Change of the Council, usually Monday following now - Tue 7th May.

Annual Parish Council, by 14 days of change - Tue 21st May. (scheduled 13th May)

Register of Interests, by 21 days of change, last date for submission - Tue 4th June.

Co-options, by 35 days of change - Tue 11th June.

4. Henderson Hall Lease

The Charity Commission finally approved the above. This required considerable work on behalf of the Managing Trustees who at times had to deal with sometimes conflicting responses from the Charity Commissioners and also extended reply times.

The Land Registry registration has been completed and copies of the registry entries are held on the property files.

5. Manor Lodge - Lease to Herts Police and Crime Commissioner

The above has been signed and returned to Penman Sedgwick and should be completed this month. (min. 117i approved.)

6. Christmas Lights

Hertfordshire County Council have approved the installation of the Christmas lights, pending a post installation electrical continuity test.

Significant work goes into producing all the documentation require to gain this approval. Credit is due to the Works Manager for all his work on the HCC's requirements.

7. Tough Ten

The presentation evening for the above will be held on Friday 25th January 20:00 at Breakspeare School.

All members are invited to attend, with confirmations requested by Alison Warner on 01923 677051 or macwarner@btinternet.com.

Tough Ten 2019 will be held on 6th October.

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8. Small Grants

£250 - 1st Bedmond Brownies to support start-up costs.

£190 - Breakspeare Community Pre-School to support the cost of purchasing a cosy pod.

£250 - Abbots Youth FC (U9 Black) to support the cost of purchasing kit.

9. Office Copies

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

HCC Public Health eNewsletter - September 2018

Local Council Review - Summer 2018

Came & Co Local Council Insurance Matters - Autumn 2018

Tim Perkins

Clerk to the Council

5th November 2018

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