

London Colney Parish Council

To: All Councillors

28 January 2021

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 3 FEBRUARY 2021** at **7.00PM**

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Emma Payne
Clerk to the Council

AGENDA

1. APOLOGIES

To receive and accept apologies for absence.

2. MEMBERS DECLARATION OF INTERESTS

To receive members declarations of interest in items on the agenda. Members are reminded that they may not participate in any discussion or vote on a matter in which they have declared an interest under Appendix A of the Code of Conduct. Members may not vote on a matter in which they have declared an interest under Appendix B and may only speak on the matter if members of the public are permitted to do so. Members are only required to declare the nature of any interest not already entered the members' register or notified to the Monitoring Officer.

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3. MINUTES

To approve the minutes of the meeting held 6 January 2021

4. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

- 5. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**
- 6. COMMUNITY SAFETY REPORT**
- 7. QUESTION TIME**

The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and will be referred to a future meeting or Committee of the Council.
- 8. MINUTES**
 - 8.1 Events & Community Committee – 12 January 2021
 - 8.2 Neighbourhood Plan Committee – 14 January 2021
 - 8.3 Human Resources Committee – 26 January 2021
- 9. OFFICER'S REPORTS**
 - 9.1 Grounds Maintenance Manager's Report
 - 9.2 Community & Events Officer's Report
 - 9.3 Anti-social behaviour at Colney Fields (verbal report)
- 10. TERMS OF REFERENCE – NEIGHBOURHOOD PLAN COMMITTEE**

To consider amending the terms of reference for this committee
- 11. FINANCE**
 - 11.1 To approve expenditure for period 01-31/12/20
 - 11.2 To note expenditure for period ending 31/12/20 with notes on variances
- 12. REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES**
- 13. EXTERNAL MEETINGS**
 - 13.1 SADALC – 11 January 2021 (attached)
 - 13.2 Bowmans Cross - 25 & 29 January 2021 (verbal report)
- 14. CONFIDENTIAL ITEMS**

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

 - 14.1 London Colney Leisure World, Perham Way (verbal report)
 - 14.2 London Colney Village Club (verbal report)
 - 14.3 Bowmans Cross meeting with Urban & Civic
- 15. DATE OF NEXT MEETING**

3 March 2021

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 6 JANUARY 2021 HELD VIRTUALLY AT 7PM

PRESENT: Councillors K Gardner (Chair), D Gordon, M MacMillan, M Mortuza, S Pearl, L Winstone

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager
D Cooper, Finance Officer
A Wingate Martin, Community & Events Officer
Two representatives from Troy Planning
Sgt Mark Williams, Herts Police

96/21. APOLOGIES

Apologies were received from Cllr Mahony (health), Cllr Lillico (health) and Cllr Pakenham (SADC meeting).

97/21. MEMBERS DECLARATIONS OF INTEREST

Cllr Gordon declared an interest as a County Councillor in item 108/21.

It was **RESOLVED** to move Community Safety Report up the order of the meeting to allow Sgt Williams to make his report and then leave the meeting.

97/21. COMMUNITY SAFETY REPORT

Sgt Williams presented crime figures from 1 October 2020 to date. There is no pattern to the crime figures. He anticipates that crime may fall with the current lock down in force. Cllr MacMillan reported on possible drug dealing in the car park at Morris Recreation Ground. As there is a lock down in force now, the car park will be locked in the evenings, until further notice. Once hirers return to the pavilion, it will have to remain open. Sgt Williams reported that he is unable to gather evidence of any patterns of anti-social behaviour at this location as residents do not report it to the police on 101.

The Clerk reported that she had received a response from the management company of the Sainsbury car park who were going to consult with their tenants about introducing a 10-minute limit on parking outside of shop hours. Members considered that whilst this was a step in the right direction, the anti-social behaviour happens whilst the shops are still open. The Clerk will report this back to the management company.

98/21. NEIGHBOURHOOD PLAN CONSULTANT

Troy Planning, who were appointed the parish council's Neighbourhood Plan Consultant in November 2020, made a presentation on the neighbourhood plan process to the meeting and answered questions from Members.

Cllr Gardner queried how the community consultation would be impacted by the pandemic when face to face consultation is not possible. Troy Planning responded that there is increased funding to consider the use of the internet for consultation purposes,

and other paper-based consultations in the form of leaflet drops, newsletter articles and school competitions will also be employed.

Cllr Gordon asked how Members can be involved in the neighbourhood plan process. She was also concerned about how the neighbourhood plan could influence design, when recent planning applications were examples of poor design. She was concerned that if design codes were part of the neighbourhood plan, developers would not be able to adhere to these policies. Had there been any challenges to design policies? Troy Planning advised that developers always challenge policies and that means that they should be as simple as possible with robust evidence to support the policy. Design code technical support funding is available via Locality. There is evidence that good design does not cost developers anymore to implement. A good scheme can generate more revenue for developers. There will be regular contact with Members and local knowledge is imperative in achieving the plan passing referendum.

Cllr MacMillan raised concerns that individuals may be interested in taking part in the neighbourhood plan process to implement changes to national/local policies. How can the neighbourhood plan affect policies that already exist? Troy Planning explained that the existing local plan needs to be adhered to, as well as national planning policies. Neighbourhood plans need to be robust with carefully worded and researched policies in order to avoid challenges. It is important to say that the point of the neighbourhood plan is not to frustrate development but positively affect change. Troy Planning are researching the current local plan and how it affects London Colney along with the evidence base for the Local Plan which has just been withdrawn. This will form part of the evidence base for the neighbourhood plan.

Cllr Pearl asked that if developers are using the current situation with a lack of local plan, our local green spaces are under threat. What can our neighbourhood plan do to protect local green space? Troy Planning advised that the NPPF provides a powerful tool in the local green space designation and if there are green spaces that meet basic criteria, then these can be protected in the neighbourhood plan. Members has already been asked in December 2020 to identify local green spaces that could be considered for this protection. The Clerk will ask the Neighbourhood Plan Officer to circulate this email again.

The Chair thanked Troy Planning for attending the meeting and that the parish council is looking forward to working with them on the neighbourhood plan.

99/21. MINUTES

The minutes of the meeting held on 9 December 2020 were received and it **RESOLVED** to:

Adopt the minutes as a true record of the meeting held on 9 December 2020.

100/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

101/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Chair reported that following the announcement of the latest lockdown, the Grounds Maintenance Manager and the Clerk had advised the Chair that the tennis courts and MUGA had to be closed. They also advised that the play areas should be closed as staff cannot ensure that residents socially distance and it was not possible to disinfect the equipment sufficiently regularly to remain safe. She had agreed with their recommendation.

The Chair also reported that with the latest lockdown, the Clerk had advised her that the Good Neighbour Scheme should be relaunched to help those residents of London Colney who had been advised to shield. The scheme would have a dedicated phone number, operate between specific hours and then answerphone out of hours. Priorities with officer time have changed since the first lockdown, and there isn't the same amount of officer time available to manage this scheme, with other parish council objectives taking priority.

Members responded that they felt that this decision had been officer led and it should have been a decision of the Council. At the very least there should have been an email from the Chair advising the council of this decision. They raised concerns that loneliness was a problem during lockdown and there should be some form of welfare calls without it affecting officer's workload. This was not possible with the new officer priorities but other channels for welfare calls will be investigated, provided that GDPR and safe guarding regulations are adhered to.

102/21. QUESTION TIME

There were no members of the public in attendance.

103/21. OFFICER'S REPORTS

103/21.1 Grounds Maintenance Manager's Report

Members received the Grounds Maintenance Manager's report. Members asked when the Christmas lights would be switched off/removed. Members were advised by the Clerk that the lights would be turned off tonight. They would be removed by the contractor when the lockdown allowed.

Members asked for an update on the Millennium Clock. Members are concerned that this has been an issue for nearly a year, and it was difficult to understand why it was taking such a long time to repair. The Grounds Maintenance Manager reported that he has been in contact with the repairer. It is a bespoke movement, just made for this clock. Different motors have been sourced but they are not compatible with the other parts of the mechanism. It was **RESOLVED** to:

Seek a second opinion on issues with the clock, whether it is repairable and the way forward, along with cost implications.

Members reported that they have received complaints about the condition of Broad Colney Lakes with a motorcycle dumped in the lake. Members were advised by the Clerk that this is private land and the parish council do not have any authority to undertake work on privately owned land. Members were advised that the paths around the lake are not Public Rights of Way. There is only one PROW, a restricted byway which runs parallel with the lake to Shenley Lane.

103/21.2 Community & Events Officer's Report

Members received this report. Members were advised that the Events & Community Officer is working on the background to the events in 2021, submitting SAG applications and road closures. The next edition of the newsletter is March 2021. The Clerk will report to the Events Committee about the circulation of the newsletter.

104/21. MINUTES

104/21.1 Human Resources Committee – 8 December 2020

Members received the minutes of this committee and there were no recommendations.

104/21.2 Planning Committee – 15 December 2021

Members received the minutes of this committee and there were no recommendations.

104/21.3 Finance & General Purposes Committee – 17 December 2020

Members received the minutes of this committee and there were no recommendations.

105/21. PRECEPT & BUDGET 2021/22

Members received a report arising from the Finance & General Purposes Committee meeting held on 17 December 2020 with a recommendation to adopt the budget as outlined in the report and set a precept of £286,350.

Members discussed the effect that the reduction in the council tax base would have on the precept. They considered that parishes with only one district ward are disadvantaged. Members queried whether there was a more equitable method to calculate the council tax base. The Clerk was asked to ascertain if this method of council tax base calculation was the same across all district councils. Cllr Gordon will write to SADC expressing the concerns of the parish council about how the council tax base is calculated.

It was **RESOLVED** to:

- a) Set a precept for 2021/22 of £286,350.*
- b) Adopt the budget outlined in the report.*

106/21 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES

106/21.1 Cllr Gordon reported that she had not attended any County meetings. She had attended a Covid seminar in Hertfordshire hosted by HCC which was an update on the variants that are now mutating. Social distancing is paramount in keeping the rate of infection down. She will distribute the slides when she receives them.

106/21/2 Cllr Gardner reported that she had learnt today that instructions had allegedly been issued to parking enforcement officers to concentrate their efforts on city centre shops, who were open for essential purposes, to ensure they received their deliveries. She believed that parking enforcement for essential shops should be across the district. She will report further when she is aware of any further information.

107/21 CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960 in view of the confidential nature of the business about to be transacted.

Cllr Gordon declared an interest in this item as she is a County Councillor.

107/21.1 London Colney Leisure World, Perham Way

Members were advised that the letter triggering the moratorium on the site had been sent on 4 January 2021 and the Clerk had received a response acknowledging that the letter had been received. Members were advised by Cllr Pearl that there was already work being undertaken on the site. The Clerk sought instruction from Members about how they wanted to progress this item. It was **RESOLVED** to:

- a) Ascertain the price for the purchase of the site.*
- b) Investigate partnership working with relevant agencies.*

108/21. DATE OF NEXT MEETING

Wednesday 2 February 2021. The meeting closed at 2120.

Signed Date

DRAFT

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 12 JANUARY 2021, 7.00PM – VIRTUAL MEETING**

PRESENT: Cllr McMillan (Chair), Gardner, Pearl and Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Cllr Pakenham was absent.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 3 November 2020 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

There were no matters arising.

5. COMMUNITY GARDEN AT CALEDON COMMUNITY CENTRE

Cllr Gardner reported that she had yet to contact the Site Manager for the surgery development. The Clerk will email the developer and copy Cllr Gardner into the email so she can contact them directly. Members were asked to feedback to Cllr Gardner any ideas of what they think should be in the garden.

6. FIREWORKS 2021

Members were advised that following the decision made the Council meeting of 8 December 2020, the Clerk and Events & Community Officer will be meeting with the Firework Contractor to discuss implementing this decision. An initial conversation with the contractor had advised Officers that there are fewer silent fireworks which means the display will be possibly shorter (20 mins). The Clerk will report to the next meeting. Members considered that quieter fireworks could form part of the display, if there were insufficient silent fireworks and this will be investigated. Lasers were mentioned but there was no discussion on this matter.

7. COMMUNICATIONS STRATEGY FOR LONDON COLNEY PARISH COUNCIL

Members received a report on this item and welcomed the initiative. They felt that it would be useful for all Members to feed into the SWOT analysis and strategy and a session should be organized for all Members to participate in, prior to a Council meeting. This will be organised.

8. LARKS IN THE PARKS 2021

Members were advised that the officer at SADC who is responsible for the liaison between community groups and SADC is currently furloughed and it is anticipated that she will remain furloughed until the end of March, possibly April 2021. Therefore, there are no meetings scheduled for community groups who are organising their local Larks event. It may be that Government guidance will not allow this type of event to take place, but Members were advised

that event preparation for an event of this size needed to be started. Members considered the two proposed dates (27 June and 4 July) and considered that 4 July 2021 was the more appropriate date. The location for the event was discussed with the surgery development at the community centre and it was felt that the event should take place with the grasscrete area being used at Caledon Road, if possible as they felt that Morris Recreation Ground was too large for this type of event. Insufficient toilets were available at Morris Recreation Ground. Officers will undertake preliminary planning and report to the next Events Committee meeting.

9. NEWSLETTER

Members considered articles for the next newsletter, the copy deadline for which is 4 February 2021. Articles to be included are:

- History of Lowbell Lake
- Parish Council Budget
- Surgery Development
- Profile of Councillor
- Report on change of parish boundaries
- Profile of Grounds Maintenance Staff
- Neighbourhood Plan
- De Havilland Museum and their volunteers

Any articles from Members would be welcomed and should be sent to the Events & Community Officer.

10. FUTURE EVENTS

10.1 Litter Pick

Members were asked to consider rescheduling the date for the litter pick to coincide with the Keep Britain Tidy campaign which runs from 28 May – 13 June 2021. This was agreed. Members were advised that during the national lockdowns, several community litter picking groups had emerged and they would be approached to join the parish council litter pick.

10.2 MacMillan Coffee Morning

Members were advised that the date for this event had been omitted from the events calendar and to note the date as Friday 29 October 2021.

11. EVENT MARSHALS

Members were advised that the parish council's insurance specifies that there must be a ratio of 1 marshal to every 100 attendees at parish council organised events. This does not include bucket collectors at the firework display and a lack of marshals could affect how many people can attend this event. There are also concerns about the ingress/egress to the site with a large crowd attending. It was recommended that Members should consider making the event a paid to attend event with all proceeds going towards the charities chosen to benefit. Members considered that this should be discussed at a future meeting.

Members agreed that the charities benefiting from the collection should provide a minimum of 10 marshals and that they decision to make the event ticketed would be discussed at a future meeting. An article to recruit marshals should be included in a newsletter.

12. BUDGET 2021/22

Members received and noted the budget for events during 2021.

13. NEXT MEETING

9 March 2021

The meeting closed at 7.42pm

Signed: _____ Date: _____

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE NEIGHBOURHOOD PLAN COMMITTEE MEETING 14 JANUARY 2021, 1300 HELD VIRTUALLY

PRESENT: Councillors D Gordon (Chair), T Lillico, H Pakenham

IN ATTENDANCE: E Payne, Clerk
A Wingate Martin, Neighbourhood Plan Officer

1. APOLOGIES

All members were present.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. STAGE ONE INITIAL POLICY REVIEW

Members received this document which been compiled by Troy Planning, from information they had sourced from SADC's website, using documentation that had been compiled for the withdrawn Local Plan and the existing Local Plan.

The Chair asked for this document to be circulated to all parish council Members along with a copy of these minutes, in order for as many Members as possible to have an input with a deadline for submissions to be agreed by Officers.

3.1 Policy position

The current position with the status of the local plan; the withdrawn local; the South West Hertfordshire Joint Strategic Plan and the Hertsmer Plan were all noted.

- a) Officers commented that quite a lot of the research which was used to bring this document together may not be as accurate as possible. This would be raised to Troy Planning and may need to be raised with SADC. Officers raised to Members attention 1.10 about consultation on the Neighbourhood Plan providing good opportunity to identify other non-land use projects and they will seek clarification from Troy Planning on this point.
- b) Members sought clarification about Design Codes and Officers explained that this related to the design of buildings in relation to their surroundings. They went on to advise that they had recently met with Locality to investigate further funding for design codes, and subject to technical funding being received, this would be undertaken by a consultant appointed by Locality. Officers had also raised with Locality, the possibility of undertaking a housing needs assessment which would also be financed by further technical funding. Members were not satisfied with the response from Troy Planning to the question raised at the Council meeting on 6 January 2021 to see if there had been any challenges by developers and what the outcome of this had been. Officers will raise this with Troy Planning.
- c) Watling Chase Community Forest had been highlighted from the research undertaken by the consultants in relation to its continuation and what this meant to the neighbourhood plan. Officers will raise this with Troy Planning.
- d) Officers will clarify the location for Harperbury Hospital and whether any of it was in St Stephens Parish.

3.2 Technical Evidence

- a) Members asked if the Local Plan was specific about the size of properties to be developed? Was this something that could be included in the Neighbourhood Plan? The local plan will have carried out their housing needs assessment, but this wouldn't drill down to local level, which is why a housing needs survey would identify a need within the village.
- b) One of the key objectives the neighbourhood plan was to have housing and development which addresses local need at the same time as addressing local character.
- c) Officers commented on the reference to the Infrastructure Delivery Plan in relation to the lack of early years places, local green spaces and rail connections between Abbey Line and St Albans. Members were surprised that there appeared to be an insufficient level of places for early years. If the IDP states that there is insufficient level of green spaces and then there is a variance later in the report that states, the London Colney has more than required. Some clarification on what qualifies as green space, amenity space, parks/gardens and teenage play will be sought from SADC.
- d) Members considered that there should be improved access to the Abbey Flyer with possibly a bus along the A414 to access the transit route to allow students attending West Herts College.

1124 Cllr Lillico lost connection

There had previously discussed a station at Napsbury to access the Midland Line and this should be passed onto the relevant working group for inclusion in the plan if there is evidence to support this. This proposal hadn't been progressed as there would need to be development to support the station which had not been forthcoming.

- e) Members queried the Retail and Leisure section and the fact that respondents to the consultation on leisure stated that they visited the Odyssey Cinema in St Albans when residents in London Colney were more likely to go to Hatfield, Hemel Hempstead or Watford. Members considered that more research on where residents of London Colney went to for leisure.

1131 Cllr Lillico rejoined the meeting

Members were surprised by the comments about retail when they considered that London Colney had a varied mix of retailers with individual retail sites being important and needed protection.

3.3 Green Spaces

- a) Members queried what qualified as a park and garden as they considered that the open space at Napsbury might qualify. Officers also queried what qualified as a teenage space as they didn't consider that any of the leisure provision within London Colney was specifically designated for teenage play, with the exception of the zip wire at Shenley Lane Recreation Ground.
- b) Members considered that references to the 'London Colney Recreation Centre' needed to be clarified about what this referred to. This was referred to be being a designated local space, along with Walsingham Way Playing Fields, but not other green spaces within the village.
- c) Members were surprised to see that there was a lack of pitch space when they considered that we had a good pitch provision. This may be something that has come from the Playing

Pitch Strategy Forecast (2013) and the Detailed Local Plan Technical Report (2016) which requires further reading by Officers.

3.4 Heritage

- a) Members considered the Pastoral Centre/Comper Chapel should be secured if possible. Cllr Gordon is liaising with the District Council about this matter. The Moated Schedule monument related to the site known as Chantry Island. The Comper Chapel was flagged for community use in the planning application. The site has been identified as C20 Society as a one of the top ten architectural buildings, at danger of being lost. Officers will seek clarification from SADC on which planning application was granted in relation to the building of homes on the Pastoral Centre site. There is also a burial plot on site. All these sites should be included in the Neighbourhood Plan for protection.
- b) Members discussed the benefits of registering these assets and that it showed the importance to the community of these assets and whether they should be registered as an Asset of Community Value.

3.5 Potential Areas of Focus for the Neighbourhood Plan

Members considered this section as they considered that this was an important part of the structure for the Neighbourhood Plan.

Members agreed with the areas which had been outlined in the document. They considered that the High Street was quite well established with local centres with most units occupied. Chester Gibbons Green is a good focus in the High Street. 'Rejuvenating' and the 'High Street' were not necessarily the right descriptions. The areas mentioned in this section should be split between community facilities (i.e., sports and community centres) and retail. It should be more about ensuring the continuity of retail facilities at various locations in the village, including local hubs, the High Street and the retail park; and then viable community facilities.

Members also considered that employment sites should be included. This merited its own mention.

Officers were asked to seek clarification about parking standards.

4. INCEPTION MEETING

Members were informed that this meeting would be facilitated by Troy Planning as a launch event to engage with residents about the neighbourhood plan process.

Members considered that Tuesday 16 February 2021 was a suitable date if Troy Planning were available. Officers will liaise with Troy Planning and advise Members of a proposed format for the meeting by email.

5. COMMUNITY ENGAGEMENT

Members were advised that the school's competition would be circulated to schools after the Neighbourhood Plan Officer had liaised with the schools. The theme would be a draw or take a photo of your favourite place in London Colney with a book voucher for a prize, one for each school. It could be a green space or a building. There would be more information presented to the inception meeting. Officers will liaise with the schools next week to arrange for distribution. The competition would be launched next week, with judging at the end of February, subject to feedback from the schools. The judging would be undertaken by the schools with winning entries on social media.

An email would be circulated to all residents who had previously indicated they were interested to learn more about the neighbourhood plan, inviting them to attend the inception meeting and there would be an updated version of the questionnaire.

There could be a leaflet drop to advertise the inception meeting and it will be marketed electronically on social media and via the dedicated neighbourhood plan website.

Members were advised that the parish council had been awarded the first tranche of funding by Locality of £4,963. Officers anticipated hearing within 3-4 weeks about funding for the housing needs assessment and design code.

6. NEXT MEETING DATE

Members asked for a copy of the project plan to be a standing item as the first item on every agenda to monitor progress.

Thursday 25 February 2021.

The meeting closed at 1350 hours.

Signed: Date:

**COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 26 JANUARY 2021, 3PM
HELD VIRTUALLY**

PRESENT: Councillors H Pakenham, M MacMillan & L Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

There were no apologies. Absent was Cllr Mahony.

2. DECLARATIONS OF INTEREST

Cllr Pakenham declared a personal interest in item 6.1 as she has a relation who is employed by the parish council.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 8 December 2020 were adopted as a true record of the meeting.

4. MATTERS ARISING

There were no matters arising.

5. STAFFING MATTERS (NON-CONFIDENTIAL)

5.1 Home Working Policy

Members received this policy, and it was **RESOLVED TO:**

Adopt the policy as outlined in the report, to be added to the Staff Handbook.

5.2 Furlough Programme

Members received a report on the staff who have added to the furlough scheme during the latest lockdown and its contents were noted.

6. CONFIDENTIAL ITEMS

To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960

6.1 Staff Review

Members received a report outlining with 3 quotations for a staff review to be undertaken by external contractors. Members considered that the Chair of the Events & Community Committee, along with the Chair of Finance & General Purposes Committee should be interviewed as part of the process. Members were advised that there would be cost incurred with these additional interviews. Members were asked if they wanted the consultants to present to a Council meeting and they confirmed that they would like this option. It was **RESOLVED** to:

a) Award the Staff Review to Contractor B at a provisional cost of £2,250.

***b) Request the release of General Reserves from Finance & General Purposes
Meeting scheduled for 28 January 2021 to fund this project.***

6.2 Weekend Caretaker

Members received a report on the employment situation of the weekend caretaker, and its contents were noted.

7. DATE OF NEXT MEETING

9 March 2020.

The meeting closed at 1517

Signed: Date:

Grounds and Maintenance Report – 3 February 2021

General comments

Another really wet month. Moral is a little down however, that's expected with all that's going on. It seems the longer the lock down is going on the more we see people stretching the rules.

I think on the whole the parish is looking good.

Site	Routine Maintenance	Comments	Additional works this Month
Morris Playing Field.	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required Grass cut as and when required.	Very wet month however everything looking good.	Closed all tennis and play areas Flailed all hedges around the park Cleaned toilets
Shenley Lane Playing Field.	Trim Trail and play equipment checked on a weekly basis, path blown free of debris. All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Grass cut as and when required. Hedges cut back as required.	This site really is very wet it's been very difficult to work here over the last month	Closed play area Repairing height barrier to the entrance of park after it was driven into by a van. Lifted all trees around park making site safer to walk around

Walsingham Way Playing Field	All litter bins and dog bins emptied, and park litter picked. Play area equipment checked and made safe if required. Hedges cut back as required. Grass cut as and when required.	Site in good order	Cleared broken glass around play area
Napsbury Sports Ground.	Cricket square is cut on a weekly basis. Hedges cut back as required. Cleaned on a weekly basis. Cleaning inspection carried out. Smoke alarm check. All playing fields cut as and when required. Football pitches marked out	Site looking good	Let in and locked up for land lord inspection Locked MUGA Cut all hedges
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	This site really is very wet it's been very difficult to work here over the last month	Removed very large shed from plot 40c and dispose of all rubbish.
Glebe Allotments.	Cut hedges. Paper pick. Top of grass paths.	Very wet month however everything looking good.	
Chester Gibbons Green	Prune Shrubs Beds Empty litter and dog bins Maintain Clock. Scarify Grass Cut Grass	Site looking good	Take down and remove this year's Christmas tree
High Street and The Bull Shrub Beds.	Keep weed free Removed any dead plants. Try to keep topped up with bark.	Beds are looking good However due to strange temperatures this winter there are weeds growing already we will get on this asap	Moved white concrete triangles on bed opposite doctors to prevent van parking on our shrub bed area.

River Side.	Keep swims free from debris. Litter pick. Empty dog and litter bins. Regular tree inspections. Tree pruning. Keep river flowing. Keep car park clear. Keep drains free from debris. Cut all grass as and when required. Rat bait	This site is looking good for this time of year	Levelled out some hard core on to fishing swim Woodchip some wet pathways Remove old rubbish bin, fully refurbished and replaced Re-stake new tree by the Green Dragon pub due to vandals breaking stake
War Memorial	Keep site clean and tidy. Weed free.	Site looking good	
Coopers Wood.	Litter pick. Empty Dog bin Minor tree works Keep main path clear	Site looking good	Clear pathway
Dudley Wood	Keep path clear		
Community Centre & Grounds	Litter and Dog bins Play area inspections Litter pick complete area. Salt Spreading Hedge cutting Tree pruning. Cut all grass as and when required.	Grounds Site is looking good.	Closed play ground
General Works Not Grounds	Completely refurbished chipper		Cleared and a reorganized workshop
Halsey Play area	Cut grass and empty bins		Closed play area



Events Officer Report February 2021

Events

- Good Neighbours Scheme - January 2021 saw the restart of the London Colney Good Neighbours Scheme following the government announcement of those who previously shielded should shield again, and the nation being put on a national lock down. Uptake has been lower this time, but many residents we have previously supported have told us that that it is good to know we are at the end of the phone if their circumstances change. We are currently assisting 14 households with essential shopping/prescription collections. We called those who were helped by the scheme to ask if they needed assistance again. Many have got themselves sorted with online shopping/ neighbour help and prescription deliveries. We have had 10 more volunteers come forward offering to help anyone in need.
- Citizens Advice – pension credit applications – we have been asked to help our first resident with copying relevant documents for their application.
- Main events for 2021 will be:
 - Larks in the Park – date to be confirmed by St. Albans District Council
 - Picnic in the Park - Sunday 15th August
 - Firework Display – Sunday 7th November
 - Remembrance Sunday – Sunday 14th November
 - Christmas Lights Switch On – Sunday 28th November

During January and February all relevant licences, and road closure applications will be completed for 2021 events.

- Other 2021 planned events include: Keep Britain Tidy litter pick, Sustainable St. Albans Festival event, Chantry Island Pilgrimage and Halloween party.
- All required SAG applications for these events have been applied for.
- Officer time has also been focused on the Launch of the Neighbourhood Plan, with 10 event hours moved to NHP dedication as per HR committee decision.

Newsletter

2021 London Colney News timetable:

Please can any articles to be consider for inclusion be emailed to Antonia prior to the copy deadline.

During 2021 we will be profiling each of the Parish Councillors as a “get to know your Parish Councillor” feature.

Edition	Copy Deadline	Editorial Meeting	Deadline for Printers	Returned to LCPC	Distribution
Mar-21	5th February	15th February	22nd February	1st March	3rd March
Jun-21	7th May	17th May	24th May	1st June	3rd June
Sep-21	6th August	16th August	23rd August	31st August	1st September
Dec-21	5th November	15th November	22nd November	29th November	1st December



LONDON COLNEY PARISH COUNCIL

TERMS OF REFERENCE

NEIGHBOURHOOD PLAN COMMITTEE

Membership

- Three Parish Council Members of the Neighbourhood Plan Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders);
- Up to two co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion
- The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders;
- Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.

How often meetings are held

- Meetings are held bi-monthly (except August).

Decision/Delegated Powers

The Committee shall:

- Consider all matters that relate to the development of the Neighbourhood Plan for London Colney.
- Receive all minutes from the Neighbourhood Plan Steering Group
- Appoint two members of the Neighbourhood Plan Committee to sit on the Steering Group and one of these members to act as the Chair of the Steering Group
- Have delegated powers to administer the budget in relation to the Neighbourhood Plan
- Authorise grant applications for funding to support the development of the Neighbourhood Plan

Co-op Current Account

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	TV LICENCE	DD	13.22		TV LICENCE
01/12/2020	HOMBASE	D/CARD	4.80		HOMBASE TWIST TIES/XMAS LIGHTS
01/12/2020	REVERSAL TV LICENCE	DD	-13.22		REVERSAL TV LICENCE
01/12/2020	TV LICENCE	DD	13.20		TV LICENCE
03/12/2020	Oliver Landpower	031220	135.91		WELDING RODS/ CHAIN OIL ETC
03/12/2020	Konica Minolta	1153597561	121.60		COPIES 030820 TO 021120
03/12/2020	Konica Minolta	1153654738	92.27		RENTAL 031120 TO 020221
03/12/2020	J Rochford Ltd	125544	54.00		P/Ledger Electronic Payment
03/12/2020	AMAZON	D/CARD	29.99		EXTENSION LEAD - PO 0011564
03/12/2020	AMAZON	D/CARD	22.28		MOUSE MATS X 2
04/12/2020	Hertscom IT Ltd	041220	62.41		CALLS OCT 2020/RENTAL NOV 2020
04/12/2020	POST OFFICE	D/CARD	90.28		POST OFFICE - STAMPS
04/12/2020	HOLLIE FINDELL	BP	24.40		HOLLIE FINDELL GNS J MURPHY
04/12/2020	HOLLIE FINDELL	BP	15.90		HOLLIE FINDELL GNS M SWAN
07/12/2020	Castle Water Ltd	071220	41.34		P/Ledger Electronic Payment
07/12/2020	Morrisons	D/CARD	346.65		FOOD BANK DONATION - A WOOD
08/12/2020	Castle Water Ltd	081220	35.00		P/Ledger Electronic Payment
08/12/2020	MR V CHAVDA	BP	20.00		MR V CHAVDA-SUPPLY OF ELECT
08/12/2020	SANDRA WELLSTEAD	BP	11.11		SANDRA WELLSTEAD GNS FLORENCE
09/12/2020	HCC - Herts Fullstop	091220	67.00		VARIOUS SUPPLIES
09/12/2020	Frederick Place Holdings-Troph	09122020	142.80		acrylic screen fin office
09/12/2020	HTC Fastenings Limited	091220	4.85		blow torch gas
09/12/2020	Blitz Motor Factors	091220	11.12		BK58CVR - NUMBER PLATE
09/12/2020	HERTFORDSHIRE COUNTY	1860005142	62.45		pen chge-late sub may 20 pens
09/12/2020	HERTFORDSHIRE COUNTY	1860005143	50.49		pen chge-late sub sept 20 pens
09/12/2020	HERTFORDSHIRE COUNTY	1860005144	50.00		pen chg-late sub sept 20 lg221
09/12/2020	AMAZON	D/CARD	30.44		AMAZON-INK CARTRIDGES DESKJET
09/12/2020	ALLSTAR BUSINESS SOLUTIONS	091220	103.93		FUEL 271120
14/12/2020	HOLLIE FINDEL	GNS	29.65		HOLLIE FINDEL - M SWAN
14/12/2020	HOLLIE FINDELL	GNS	24.50		HOLLIE FINDELL - M SWAN
14/12/2020	SANDRA WELLSTEAD	GNS	5.26		SANDRA WELLSTEAD - FLORENCE
15/12/2020	Homebase	D/CARD	18.25		LITTER BIN RESTORATION
15/12/2020	Hertscom IT Ltd	151220	618.00		MONTHLY IT
16/12/2020	Corona Energy - Electricity	161220	671.16		ELEC NAPS PAV 0111-301120
17/12/2020	Lamps & Tubes Illuminations Lt	69939	3,736.50		PRE-SEASON WORKS XMAS LIGHTS
17/12/2020	The Manson Group	55657	1,066.00		DEC 2020 LC NEWS PRINTING
17/12/2020	Glasdon UK Limited	171220	862.08		P/Ledger Electronic Payment
17/12/2020	HCC	BP	2,307.90		HCC OCT 2020 PENSIONS
17/12/2020	SCREWFIX DIRECT	D/CARD	179.99		SCREWFIX DIRECT -MAKITA DRILL
18/12/2020	RBL POPPY APPEAL	CQ 301929	274.00		RBL POPPY APPEAL
21/12/2020	WORLDPAY	133514277	49.62		011120-301120 CARD TRANS CHGS
21/12/2020	Southern Electric / SSE Gas	211220	469.23		LCCC GAS
22/12/2020	HOLLIE FINDELL	BP	15.85		HOLLIE FINDELL GNS M SWAN
22/12/2020	HOLLIE FINDELL	BP	18.35		HOLLIE FINDELL GNS J MURPHY
22/12/2020	HCC	BP	2,353.25		HCC DEC 2020 PENSIONS
22/12/2020	HMRC	BP	2,731.12		HMRC PAYE/NI
22/12/2020	DEC 2020 SALARY	BP	386.60		DEC 2020 SALARY
23/12/2020	DEC 2020 SALARIES	BP	12,740.95		DEC 2020 SALARIES

Continued on Page 2

Co-op Current Account

List of Payments made between 01/12/2020 and 31/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/12/2020	Veolia ES (UK) Ltd	291220	302.35		waste - 011120-301120
29/12/2020	Castle Water Ltd	291220	54.72		Purchase Ledger DDR Payment
29/12/2020	Castle Water Ltd	291220	47.04		Purchase Ledger DDR Payment
30/12/2020	ALLSTAR BUSINESS SOLUTIONS	301220	111.13		FUEL 221220
31/12/2020	Onecom Services Ltd	311220	27.43		WORKSHOP PHONE
31/12/2020	UNITY TRUST SERVICE CHARGE	BP	19.05		UNITY TRUST SERVICE CHARGE
31/12/2020	UNITY TRUST REVERSAL	BP	-19.05		UNITY TRUST REVERSAL
31/12/2020	Simply Bearings Ltd	D/CARD	33.60		FLANGED BUSHES
Total Payments			<u>30,778.75</u>		

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 3 FEBRUARY 2020

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BUDGET VARIANCES

1. SUMMARY

1.1 This report accompanies the income and expenditure report for period 9, ending 31 December 2020.

1.2 It explains budget variances of more than 10%.

2. RECOMMENDATION

2.1 Members are asked to note the report.

3. BUDGET VARIANCES

Budget Code	Budget Description	Budget	Income/ Expenditure to Date	Reason for Variance
100/1900	Miscellaneous Income	£250	£1,772	Wreath for WI, 2 x memorial benches
100/4050	Health & Safety	£1000	£6,724	Consultants fees to be transferred from EMR at end of year
100/4550	Computer Costs	£5000	£5,868.18	Additional expenditure on system to allow remote access to files
100/4555	Website Maintenance	£250	£717.15	Website upgrade in May 2020 to ensure website is accessible which was not budgeted
100/4565	Legal & Professional Fees	£1500	£7,468	Legal fees for costs associated with surgery development to be transferred from reserves at the end of the financial year. Other legal fees relating to land at Caledon Community Centre
120/1080	Grants Received	0	£15,140	2 x grants for £2,000 from St Albans Old People's Trust to support Good Neighbour Scheme; £10,000 grant from Government to mitigate loss of income; £300 grant from HCC for VE Day; miscellaneous Poppy Wreath grants
200/4100	MW Gas	0	£274	Miscoded. There is no gas at MW
210/4300	Christmas Lights	£9000	£9285	New infrastructure in columns following replacement by HCC
210/4220	Playing Field Maintenance	£500	£974	To be confirmed

210/4330	Signs, Boards & Seats	£1000	£1503	Purchased and installed two additional memorial benches with income shown in 100/1900, Miscellaneous income
210/4360	Allotment Repairs	£750	£818	Glebe allotments - water leak at meter
220/4110	Shenley Lane Water	£350	£567	To be confirmed. Need to ensure meters are read monthly to ensure accurate bills
240/4100	Napsbury Gas	£1000	£1232	To be confirmed. Need to ensure meters are read monthly to ensure accurate bills

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Central Operations							
1076 Precept	272,578	272,578	0			100.0%	
1090 Interest Received	96	200	104			48.2%	
1100 Parish News Letter Income	1,354	2,500	1,146			54.2%	
1110 Allotment Income	2,066	1,700	(366)			121.5%	
1120 Fishing Rights	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	2,000	6,000	4,000			33.3%	
1900 Miscellaneous Income	1,772	250	(1,522)			708.6%	
1970 Good Neighbour Scheme Income	8,037	0	(8,037)			0.0%	
1980 CJRS Furlough Scheme Income	11,698	0	(11,698)			0.0%	
1990 New Doctors Surgery Income	377,460	0	(377,460)			0.0%	361,633
Central Operations :- Income	678,161	284,328	(393,833)			238.5%	361,633
4000 Salaries	50,557	63,200	12,643		12,643	80.0%	
4005 National Insurance Costs	8,536	14,000	5,464		5,464	61.0%	
4010 Employer Pension Costs	22,105	23,880	1,775		1,775	92.6%	
4030 Staff Training	336	500	164		164	67.3%	
4035 Payroll Charges	(24)	500	524		524	(4.7%)	
4045 Councillor Training/Courses	150	500	350		350	30.0%	
4050 Health and Safety	6,724	1,000	(5,724)		(5,724)	672.4%	
4055 Chairmans Allowance	154	450	296		296	34.3%	
4060 Meeting Expenses	0	250	250		250	0.0%	
4140 Salaries Cleaning/Caretaking	8,582	16,000	7,418		7,418	53.6%	
4145 Cleaning Supplies	550	1,750	1,200		1,200	31.4%	
4150 Insurance	4,015	6,000	1,985		1,985	66.9%	
4200 Maintenance	11	0	(11)		(11)	0.0%	
4325 Trade Refuse	2,680	3,850	1,170		1,170	69.6%	
4340 Plants & Flowers	1,920	2,100	180		180	91.4%	
4500 Office Supplies	474	750	276		276	63.2%	
4505 Postage	178	250	72		72	71.0%	
4510 Office Machine Leasing & Costs	788	1,650	862		862	47.8%	
4515 Parish Magazine - Printing	2,657	5,000	2,343		2,343	53.1%	
4520 Parish Magazine - Distribution	780	1,300	520		520	60.0%	
4523 Neighbourhood Plan	1,500	2,500	1,000		1,000	60.0%	
4525 Advertising & Promotion	28	500	472		472	5.6%	
4530 Telephone/Fax/Internet	944	1,400	456		456	67.4%	
4535 Allotment Leases	1	650	649		649	0.1%	
4540 Subscriptions	1,642	1,700	58		58	96.6%	
4550 Computing Costs	5,294	5,000	(294)		(294)	105.9%	
4555 Website Maintenance	717	250	(467)		(467)	286.9%	
4560 Bank Charges	58	75	17		17	77.2%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4561 Bad Debt write off	0	100	100		100	0.0%	
4565 Legal & Professional Fees	(5,968)	1,500	7,468		7,468	(397.9%)	
4575 Internal & External Audit	1,305	2,500	1,195		1,195	52.2%	
4580 Professional Costs	15,978	2,000	(13,978)		(13,978)	798.9%	
4585 Christmas Biscuits	565	600	35		35	94.2%	
4610 Traffic Enforcement	0	3,550	3,550		3,550	0.0%	
4620 War Memorial	0	1,400	1,400		1,400	0.0%	
4900 Miscellaneous Expenditure	16	75	59		59	21.3%	
4970 Good Neighbour Scheme	10,423	0	(10,423)		(10,423)	0.0%	
4980 Covid-19	2,631	0	(2,631)		(2,631)	0.0%	
Central Operations :- Indirect Expenditure	146,309	166,730	20,421	0	20,421	87.8%	0
Net Income over Expenditure	531,852	117,598	(414,254)				
6001 less Transfer to EMR	361,633						
Movement to/(from) Gen Reserve	170,219						
<u>120 Grants</u>							
1080 Other Grants Received	15,140	0	(15,140)			0.0%	
Grants :- Income	15,140	0	(15,140)				0
4800 Grants - Other	1,391	2,500	1,109		1,109	55.6%	
4810 Grants to Local Orgs/Projects	(500)	0	500		500	0.0%	
Grants :- Indirect Expenditure	891	2,500	1,609	0	1,609	35.6%	0
Net Income over Expenditure	14,249	(2,500)	(16,749)				
<u>200 Morris Way Pavilion/Fields</u>							
1200 Hire of Pavilions	248	3,500	3,252			7.1%	
1210 Hire of Sports Pitch	3,917	5,000	1,083			78.3%	
Morris Way Pavilion/Fields :- Income	4,165	8,500	4,335			49.0%	0
4100 Utilities - Gas	274	0	(274)		(274)	0.0%	
4105 Utilities - Electricity	1,153	2,750	1,597		1,597	41.9%	
4110 Utilities - Water	231	1,500	1,269		1,269	15.4%	
4155 Licences	0	180	180		180	0.0%	
4200 Maintenance	136	0	(136)		(136)	0.0%	
4220 Playing Field Maintenance	399	0	(399)		(399)	0.0%	
4260 Paddling Pool Maintenance	0	1,200	1,200		1,200	0.0%	
4265 Paddling Pool Cleaning	0	2,300	2,300		2,300	0.0%	
Morris Way Pavilion/Fields :- Indirect Expenditure	2,193	7,930	5,737	0	5,737	27.7%	0
Net Income over Expenditure	1,972	570	(1,402)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210</u> <u>Grounds and Maintenance Dept</u>							
4400 DO NOT USE	0	2,000	2,000		2,000	0.0%	
Grounds and Maintenance Dept :- Direct Expenditure	0	2,000	2,000	0	2,000	0.0%	0
4000 Salaries	55,847	72,800	16,953		16,953	76.7%	
4111 Utilities - Water - Allotments	233	450	217		217	51.9%	
4200 Maintenance	426	1,000	574		574	42.6%	
4220 Playing Field Maintenance	974	500	(474)		(474)	194.8%	
4230 Playground Maintenance	913	2,150	1,237		1,237	42.5%	
4270 Clock Maintenance	0	200	200		200	0.0%	
4300 Xmas Lights Maintenance/Rent	9,285	9,000	(285)		(285)	103.2%	
4305 Vehicle Maintenance & Costs	898	2,000	1,102		1,102	44.9%	
4310 Machine Maintenance & Costs	1,134	1,750	616		616	64.8%	
4315 Fuel	2,245	2,500	255		255	89.8%	
4320 Vehicle Insurance	1,043	2,000	957		957	52.2%	
4330 Signs, Boards & Seats	1,503	1,000	(503)		(503)	150.3%	
4335 Lowbell Ln River Edge & Green	318	400	82		82	79.5%	
4340 Plants & Flowers	505	1,400	895		895	36.1%	
4345 Tree Maintenance	2,342	4,000	1,658		1,658	58.5%	
4355 Litter Bins	404	500	96		96	80.8%	
4360 Allotments Repairs & Maint,	818	750	(68)		(68)	109.1%	
4385 Equipment - Grounds & Maintean	296	750	454		454	39.4%	
Grounds and Maintenance Dept :- Indirect Expenditure	79,186	103,150	23,964	0	23,964	76.8%	0
Net Expenditure	(79,186)	(105,150)	(25,964)				
<u>220</u> <u>Shenley Lane</u>							
1210 Hire of Sports Pitch	750	1,500	750			50.0%	
Shenley Lane :- Income	750	1,500	750			50.0%	0
4105 Utilities - Electricity	112	200	88		88	55.9%	
4110 Utilities - Water	567	350	(217)		(217)	162.0%	
4200 Maintenance	0	150	150		150	0.0%	
4220 Playing Field Maintenance	206	500	294		294	41.1%	
4230 Playground Maintenance	168	0	(168)		(168)	0.0%	
Shenley Lane :- Indirect Expenditure	1,052	1,200	148	0	148	87.7%	0
Net Income over Expenditure	(302)	300	602				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 London Colney Community Centre							
1250 Bar Takings	(2)	12,500	12,502			0.0%	
1260 Hall Hire & Rent	0	17,000	17,000			0.0%	
1265 Hall Hire & Rent -Regular Hire	3,164	30,500	27,336			10.4%	
1271 Walkers Coffee Income	4	50	46			8.3%	
London Colney Community Centre :- Income	3,166	60,050	56,884			5.3%	0
4205 DO NOT USE	0	800	800		800	0.0%	
London Colney Community Centre :- Direct Expenditure	0	800	800	0	800	0.0%	0
4000 Salaries	12,755	24,144	11,389		11,389	52.8%	
4015 Casual Staff	0	3,000	3,000		3,000	0.0%	
4100 Utilities - Gas	1,372	2,000	628		628	68.6%	
4105 Utilities - Electricity	2,277	5,500	3,223		3,223	41.4%	
4110 Utilities - Water	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,300	(6)		(6)	100.4%	
4145 Cleaning Supplies	36	0	(36)		(36)	0.0%	
4155 Licences	299	1,500	1,201		1,201	19.9%	
4170 Bar Supplies	0	12,000	12,000		12,000	0.0%	
4175 Bar Facilities	0	450	450		450	0.0%	
4180 Bar Repairs & Servicing	0	500	500		500	0.0%	
4185 Kitchen & Caretaking Supplies	94	770	676		676	12.2%	
4195 Coffee Morning	(5)	50	55		55	(10.0%)	
4200 Maintenance	3,662	5,000	1,338		1,338	73.2%	
4206 Fire & Security Alarms	1,556	0	(1,556)		(1,556)	0.0%	
4220 Playing Field Maintenance	0	250	250		250	0.0%	
4230 Playground Maintenance	64	0	(64)		(64)	0.0%	
London Colney Community Centre :- Indirect Expenditure	23,416	58,664	35,248	0	35,248	39.9%	0
Net Income over Expenditure	(20,250)	586	20,836				
240 Napsbury Park Pavilion/Fields							
1200 Hire of Pavilions	1,125	3,700	2,575			30.4%	
1210 Hire of Sports Pitch	1,169	1,500	331			77.9%	
1212 Hire of Cricket Pitch	420	3,000	2,580			14.0%	
1214 School Pitch Hire	0	1,600	1,600			0.0%	
Napsbury Park Pavilion/Fields :- Income	2,714	9,800	7,086			27.7%	0
4100 Utilities - Gas	1,232	1,000	(232)		(232)	123.2%	
4105 Utilities - Electricity	112	850	738		738	13.2%	
4110 Utilities - Water	0	850	850		850	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Maintenance	1,716	3,000	1,284		1,284	57.2%	
4220 Playing Field Maintenance	284	1,250	966		966	22.7%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	3,344	6,950	3,606	0	3,606	48.1%	0
Net Income over Expenditure	(630)	2,850	3,480				
300 Larks in the Park							
1250 Bar Takings	0	3,000	3,000			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
Larks in the Park :- Income	0	3,600	3,600			0.0%	0
5000 General Event Costs	0	2,640	2,640		2,640	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	2,250	2,250		2,250	0.0%	
5020 Other Event Costs	0	433	433		433	0.0%	
Larks in the Park :- Indirect Expenditure	0	5,623	5,623	0	5,623	0.0%	0
Net Income over Expenditure	0	(2,023)	(2,023)				
320 Fireworks							
1250 Bar Takings	0	300	300			0.0%	
1300 Event Income - Concessions	0	250	250			0.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
Fireworks :- Income	0	1,050	1,050			0.0%	0
5000 General Event Costs	0	540	540		540	0.0%	
5010 Food Costs	0	100	100		100	0.0%	
5015 Entertainment Costs	0	4,958	4,958		4,958	0.0%	
5020 Other Event Costs	0	433	433		433	0.0%	
5035 Road Closures	0	1,600	1,600		1,600	0.0%	
Fireworks :- Indirect Expenditure	0	7,631	7,631	0	7,631	0.0%	0
Net Income over Expenditure	0	(6,581)	(6,581)				
340 Remembrance Sunday							
5000 General Event Costs	(25)	161	186		186	(15.5%)	
5015 Entertainment Costs	260	500	240		240	52.0%	
5020 Other Event Costs	0	400	400		400	0.0%	
5035 Road Closures	0	955	955		955	0.0%	
Remembrance Sunday :- Indirect Expenditure	235	2,016	1,781	0	1,781	11.7%	0
Net Expenditure	(235)	(2,016)	(1,781)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
370 Lunch Club							
1350 Lunch Club Income - Tuesday	(179)	6,500	6,679			(2.8%)	
1355 Lunch Club Income - Thursday	184	6,500	6,316			2.8%	
Lunch Club :- Income	5	13,000	12,995			0.0%	0
5050 Lunch Club Food Costs	0	10,000	10,000		10,000	0.0%	
Lunch Club :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Income over Expenditure	5	3,000	2,995				
380 Christmas Lunch Club							
1310 Event Income - Ticket Sales	0	560	560			0.0%	
Christmas Lunch Club :- Income	0	560	560			0.0%	0
5010 Food Costs	0	300	300		300	0.0%	
5020 Other Event Costs	0	100	100		100	0.0%	
Christmas Lunch Club :- Indirect Expenditure	0	400	400	0	400	0.0%	0
Net Income over Expenditure	0	160	160				
400 General Council Events							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	3,300	3,300			0.0%	
1401 Charity Collections	0	500	500			0.0%	
General Council Events :- Income	0	4,500	4,500			0.0%	0
5000 General Event Costs	76	1,420	1,344		1,344	5.3%	
5010 Food Costs	0	600	600		600	0.0%	
5015 Entertainment Costs	0	5,440	5,440		5,440	0.0%	
5020 Other Event Costs	0	710	710		710	0.0%	
General Council Events :- Indirect Expenditure	76	8,170	8,094	0	8,094	0.9%	0
Net Income over Expenditure	(76)	(3,670)	(3,594)				
420 Halloween Disco							
1250 Bar Takings	0	100	100			0.0%	
1310 Event Income - Ticket Sales	0	300	300			0.0%	
Halloween Disco :- Income	0	400	400			0.0%	0
5000 General Event Costs	0	44	44		44	0.0%	
5010 Food Costs	0	150	150		150	0.0%	
5015 Entertainment Costs	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5020 Other Event Costs	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	0	444	444	0	444	0.0%	0
Net Income over Expenditure	0	(44)	(44)				
<u>430 Christmas Light Switch On</u>							
1250 Bar Takings	0	300	300			0.0%	
1300 Event Income - Concessions	0	480	480			0.0%	
Christmas Light Switch On :- Income	0	780	780			0.0%	0
5000 General Event Costs	0	688	688		688	0.0%	
5015 Entertainment Costs	0	150	150		150	0.0%	
5020 Other Event Costs	0	96	96		96	0.0%	
5035 Road Closures	0	1,850	1,850		1,850	0.0%	
Christmas Light Switch On :- Indirect Expenditure	0	2,784	2,784	0	2,784	0.0%	0
Net Income over Expenditure	0	(2,004)	(2,004)				
<u>440 Twixmas</u>							
1250 Bar Takings	0	200	200			0.0%	
1310 Event Income - Ticket Sales	0	400	400			0.0%	
Twixmas :- Income	0	600	600			0.0%	0
5000 General Event Costs	0	154	154		154	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	250	250		250	0.0%	
Twixmas :- Indirect Expenditure	0	704	704	0	704	0.0%	0
Net Income over Expenditure	0	(104)	(104)				
<u>460 Picnic in the Park</u>							
1300 Event Income - Concessions	0	350	350			0.0%	
1310 Event Income - Ticket Sales	0	1,300	1,300			0.0%	
Picnic in the Park :- Income	0	1,650	1,650			0.0%	0
5000 General Event Costs	0	436	436		436	0.0%	
5010 Food Costs	0	60	60		60	0.0%	
5015 Entertainment Costs	0	1,800	1,800		1,800	0.0%	
5020 Other Event Costs	0	608	608		608	0.0%	
Picnic in the Park :- Indirect Expenditure	0	2,904	2,904	0	2,904	0.0%	0
Net Income over Expenditure	0	(1,254)	(1,254)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	704,101	390,318	(313,783)			180.4%	
Expenditure	256,701	390,600	133,899	0	133,899	65.7%	
Net Income over Expenditure	<u>447,400</u>	<u>(282)</u>	<u>(447,682)</u>				
less Transfer to EMR	361,633						
Movement to/(from) Gen Reserve	<u>85,767</u>						

ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 11 January 2021, remotely, by Zoom

Present:

Harpenden Rural	Cllr Peter Barrett
Harpenden Town	Cllr Rosemary Farmer
London Colney	Cllr Helen Pakenham
	Emma Payne (Clerk)
Redbourn	Cllr David Mitchell
	Chris Kenny (Clerk)
Sandridge	Cllr John Newton-Davies
St Michael	Julia Reading
Wheathampstead	Cllr Steve Haynes
	Julia Warren (Clerk)
St Albans District Council	Liz Marcy (Community Engagement Team)
Hertfordshire County Council:	Cllr John Hale
	Cllr Teresa Heritage
Clerk to the Association	Sue Campbell

1. To Receive Apologies for Absence

Apologies were received from: Cllr Peter Cook (Colney Heath) and Clerks Carl Cheevers (Harpenden Town), Simon Thwaites (Sandridge), Lisa Chaplin (Colney Heath), Sue Hake (St Stephen), Andrew Reading (Harpenden Rural) and Joe Tavernier (SADC).

2. To approve the minutes of the meeting held on 9th NOVEMBER 2020

The minutes of the meeting were approved and will be signed as a true record of the meeting.

3. Notifications of AOB to be discussed at item 8

- None

4. To discuss working together with Hertfordshire County Councillors

- Unitary proposal: this is currently not been taken forward as the Government drive has dissipated. So, the 3 tiers continue to work together.
- Grants:
 - Locality Budget: grants from Hertfordshire County Councillors (£10,000 per division + this year £5,000 specifically for Covid support) at personal discretion; local charities/organisations/groups/schools, etc, bid.
 - Highways locality budget: County Councillor (£90,000 each) can propose projects and if fall within criteria officers can implement. Split between capital (approximately 80%) such as tarmac and

revenue (some use to work with local Town Council; Highways Together).

- If any PCs are not involving their County Councillor, it was suggested this is a possible way of sourcing funding for specific projects.
- HCC Website:
 - the “Democracy” page includes how each County Councillor has spent either Locality Budget.
 - Residents complain that reporting a highways problem the website is not as intuitive as they need. Sending an email can be more straightforward (Cllr Hale to forward an email address).
- Communications: County Councillors covering the SADALC area actively engage and work with the Parish and Town Councils.
- Later in the year there will be an opportunity to bid for funding for sustainability/climate change projects.

5. To receive a report from St Albans District Council

Liz Marcy will forward information about the new Equality, Diversity and Inclusion strategy review survey.

A new revenue funding stream is being launched tomorrow, available to any organisation in the district of benefit to the community where ethos and aims align with SADC, includes running costs, not just on a capital basis.

The Boundary Commission Review – those Parishes affected by a change in District Ward boundaries will undergo a Community Governance Review which might affect the number of Councillors and wards. Liz Marcy to forward information and updates as they arise.

6. To Receive Reports from Association Representatives on Outside Committees

a) Health and Wellbeing Partnership

Cllr Pakenham will provide a report after the next meeting, 19th January.

b) Inclusion and Equalities Partnership

Cllr Pakenham was elected to represent SADALC. Proposed Cllr Mitchell, seconded Cllr Newton-Davies, unanimous.

c) Standards Committee

Cllr Newton-Davies gave a verbal report; complaints include waste and fly-tipping. Recommended that GDPR training be made available to all Councillors. The Committee meets approximately once every 6 months. SADALC has 1 vacancy.

d) Visitor Advisory Board

Cllr Newton-Davies reported that the last meeting focussed on shop local to improve footfall in the city centre, The Christmas post box toppers, planters, etc, were well received. Improving market stalls/ new gazebo covers were discussed. Signage/street maps to be considered from station to City Station. The heritage blue plaque scheme is to be extended. The replacement for withdrawn District Plan is due.

e) Climate Crisis Response Working Group

The WG work is complete following the issuing of a document now available on the SADC website.

7. To Receive Reports from Parishes

Harpenden Rural: Surge in litter again during lockdown; volunteers clearing the common and Kennel Lane; Veolia helping. The PC has become aware of a 45-page booklet relating to Kinsbourne Green which it is hoping to make available to locals to purchase.

Harpenden Town: implications on finances of the Covid impact such as loss of parking and hiring revenue. Continuing to plan summer events. Farmers market continues.

London Colney: Report circulated in advance of the meeting and filed with the minutes. Have appointed a Neighbourhood Planning consultant.

Redbourn: Considering a cycle track. Have restarted Neighbourhood Plan without the development sites, just completed survey. Have set budget, not increase precept, will use general reserves to fund specific projects. Some income from hall hirers. Considering Annual Parish Meeting online.

Sandridge: A glut of planning applications were received just before Christmas, increase in technical applications. Neighbourhood Plan referendum in May. Parish survey to ascertain residents' views on services provided. Planning a cycle track.

St Michael: No income, so no impact of Covid. Engagement very challenging, PC only meets for the 4 statutory meetings. Considering Neighbourhood Planning.

Wheathampstead: Huge impact of Covid on community; PC income hugely reduced. Budget to be confirmed. No decision on 2021 events. Allotments very popular. Play areas and open spaces very busy. Neighbourhood Plan almost ready for submission. Memorial Hall refurbishment plans going ahead.

8. Any Other Business

- None

9. Dates of next meetings; all start 7.30pm

- Monday 22nd March 2021 via Zoom
- Monday 5th July 2021, venue to be considered according to the national situation nearer the time.

The meeting closed at 9.03pm.

Signed _____
Chairman

Date _____