

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

4th May 2022.

To Members of the Parish Council

The Annual Parish Council will be held at the above address on Monday 9th May 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.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

AGENDA

1. Election of Chairman
To elect a Chairman of the Parish Council for the year 2022-2023.
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 2022-2023.
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)
 - Abbots Langley Carnival Committee (1)
 - Evergreen FC Management Committee (1)
 - Henderson Hall Managing Trustees - (1, Councillor contact)
 - HAPTC Executive Committee (1, empty as of July 2021)(Current appointments enclosed.)

Abbots Langley Parish Council

9. Election of Committees

To confirm the membership of the following committees:

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

(Current committee assignments enclosed.)

10. Election of Committee Chairman

To confirm the Chairman of the committees listed above.

11. Subscriptions and Corporate Memberships

To consider the enclosed report. (enclosed)

12. Direct Debits & BACS

To approve by resolution the continuing use of direct debits and BACS for payments listed in the Clerk's report. (Chief Officer & 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. (Chief Officer & Clerk's report item 2 and enclosed reports.)

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

7th March 2022. (enclosed)

15. Minutes for adoption

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

- Planning & Highways Committee - 9th March, 30th March, 20th April 2022
- Leisure Committee - 13th April 2022
- Finance & Administration Committee - 25th April 2022

16. Annual Parish Meeting

To note the draft minutes of the above held on 2nd March 2022. (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 22nd June 2022 @ 7:00pm, 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)

20. District and County Council Member's Reports

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

21. Chief Officer & Clerk's Report

To consider items in the Clerk's report not covered elsewhere on the agenda. (Chief Officer & Clerk's report item 3 & 4)

22. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for March 2022 and approve their publication on the Parish Council website. (enclosed)

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

1. Direct Debits & BACS

As per the Council's Financial Regulations (Section 6.6 & 6.8, ALPC Financial Regulations 2022 v1.1), approval of the use of Direct Debits and BACS shall be renewed by resolution of the council at least every two years. Please find the current list of these below:

- Direct Debits
 - Allstar (Vehicle fuel cards)
 - Castle Water (Business waste water & sewerage)
 - Dayla (Drinks supplier)
 - E.ON Next - Gas
 - Information Commissioner (Data Protection registration)
 - Legal & General - IHLI (new)
 - Sage Cover
 - Scottish Power - Electricity all sites
 - SOHO Voice Over IP (new)
 - Southern Communications
 - Three Rivers District Council (Business rates and other misc. payments)
 - Vehicle Tax (new)
 - Virgin Media (Office Broadband)
 - Vodafone
 - Worldpay - Streamline/Cardsave (Card payment terminals)
- BACS
 - Staff salaries
 - HCC Pension Contributions
 - HM Revenue & Customs (Income Tax, Employer and Staff NI contributions)

(Checked JP 04/05/2022)

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

At the time of writing open property actions are:

- i. Abbots Langley Bowls Club Lease Assignment- Deed of Transfer required following death of a trustee.
- ii. Jacketts Field Allotments - Lease renewal with Three Rivers District Council property team.
- iii. Langleybury Playing Fields Environment Agency Borehole.
- iv. Bedmond Sports & Social Club - New lease ongoing discussion.
- v. First registration of freehold title to land at Kitters Green
- vi. Henderson Hall - Repairs to shared boundary with 38 High Street.

Open actions confirmed by Penman Sedgwick. (CM email dated 26 April 2022 15:12.)

3. Queen's Platinum Jubilee Beacon Event

Date and time: 2 June 2022, 1400 to 2230 (Beacon lit at 2145)

Location: Manor House Recreation Grounds

Website: <https://www.abbotslangley-pc.gov.uk/alpc-queens-jubilee-event/>

Jubilee Decorations: Flyers have been distributed across the parish and banners are being hung at prominent locations. Jubilee discs are being installed on lampposts across the parish. Bunting and flags are on order. The beacon commissioned for the Queen's Jubilee has been installed and will be painted in the coming weeks. Block paving will also be installed and a commemorative plaque will be installed at the foot of the beacon.

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Entertainment: Musical entertainment for the event is being organised by Dean Courtney who has kindly volunteered to join the Working Group. A mixture of recorded music and four live acts will be played at the event. Warner Bros have generously offered to support the staging / sound / lighting for event through a donation. We will also have 3 bouncy castle / rides at the event as entertainment for children. For those wishing to purchase food and drink, 3 food stalls will be available and Manor House Bar will be open.

Competitions: As part of the event, Abbots Langley Parish Council is running two competitions. For the first competition all local shops are being invited to participate in a shopfront decoration competition celebrating the jubilee. Sites will be visited and the winner will be selected by Abbots Langley Parish Council on the morning of June 2nd and announced at the event. For the second competition, all local school choirs are being invited to participate in a schools' choir competition to be held at the event. Each school choir will have the opportunity to sing two songs. The winner will be selected by audience vote at the event.

Budget: Current budget estimates for the event are shown below. Approved budget for the event is £5000 (Parish Council Jan 2022, min 306). Spend below includes items that will be covered by donations from County Councillor Sara Bedford's Locality Budget (£3000) and Warner Bros (£2000). While every effort is being made to keep all spend at a reasonable level, Officers recommend the Council consider increasing the approved budget for the event by £2000 to cover the projected costs.

Item	Cost Estimates
Generator	£600 + VAT
Staging & Sound System	£1500 + VAT
Lighting	£1000
Live Entertainment	£600-£800
Portaloos	£405 + VAT
Banners	£300
Competition Trophies & Jubilee Coin Gifts	£200
Jubilee Discs & Cable Ties	£1866.56 + VAT
Bunting & Flags	£1264.41 + VAT
Beacon & Plaque	£3000
Gas Cylinders & Connectors for Beacon	£220
Total	£11755.97
Budget	£10000.00
Under/(Over) spend	(£1755.97)

4. Financial Grants 2022-2023

Financial grants approved by the Finance & Administration Committee in January (min 335 & 337) have now been paid.

- Abbots Improvement Group
- Citizens Advice Bureau
- Henderson Hub
- St. Lawrence Church
- St. Paul's Church
- Watford Lions Club

Isabel Montesdeoca
Chief Officer & Clerk to the Council
4th May 2022

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/clerks report/parish council/alpc-clerks-report-pc-2022-05.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/clerks%20report/parish%20council/alpc-clerks-report-pc-2022-05.docx)