

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

4th January 2022.

To Members of the Parish Council

The next meeting of the Parish Council will be held at Tanners Wood Hall, School Mead, Abbots Langley, WD5 0LA on Monday 10th January 2022 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.

Isabel Montesdeoca
Chief Officer & 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. Chairman's Report
To consider the Chairman's report.
5. Hertfordshire Police
To receive a report from the Police (if present).
6. To confirm the Minutes of the Meeting held on
8th November 2021.
7. Minutes for adoption
To adopt the following minutes and approve publication on the Parish Council's website.
 - Planning & Highways Committee - 17th November, 1st & 15th December 2021, 5th January 2022
 - Finance & Administration Committee - 29th November, 20th December 2021
 - Staffing Committee - 1st December 2021
 - Leisure Committee - 8th December 2021
8. Fees & Charges 2022-2023
(*Referred from Leisure Committee min. 189c*)
To approve the Halls, Open Spaces and Sports Facilities charges as proposed by the Leisure Committee. (Enclosed)

Abbots Langley Parish Council

9. Budget & Precept 2022-2023

(Referred from the Finance & Administration Committee min. 283)

- i. To approve the budget for the financial year 2022-2023.
- ii. To set the precept for 2022-2023.

Both of the above as proposed by the Finance & Administration Committee min 283. (Chief Officer's report item 1, budget book v3b enclosed)

10. Internal Audit Report (First Interim) 2021-2022

(Referred from the Finance & Administration Committee min. 241.)

Members are asked to formally note the committee's review of the First Interim Internal Audit for 2021-2022 and that no significant items were raised by the auditors. (Enclosed)

11. Depot Surface Project

To consider an update on the works schedule. (Chief Officer's report item 2)

12. Annual Report 2021-2022

To approve the Annual Report and grant delegated authority to the Chief Officer & Clerk to make any minor corrections and updates as required. (To follow - Reports outstanding @ 05/01/2022)

13. Henderson Hall - Managing Trustee Appointment

(Deferred from the Parish Council November 2021, min. 217)

To consider nominations for the above appointment.

14. Neighbourhood Plan Steering Group Report

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

15. Queen's Platinum Celebrations

To discuss holding a beacon event for Her Majesty's Platinum celebrations in June.

16. District and County Council Member's Reports

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

17. Chief Officer & Clerk's Report

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

18. Monthly Statement of Accounts

To consider the monthly statement of accounts for October, November & December 2021 and approve their publication on the Parish Council's website. (Enclosed)

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 and 102.

20. Staffing Matters

- i. Delegation of Authority - Chief Officer & Clerks Absence

To consider minor updates to the above following the appointment of the Finance Officer & Deputy Clerk (Enclosed)

- ii. Staffing Matters

To note staff role changes agreed at December 2021 Staffing Committee, Min 250, 251, 252. (Chief Officer's report PII, item 10)

Abbots Langley Parish Council
Chief Officer & Clerk's Report - January 2022

1. Budget 2022-2023

No significant changes have been made to the budget since the F&A Committee review in December 2021 (*F&A December, min 283*)

- Employee Salary Review

The 2021-2022 NJC pay review for local authority staff has not yet been agreed. I have put a general 3.5% increase in the salary model for all staff to cover both 2021-2022 and 2022-2023 (1.75% per annum). In recent years higher grades have had a lower percentage increase and vice versa for the lower grades, so the 1.75% is an average based on previous proposals from the government.

- 2022-2023 Precept

Finance & Administration Committee members recommend to the Parish Council a precept of £860,282.50 based on a Band D Base figure from Three Rivers of 8669.50. This means on average a household would pay £1.91 per week (£99.23 per annum). This represents an increase of £0.16 per week.

2. Depot Surface Project

The project will commence on Monday 17th January 2022. The work will take approximately 5 weeks and be carried out Monday to Friday from 8am to 4pm, and Saturdays from 8am to 1pm, with extended hours from 1pm to 4pm by permit only. We are undertaking these works in January to minimise disruption to residents and visitors.

During the project, a number of temporary changes will be made to the Manor Lodge Car Park to ensure the safety of workers, local residents, and visitors.

Temporary Changes to Manor Lodge Car Park (see attached diagram for details)

- A secure compound surrounded by fencing will be erected to create a safe construction area. This compound will house all of the construction equipment and a temporary Works Team unit.
- The East entrance to the car park will be used as a dedicated entrance to the secure compound, and be restricted to use by construction lorries and works vehicles only.
- The South East entrance to the car park will remain open to the public, providing continued access to the Community Centre. This car park will have a maximum capacity of 16 cars. Additional free parking remains available in the main car park behind the shops, accessible via the High Street.
- Allotment holders' access to Manor House allotments will continue to be via the existing footpath. There will, however, be no vehicle access to Manor House allotments during this period.
- Public access to the Police Station will be via a footpath to the left of the East entrance to the car park.
- Two bays within the public car park will be allocated for use solely by police vehicles.



3. Members Attendance - Six Month Rule

All members have attended at least one Parish Council meeting or Committee meeting since and including the September 2021 Parish Council meeting. No members are at risk of breaching the above until March 2022.

If for any reason a member requires leave of absence, then the Chief Officer & Clerk should be asked to add this to a Parish Council agenda.

Abbots Langley Parish Council
Chief Officer & Clerk's Report - January 2022

4. Protocol for recording an apology at Parish Council and Committee Meetings
I have noted recurring inconsistencies and a general lack of clarity around the sending of apologies prior to a Parish Council or Committee meeting. To resolve the inconsistencies, I recommend Abbots Langley Parish Council agrees and documents a simple and straightforward protocol. Based on similar protocols used by other councils, I suggest the following wording as a first draft:

Abbots Langley Parish Council Protocol for Recording an Apology at Parish Council and Committee Meetings

- Apologies must be received by the Chairman of the meeting or the Chief Officer & Clerk to the Council (or his/her delegates at the meeting) via email or voice mail at least 1 hour prior to the commencement of the meeting.
 - If a councillor sends apologies via e-mail or leaves a voice mail with a time stamp of at least 1 hour prior to the commencement of the meeting then these are recorded in the minutes as "apologies received and accepted". Any reasons given in the apologies will be recorded as requested.
 - If no apologies are received by the Chairman or the Chief Officer & Clerk to the Council at least 1 hour prior to the commencement of the meeting, the 6-month rule clock starts ticking.
5. Location of Parish Council Meetings
In line with the ongoing Covid Plan B guidance, Parish Council and Committee meetings planned for January through March 2022 will continue to be held in venues large enough, and with sufficient ventilation to safely accommodate expected attendees. Specifically this means Parish Council Meetings, Leisure Committee meetings, and the Annual Parish Meeting will be held in Tanners Wood Hall. All other smaller Committee meetings will be held at Abbots Langley Parish Council Offices. This decision will be reviewed again in March 2022.
Masks will also continue to be worn at all meetings, however attendees can temporarily lower their face covering while maintaining social distancing to aid communication with other attendees that may rely on lipreading or facial expressions.

6. Abbots Langley Tennis Club - Club Supreme
The deed of surrender has been signed by both parties and been received by our solicitors. Penman Sedgwick's conveyancing department has now been instructed to apply to HM Land Registry on behalf of the Parish Council to register the surrender and close the leasehold title.

7. Small Grants Awarded
Two small grants have been awarded since the last Parish Council meeting:
£250 - Abbots Langley Legionnaires, to support cost of a Legionnaires lunch next summer.
£250 - Abbots In Transition, to support cost of a Renewables Roadshow event next spring.

8. Diary Dates
21st January 2022 - Tough Ten Presentation Evening at Breakspeare School. (Please confirm attendance to organisers).
11th June 2022 - Abbots Langley Carnival
4th November 2022 - Fireworks, Manor House Playing Fields

Abbots Langley Parish Council
Chief Officer & Clerk's Report - January 2022

9. Absence from Office

Covid permitting, the Chief Officer & Clerk will be on annual leave during the week of 14th February 2022. Arrangements have been made for the Finance Officer & Deputy Clerk to clerk the Planning & Highways Committee on 16th February 2022. All other matters will be managed as per the Delegation of Authority - Clerks Absence policy.

Isabel Montesdeoca

Chief Officer & Clerk to the Council
4th January 2022

<https://alpcouncil.sharepoint.com/sites/ALPCBudgetsMeetingsPlanning/Shared Documents/ALPC Meetings/ALPC Meetings 2021-2022/Clerks Report/Parish Council/ALPC-Clerks-Report-PC-2022-01.docx>