

Abbots Langley Parish Council

Council Offices
Langley Road
Abbots Langley
Herts
WD5 0EJ

7th November 2022.

To Members of the Parish Council

The Parish Council will be held at the above address on Monday 7th November 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. New Member
 - i. To welcome Councillor Mo Rattab as a member of the Parish Council.
The Chief Officer & Clerk confirms Councillor Mo Rattab's Declaration of Office has been submitted and countersigned by the Chief Officer & Clerk as Proper Officer to the Council. A Register of Interests has also been submitted within the statutory deadline.
 - ii. To agree committee assignments for Councillor Mo Rattab.
2. Apologies for Absence
To receive and accept apologies for absence.
3. Declarations of Interest
To receive declarations of interest in items on the agenda.
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. To confirm the Minutes of the Meeting held on
11th July 2022 (previously circulated)
6. Minutes for adoption
To adopt the following minutes and approve publication on the Parish Council's website.
 - *Planning & Highways Committee* - 20th July, 10th & 31st August 2022 (all previously circulated), 28th September & 19th October 2022 (enclosed)
 - *Finance & Administration Committee* - 25th July 2022 (previously circulated), 31st October 2022 (enclosed)
 - *Leisure Committee* - 24th August 2022 (previously circulated), 26th October 2022 (enclosed)
 - *Staffing Committee* - 7th September & 19th October 2022 (enclosed)
7. Chairman's Report
To consider the Chairman's report.
8. Hertfordshire Police
To receive a report from the Police (if present).
9. Henderson Hall Trustees
(referred from Parish Council Meeting, 7 March 2022, min 376)
To note the Henderson Hall Trustees meeting minutes from March and June 2022 and consider any

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nominations that have come forward for the trustee vacancy. (Minutes enclosed.)

10. Committee Terms of Reference

To note the Terms of Reference agreed by Committees and confirm the number and terms of office of committee members. (Committees Terms of Reference enclosed)

11. Budget 2023-2024

To consider the latest revision of the above. (Chief Officer & Clerk's report item 1 and budget book v1.2 enclosed)

12. Internal Audit Report (Final Report) 2021-2022

(referred from Finance & Administration Committee, 25 July 2022, min 111)

Members are asked to formally note the committee's review of the final Internal Audit report for 2021-2022 and that no significant items were raised by the auditors. (Report circulated for the F&A meeting 25th July 2022)

13. External Audit 2021-2022

(referred from Finance & Administration Committee, 31 October 2022, min 199)

Members are asked to formally note the committee's review of the External Audit report for 2021-2022 and that no significant items were raised by the external auditors. (Report circulated for the F&A meeting 31st October 2022)

14. Calendar of Meetings 2023-2024

To consider the draft calendar of Abbots Langley Parish Council meetings for 2023-2024 proposing a significant change from the current year by moving all meetings to take place on Wednesdays @ 7:30pm to facilitate members' planning and committee participation. (Chief Officer & Clerk's report item 2, draft 2023-2024 Calendar enclosed)

15. King Charles III Coronation Celebration

To consider the following motion by Councillor Stephen Giles-Medhurst.

"That the Parish Council agrees to hold a celebration to mark the coronation of King Charles III. Arrangements to be agreed between officers, the Chairman, and a group of working party members." (Queen's Jubilee Beacon Event - Final Budget Report enclosed)

16. Abbots Langley Neighbourhood Plan Steering Group

To note the Neighbourhood Plan Steering Group Report from the Chairman of the Steering Group and publication of the final Abbots Langley Village Centre Masterplan (ALNP Progress Report Forty November 2022 enclosed, AL Village Centre Masterplan available from ALPC website @ <https://www.abbotslangley-pc.gov.uk/wp-content/uploads/sites/4/2022/10/221027-AL-V3-LowRes.pdf>)

17. District and County Council Member's Reports

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

18. Chief Officer & Clerk's Report

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

- i. Small Grants Awarded (Chief Officer & Clerk's Report, item 3)
- ii. Members' Attendance - Six Month Rule (Chief Officer & Clerk's Report, item 4)
- iii. Wreath Laying - To note arrangements (Chief Officer & Clerk's Report, item 5)
- iv. Christmas & New Year Working - To note arrangements (Chief Officer & Clerk's Report, item 6)

19. Monthly Statement of Accounts

To consider the monthly statement of accounts for July, August, September 2022 and approve their publication on the Parish Council's website. (Enclosed)

20. Exclusion of the Press and Public (Part II)

As the following item will consider early stages of a contract discussion into which the Parish Council may be entering 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 & 102.

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21. Bedmond Sports & Social Club

To consider the above draft lease. (Chief Officer & Clerk's PII report item 1, electronic copy of lease available upon request to Clerk)

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/parish council/alpc-parish-council-agenda-2022-11.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/parish%20council/alpc-parish-council-agenda-2022-11.docx)

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

1. Budget 2023-2024

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 in v1.2

- Neighbourhood Plan - A detailed Neighbourhood Plan budget for 2023-2024 has been submitted by Chairman of the NP Working Group and incorporated into budget book v1.2

Work In Progress

- Key Projects - Proposed priority projects for 2023-2024 discussed and agreed at Leisure Committee and Finance & Administration Committee meeting in October have been updated in budget book v1.2 where cost estimate is known, however additional quotes are still outstanding.
- Financial Grants - At this stage, the grant budget for 2023-2024 has been left at the same level. This amount covers all existing SLA agreements and leaves room for any new grant applications that may be received. The due date for new grant submissions for 2023-2024 is 15th December 2023.
- Precept - At this stage, the precept calculations are based on a flat Band D base figure. TRDC have communicated that the tax base information will be published within the committee report five working days in advance of the meeting on 13 December 2022 where it will be agreed. Once this data point is available, we will update the budget accordingly.
- Wages / Staff Allocations- The NJC salary agreement for 2022-2023 is still outstanding. An announcement is expected shortly and the salary model will be updated accordingly. Salary cost allocations will also be analysed after November payroll closed.

2. Calendar of Meetings 2023-2024

I have received requests from Members to consider standardising the meetings calendar to hold all meetings in the evening and on the same day of the week. This will enable members with regular day-time commitments to act as members of any Committee rather than be limited to those held at 7:30pm. It will also enable members to plan around Council and Committee meetings more easily.

Thank you to all members for providing feedback on the draft calendar circulated prior to this meeting proposing all Council and Committee meetings take place on Wednesdays at 7:30pm. Attached is a updated 2023-2024 calendar with minor adjustments for your consideration.

3. Small Grants Awarded

- i. *Abbots Langley Youth Football Club* - £250 grant to support the purchase of training kit for the team.
- ii. *Abbots Langley Carers Network* - £250 towards the cost of organizing, transportation and holding of two events for carers.
- iii. *Bedmond Bells Women's Institute* - £250 towards the cost of purchasing and installing a new noticeboard for sharing information with the community.
- iv. *1st Abbots Langley Rainbows* - £150 towards the cost of purchasing replacement indoor sports equipment, cooking equipment, and arts & crafts materials.
- v. *Bedmond Village Hall* - £250 towards the cost of purchasing and installing a new notice board to replace current rotting noticeboard.

4. Members' Attendance - Six Month Rule

No members are at risk of the Six Month Rule until February 2023. The next check will take place prior to the January Parish Council meeting.

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Chief Officer & Clerk's Report - November 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.

5. Wreath Laying

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

- Chairman - St. Lawrence Church
- Councillor Jon Tankard - St. Paul's Langleybury
- Chairman - The Church of the Ascension, Bedmond
- Councillor Robin Powell - Dale Court, Leavesden High Road

Wreaths have also been / will be laid on behalf of Abbots Langley Parish Council at the Warner Brothers War Memorial and at the High Elms Lane site.

6. Christmas & New Year Working

I propose the following working schedule over the holiday period:

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| • 22 nd December (Thu) | Normal working hours |
| • 23 rd December (Fri) | Office covered 09:30-12:00 (Close @ 12:00) |
| • 26 th /27 th December (Mon/Tue) | Office closed (Public Holidays in lieu of 25 th /26 th) |
| • 28 th /29 th December (Wed/Thur) | Office closed |
| • 30 th December (Fri) | Phone lines covered 09:00-12:00 |
| • 2 nd January 2022 (Mon) | Public Holiday |
| • 3 rd January (Tue) | Back to normal |

All of the above is dependent on weather, staff availability and any lockdown rules in place at the time.

The Works Team and Community Warden will carry out two litter runs and basic ground checks as usual, dates and times to be decided.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

1st November 2022

[https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared documents/alpc meetings/alpc meetings 2022-2023/clerks report/parish council/alpc-clerks-report-pc-2022-11.docx](https://alpcouncil.sharepoint.com/sites/alpcbudgetsmeetingsplanning/shared%20documents/alpc%20meetings/alpc%20meetings%202022-2023/clerks%20report/parish%20council/alpc-clerks-report-pc-2022-11.docx)