

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

2nd November 2021.

To Members of the Parish Council

The next meeting of the Parish Council will be held at The Manor House, Gallows Hill Lane, Abbots Langley WD5 0DD on Monday 8th November 2021 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. Hertfordshire Police**
To receive a report from the Police (if present).
- 5. To confirm the Minutes of the Meeting held on**
13th September 2021.
- 6. Minutes for adoption**
To adopt the following minutes and approve publication on the Parish Council's website.
 Planning & Highways Committee - 15th September, 6th & 27th October 2021
 Leisure Committee - 20st October 2021
 Finance & Administration Committee - 25th October 2021
- 7. Depot Surface Project**
To consider a report from the Chief Officer. (Clerk's report item 1.)
- 8. Staffing - Recruitment**
Noting the appointment of a new Finance Officer & Deputy Clerk.
- 9. Henderson Hall - Managing Trustee Appointment**
To consider any nominations that may have come forward for the trustee vacancy.
- 10. Calendar of Meetings 2022-2023**
To consider the above. (Calendar enclosed.)
- 11. Budget 2022-2023**
To consider the latest revision of the above. (Budget book enclosed and Clerk's report item 2.)
- 12. External Audit 2020-2021**
(*Referred from the Finance & Administration Committee min. 197.*)
To approve and accept the External Auditor's Report and Certificate as recommended by the Finance and Administration Committee. (Report and certificate circulated for the F&A meeting on 25th October 2021.)

Abbots Langley Parish Council

13. Member Leave of Absence

To agree by resolution Leave of Absence for members under the “Six Month Rule”.

14. Neighbourhood Plan Steering Group Report

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

15. Breakspeare School Consultation

(Referred from the Planning & Highways Committee min. 206.)

To discuss the above consultation on a proposal regarding the permanent enlargement and relocation of Breakspeare School in 2023. (Consultation letter enclosed.)

16. District and County Council Member's Reports

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

17. Chairman's Report

To consider the Chairman's report.

18. Clerk's Report

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

19. Monthly Statement of Accounts

To consider the monthly statement of accounts for September 2021 and approve publication on the Parish Council's website. (Enclosed.)

z:\alpc meetings 2021-2022\parish council\alpc-pc-agenda-2021-11.docx

Abbots Langley Parish Council
Clerk's Report - November 2021

1. Depot Surface Project

The Depot Surface project has now formally been awarded to Murrill and Frankham Consultancy Group are drawing up the contracts. We have been advised by Murrill that due to lead times on the interceptor needed for the sump work, the start date for the Depot Surface project will be delayed 6-8 weeks. The revised start date being discussed is 17th January 2021.

As this crosses over into the new year, Murrill has advised they expect to incur additional costs for supplies due to the current market conditions and cannot hold to the quote initially provided as part of the tender process. The points Murrill raised are reasonable and not unusual in the current economic climate. As such, I would recommend the Council make an allowance for a 5% increase in the original headline cost approved by the Leisure Committee (*min 135*) and agreed by Parish Council (*min 156*) to be funded from funded from the Capital Reserve (£85,000) with the balance from the General Fund.

As the project progresses, we will pursue options to reduce the cost of the project in other areas to bring the total cost back down to the original headline amount.

2. Budget 2022-2023

My report to the Leisure Committee on 20th October and Finance & Admin. Committee on 26th October covers most of the key budget points and commentary on the working assumptions we are using to build the budget.

If you no longer have these reports copies of are appended to the Leisure Committee and Finance & Admin. October agendas, which are available from the website.

Updates @ 02/11/2021

- I need some guidance from members on any planned precept increase for 2022-2023.
- A detailed Neighbourhood Plan budget for 2022-2023 has been submitted by Chairman of the NP Working Group and incorporated in budget. The total amount remains the same as the estimate in the current version of the budget book (v1e).

Work in Progress

- **Heating & Water Costs:** As reported to F&A, heating and water costs are increasing. A flat 10% increase has been added to the 2022-2023 budget but we will continue to monitor the increases to better understand the impact to the current and next budget and make adjustments as required.
- **Key Projects:** Quotes being obtained to determine the key projects the Leisure Comm. will prioritise for 2022-2023. Once quotes have been obtained, placeholders based on these quotes will be put into the next version of the budget to go to Finance & Admin for review on Nov 29th. Final selection of projects to be prioritised will be determined at Leisure Comm on Dec 8th.
- **Staffing:** Salary cost allocation will be analysed after November payroll closed. Future potential staffing changes will be discussed at Staffing Comm. meeting on Dec 1st.
- **Grants:** SLA grants for CAB, St Lawrence Church, St Paul's Church and the Lions Club expire at the end of this year. New grant applications should be submitted in advance of the Dec 20th F&A meeting. Placeholders based on the current grant amounts will be updated as these applications are received.
- **Bus Shelters & Notice Boards:** First review of P&H budget sheets will take place at Nov 17th meeting.

3. Wreath Laying

To confirm members allocated to the various Remembrance ceremonies around the parish.

- Chairman - St. Lawrence Church

Abbots Langley Parish Council
Clerk's Report - November 2021

- TBC - St. Paul's Langleybury
- Chairman - The Church of the Ascension, Bedmond
- Leavesden ward member - Dale Court, Leavesden High Road
- Clerk to arrange - Airfield Memorial Warner Bros. (No formal ceremony.)

4. Diary Dates

- 2nd December 2021 - Christmas Carols & Lights On
- 21st January 2021 - Tough Ten Presentation Evening at Breakspeare School. (Please confirm attendance, details in October 29th Clerk's Weekly Update.)

Isabel Montesdeoca

Clerk to the Council
2nd November 2021

z:\alpc meetings 2021-2022\clerks report\parish council\alpc-clerks-report-pc-2021-11.docx