

Abbots Langley Parish Council

Council Offices
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9th September 2020.

To Members of the Parish Council

The next meeting of the Parish Council will be held virtually ^[1] on Monday 14th September 2020 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

[1] *Permitting legislation - The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.*

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**
13th July & 19th August 2020.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 15th July, 5th & 26th August 2020.
 - Finance & Administration Committee - 27th July 2020
 - Leisure Committee - 19th August 2020
7. **Member Leave of Absence**
To agree by resolution Leave of Absence for members under the "Six Month Rule".
8. **Pandemic Update**
To consider the report from the Clerk. (Clerk's report item 1.)
9. **Lease Rents 2020-2021**
To consider the Clerk's report. (Clerk's report item 2.)
10. **Jackett's Field Allotments**
To agree by resolution the terms of a lease from Three Rivers District Council to the above. (Clerk's report item 3.)

Abbots Langley Parish Council

11. Calendar of Meetings

To consider the report from the Clerk and agree the format of upcoming meetings. (Clerk's Report item 4.)

12. Neighbourhood Plan Steering Group Report

To note the report from the Chairman of the above. (enclosed.)

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 July & August 2020 and approve their publication on the Parish Council's website.

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

As the following item will consider the early stages of legal disputes a resolution to exclude the press and public may be required, under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

18. PC Freehold Land - Encroachment

To receive a verbal update from the Clerk.

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Abbots Langley Parish Council
Clerk's Report - September 2020

1. Pandemic Update

- i. A number of issues related to the Parish Council as an employer were discussed in a very useful Staffing Committee meeting on 2nd September 2020.

Members are referred to the reports for the meeting (particularly the PII report) and the minutes rather than me repeating myself here.

- ii. Following HMG confirming that Parish Councils, as precepting authorities, were entitled to apply for some of the available COVID grants, an application was made to Three Rivers District Council. A Discretionary Small Business Grant of £25,000 was awarded at the end of August. The grant funds have subsequently been received.

The application was straightforward and the required supporting information that the Finance Officer and I were able to quickly collate. Credit is due to the Finance Officer for submitting the grant application and liaison with TRDC on the process.

2. Lease Rents 2020-2021

Rent invoices, in line with those agreed in Fees & Charges, were sent to tenants in August.

To assist with cashflow, payment terms on invoices to clubs were set as "by end October". The invoice to Herts Police Commissioner was the usual thirty days and the invoice has been paid.

One club has asked for a discount or rent free period due to the effect the pandemic has had on club finances.

I have taken the view that the Parish Council can be flexible around the payment period, but as these leases are drafted on a "community" and not "commercial" basis and the rent is only in the region of £800, it was not unreasonable to expect clubs to meet these obligations.

Members may have a different view and will want to consider a rent free period.

Whatever is decided must be consistent across all tenants.

3. Jacketts Field Allotments

Three Rivers District Council have agreed to a renewal of the above lease.

Rent of £50/pa, term fifteen years. No amendments to any of the existing lease T&Cs.

As this is an authority to authority agreement and is unchanged from the previous lease, given the current situation, members may agree to this being approved under my signature.

If agreed I would reference the signature back to the minute of this discussion.

4. Calendar of Meetings

Members need to agree if meetings should be in person or virtual, probably up until the calendar year end.

As discussed at the Staffing Committee meeting the budget process this year is likely to be more challenging than usual (and it routinely requires significant hard work) and additional meetings may be required.

Members will need to be aware of the workload and support needed for staff as the process develops.

Tim Perkins

Clerk to the Council
9th September 2020

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