

Abbots Langley Parish Council

Minutes of the Parish Council Meeting held on Monday 17th May 2023 at 7.30 pm Abbots Langley Parish Council, Council Office, Langley Road, Abbots Langley, WD5 0EJ.

Those Present:

Chairman: Councillor Stephen Giles-Medhurst
Vice Chairman: Councillor Jane Lay

Councillors: Councillor Kristina Allison
Councillor Sara Bedford
Councillor Ruth Clark
Councillor Elinor Gazzard
Councillor Kareen Hastrick
Councillor David Major
Councillor Jon Swallow
Councillor Marianne Tankard
Councillor Jon Tankard
Councillor Kate Turner
Councillor Vince Watts
Councillor Roxanne Yau

Officer: 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

Not Present: Councillor Susie Arbon

The meeting opened at 7:30 pm.

1. Declaration of Acceptance of Office and Register of Interest Forms by Councillors

It was noted that Declaration of Acceptance of Office forms have been received by the Chief Officer & Clerk from all 15 elected Councillors.

It was noted that 14 Register of Interest forms have been received by the Chief Officer & Clerk. These must be returned by the end of May and sent to TRDC by 1st June 2023, 28 days post-election.

2. Election of Chairman

It was proposed by Councillor Jane Lay, seconded by Councillor Kate Turner and RESOLVED that Councillor Stephen Giles-Medhurst be elected Chairman for the municipal year 2023-2024.

A vote was requested by show of hands, 13 members present were in agreement, 1 member was not in agreement. There were no other nominations.

3. Declaration of Acceptance of Office by the Chairman

The Chairman signed the Declaration of Acceptance of Office and this was duly countersigned by the Chief Officer & Clerk as Proper Officer of the Council.

4. Apologies for absence

- i. Apologies were received, recorded, and accepted from: Councillor Susie Arbon (unavailable).
- ii. No apologies were received but not accepted.
- iii. No other Councillor absences were recorded.

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Sergeant Jon Brown advised the Chief Officer that he was unable to attend the meeting.

5. Declarations of Interest

None.

6. Public Participation

None.

7. Election of Vice Chairman

It was proposed by Councillor Ruth Clark, seconded by Councillor Jon Tankard and RESOLVED that Councillor Jane Lay be elected Vice-Chairman for the municipal year 2023-2024.

A vote was requested by show of hands, 13 members present were in agreement, 1 member was not in agreement. There were no other nominations.

8. Appointments to Other Bodies

It was proposed by Councillor Jane Lay, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that the following members were appointed to serve on outside bodies for the municipal year 2023-2024.

- i. Community Centre Management Committee (x2) - Councillors Ruth Clark and Councillor Elinor Gazzard (reserve)
- ii. Joint Committee of Parish Councils - Chairman, Leader and Chief Officer & Clerk
- iii. Abbots Langley History Society - Councillor Jane Lay
- iv. Three Rivers District Council Environmental Forum - Councillor Susie Arbon and Councillor Kristina Allison
- v. Abbots Langley Carnival Committee - Councillor Jane Lay and Councillor Marianne Tankard
- vi. Evergreen FC Management Committee - Councillor Sara Bedford
- vii. Henderson Hall, Managing Trustees Contact - Councillor Jane Lay
- viii. Hertfordshire Association of Parish and Town Councils Exec. Committee - No one was appointed.

The Chief Officer & Clerk was instructed to notify the above bodies of these appointments and request dates of future meetings be shared with these Councillors.

9. Election of Committees

It was proposed by Councillor Jane Lay, seconded by Councillor Stephen Giles-Medhurst and RESOLVED that members be assigned to committees as detailed below:

- | | |
|---|--|
| i. Planning & Highways Committee:
(maximum of 8 members) | Councillor Elinor Gazzard
Councillor Jane Lay
Councillor David Major
Councillor Jon Tankard
Councillor Kate Turner
Councillor Vince Watts |
| ii. Leisure Committee:
(maximum of 9 members) | Councillor Kristina Allison
Councillor Susie Arbon
Councillor Sara Bedford
Councillor Ruth Clark
Councillor Kareen Hastrick
Councillor Jane Lay
Councillor Roxanne Yau |
| iii. Finance & Admin. Committee:
(maximum of 7 members) | Councillor Sara Bedford
Councillor Jane Lay
Councillor John Swallow
Councillor Marianne Tankard
Councillor Roxanne Yau |

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| iv. | Staffing Committee
(maximum of 6 members) | Councillor Stephen Giles-Medhurst
Councillor Kareen Hastrick
Councillor Jane Lay
Councillor David Major
Councillor John Swallow
Councillor Marianne Tankard |
| v. | Review Panel
all

Chairs | Appointments deferred until after

other Committee Chairs and Vice

have been appointed. |

Members were reminded they are able to attend and take part in committee meetings on which they are not nominated to serve, however, they will not have a vote.

10. Election of Committee Chairman

It was proposed by Councillor Sara Bedford, seconded by Councillor Ruth Clark and RESOLVED that committee Chairmen be appointed as follows:

- i. Planning & Highways Committee - Councillor Jon Tankard.
- ii. Finance & Administration Committee - Councillor John Swallow.
- iii. Leisure Committee - Councillor Jane Lay.
- iv. Staffing Committee - Councillor Stephen Giles-Medhurst.
- v. Review Panel - Appointment deferred until after all other Committee Chairs and Vice Chairs have been appointed.

11. Appointment of Neighbourhood Plan Steering Group

Members requested the appointment of Councillors to this group be deferred until the next meeting of the Parish Council.

12. Subscriptions and Corporate Memberships

Members noted the report.

13. Direct Debits & BACS

It was proposed by Councillor Jane Lay, seconded by Councillor John Swallow and RESOLVED that payment by variable Direct Debits and BACS was approved for the following.

- 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)
 - 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)

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14. Bank Reconciliation

(Finance & Administration 20th March 2023 min 370)

It was proposed by Councillor Sara Bedford, seconded by Councillor Kate Turner and RESOLVED that Councillor Stephen Giles-Medhurst be appointed to review and approve monthly bank reconciliation statements for the municipal year 2023-2024.

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

Members noted the above reports.

16. General Power of Competence

It was proposed by Councillor Stephen Giles-Medhurst, seconded by Councillor Jane Lay and RESOLVED that as the Parish Council meets the eligibility criteria detailed below as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and it is now entitled to use the above power.

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

17. Responsible Financial Officer

It was proposed by Councillor Jane Lay, seconded by Councillor Roxanne Yau and RESOLVED that the Finance Officer & Deputy Clerk be appointed as Responsible Financial Officer for the Council.

A vote was taken by a show of hands and it was unanimous.

18. To confirm the Minutes of the Parish Council Meetings

It was proposed by Councillor Sara Bedford, seconded by Councillor Ruth Clark and RESOLVED that the minutes of the meeting held on 13th March 2023, 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.

19. Minutes for adoption

It was proposed by Councillor Jon Tankard, seconded by Councillor Kate Turner and RESOLVED that the following committee minutes were adopted, approved for publication on the Council's website and passed to the committees for resolution.

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

20. Annual Parish Meeting

Members noted the draft minutes of the above.

21. Calendar of Meetings

Members noted the additional Parish Council meeting to be held on 21st June 2023 @ 7:00pm, prior to the Leisure Committee meeting for the purpose of approving the Annual Governance & Financial Statement.

22. Past Chairman's Report

Councillor Stephen Giles-Medhurst thanked members for re-electing him as Chairman and welcomed both new and returning members to the Council.

The Chairman reported attending the following events:

- Chairman's Reception at Manor House - 25th March 2023
- Coronation Shopfront Competition Judging- 3rd May 2023 (together with the Vice Chairman)
- Coronation Celebration - 6th May 2023
- Coronation Service @ St. Lawrence to read a Lesson - 7th May 2023
- Abbots Langley Scouts AGM - 12th May 2023

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Councillor Giles-Medhurst said the Party in the Park - Coronation Event had been a successful event, despite the rain. He thanked Councillor Sara Bedford for sponsoring the laser light show through her County Council Locality budget and also thanked Warner Brothers Leavesden for their sponsorship of the stage.

23. Hertfordshire Police

(Update provided via email by Sgt Jon Brown 488 to the Chief Officer & Clerk)

Members noted the following report for the last three months, February to April 2023.

- Dwelling Burglary - 7 (this was discussed with Cllr Sara Bedford on the phone last week and whilst this figure seems high when the facts/circumstances are known about each it is easier understood and is not a cause for concern, for example one of these was at an abandoned care home).
- Robbery - 2
- Pedal Cycle theft - 3
- Vehicle crime - 44 (this incorporates theft from motor vehicle, theft of motor vehicle and vehicle interference offences - 29 of these offences happened in February and were primarily one individual that committed a number of offences on one night. As such we have seen a decrease in these offences in March and April.)

Councillor Sara Bedford provided additional information based on a conversation with Sgt Jon Brown 488 that only four dwellings in the parish were forced entry burglaries.

24. Neighbourhood Plan Steering Group Report

Members noted the report.

Peter Warman explained to new members that the draft plan is available form on the ALPC website. Currently, he is awaiting informal feedback from TRDC. No feedback had been received as of the end of April and no date has been given for when the feedback will be available. Feedback from TRDC is required prior to scheduling an informal discussion of the draft plan with members to allow comments to be made prior to submission.

Councillor Stephen Giles-Medhurst agreed to speak to the lead planning officer to obtain clarification on the expected timeline for feedback.

The Chief Officer & Clerk was instructed to circulate the 4-page Neighbourhood Plan summary document also available on the website to all Councillors. The Chief Officer & Clerk will also seek to schedule a date for the informal plan discussion.

25. District and County Council Member's Reports

Councillor Ruth Clark

Councillor Ruth Clark reported the new development at the end of Woodlands Road has been granted planning approval but the planning application for the 6 story development in Primrose Hill has been rejected. Councillor Clark also noted that the parking controls proposed by TRDC in the Primrose Hill area are now moving on to the formal consultation stage.

Councillor David Major

Nothing to report.

Councillor Jon Tankard

Nothing to report.

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Councillor Stephen Giles-Medhurst

Councillor Stephen Giles-Medhurst shared the parking regulations proposed by TRDC on the Lemonfield estate will be published shortly.

Councillor Sara Bedford

Councillor Sara Bedford reported huge problems due to a number of lost appeals for Kings Langley School. Councillor Bedford stated she has 8 appeals on her desk for children assigned to schools a long way away from their homes (eg. Bushey). There is unlikely to be much churn going forward and this is causing parents and children a lot of distress.

Councillor Bedford shared the Lidl planning application will be considered by TRDC Planning Committee in June. The application does not yet meet all requirements. Langley Film Hub planning application is not expected to come forward for consideration at TRDC Planning Committee until July at the earliest.

Councillor Bedford reported attending two events for projects sponsored through her County Council Locality Budget for the launch of OPAL (outdoor play and learning) to improving play provision for all children at St. Paul's School in Langleybury and Divine Saviour School, Abbots Langley.

26. Chief Officer & Clerk's Report

i. In-Person Councillor Training

Members noted proposed training. Chief Officer & Clerk will circulate proposed dates.

ii. Financial Grants Awarded

Members noted the following financial grants:

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

iii. Coronation Celebration - Interim Update

Members noted the Chief Officer & Clerk's update. Members thanked all ALPC Staff for their hard work to make this event possible.

iv. TRDC Climate & Sustainability Strategy Presentation

Members noted the presentation scheduled for 24th May 2023 at 7:00pm at the Council Offices.

27. Monthly Statement of Accounts

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Ruth Clark and RESOLVED that the Statement of Accounts for February and March

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2023 as notified to the Council be approved and published on the Parish Council's website.

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

It was proposed by Councillor Stephen Giles-Medhurst and seconded by Councillor Jane Lay and RESOLVED that as the following item will consider 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.

29. Bedmond Sports & Social Club

(Parish Council 7 Nov 2022 min 237)

Councillors noted the report from the Chief Officer & Clerk regarding efforts made to obtain proof of Bedmond Sports & Social club's registration and secure a signed lease for their use of Bedmond Pavilion (Toms Lane , Bedmond, Herts. WD5 0RB).

It was proposed by Councillor Jane Lay, seconded by Councillor Sara Bedford and RESOLVED the Chief Officer & Clerk be authorised to write to the Bedmond Sports and Social Club requesting they cease using the Bedmond pavilion effective immediately. The Chief Officer & Clerk is authorised to engage the Council's solicitors on this matter if needed.

A vote taken and it was unanimous.

The meeting closed at 21:12 pm.

Signed: _____

Dated: _____