

## Abbots Langley Parish Council

Council Offices  
Langley Road  
Abbots Langley  
Herts  
WD5 0EJ

11th May 2023.

To Members of the Parish Council

The Annual Parish Council will be held at Council Chambers, Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ on Wednesday 17<sup>th</sup> May 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. Individuals wishing to speak at a Parish Council meeting must sign in prior to the meeting. For further details on public speaking arrangements at a Parish Council meeting, please visit <https://www.abbotslangley-pc.gov.uk/parish-council/public-speaking-arrangements/>.

Isabel Montesdeoca

Chief Officer & Clerk to the Council

### AGENDA

Doors will open at 6:30pm for a Welcome Session for all members of the new Council. Teas and coffees will be available. All members should plan to attend.

Members who have not yet signed a 'Declaration of Acceptance of Office' or returned a 'Register of Members Interests' will be able to do so at this time.

1. Declaration of Acceptance of Office and Register of Interest Forms by Councillors  
To record Declaration of Acceptance of Office and Register of Interest forms received by the Chief Officer & Clerk and consider accepting any at a later date if not received to date.
2. Election of Chair  
To elect a Chair of the Parish Council for the year 2023-2024.
3. Declaration of Acceptance of Office by the Chair  
To receive the Declaration of Acceptance of Office from the new Chair.
4. Apologies for Absence  
To receive and accept apologies for absence.
5. Declarations of Interest  
To receive any declarations of interest in items on the agenda.
6. 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.
7. Election of Vice Chair  
To elect a Vice Chair of the Parish Council for the year 2023-2024.
8. Appointments to Other Bodies  
To appoint members to serve on the following outside bodies for the year 2023-2024.  
Community Centre Management Committee (2)

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Joint Committee of Parish Councils (1 + Chair+ 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 point of contact)  
HAPTC Executive Committee (1, empty as of July 2021)

(Current appointments enclosed.)

9. Election of Committees

To confirm the membership of the following committees for the year 2023-2024:

Planning & Highways  
Leisure  
Finance & Administration  
Staffing  
Review Panel

(Current committee assignments enclosed.)

10. Election of Committee Chair

To confirm the Chairs of the Committees listed above for the year 2023-2024 (Committee Chairs 2022-2023 enclosed).

11. Appointment of Neighbourhood Plan Steering Group

To confirm councillor membership for the above (Current membership enclosed).

12. Subscriptions and Corporate Memberships

To consider the enclosed report. (enclosed)

13. 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.)

14. Bank Reconciliation

*(Finance & Administration 20<sup>th</sup> March 2023 min 370)*

To appoint a councillor that is not a member of the Finance & Administration Committee to review and approve monthly bank reconciliation statements for the year 2023-2024.

15. 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 Schedule of Deeds and Documents report.)

16. General Power of Competence

To agree by resolution that the Parish Council is entitled to use the above power, as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Parish Council is entitled as it has:

- a. A two thirds or greater electoral mandate.
- b. A qualified Clerk (CiLCA 2022).

(Chief Officer & Clerk's report item 3.)

17. Responsible Financial Officer

To consider a proposal to appoint the Finance Officer & Deputy Clerk to the role of Responsible Financial Officer for the Council. (Chief Officer & Clerk's report item 4.)

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

13<sup>th</sup> March 2023. (enclosed)

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19. Minutes for adoption

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

- i. Leisure Committee - 19<sup>th</sup> April 2023
- ii. Finance & Administration Committee - 20<sup>th</sup> March, 24<sup>th</sup> April 2023
- iii. Staffing Committee - 22<sup>nd</sup> March 2023
- iv. Planning & Highways Committee - 22<sup>nd</sup> March, 26<sup>th</sup> April 2023

20. Annual Parish Meeting

To note the draft minutes of the above held on 8<sup>th</sup> March 2023. (enclosed)

21. Calendar of Meetings

To confirm that an additional Parish Council Meeting will be held on 21<sup>st</sup> June 2023 @ 7:00pm, prior to the Leisure Committee meeting, expressly for the purpose of approving the Annual Governance & Financial Statement for 2022-2023.

22. Past Chair's Report

To receive the Past Chair's report.

23. Hertfordshire Police

To receive a report from the police (enclosed).

24. Neighbourhood Plan Steering Group Report

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

25. District and County Council Member's Reports

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

26. Chief Officer & Clerk's Report

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

- i. In-Person Councillor Training (Chief Officer & Clerk's report item 5)
- ii. Financial Grants Awarded (Chief Officer & Clerk's report item 6)
- iii. Coronation Celebration - Interim Update (Chief Officer & Clerk's report item 7)
- iv. TRDC Climate & Sustainability Strategy Presentation (Chief Officer & Clerk's report item 8)

27. Monthly Statement of Accounts

To consider the Monthly Statement of Accounts for February and March 2023 and approve their publication on the Parish Council website. (enclosed)

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

As the following item will consider 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.

29. Bedmond Sports & Social Club

*(Parish Council 7 Nov 2023 min 237)*

To consider a report from the Clerk regarding signature of lease. (Chief Officer & Clerk's PII report item 1)

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Chief Officer & Clerk's Report - May 2023

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:

i. 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)  
DVLA - Vehicle Tax (new)  
Virgin Media (Office Broadband)  
Vodafone  
Worldpay - Streamline/Cardsave (Card payment terminals)

ii. BACS

Staff salaries  
HCC Pension Contributions  
HM Revenue & Customs (Income Tax, Employer and Staff NI contributions)  
*(Checked JP 05/05/2023)*

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 - Deed of Transfer required following death of a trustee. Club is seeking the advice of one of their members on how to update their club registration in order to review current list and seek to appoint new trustees.
- ii. Bedmond Sports & Social Club - Ongoing. Full update provided under separate agenda item.
- iii. Kitters Green - First registration of freehold title to land at Kitters Green

*(Open actions confirmed by Penman Sedgwick 10/05/2023)*

3. General Power of Competence

The General Power of Competence (GPoC) is a statutory power, granted to local councils in the Localism Act 2011, sections 1 to 8. The General Power of Competence (Localism Act 2011 s1(1)) gives local councils "the power to do anything that individuals may generally do" providing they do not break other laws.

The GPoC is a "catch all power" that gives the Parish Council significant scope and flexibility in how it operates, without having to refer to individual powers. It is particularly useful in the funding of charities.

To be eligible to use the GPoC local councils must, at the time of resolving to use the power, have at least a two thirds electoral mandate and a qualified Clerk.

4. Responsible Financial Officer

Currently as Chief Officer & Clerk I hold the roles of Proper Officer for all Council matters and Responsible Finance Officer for all financial matters. As the Council now has a full-time Finance Officer, I think it is appropriate for Jayshree to hold the role of Responsible

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Finance Officer while I retain the role of Proper Officer. This is a fairly common thing to do in larger councils (see <https://askyourcouncil.uk/governance-toolkit/part-two-the-parish-clerk/>).

5. In-Person Councillor Training

In-person Councillor Training run by HAPTC is being arranged for all members of the Council. All Councillors are invited to attend. The training will take place in the Council's Offices (WD5 0EJ).

Dates offered by HAPTC for the training are: Wednesday 14<sup>th</sup> June, Wednesday 12<sup>th</sup> July, Wednesday 26<sup>th</sup> July @ 6:30pm. Training would run for 45 minutes with a 15 minute break following before the start of the scheduled Council / Committee meeting.

Please confirm attendance to the Chief Officer & Clerk.

6. Financial Grants 2023-2024

Financial grants approved by the Finance & Administration Committee to date for 2023-2024 (*F&A min 321 & min 410*)

- i. The Henderson Hub - £20,000 for the purpose of establishing the operation of the hall as a community resource.
- ii. Citizens Advice Service in Three Rivers - £2,500 to support the costs of a Sickness and Disability case worker at the Abbots Langley Branch.
- iii. Watford Lions Club (CIO) - £2,000 to support costs of the Abbots Langley Carnival and Firework Display.
- iv. St Lawrence's Church - £3,000 to support the costs of the maintenance of the churchyard maintenance and maintaining the environment.
- v. St Paul's Church Langleybury - £1,500 to support the costs of maintenance and improvement of the churchyard.
- vi. Abbots Improvement Group (AIMs) - £500 to support the costs of planting, fertilising and other materials for community gardening projects in the Parish.
- vii. Abbots Langley Festival (ALF) - £2000 to support the costs of the Abbots Langley Festival in 2024.
- viii. Abbots Langley Methodist Church - £1000 to support the costs of installing a new boiler in the hall.

7. Coronation Celebration - Interim Update

The Party In The Park - Coronation Celebration was held on 6<sup>th</sup> May. Due to high rainfall, Officers made a decision to move the location of blue badge parking to Manor Lodge car park, move the fairground rides to the area near the Manor House Play area, and move the food vendor stalls to the Manor House Car Park.

While attendee numbers were lower due to the rain, a healthy number of local residents came along to enjoy the festivities. Final budget figures are still being prepared but interim figures indicate that the event was on target for its budget and takings at Manor House bars were £3125. The final budget will be shared with the Finance & Administration Committee in due course.

8. TRDC Climate & Sustainability Strategy Presentation

TRDC is running a public consultation on the updated Climate Emergency & Sustainability Strategy in May. As part of this consultation, they will be hosting a presentation for ALPC members on 24<sup>th</sup> May 2023. The presentation will be held at ALPC's Council Offices starting at 7:00pm. This will be followed by the scheduled Planning & Highways Committee meeting. All members of the Council, not just Planning & Highways Committee members, are invited to attend. Please confirm attendance to the Chief Officer & Clerk.

Isabel Montesdeoca

Chief Officer & Clerk to the Council  
11th May 2023