

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

8th May 2018.

To Members of the Parish Council

The Annual Parish Council will be held at the above address on Monday 14th May 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. **Election of Chairman**
To elect a Chairman of the Parish Council for the year 2018-2019.
2. **Declaration of Acceptance of Office by the Chairman**
To receive the Declaration of Acceptance of Office from the new Chairman.
3. **Apologies for Absence**
To receive and accept apologies for absence.
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. **Declarations of Interest**
To receive any declarations of interest in items on the agenda.
7. **Election of Vice Chairman**
To elect a Vice Chairman of the Parish Council for the year 2018-2019.
8. **Appointments to Other Bodies**
To appoint members to serve on the following outside bodies.
 - Community Centre Management Committee (2)
 - Joint Committee of Parish Councils (1 + Chairman + Clerk)
 - Abbots Langley History Society (1)
 - Three Rivers District Council Environmental Forum (1 + substitute)
 - YMCA Woodlands (2)
 - Abbots Langley Carnival Committee (1)
 - HAPTC (Cllr Sara Bedford serving until July 2018 and not seeking re-nomination.)
 - Evergreen FC Management Committee (1)
 - Henderson Hall Managing Trustees - Councillor contact

Abbots Langley Parish Council

9. Election of Committees

To confirm the membership of the following committees:

- Planning & Highways
- Leisure
- Finance & Administration
- Staffing
- Review Panel

10. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

11. Subscriptions and Corporate Memberships

To consider the enclosed report.

12. Direct Debits & BACS

To approve by resolution the continuing use of direct debits and BACS for payments listed in the Clerk's report. (See Clerk's report item 1.)

13. List of Deeds and Property Records in the Custody of the Council & its Solicitors

To consider the enclosed reports. (Clerk's report item 2 and enclosed reports.)

14. To confirm the Minutes of the Parish Council Meeting Held on

12th March 2018.

15. Minutes for adoption

To adopt the following minutes and approve their publication on the Parish Council's website.

- Staffing Committee - 7th March & 11th April 2018.
- Planning & Highways Committee - 14th March, 4th & 25th April 2018.
- Leisure Committee - 18th April 2018.
- Finance & Administration Committee - 23rd April 2018.

16. Annual Parish Meeting

To note the draft minutes of the above held on 21st March 2018. (enclosed)

17. Past Chairman's Report

To receive the Past Chairman's report.

18. Calendar of Meetings

To confirm that an additional Parish Council Meeting will be held on 20th June 2018, prior to the Leisure Committee meeting for the purpose of approving the Annual Governance & Financial Statement.

19. Neighbourhood Plan Steering Group Report

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

20. Co-option to Membership of the Parish Council

To consider any applications received prior to the meeting.

21. Herts Police & Crime Commissioner - Manor Lodge Lease

To agree by resolution the granting of a new lease to the above for a period of five years at a standing rent of £3,000/pa. Terms as per previous leases and any minor amendments to be delegated to the Clerk under advisement from the Parish Council's solicitors.

22. Millennium Gardens - Poppy Memorial

To consider if a memorial should be erected in the above to commemorate the end of the First World War. (See Clerk's report item 3 and enclosed plan.)

23. District and County Council Member's Reports

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

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24. Clerk's Report

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

25. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for March and April 2018 and approve their publication on the Parish Council website.

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Abbots Langley Parish Council

Clerk's Report - May 2018

1. Direct Debits & BACS

Direct Debits

Affinity Water
Allstar (Vehicle fuel cards)
British Gas
BT
Castle Water (Business waste water & sewerage)
Dayla (Drinks supplier)
E.ON
Information Commissioner (Data Protection registration)
Sage Cover
Scottish Power
Southern Communications
Three Rivers District Council (Business rates and other misc. payments)
Virgin Media (Office Broadband)
Vodafone
Worldpay - Serviceline/Cardsave (Card payment terminals)

BACS

Staff salaries
HCC Pension Contributions
HM Revenue & Customs (Income Tax, Employer and Staff NI contributions)

(Checked GJK 25/04/2018)

2. Deeds and Property Records

Current open property actions are:

- i. Renewal of the lease to the Police & Crime Commissioner for the Abbots Langley Community Police Office - Resolution required at this meeting.
- ii. New lease to Bedmond Sports & Social Club - Discussions ongoing, the club has just nominated new trustees and this is being progressed.
- iii. Lease renewal for Jacketts Field Allotments - with Three Rivers District Council legal team.
- iv. Lease renewal for Summerhouse Way Garages - also with Three Rivers DC.

3. Millennium Gardens - Poppy Memorial

The Royal British Legion, Abbots Langley Branch, have requested permission to install a memorial in the above.

Funds would be secured from local charitable organisations and the installation would be at no cost to the Parish Council. However, as the plans for the memorial have only just been finalised there have not been any discussions about any future maintenance costs.

The memorial could be added to the Parish Council's insurance policy. The risk cost is not likely to be significant.

Abbots Langley Parish Council

Clerk's Report - May 2018

4. NALC Model Standing Orders

In April NALC published a revised model Standing Orders.

Most of the changes are "technical" in nature and will have no impact on how the Parish Council conducts its business. The Parish Council is currently in compliance with all of the changes.

Our Standing Orders will need to be refreshed with these changes and a couple of minor corrections for accuracy in areas such as committee terms of reference.

I will bring an updated set of Standing Orders to the next Parish Council meeting.

5. Evergreen Football Club

The legal charge in favour of the Football Foundation and agreed by the Parish Council at its meeting in March 2018 (min. 374.) has been executed.

Penman Sedgwick have confirmed that the original documents are held in their secure store and copies are held by the Parish Council.

6. Insurance Claim

In November 2017 a bench on the High Street (opposite Millennium Gardens) was destroyed when a vehicle mounted the pavement. A claim was submitted promptly to the driver's insurance company.

The claim was handled by Acromas Insurance which is the claims arm of Saga and the AA Insurance.

They do not take phone calls or have a valid email address. If you call a recorded message tells you to write to a PO Box in Folkestone, this I did on a number of occasions, including by recorded delivery and they failed to respond.

I eventually had to track down the name of their Managing Director and I emailed him. He did not have the courtesy to reply but a supervisor did call and the claim was settled in a few days (£1,147.86).

It took over four months from submitting a fully justified claim to it being settled, I asked the insured driver to assist and he was somewhat aggrieved that Saga had increased his premium by £400+ weeks after the accident.

The claim was an administrative shambles from start to finish and a company that will only communicate by letter is best avoided.

Caveat emptor anyone that is unfortunate enough to be insured with Saga or the AA.

7. Financial & Small Grants

Letters acknowledging grants awards have been received from:

- Citizens Advice in Three Rivers (Fin. Grant 2018-2019)
- Abbots Langley Cricket Club (Fin. Grant 2018-2019)
- Abbots Langley Legionnaires (Small Grant 2017-2018)

8. Diary Dates

23rd May - Internal Audit (final FY 2017-2018).

18th June - Joint Parish Councils Meeting (Sarratt PC). Note: I may not be able to attend.

Tim Perkins

Clerk to the Council

8th May 2018