

# London Colney Parish Council

To: All Councillors

23 December 2020

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 6 JANUARY 2021** at **7.00PM**

Join Zoom Meeting

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**Emma Payne**  
**Clerk to the Council**

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## 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.

### 3. NEIGHBOURHOOD PLAN CONSULTANT

To receive a presentation from Troy Planning, the Council's Neighbourhood Plan Consultant, and answer any questions that may arise from the presentation.

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<b>4. MINUTES</b> To approve the minutes of the meeting held 9 December 2020	3
<b>5. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA</b>	
<b>6. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)</b>	
<b>7. COMMUNITY SAFETY REPORT</b>	
<b>8. QUESTION TIME</b> 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.	
<b>9. OFFICER'S REPORTS</b>	
9.1 Grounds Maintenance Manager's Report	7
9.2 Community & Events Officer's Report	10
9.3 Anti-Social Behaviour at Colney Fields Shopping Centre (report to follow)	
<b>10. MINUTES</b>	
10.1 Human Resources Committee – 8 December 2020	11
10.2 Planning Committee – 15 December 2020	13
10.3 Finance & General Purposes Committee – 17 December 2020	15
<b>11. PRECEPT &amp; BUDGET 2021/22</b> To receive a report on the proposed budget for 2021/22 and to resolve to set a precept request	17
<b>12. REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES</b>	
<b>13. CONFIDENTIAL ITEMS</b> 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.	
13.1 London Colney Leisure World, Perham Way (verbal report)	
<b>14. DATE OF NEXT MEETING</b> 3 February 2021	

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 9 DECEMBER 2020, HELD VIRTUALLY AT 7PM

**PRESENT:** Councillors K Gardner (Chair), D Gordon, T Lillico, M MacMillan (arrived 1940), S Pearl, L Winstone

**IN ATTENDANCE:** E Payne, Clerk

#### **81/20. APOLOGIES**

Apologies were received from Cllr Mahony (health). Cllr Mortuza was absent.

#### **82/20. MEMBERS DECLARATIONS OF INTEREST**

Cllr Gordon declared an interest as a County Councillor in item 94/20.2

#### **83/20. MINUTES**

The minutes of the meeting held on 4 November 2020 were received and approved as a true record of the meeting.

#### **84/20. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

84/20.1 The Clerk reported that the meeting with Urban & Civic meeting had not taken place and she was waiting to hear back from them to reschedule.

#### **85/20. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chair reported that the Christmas biscuit distribution was underway, and she had already received a thank you from a resident on receipt of their biscuits.

She noted that the Neighbourhood Plan Committee had appointed a consultant to oversee the delivery of the Neighbourhood Plan and was looking forward to them attending a future meeting so they could answer any questions that Members may have about the process.

#### **86/20. COMMUNITY SAFETY REPORT**

86/20.1 Members were advised that there was no community safety report.

86/20.2 The Clerk was asked if there was an update on the Colney Fields situation and was asked to add this to the next agenda for discussion. Cllr Gordon reported that she had raised this at the priority setting forum meeting, where the Police had reported that it was the responsibility of the landowners to undertake enforcement.

#### **87/20. QUESTION TIME**

There were no members of the public in attendance.

## **88/20. OFFICER'S REPORTS**

### **88/20.1 Grounds Maintenance Manager's Report**

Members received the Grounds Maintenance Manager's report. The Chair mentioned that the Christmas tree on Chester Gibbons Green looked particularly magnificent and the Clerk was asked to thank the Grounds Staff on their efforts.

The Chair reported that there is a large limb fallen from a tree in Coopers Wood and asked the Clerk to get the Grounds Maintenance Manager to investigate and ensure that the tree is safe.

### **88/20.2 Community & Events Officer's Report**

Members received this report, and the contents were noted. Members asked if the Deputy Lieutenant had been written and thanked for attending. The Clerk responded that the Chair had written to both the Vicar and the Deputy Lieutenant. Members noted that the distribution of the newsletter was underway, and the Clerk asked if anyone was aware of any issues with the distribution to let her know. The Chair has recorded a Christmas message this year which will be put on the website and social media. The musical accompaniment is from Bowmansgreen School.

## **89/20 FINANCE**

### **89/20.2 To approve the expenditure for period 31 October – 30 November 2020**

Members received the report. Members queried the continuation of the Good Neighbour Scheme. The Clerk reported that the second lock down had necessitated a couple of people re-entering the scheme and there is a small number of residents who continue to be supported by their volunteers, which is minimal effort on the part of the staff. It was **RESOLVED** to:

*Approve the expenditure for 31 October – 30 November 2020*

## **90/20. MINUTES**

### **90/20.1 Events & Community Committee – 3 November 2020**

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

### **90/20.2 Planning Committee – 3 November 2020**

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

### **90/20.3 Environment & Neighbourhood Committee – 10 November 2020**

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

### **90/20.4 Neighbourhood Plan Committee – 11 November 2020**

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

### **90/20.5 Human Resources Committee – 12 November 2020**

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

### **90/20.6 Finance & General Purposes Committee – 16 November 2020**

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

## **91/20. FIREWORKS**

Members received a motion from Cllr Gordon asking for the Council to consider the use of silent fireworks or lasers at any displays organised by the Parish Council. Members discussed the motion and the effect that noisy fireworks can have on adults/children with disabilities, veterans, and animals. Members felt that they were not able to directly

influence how residents used fireworks but that they could lead by example. It was **RESOLVED** that:

***This Council resolves to use only silent fireworks or lasers at any displays organised by London Colney Parish Council***

The matter will now be referred to the Events & Community Committee to implement.

## **92/20 REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES**

92/20.1 Cllr Gordon reported her attendance at the County's Scrutiny Committee where the use of S106 funds was discussed in relation to Ward Councillors being more involved in the allocation of funds. She reported that the District Council are considering how parish councils can get more involved in taking over District Council assets which are in parishes.

## **1940 Cllr MacMillan joined the meeting.**

92/20.2 Cllr Gardner reported on her meeting with SADC Parking Office which had been attended by Cllr Pakenham. They had looked at several sites and had suggested to SADC that the parking enforcement officers varied the time of their visits.

92/20.3 Cllr Pakenham had submitted a written report which had been distributed prior to the meeting.

## **93/20 REPORTS ON EXTERNAL MEETINGS ATTENDED**

93/20.1 Cllr Pakenham reported on her attendance at the SADALC meeting.

## **94/20 CORRESPONDENCE**

### **94/20.1 Cycling Place and Covid 19 Recovery**

Members received an email from Mr Brewster, a resident of London Colney, asking the parish council to support the need to create safe space for walking and cycling. Members were advised that the Clerk has invited Mr Brewster to participate in the Neighbourhood Plan. Cllr Gordon reported that Mr Brewster had also contacted her in her capacity as County Councillor. The funding stream he mentions has been allocated to the County Council. It was **RESOLVED** to:

***Acknowledge Mr Brewster's email and that report to him that we will work with other authorities to promote sustainable transport***

### **94/20.2 Notification of Sale under ss 95-98 Localism Act 2011 – London Colney Leisure World**

Members received a letter from SADC advising that as they have registered the site as an Asset of Community Value, the District Council is obliged to ask the Parish Council if they wish to express an interest in being treated as a potential bidder for the site.

The meeting went into Confidential Items, under Standing Order 37, 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.

It was **RESOLVED** that:

***London Colney Parish Council expresses an interest in being treated as a potential bidder on the land under ss95-98 Localism Act 2011.***

Cllr Gordon declared a conflict of interest as a County Councillor and abstained from the vote.

**94/20.3 New Electoral Arrangements for St Albans & City District Council**

Members received this report from the Electoral Commission with their final recommendations which were noted. Members expressed their disappointment in the Commission's findings, to remove Napsbury from the District Ward and place it in Park Street.

Members were advised about the other recommendations that a Community Governance Review should be undertaken by the District Council now that the parish is divided into different District wards. The Clerk advised Members that she had received an email from the Electoral Services Manager advising that there would be a polling district review undertaken to assign polling stations within the new ward boundaries which will begin after May 2021 elections and will be concluded in early 2022, in time for the whole council elections in May 2022. She went on to advise Members that the District Council will be conducting a Community Governance Review (CGR), as outlined in the Commission's report. This would run as an initial consultation, publish draft recommendations, and consult on those. It would start around September 2021 with any changes to the parish electoral arrangements taking effect from the next scheduled elections in May 2023. It should be noted that a CGR can alter the outer boundaries of parishes. Members were advised that this would have a significant effect on the cost of elections with the new arrangements of two wards. It was **RESOLVED** to:

***Receive the report and note the final recommendations***

**94/20.4 Council Tax 2021/11 – Parish Precepts**

Members received a letter from the District Council regarding the council tax base for 2021/22. Members were advised that the council tax base been decreased by 3% on last year's figure which has been calculated on lower collection rates, more residents in receipt of council tax benefit and an increase in single occupancy homes, which attract a discount in council tax. This will have an adverse Members sought an explanation on the calculations and were advised by the Clerk that she has been told that a further explanation will be forthcoming. The Portfolio Holder has offered to speak to Colney Heath after they raised a question at the District Council. It was **RESOLVED** that:

- a) The Clerk will invite Cllr Young to attend the next Finance & General Purposes Committee on 17 December 2020.***
- b) The Clerk will draft a response to this letter and circulate it by email, to be sent to SADC on Monday 14 December.***

**95/20. DATE OF NEXT MEETING**

Wednesday 6 January 2021. The meeting closed at 8.50pm.

Signed ..... Date .....

## Grounds and Maintenance Report – Jan- 2021

### **General comments**

*It's been a strange month and a very strange year; all the changes just bring more work however the main thing we try to remember moving forward is to keep us and all around us as safe as possible.*

*The fields are still very wet I think it's the wettest lead up to Christmas I can remember.*

<b>Site</b>	<b>Routine Maintenance</b>	<b>Comments</b>	<b>Additional works this Month</b>
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.	Erected all tennis nets  Re-marked football pitches  Removed graffiti from playground equipment  Sanded down new toilet door  Take fire extinguishers to community centre for testing
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.	Very wet month however everything looking good	Repairs to trim trail

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	Remove broken tree
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	Erect tennis nets  Move radiator valve in main hall  Replace worn bin for new double plastic bin  Completely refurb old bin  Take fire extinguishers to community centre for testing
Shenley Lane Allotments.	Cut hedges. Paper pick. Cut Grass Top of grass paths.	Very wet month however everything looking good.	Wood chip carpark entrance due to water logging
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	
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	



Riverside.	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	Remove large branch from new memorial bench location.  Remove old bench and replace with new Memorial bench.  Repair more swims
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.	Site is looking good.	Finished painting Margaret Hopkins offices  Paint Hall way due to damage from table trolley
General Works Not Grounds	Repair pull start on pole pruner	Replace heating matrix on small van	Clear and reorganize workshop Moving lights etc



## Events Officer Report January 2021

### Previous Events

- **Christmas Biscuits for over 70's** – 200 boxes of Christmas biscuits were distributed to residents from London Colney Parish Council by JJ Burgess & Sons, who sponsor the Christmas Biscuits, and Conamar Builders who are developing the surgery and are part of a considerate constructor's scheme.
- **Christmas Message** – A Christmas video message, from Cllr Gardner, was shared via social media and our website, wishing London Colney residents happy Christmas and happy new year. The backing track with courtesy of Bowmansgreen School

### Events

- Main events for 2021 will be:
  - Larks in the Park – date to be confirmed by St. Albans District Council
  - Picnic in the Park - Sunday 15<sup>th</sup> August
  - Firework Display – Sunday 7<sup>th</sup> November
  - Remembrance Sunday – Sunday 14<sup>th</sup> November
  - Christmas Lights Switch On – Sunday 28<sup>th</sup> November

During January and February all relevant licences, road closure and SAG 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 will be applied for in January and February.

### 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

**COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY 8 DECEMBER 2020, 6PM  
HELD VIRTUALLY**

**PRESENT:** Councillors H Pakenham, D Gordon (substituting for N Mahoney), M MacMillan & L Winstone (arrived 1815). Cllr Lillico substituted for Cllr Winstone until 1815.

**IN ATTENDANCE:** Cllr T Lillico  
E Payne, Clerk

**1. APOLOGIES**

There were no apologies. Absent was Cllr Mahony who was substituted for by Cllr Gordon.

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham & Cllr Gordon declared a personal interest in item 6.1 as they have a relation who is employed by the parish council. They left the meeting during this item and the meeting with chaired by Cllr Gardner.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 12 November 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**

This item was withdrawn for a future meeting as the wrong report had been submitted.

**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 Review of Staff Salary budget 2021/22 and potential savings**

Members received a report outlining potential staff savings. Members were advised that with the reduction in the council tax base which is being reported to the Council meeting on 9 December 2020, the demands on the parish council's budget have been exacerbated and savings need to be achieved across the board. Undertaking savings in this budget is complex and Members were advised that the next agenda item was about a potential staff review. Members discussed how to deliver the services of the parish council more efficiently, whilst monitoring performance. It was **RESOLVED** to:

***a) Consider the grounds maintenance operation as part of a council-wide staff review with consideration towards outsourcing as one of the options***

- b) Investigate the option 2 for lunch club as outlined in the report**
- c) Obtain quotations from external contractors for cleaning of the parish council facilities**
- d) Investigate outsourcing bar operations with local licensees**

Cllr Gordon & Pakenham left during the item relating to the bar services and took no part in the decision-making process.

**6.2 Staff Review**

Members received a report on a potential staff review, examining a potential specification for a review of the staffing operations of the parish council. It was **RESOLVED** to:

***Obtain quotations for a review of staffing operation to be considered at the next meeting***

**7. DATE OF NEXT MEETING**

12 January 2021.

The meeting closed at 1856

Signed: ..... Date: .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 15 DECEMBER 2020, 6.00PM VIRTUALLY

**PRESENT:** Councillors M MacMillan (Chair), K Gardner, T Lillico, H Pakenham and L Winstone

**IN ATTENDANCE:** E Payne, Clerk

#### 1. APOLOGIES

Apologies were received from Cllr Pakenham.

#### 2. DECLARATION OF INTEREST

Cllrs Gardner & Pakenham declared an interest as Members of SADC Plans South Committee

#### 3. PLANNING CONSULTATIONS

- 3.1 5/2020/2347 - Single storey front and side, part single, part two storey rear extensions with rooflights and alterations to openings at 73 Manor Road London Colney Hertfordshire AL2 1PP

Members considered the application and there were no objections.

- 3.2 5/2020/2239 - Part single, part two storey front and side extension with rooflight following demolition of existing garage, side extension to porch canopy, alterations to openings at 12 Morris Way London Colney Hertfordshire AL2 1JL

Members considered the application and there were no objections.

- 3.3 5/2020/2443 - Part single, part two storey front, side and rear extensions following demolition of garage at 14 Morris Way London Colney Hertfordshire AL2 1JL

Members considered the application and there were no objections.

- 3.4 5/2020/2147 - Demolition of existing buildings and structures and construction of seven, two bedroom and three, one-bedroom flats with associated parking and landscaping at 271 High Street London Colney Hertfordshire AL2 1HA

Members considered the application. Cllr Gardner reported that she had called in the application on the grounds of over development of the site and parking concerns. Cllr Pakenham quoted paragraph 127 of NPPF which states that “developments should function well and add to the quality of the area...are visually attractive because of good architecture”. Members considered that the application for a three-storey building, whilst in keeping with the development adjacent to the site, would set a precedent of design in the High Street for 3 storey buildings, which is not in keeping with the properties opposite the site.

Members also expressed concerns about the decontamination process that would have to be undertaken on the site due its previous status as a garage which sold petrol, which meant there would be underground petrol tanks. If the application is approved, Members wanted

rigorous planning conditions placed on the developer to contain the contamination. Members noted that the ingress/egress of the development would be via Wellington Road. Members were concerned that if the site were redeveloped, the community would lose an asset and potential employment site but acknowledged the use of a brown field site. It was **RESOLVED** to:

***Object to the planning application on the grounds of Policy 69 – General Design & Layout and Policy 70 - Design and Layout of New Housing***

- 3.5 5/2020/0510 - London Colney Village Club & Best Friends Childcare Centre St Anne's Road London Colney Hertfordshire AL2 1NX  
New club building with associated one bedroom flat and nine terraced houses comprising two, two bedroom and seven, three-bedroom houses, associated landscaping and parking and new access, following demolition of existing club and nursery buildings (resubmission)

Members considered the application which was unchanged from the previous one submitted in June 2020, which had been withdrawn. Members noted that the club house building had been relocated from its current location on the site, to immediately adjacent to no 124 St Anne's Road and its new location was unacceptable with a loss of privacy and noise from the licensed premises and first floor flat.

Members considered that the proposed residential properties were too close to existing houses on adjoining roads. There was insufficient parking allocated for the club, as one of the 8 spaces allocated for the club was dedicated for the one bedroom flat at the club which meant there were only 7 spaces for a 100 sq m club house. It is quite possible that the flat would be occupied by two car owners, therefore reducing the car parking provision even further. It was **RESOLVED** to:

***Object to the planning application on the grounds of Policy 69 – General Design & Layout, Policy 70 – Design and Layout of New Housing and Policy 40 – Residential Development Parking Standards.***

**4. DATE OF NEXT MEETING**

To be confirmed.

Meeting closed at 1855

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 17 DECEMBER 2020, AT 5.30PM, HELD VIRTUALLY

**PRESENT:** Councillors D Gordon (Chair), T Lillico, M MacMillan, and H Pakenham

**IN ATTENDANCE:** E Payne (Clerk)  
D Cooper (Finance Officer)  
Cllr K Young (SADC Resources Portfolio Holder)  
Colm O'Callaghan (SADC)  
R Skilbeck (SADC)  
Cllr P Cook (Chair of Colney Heath Parish Council)  
L Chaplin (Clerk of Colney Heath Parish Council)

#### 1. APOLOGIES

All members were present.

#### 2. DECLARATIONS OF INTERESTS

Cllr Gordon a personal interest in item 4 as she has a relative who is a member of staff and her partner is an allotment tenant.

Cllr Pakenham declared a personal interest in item 4 as she has a relative who is a member of staff

#### 3. MINUTES

After a brief discussion about one point of order on the minutes of the previous meeting held on 16 November 2020, they were not amended and were approved as a true record of the meeting.

#### 4. MATTERS ARISING

There were no matters arising.

#### 5. BUDGET 2020/21

The Chair suspended standing orders to allow a presentation from officers from the District Council on how the calculation of the council tax base for 2021/22 had been derived. Calculations were shared with attendees showing how the council tax base has been reduced due to combination of factors; lower anticipated collection rate, lack of development within the parish and the effect of Covid 19 with more people in receipt of council tax support from being on benefits. London Colney & Colney Heath are adversely affected due to low development and London Colney have an increase in residents claiming benefit and therefore not liable for council tax. Further questions were asked by Members and guests to the SADC portfolio holder with support from district council officers.

The Chair thanked Cllr Young and colleagues for attending the meeting and answering questions. Standing orders were reinstated.

Members received a report which covered an increase in hire charges and the effect it would have on regular hirers. Members noted the recommendation in the report and voted on the recommendation.

***Cllr Pakenham and Cllr Gordon declared a personal interest in item 4 of the report and withdrew from the meeting.***

The decisions taken in the HR committee meeting on 8 December 2020 had been factored into the budget.

***Cllrs Pakenham & Gordon returned to the meeting.***

Members noted the current situation regarding reserves.

Members received comparisons on the effect that the reduction of the council tax base would have on the average Band D property in relation to the percentage increase in the precept. Members noted the surplus between income and expenditure over the various percentage increases in the precept with the proposed budget and the lack of certainty on the income streams of the council. It was **RESOLVED** to:

- a) ***Apply a 15% discount to regular hirers, hiring 6 or more sessions in a 2-month period.***
- b) ***Reduce the discount for not for profit/charity hirers from 30% to 25%***
- c) ***Implement the phased increase for historical hirers as outlined in item 3.6 of the report.***

It was **RESOLVED** to recommend to Full Council that:

- d) ***The precept for 2021/22 is set at £286,350***

**8. DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 1845 hours.

Signed: ..... Date: .....



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 6 JANUARY 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: PRECEPT & BUDGET 2021-22**

### **1. SUMMARY**

- 1.1 This report outlines the rationale behind the resolution made at the Finance & General Purposes Committee held on 17 December 2020 to make a recommendation to Council that the precept is set at £286,350

### **2. RECOMMENDATION**

- 2.1 Members are asked to resolve to
- A) Set a precept for 2021/22 of £286,350
  - B) Adopt the budget outlined in the report

### **3. BACKGROUND**

- 3.1 The Council must set a balanced budget and comply with all statutory requirements pertaining to the setting of its budgets as set out in the Local Government Act 2003, Part 2, Section 25 and 26, which holds under clause 25 (1) that the Responsible Financial Officer must report on the robustness of the estimates and on the adequacy of the proposed financial reserves.
- 3.2 To satisfy the requirements of the Local Government Act 2003, Councillors must approve a precept which meets the Council's objectives and service level responsibilities, maintains an appropriate level of reserves, and provides stability in the event of any unforeseeable demands.
- 3.3 The budget for 2021/22 was considered by the Finance & General Purposes Committee at two meetings: 16 November and 17 December 2020. Members considered the expenditure year to date for the first six months of operation and a proposed budget for 2021-22.
- 3.4 A review of all income streams including allotment rent, hire charges, sponsorship, newsletter advertising and sports fees was undertaken with increases in some areas to be implemented. This included adjusting historically low hire rates for regular hirers which will be phased in over 2 years; a 15% discount for regular hirers who make 6 or more bookings over a 2-month period, and a 25% discount for not-for-profit/charity hirers.
- 3.5 The staff budget was reviewed at the HR committee meeting held on 8 December 2020 and savings had been implemented by outsourcing of services. Following the Chancellor's recent announcement on public sector pay, no allowance for a pay award has been added to the salary budget lines. However, the National Association of Local Councils Association have reminded Councils that the Government has no formal role in the decisions around local government pay increases which are

developed through negotiations with the trade unions. Therefore, any nationally awarded salary increase would have to be funded from general reserves.

3.6 A review of the Council's general and earmarked reserves was also considered in the budget setting process. Local Authorities need to plan to hold a certain amount of funds in reserves for a variety of reasons. Often these will be earmarked for specific purposes to help the Council save up each year towards the cost of capital projects, replacing equipment and to hold contested elections. However, it is also good practice for a Council to hold general revenue reserves for reasonable working capital. The level of a Council's General Reserve should always be given careful consideration. The Council adopted a Reserves Policy which is reviewed annually following the Council's year end.

3.7 General Reserves currently stand at £71,366,73. Earmarked reserves are:

EMR – Capital	£12,232.14
EMR – Vehicles	£2,671.15
EMR – Equipment	£5,000.00
EMR – Bequest	£4,831.62
EMR – HGV Legal	£5,000.00
EMR – Sensory Garden	£1,420.21
EMG – Drs Surgery	£361,633.00
EMR – Health & Safety	£4,200.00
	<b>£403,988.12</b>

3.8 The Napsbury Reserves stands at £10,613.96

3.9 Further to the District Council's letter of 20 November 2020, which was presented to Council on 9 December, the council tax base for London Colney has been reduced by 3.33% or by 116 properties to accommodate a lower collection rate with more people in receipt of benefits, single occupancy properties and a lower % council tax collection.

3.10 Members of the Finance & General Purposes Committee and representatives of Colney Heath Parish Council were able to ask questions at their last committee meeting of the SADC Resources Portfolio Holder about how this decision had been reached and a presentation (attached) was made by SADC officers showing how the reduction in the council tax base had been calculated.

3.11 The Finance & General Purposes Committee were presented with a table showing the precept last year and a proposed precept with a zero % increase, 1% increase, 3% increase and 5% increase. The columns show how the increases would affect a typical Band D property with an annual increase.

**Table showing Precept Increase**

	<b>2021-22</b>	<b>Increase in Precept</b>	<b>% increase Precept</b>	<b>2021-22</b>	<b>Increase in Precept</b>	<b>% increase Precept</b>	<b>2021-22</b>	<b>Increase in Precept</b>	<b>% increase Precept</b>	<b>2021-22</b>	<b>Increase in Precept</b>	<b>% increase Precept</b>
Precept Council Tax Base	£272,578	0	0.00%	£275,303	£2,725	1.00%	£280,755	8177	3.00%	£286,350	£13,772	5.00%
Band D	3362	£2.32	3.04%	3362	£3.13	3.97%	3362	£4.75	5.86%	3362	£6.42	7.83%
	£81.08			£81.89			£83.51			£85.17		

3.12 The following table shows how the above % increases will affect any surplus if the attached budget was adopted:

<b>% increase in precept</b>	<b>Surplus/Deficit</b>
Zero	-£1,616
1%	£1,109
3%	£6,561
5%	£12,156

**London Colney Parish Council  
Annual Budget - By Centre**

		<b>2019-20 Budget</b>	<b>2020-21 Budget</b>	<b>2021-22 Budget</b>	
<b>100</b>	<b>Central Operations</b>				
1076	Precept	£263,548	£272,578	£286,350	
1090	Interest Received	£250	£200	£500	
1091	Unknown Income	£0	£0	£0	
1100	Parish News Letter Income	£2,500	£2,500	£2,500	
1110	Allotment Income	£2,100	£1,700	£1,700	
1120	Fishing Rights	£1,100	£1,100	£1,100	
1130	Corporate Sponsorship	£4,000	£6,000	£4,000	
1400	Napsbury Support Fund	£7,000	£0	£0	
1900	Miscellaneous Income	£250	£250	£250	
1970	Good Neighbour Scheme Income	£0	£0	£0	
1980	CJRS Furlough Scheme Income	£0	£0	£0	
1990	New Doctors Surgery Income	£0	£0	£0	
	<b>Total Income</b>	<b>£280,748</b>	<b>£284,328</b>	<b>£296,400</b>	
4000	Salaries	£57,000	£63,200	£63,543	linked
4005	National Insurance Costs	£10,000	£14,000	£14,101	linked
4010	Employer Pension Costs	£24,850	£23,880	£21,199	linked
4016	External Staffing Support	£0	£0	£0	
4030	Staff Training	£1,500	£500	£500	
4035	Payroll Charges	£500	£500	£550	
4045	Councillor Training/Courses	£1,000	£500	£500	
4050	Health and Safety	£5,000	£1,000	£2,500	
4055	Chairmans Allowance	£450	£450	£300	
4060	Meeting Expenses	£250	£250	£125	
4140	Salaries Cleaning/Caretaking	£16,000	£16,000	£5,115	linked
4145	Cleaning Supplies	£1,750	£1,750	£1,750	
	CleaningContract			£8,000	
4150	Insurance	£3,900	£6,000	£4,100	
4200	Maintenance	£0	£0	£0	
4220	Playing Field Maintenance	£0	£0	£0	
4312	Gypsy & Traveller	£0	£0	£0	
4325	Trade Refuse	£3,500	£3,850	£3,850	
4340	Plants & Flowers	£2,000	£2,100	£2,100	
4500	Office Supplies	£1,000	£750	£750	
4505	Postage	£250	£250	£250	
4510	Office Machine Leasing & Costs	£1,650	£1,650	£1,650	
4515	Parish Magazine - Printing	£5,000	£5,000	£5,000	
4520	Parish Magazine - Distribution	£1,300	£1,300	£1,300	
4523	Neighbourhood Plan	£0	£2,500	£2,500	
4524	Community Projects	£2,000	£0	£0	
4525	Advertising & Promotion	£500	£500	£500	
4530	Telephone/Fax/Internet	£1,400	£1,400	£1,400	
4535	Allotment Leases	£650	£650	£650	
4540	Subscriptions	£350	£1,700	£1,700	
4550	Computing Costs	£4,800	£5,000	£6,000	
4555	Website Maintenance	£100	£250	£250	
4560	Bank Charges	£75	£75	£75	
4561	Bad Debt write off	£100	£100	£100	
4565	Legal & Professional Fees	£500	£1,500	£1,500	
4575	Internal & External Audit	£2,050	£2,500	£2,500	
4580	Professional Costs	£2,000	£2,000	£2,000	
4585	Christmas Biscuits	£650	£600	£600	
4610	Traffic Enforcement	£5,100	£3,550	£3,500	
4620	War Memorial	£0	£1,400	£0	
4900	Miscellaneous Expenditure	£75	£75	£75	
	<b>Overhead Expenditure</b>	<b>£157,250</b>	<b>£166,730</b>	<b>£160,533</b>	

<b>110</b>	<b>Civic and Democratic</b>			
4705	Election Expenses	£6,000	£0	£6,000
	<b>Overhead Expenditure</b>	£6,000	£0	<b>£6,000</b>
<b>120</b>	<b>Grants</b>			
1080	Other Grants Received	£0	£0	£0
	<b>Total Income</b>	£0	£0	<b>£0</b>
4800	Grants - Other	£3,500	£2,500	£2,500
	Grants - CASTAD			£1,000
	<b>Overhead Expenditure</b>	£3,500	£2,500	<b>£3,500</b>
<b>200</b>	<b>Morris Way Pavilion/Fields</b>			
1200	Hire of Pavilions	£1,750	£3,500	£2,700
1210	Hire of Sports Pitch	£4,500	£5,000	£5,000
	<b>Total Income</b>	£6,250	£8,500	<b>£7,700</b>
4105	Utilities - Electricity	£2,750	£2,750	£2,750
4110	Utilities - Water	£1,500	£1,500	£1,500
4155	Licences	£180	£180	£180
4200	Maintenance	£0	£0	£500
4220	Playing Field Maintenance	£0	£0	£300
	<b>Overhead Expenditure</b>	£4,430	£4,430	<b>£5,230</b>
<b>210</b>	<b>Grounds and Maintenance Dept</b>			
4000	Salaries	£67,500	£72,800	£73,267 linked
4001	Wages - Napsbury Support fund	£3,000	£0	£3,000
4100	Utilities - Gas	£0	£0	£0
4105	Utilities - Electricity	£0	£0	£1,500
4111	Utilities - Water - Allotments	£450	£450	£450
4200	Maintenance	£1,000	£1,000	£1,000
4215	Bridge repairs	£0	£0	£0
4220	Playing Field Maintenance	£400	£500	£500
4230	Playground Maintenance	£2,150	£2,150	£2,150
4270	Clock Maintenance	£200	£200	£200
4300	Xmas Lights Maintenance/Rent	£5,000	£9,000	£9,000
4305	Vehicle Maintenance & Costs	£1,750	£2,000	£2,000
4310	Machine Maintenance & Costs	£1,750	£1,750	£1,750
4315	Fuel	£2,000	£2,500	£2,500
4320	Vehicle Insurance	£1,300	£2,000	£1,100
4330	Signs, Boards & Seats	£1,000	£1,000	£1,000
4335	Lowbell Ln River Edge & Green	£400	£400	£400
4340	Plants & Flowers	£1,000	£1,400	£1,400
4345	Tree Maintenance	£1,000	£4,000	£4,000
4355	Litter Bins	£500	£500	£500
4360	Allotments Repairs & Maint,	£750	£750	£750
4370	Salt & Sand	£250	£0	£0
4385	Equipment - Grounds & Maintean	£750	£750	£750
4400	Environmental Projects	£0	£2,000	£0
	<b>Overhead Expenditure</b>	£92,150	£103,150	<b>£107,217</b>

<b>220</b>	<b>Shenley Lane</b>			
1210	Hire of Sports Pitch	£0	£1,500	£1,500
	<b>Total Income</b>	£0	£1,500	<b>£1,500</b>
4105	Utilities - Electricity	£200	£200	£200
4110	Utilities - Water	£200	£350	£350
4200	Maintenance	£150	£150	£150
4220	Playing Field Maintenance	£500	£500	£500
4230	Playground Maintenance	£0	£0	£200
	<b>Overhead Expenditure</b>	£1,050	£1,200	<b>£1,400</b>
<b>230</b>	<b>London Colney Community Centre</b>			
1260	Hall Hire & Rent- ad hoc	£7,000	£17,000	£6,000
1265	Hall Hire & Rent -Regular Hire	£29,000	£30,500	£30,000
1271	Walkers Coffee Income	£0	£50	£0
1900	Miscellaneous Income	£0	£0	£0
	<b>Total Income</b>	£50,827	£60,050	<b>£36,000</b>
4000	Salaries	£21,350	£24,144	£6,943 linked
4015	Casual Staff	£3,000	£3,000	£0
4100	Utilities - Gas	£2,000	£2,000	£2,000
4105	Utilities - Electricity	£5,500	£5,500	£5,500
4110	Utilities - Water	£1,500	£2,200	£2,200
4115	Utilities - Rates	£1,300	£1,300	£1,350
4145	Cleaning Supplies	£0	£0	£0
4155	Licences	£1,500	£1,500	£1,500
4185	Kitchen & Caretaking Supplies	£770	£770	£770
4195	Coffee Morning	£50	£50	£0
4200	Maintenance	£4,350	£5,000	£5,000
4205	Fire & Security Alarms	£0	£800	£1,000
4220	Playing Field Maintenance	£250	£250	£250
4230	Playground Maintenance	£0	£0	£0
4950	Capital Expenditure - LCCC	£5,000	£0	£0
	<b>Overhead Expenditure</b>	£56,220	£58,664	<b>£26,513</b>
<b>240</b>	<b>Napsbury Park Pavilion/Fields</b>			
1200	Hire of Pavilions	£1,850	£3,700	£3,500
1210	Hire of Sports Pitch	£1,500	£1,500	£1,500
1212	Hire of Cricket Pitch	£3,000	£3,000	£500
1214	School Pitch Hire	£1,600	£1,600	£0
	<b>Total Income</b>	£7,950	£9,800	<b>£5,500</b>
4100	Utilities - Gas	£1,000	£1,000	£1,000
4105	Utilities - Electricity	£850	£850	£850
4110	Utilities - Water	£500	£850	£850
4200	Maintenance	£1,000	£3,000	£3,000
4220	Playing Field Maintenance	£1,250	£1,250	£1,250
	<b>Overhead Expenditure</b>	£4,600	£6,950	<b>£6,950</b>

<b>300</b>	<b>Larks in the Park</b>				
1250	Bar Takings	£1,397	£3,000	£1,500	linked
1300	Event Income - Concessions	£660	£600	£600	linked
1301	Event - Sponsorship	£0	£0	£0	
1310	Event Income - Ticket Sales	£0	£0	£0	
1402	Raffle & Donation Collections	£0	£0	£0	
	<b>Total Income</b>	<b>£2,057</b>	<b>£3,600</b>	<b>£2,100</b>	
5000	General Event Costs	£2,550	£2,640	£2,640	linked
5010	Food Costs	£312	£300	£300	linked
5015	Entertainment Costs	£2,000	£2,250	£2,500	linked
5020	Other Event Costs	£96	£433	£152	linked
	<b>Overhead Expenditure</b>	<b>£4,958</b>	<b>£5,623</b>	<b>£5,592</b>	
<b>320</b>	<b>Fireworks</b>				
1250	Bar Takings	£266	£300	£600	linked
1300	Event Income - Concessions	£295	£250	£250	linked
1320	Events - Fireworks Income	£500	£500	£500	linked
	<b>Total Income</b>	<b>£1,061</b>	<b>£1,050</b>	<b>£1,350</b>	
5000	General Event Costs	£470	£540	£842	linked
5010	Food Costs	£100	£100	£100	linked
5015	Entertainment Costs	£4,722	£4,958	£4,958	linked
5020	Other Event Costs	£431	£433	£747	linked
5035	Road Closures	£1,600	£1,600	£1,600	linked
	<b>Overhead Expenditure</b>	<b>£7,323</b>	<b>£7,631</b>	<b>£8,247</b>	
<b>340</b>	<b>Remembrance Sunday</b>				
5000	General Event Costs	£180	£161	£176	linked
5015	Entertainment Costs	£500	£500	£500	linked
5020	Other Event Costs	£400	£400	£400	linked
5035	Road Closures	£955	£955	£955	linked
	<b>Overhead Expenditure</b>	<b>£2,035</b>	<b>£2,016</b>	<b>£2,031</b>	
<b>400</b>	<b>General Council Events</b>				
1250	Bar Takings	£1,920	£700	£700	linked
1300	Event Income - Concessions	£400	£0	£0	
1310	Event Income - Ticket Sales	£3,700	£3,300	£600	linked
1401	Charity Collections	£0	£500	£0	
	<b>Total Income</b>	<b>£6,020</b>	<b>£4,500</b>	<b>£1,300</b>	
5000	General Event Costs	£3,450	£1,420	£297	linked
5010	Food Costs	£225	£600	£370	linked
5015	Entertainment Costs	£6,100	£5,440	£3,790	linked
5020	Other Event Costs	£1,908	£710	£630	linked
	<b>Overhead Expenditure</b>	<b>£11,683</b>	<b>£8,170</b>	<b>£5,087</b>	
<b>420</b>	<b>Halloween Disco</b>				
1250	Bar Takings	£134	£100	£100	linked
1310	Event Income - Ticket Sales	£280	£300	£300	linked
	<b>Total Income</b>	<b>£414</b>	<b>£400</b>	<b>£400</b>	
5000	General Event Costs	£40	£44	£94	linked
5010	Food Costs	£100	£150	£150	linked
5015	Entertainment Costs	£150	£200	£200	linked
5020	Other Event Costs	£0	£50	£50	linked
	<b>Overhead Expenditure</b>	<b>£290</b>	<b>£444</b>	<b>£494</b>	

<b>430</b>	<b>Christmas Light Switch On</b>				
1250	Bar Takings	£266	£300	£600	linked
1300	Event Income - Concessions	£480	£480	£480	linked
	<b>Total Income</b>	£746	£780	<b>£1,080</b>	
5000	General Event Costs	£330	£688	£688	linked
5015	Entertainment Costs	£0	£150	£150	linked
5020	Other Event Costs	£408	£96	£302	linked
5035	Road Closures	£1,850	£1,850	£1,850	linked
	<b>Overhead Expenditure</b>	£2,588	£2,784	<b>£2,990</b>	
<b>440</b>	<b>Twixmas</b>				
1250	Bar Takings	£140	£200	£140	linked
1310	Event Income - Ticket Sales	£305	£400	£650	linked
	<b>Total Income</b>	£445	£600	<b>£790</b>	
5000	General Event Costs	£150	£154	£94	linked
5010	Food Costs	£70	£300	£300	linked
5015	Entertainment Costs	£250	£250	£250	linked
	<b>Overhead Expenditure</b>	£470	£704	<b>£644</b>	
<b>460</b>	<b>Picnic in the Park</b>				
1300	Event Income - Concessions	£0	£350	£350	linked
1310	Event Income - Ticket Sales	£0	£1,300	£2,625	linked
	<b>Total Income</b>	£0	£1,650	<b>£2,975</b>	
5000	General Event Costs	£0	£436		
5010	Food Costs	£0	£60	£451	linked
5015	Entertainment Costs	£0	£1,800	£60	linked
5020	Other Event Costs	£0	£608	£2,000	linked
	<b>Overhead Expenditure</b>	£0	£2,904	<b>£2,511</b>	
	<b>Total Budget Income</b>	£356,618	£376,758	£357,095	
	<b>Expenditure</b>	£354,647	£373,900	£344,939	
	<b>Net Income over Expenditure</b>	<b>£1,971</b>	<b>£2,858</b>	<b>£12,156</b>	



# Presentation to London Colney / Colney Heath Parishes

Richard Skilbeck  
December 2020

# How Tax Base is Calculated

- ‘Snapshot’ of domestic properties in the district as at date in October / November.
- Number of chargeable properties comes from Valuation Office Agency (VOA).
- Local Authority then takes into account exemptions, discounts, premiums to calculate tax base.
- Further reduction made in respect of Council Tax Support and Collection Rate.

# London Colney.

- Only a few small increase (5) in number of chargeable properties.
- Increase (8) in number of disregarded properties (occupied solely by students, empty properties owned by charities, SMI etc)
- Number of single person households relatively static.
- Increase in Council Tax Support from £610,446 to £707,539.
- Working Age Council Tax Support increased by 25%
- No significant change in Pensionable age spend, suggesting increase is due to COVID-19 factors.

# Colney Heath

- VOA reporting a decrease (3) in the number of domestic properties – could have been removed from list (demolished) or converted to commercial properties.
- Increase (9) in number of disregarded properties (number of empty properties on Hill End Lane)
- Number of single person households relatively static.
- Increase in Council Tax Support from £368,716 to £394,435
- Working Age Council Tax Support increased by 10.5%

# Council Tax Support

- Currently 5,300 residents in the District Supported by CJRS (Furlough) scheme.
- Expectation that when Furlough scheme comes to an end at the end of April 2021, this will lead to redundancies and increase in Council Tax Support across district.
- We have forecast an increase of 10% in Working Age Council Tax Support spend. Comparable to the increases we have seen since March 2020.

# Collection Rates.

- 2017/18 – 98.9%
- 2018/19 – 98.97%
- 2019/20 – 98.43%
- Currently around 1.72% under collection profile for 2020/21.
- Two income households potentially greatest at risk.
- Watford predicting 95.5%. Hertsmere 98%. Three Rivers 97.5%

# Questions?