

Abbots Langley Parish Council

Minutes of the Parish Council Meeting held on Wednesday 7th November 2022 at 7.30 pm in Council Chambers, Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ.

Those Present:

Chairman: Councillor Stephen Giles-Medhurst

Councillors: Councillor Jon Andrews
Councillor Liz Burns
Councillor Sara Bedford
Councillor Ruth Clark
Councillor Jane Lay
Councillor David Major
Councillor Robin Powell
Councillor Mo Rattab
Councillor Owen Roe
Councillor John Swallow
Councillor Jon Tankard
Councillor John Wyatt
Councillor Roxanne Yau

Officers: Isabel Montesdeoca - Chief Officer & Clerk to the Council
Jayshree Patel - Finance Officer & Deputy Clerk

Police:

Others: Mr Peter Warman - Chairman of the Neighbourhood Plan Steering Group x

Those Not Present:

Councillors: Councillor Simon Stanley

The meeting opened at 7:30 pm.

217. New Member

- i. Councillor Mo Rattab was welcomed by the Chairman and it was confirmed the Declaration of Office has been submitted and countersigned and the Register of Interests has been submitted within the statutory deadline.
- ii. Councillor Mo Rattab agreed to join the Planning & Highways Committee (discussion held close of Parish Council meeting).

218. Apologies for absence

None.

219. Declarations of Interest

None.

220. Public Participation

None.

221. To confirm the Minutes of the Parish Council Meetings

It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the minutes of the meeting held on 11th July 2022, copies of which had been sent to all members of the Parish Council prior to the meeting, be taken as read and were signed by the Chairman as a correct record.

222. Minutes for adoption

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It was proposed by Councillor Liz Burns, seconded by Councillor Jane Lay and RESOLVED that the following committee minutes be adopted, approved for publication on the Council's website, and passed to the committees for resolution:

- i. Planning & Highways Committee – 20th July, 10th & 31st August, 28th September, 19th October 2022
- ii. Finance & Administration Committee – 25th July, 31st October 2022
- iii. Leisure Committee – 24th August, 26th October 2022
- iv. Staffing Committee – 7th September, 19th October 2022

223. Chairman's Report

Chairman's engagements, 12th July to 7th November 2022

- November 5th - Assisted with Poppy appeal collection in Abbots High St
- November 4th - Helped start the Abbots Langley Fireworks hosted by Watford Lions
- October 19th - Presented long service staff award
- October 2nd - Tough Ten event, starting races and awarding trophy
- September 11th - Lead the Proclamation of Accession at Millennium Gardens
- July 13th - Tough Ten Charity Cricket Match at AL Cricket Club.

Vice Chairman's engagements, 12th July to 7th November 2022

- September 17th – Applefest, Opened and Closed event
- September 18th - St Lawrence Church, attended commemoration service for Her Majesty the Queen
- September 18th – St Lawrence Church, attended 1 min silence commemorating Her Majesty the Queen

224. Hertfordshire Police

(update provided in advance via email by PS 488 Jon Brown)

In the absence of the Police, the Chairman read out the written report from Sgt Brown as follows:

- Burglaries and Attempt Burglaries – so far this year 39 compared to 21 in the previous year.
- Theft of Motor Vehicle – so far this year 38 compared to 30 the previous year.
- Theft from Motor Vehicle – so far this year 44 compared to 46 the previous year.
- Anti-social behaviour incidents are significantly down compared to the previous year.

"What I would say is the increases in crime are not isolated to the Abbots Langley area. There are similar increases across Three Rivers and I have no doubt across the majority of Hertfordshire (if not nationally)."

Chairman Giles-Medhurst noted the Parish is in an overall low crime area.

Councillor Robin Powell requested the Chief Officer & Clerk write to PS Jon Brown and request a breakdown of the types of burglaries (eg. dwellings vs sheds).

Councillor Sara Bedford noted residents continue to be very concerned about speeding in the area.

225. Henderson Hall Trustees

(referred from Parish Council Meeting, 7 March 2022, min 376)

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It was proposed by Councillor Jane Lay, seconded by Councillor Roxanne Yau and RESOLVED that Mr Peter Warman be appointed for a first term of office (four years) as a Managing Trustee of Henderson Hall.

A vote was taken and was unanimous.

226. Committee Terms of Reference

Members noted the revised Terms of Reference for each Committee.

It was proposed by Councillor Sara Bedford, seconded by Councillor Jon Tankard and RESOLVED that the maximum number of members per committee for each committee be reconfirmed as follows:

- i. Finance & Administration Committee – 7 members
- ii. Leisure Committee – 9 members
- iii. Planning & Highways Committee – 8 members
- iv. Staffing Committee – 6 members
- v. Review Panel – 7 members

The term of office for each committee is 1 year.

A vote was taken and agreement was unanimous.

227. Budget 2023-2024

Members noted the current version of the budget (v1.2) and agreed it is consistent with what is expected for this stage of the budget planning process.

The Chief Officer & Clerk provided a summary of the inflation assumptions built into the 2023-2024 budget based on inflation figures published by ONS and other bodies.

Councillor Sara Bedford requested the Chief Officer & Clerk share the impact of the NJC pay agreement (flat £1925 added on to all pay scales).

[Post meeting update – The Chief Officer and Clerk confirmed the impact of the pay agreement to the staff wages budget is an increase of 7%]

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

(Referred from the Finance & Administration Committee, 25 Jul 2022 min. 111.)

Members noted the Final Internal Audit Report for 2021-2022 has been reviewed by the Finance & Administration Committee and that no significant matters were raised.

229. External Audit 2021-2022

(Referred from the Finance & Administration Committee, 31 Oct 2022 min. 199.)

It was proposed by Councillor Liz Burns seconded by Councillor Jane Lay

RESOLVED that the Parish Council accept the External Auditor's Report and Certificate as recommended by the Finance and Administration Committee.

230. Calendar of Meetings 2023-2024

Members agreed the calendar of meetings for 2023-2024 with the following changes:

- i. Annual Parish be moved to 17th May 2023 to allow enough time for the proper paperwork to be completed and collected post the ordinary election on 4th May 2023.
- ii. Planning & Highways be move to 24th May 2023 to avoid a clash.

and subject to review of full Parish Council meeting schedule against all major religious holidays.

[Post meeting update – The Chief Officer and Clerk has completed a check against the Interfaith Calendar and the proposed dates do not clash with any major religious holidays.]

231. King Charles III Coronation Celebration

Councillor Stephen Giles-Medhurst confirmed the Coronation ceremony will be held on 6th May 2023 and a bank holiday has been declared for 8th May 2023. The Coronation ceremony is likely start at 11am which would allow time for local celebrations in the afternoon of 6th May. Monday, May 8th has been announced as a bank holiday.

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Liz Burns and RESOLVED that a working group of no more than 5, one per ward, be formed to plan the Parish's activities for His Majesty King Charles III Coronation celebrations in May 2023. It was also agreed the working group should be allocated a budget of £15,000 to be taken from the Open Spaces Earmarked reserve in 2022-2023 and from the Council Events Earmarked reserve in 2023-2024, with expenses to be reviewed and approved by the Chief Officer & Clerk under delegated authority.

A vote was taken and was agreed unanimously.

Councillor Sara Bedford noted a number of members of the public have already contacted her to offer their assistance on a voluntary basis.

232. Abbots Langley Neighbourhood Plan Steering Group Report

Members noted the report from the Chairman of the Neighbourhood Plan Steering Group. Mr Warman noted that he is seeking to insert an Abbots Langley profile as an Appendix to the plan offering a comparison of 2011 to 2021 census data for the area. There is also work being done to insert an appendix containing a report on aspirational plans for the Bedmond area within the Parish.

Councillor Sara Bedford noted that the Asset of Community Value application for the Breakspeare School site is awaiting review before submission.

233. District and County Council Member's Reports

Councillor David Major
No updates.

Councillor Jon Tankard
Councillor Tankard note that TRDC has now done a reduced cut on the verges. TRDC is requesting residents send in photographs of what plants they are seeing grow in the verges as it represents sleeping biodiversity. Councillor Tankard to send the Chief Officer and Clerk an email to share with Councillors on this.

Councillor Ruth Clark
Councillor Clark updated members on the completion of TRDC's second stage consultation process for Primrose Hill on 30th October.

Councillor Sara Bedford
Councillor Bedford noted there are two sets of roadworks in Tibbs Hill Road causing significant issues to the flow of traffic. She has requested that one of these be delayed to help reduce the impact to residents.
Councillor Bedford also shared residents are reporting waiting for up to 2 hours for a bus, or being able to travel to Hemel Hempstead via bus but not being able to return to Abbots Langley post 4pm.

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There have also been reports from residents regarding the bin collection service with bins not being emptied correctly or not being put back in the same place. It is believed this is due to an increased use of temporary staff.

Councillor Bedford noted three Planning Applications that are coming up for consideration: Warner Brothers' application, Langleybury House Estate application, and Lidle application. Councillor Bedford has contacted Sheepecote Surgery to ask if they would be willing to host a defibrillator on their external wall. They have agreed to put it to the partners at their next meeting.

Councillor Stephen Giles-Medhurst

Councillor Giles-Medhurst made Members aware of the QGC Community tree planting event planned in the Horses field @ 10am on 3rd Dec 2022.

Councillor Giles-Medhurst also provided an update on progress of the TRDC Local Plan. New sites will be considered shortly under part II and will become public in December 2022. Sites deemed to be acceptable will go out to public consultation next year. Final proposal will be prepared and submitted by Nov 2023.

It was noted that the Waterdale Waste Recycling Center application will be considered by HCC in December.

It was also noted the government has changed the rules for employment land which could impact the employment land along Primrose Hill. HCC has submitted an application to protect employment land by requiring an application to be submitted prior to a change of use to residential land.

234. Chief Officer & Clerk's Report

i. Small Grants Awarded

Members noted the following small grants have been awarded:

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

ii. Members Attendance - Six Month Rule

The Chief Officer & Clerk advised that no members were at risk of breaching the "six month rule" until February 2023.

iii. Wreath Laying

Members noted the arrangements made for wreath laying at Remembrance Day Services on 13th November 2022.

iv. Christmas & New Year Working

Members noted the arrangements.

235. Monthly Statement of Accounts

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Sara Bedford and RESOLVED that the Statement of Accounts for July, August, and September 2022 as notified to the Council be approved and published on the Parish Council's website.

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

It was proposed by Councillor Jane Lay and seconded by Councillor Sara Bedford and RESOLVED that as the following item will consider early stages of a contract discussion into which the Parish Council may be entering, the press and public be excluded from the discussion, under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, s100m and 102.

237. Bedmond Sports & Social Club

It was proposed by Councillor Mo Rattab, seconded by Councillor Jane Lay and RESOLVED that the lease of Bedmond Sports & Social Club by the Trust be granted for five years with a break clause at two years, for a rental sum of £880 pa to include the building and two sheds (rent to be reviewed annually); and that the documents required to effect the lease be signed by two members of the Parish Council, signatures to be witnessed by the Chief Officer & Clerk as the Proper Officer of the Council.

It was further agreed that if the lease was not agreed by May 2023, the Chief Officer & Clerk should bring the matter back before the Council.

A vote taken and it was unanimous.

The meeting closed at 9:00 pm.

Signed: _____

Dated: _____