

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

5th November 2019.

To Members of the Parish Council

The next meeting of the Parish Council will be held at the above address on Monday 11th November 2019 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. **New Member**
 - i. To welcome Councillor Fran Deschampsneufs as a member of the Parish Council.

The Clerk confirms Councillor Deschampsneufs' Declaration of Office has been submitted and countersigned by the Clerk as Proper Officer to the Council. A Register of Interests has also been submitted within the statutory deadline.
 - ii. To agree committee assignments for Councillor Fran Deschampsneufs.
2. **Apologies for Absence**
To receive and accept apologies for absence.
3. **Declarations of Interest**
To receive declarations of interest in items on the agenda.
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. **To confirm the Minutes of the Meeting held on 9th September 2019.**
7. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 Planning & Highways Committee - 18th September, 9th & 30th October 2019
 Leisure Committee - 23rd October 2019
 Finance & Administration Committee - 28th October 2019
8. **Calendar of Meetings 2020-2021**
To consider the above. (Enclosed calendar.)

Abbots Langley Parish Council

9. External Audit 2018-2019

(Referred from the Finance & Administration Committee min. 194.)

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 28th October 2019.)

10. Internal Audit Report (First Interim) 2019-2020

(Referred from the Finance & Administration Committee min. 195.)

Members are asked to formally note the committee's review of the First Interim Internal Audit for 2019-2020 and that no significant items were raised by the auditors. (Report circulated for the F&A meeting 28th October 2019)

11. Councillors - Apologies for Absence

To consider the report from the Clerk. (Clerk's report item 1.)

12. Henderson Hall Managing Trustees

- i. To note the resignation of Mr Chris Whately-Smith as Chairman of the Managing Trustees and also as a Managing Trustee. Mr Stephen Moore is now confirmed as a Managing Trustee.
- ii. To reappoint Ms. Alison Taylor and Mr John Dunne as Managing Trustees for a further four-year term of office.
(Clerk's report item 2)

13. Budget 2020-2021

To consider the latest revision of the above. (Budget book enclosed and Clerk's report item 3.)

14. Neighbourhood Plan Steering Group Report

- i. To note the report from the Chairman of the above. (Enclosed.)
- ii. To note the report from the Clerk. (Clerk's report item 4.)
- iii. To consider the appointment of a further lay member to the Steering Group and also two Parish Councillors to replace those that have stood down.

15. District and County Council Member's Reports

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

16. Chairman's Report

To consider the Chairman's report.

17. Clerk's Report

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

18. Monthly Statement of Accounts

To consider the monthly statement of accounts for September & October 2019 and approve their publication on the Parish Council's website.

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Clerk's Report - November 2019

1. Councillors - Apologies for Absence

For the benefit all new members, but also a reminder for longer servers.

If you cannot attend a meeting you must tender your apologies, accepting of course a last minute crises may make that impractical.

Apologies are particularly important for committee meetings, where some committees have a limited number of members and absences can make the meeting inquorate.

If that happened to an F&A meeting during the budget cycle that would seriously impact our ability to hit the tight process deadlines.

Early apologies are ideal, as this allows the meeting Clerk to work with the Leader on substituting members.

If you cannot attend a meeting ideally email the meeting Clerk and copy info@abbotslangley-pc.gov.uk or during office hours call the office. Staff will know what to do.

It is a courtesy to send apologies to colleagues if you cannot attend a meeting, it is more important that you advise the meeting Clerk or the office if you cannot attend.

Meeting Clerks: Parish Council, Leisure Committee, Staffing Committee - Tim Perkins
Finance & Administration - Gail Kiely
Planning & Highways - Jodie Copeland

Contact details: <https://www.abbotslangley-pc.gov.uk/staff/>

2. Henderson Hall Managing Trustees

- i. Members agreed (PC July 2019 min. 86), to appoint Mr Stephen Moore as Managing Trustee. His appointment to be effective from the resignation of Mr Chris Whately-Smith, whose resignation as both Chairman of the Managing Trustees and a Managing Trustee was received on 31st October 2019.
- ii. Ms. Alison Taylor and Mr John Dunne have both agreed to serve a further four-year term as Managing Trustees. Ms. Taylor will serve as Chairman for the coming year.

3. Budget 2020-2021

The first drafts of the budget have been reviewed by the Finance & Administration and Leisure Committees. Both committee's input has been incorporated into this version (v3) of the budget.

Key points are:

Finance & Administration Committee:

- Recommending precept increase of 3.47% equivalent to a Band D property increase of £2.92/pa.
- Above generates an additional precept of £25,000.
- Additional £25,000 to be added to the General Reserve Fund, which is currently close to de-minimus levels (£260k to £285k). Requirement is to keep a minimum of three months average spend in reserves; this has been running very close.
- Hoping to get draft TRDC Band Base date prior to November F&A which will enable more detailed review of final precept recommendation.
- Agreed change in IT Support provider and move from Gmail platform to Office 365, including SharePoint access which will facilitate electronic meeting documents. Small saving on overall IT support cost, but much improved service levels. Moving from free Gmail platform to paid Microsoft Office 365 service, increases operational spend this and future years. Use of earmarked reserves to fund transition costs and hardware spend. (£3,000 est.)

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Leisure Committee:

- Additional £25k into Car Park Refurbishment earmarked reserve, taking the reserve to £75k.
- Depot Surface survey and groundworks assessments. £31.4k agreed from 2019-2020 budget, further £60k in 2020-2021 budget.
- Water Fountains, additional £3,200 this year for trenching and installing the new fountain at South Way.

The overall budget is still work in progress. Detailed work still to do on utilities, works team costs allocations and other cost and revenue codes.

4. Neighbourhood Plan Steering Group

A number of members attended a group meeting on 15th October to discuss various aspects of the neighbourhood plan. The steering group chairman needs to take the output from this meeting and incorporate it into the plan as formal input from the Parish Council.

Following discussion, we have agreed that the most practical way of doing this is for the steering group chairman to draft an "Executive Summary" which will include the above comments, key timelines the group is planning on hitting and any other points on which the group needs clarification. This will be discussed and agreed at the January Parish Council meeting.

The document will focus members decision making and will give the group the PC's agreement in terms of the final laps of the process.

5. "Legal Briefing from NALC" Training

I attended the above in September, it was a three hour session arranged by HAPTC and presented by Gary Barker a solicitor on the NALC Legal Team.

Whilst it went through a lot of topics that Clerks should know, there were some nuggets that most of those present did not know.

It was one of the best training sessions I have been on for years and I commend it to members when it is re-run, probably in the Spring.

The attendees were mainly members, with only a few Clerks present.

6. Small Grant

£250 - Abbots Langley Carers Network to support costs of carer's day out.

The organisers of AutumnFest have written to thank the Parish Council for the small grant (£250) awarded earlier this year. Thanks also to the Chairman for opening the event and spending the day at the festival.

Income and expenditure accounts have been provided and filed with the grant papers.

7. Memorial Bench - Councillor Betty O'Neill

The Parish Council joint funded the above with Three Rivers District Council. It was installed in Leavesden Country Park, facing what is the new play area. The bench was removed as part of the park infrastructure improvements and disposed of, although it was in good condition.

The family were quite distressed by this, I arranged to get the plaque reproduced with the same wording and following agreement from colleagues at TRDC the plaque has been installed on a new bench. The bench is on the north side past the play area, heading towards the five-a-side pitches.

I have kept the family updated.

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8. Tough Ten

The presentation evening for the above will be held on Friday 24th 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 2020 will be held on 4th October.

9. Office Copies

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

Herts Building Preservation Trust Newsletter - Autumn 2019

10. Diary Dates

5th December (Thu) - Christmas Carols and Lights On. Relocated this year from the High Street to St. Lawrence Church grounds. 18:00 for carols and 18:30 for lights on.

11. Absence from Office

In the past I would report my absence in this report.

As I now live in the area and this report is public domain, I no longer do this. I update the Chairman, Vice-Chairman and Leader by email on my weekly plans and absence from the office. Staff have the same details.

This item will not appear in future reports.

Tim Perkins

Clerk to the Council
5th November 2019

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