

Abbots Langley Parish Council

Council Offices
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2nd November 2020.

To Members of the Parish Council

The next meeting of the Parish Council will be held virtually ^[1] on Monday 9th November 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**
14th September 2020.
6. **Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 16th September, 7th & 28th October 2020
 - Leisure Committee - 21st October 2020
 - Finance & Administration Committee - 26th October 2020
7. **Internal Audit Report (Final Report) 2019-2020**
(Referred from the Finance & Administration Committee min. 167i.)
Members are asked to formally note the committee's review of the final Internal Audit report for 2019-2020 and that no significant items were raised by the auditors. (Report circulated for the F&A meeting 26th October 2020)
8. **Member Leave of Absence**
To agree by resolution Leave of Absence for members under the "Six Month Rule".
9. **Calendar of Meetings 2021-2022**
To consider the above. (enclosed calendar.)

Abbots Langley Parish Council

- 10. Christmas & New Year 2020-2021**
To note the planned working arrangements for the above. (Clerk's report item 1.)
- 11. Staffing Committee**
To agree by resolution Cllr Fran Deschampsneufs membership of the Staffing Committee.
- 12. Parish Council Donation**
To consider if the Parish Council should donate to charities supporting local residents.
(Agenda item requested by Cllr Roxanne Yau.)
- 13. Budget 2021-2022**
To consider the latest revision of the above. (Budget book enclosed and Clerk's report item 2.)
- 14. Neighbourhood Plan Steering Group Report**
To note the report and briefing note from the Chairman of the above. (enclosed.)
- 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 2020 and approve their publication on the Parish Council's website.
- 19. Exclusion of the Press and Public (Part II)**
As the following items will consider a matter related to staff employed by the Parish Council and the early stages of a legal dispute, 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.
- 20. Staffing Matter**
To receive a verbal report from the Clerk.
- 21. PC Freehold Land - Encroachment**
To consider the report from the Clerk and the advice from the Parish Council's solicitor. (Clerk's report PII item 1.).

Abbots Langley Parish Council
Clerk's Report - November 2020

1. Christmas & New Year Working 2020-2021

23 rd December (Wed)	Normal working hours
24 th December (Thu)	Office covered 09:30-12:30 (Close @ 12:30)
25 th /28 th /29 th December (Fri/Mon/Tue)	Office closed
30 th December (Wed)	Office covered 09:30-12:30
31 st December (Thu) & 1 st January (Fri)	Office closed
4 th January 2021 (Mon)	Back to normal operations

Above all dependant on staff availability and lockdown rules in place at the time.

The intention is to carry out two litter runs and basic ground checks as usual, dates and times to be decided.

2. Budget 2021-2022

Much of the commentary I have already provided covers the key points of the budget

My report to the Finance & Admin. Committee on 26th October and the subsequent post Leisure Committee addendum covers most of the key budget points.

If you no longer have these reports copies of are appended to the F&A October agenda, which is available from the website.

Updates @ 02/11/2020

- The commercial income for 2021-2020 has ben amended for hall hires and bar income to 40% of the 2019-2020 baseline. Was 65% now 40%. Subject to further review in Nov-Dec based on the pandemic situation and bookings for 2021-2022. (See *tab Income-Assumed-Data-v4 p.25.*)
- I have further reduced the Tanners Wood Hall income for this year due to the recently announced national lockdown.
- The national lockdown will affect pitch hire income as in the arrangements agreed with football clubs, fees will be credited for the period of any national or local lockdown which requires amateur sport to be stopped. I have allowed for this version of the budget.
- As discussed at F&A budget for Election Expenses has been removed from the Admin page and will now be added to an earmarked reserve, from which any by-election costs can be drawn down. This stops any unspent election expenses just washing into the General Fund at year end and builds up a reserve for the costs of the full PC elections.
- I need some guidance from members on any planned precept increase for 2021-2022.
- Henderson Hall may present some challenges.

The Deed of Variation referred to in the minutes of the F&A meeting of 26th October 2020 means the Hub Co. have until 1st March 2021 to decide if they are going to break the lease on 1st September 2020. If they so decide then costs of around £1,000-£1,200/mth will accrue to the PC, post break.

The Hub Co. may come forward with a grant application, this will require careful review considering the business costs, trading position and expected income for 2021.

- Neighbourhood Plan estimated spend for 2020-2021 and budget for 2021-2022 has been submitted by Chairman of the NP Working Group and incorporated in budget.

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- As reported to F&A energy costs are proving difficult to project. Bills have been estimated in some cases for an extended period and resolving queries is proving difficult with energy company call centres experiencing significant call holding times.
- The Community Warden's vehicle was due for replacement this summer, we delayed for obvious reasons and then the gearbox suffered a major failure. It has now been repaired, cost apx. £900.

Work in Progress

- Works Team salary cost allocation to be analysed after November payroll closed.
- Further updates on pitch fees and hall hire revenues based on national lockdown and potential extension.

3. Three Rivers District Council - Bylaws

TRDC have rewritten the bylaws for their open spaces, they were sealed in October 2020 and come into force on 4th November 2020.

The Parish Council last updated their byelaws for open spaces in 1979, so it probably is about time that they were reviewed. TRDC last updated their byelaws in 1980 so this is not something that happens very often.

This is not a quick exercise as Secretary of States' approval is required, but the TRDC bylaws do give a much more modern and clearly written starting point.

This is unlikely to happen on my watch, but members do need to consider if a future update is appropriate.

I have not circulated a copy of TRDC's revised byelaws, an electronic copy can be found at the following link, or I can provide a print copy.

<http://bit.ly/TRDC-BL-2020>

Tim Perkins

Clerk to the Council
2nd November 2020