



LONDON COLNEY PARISH COUNCIL

To: Cllrs D Gordon (Chair), Lillico, MacMillan, and Pakenham

16 January 2021

You are hereby summoned to attend a **FINANCE & GENERAL PURPOSES COMMITTEE** meeting to be held on **THURSDAY 28 JANUARY 2021**, to be held virtually at 5.00pm

Join Zoom Meeting

<https://zoom.us/j/93143650089?pwd=Z1pJWE1oWEIMV045OWVrb3pTaFJGUT09>

Meeting ID: 931 4365 0089

Passcode: 826467

One tap mobile

+441314601196,,93143650089#,,,,*826467# United Kingdom

+442034815237,,93143650089#,,,,*826467# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

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+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

Meeting ID: 931 4365 0089

Passcode: 826467

Emma Payne
Clerk

AGENDA

1. APOLOGIES

2. DECLARATION OF INTERESTS

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on this Agenda.

3. MINUTES

To approve the minutes of the meeting of the Finance & General Purposes Committee held on 17 December 2020.

4. REPORTS TO COMMITTEE

- 4.1 Morris Way Recreation Ground Pavilion Refurbishment (attached)
- 4.2 Millennium Clock (verbal report)
- 4.3 Margaret Hopkins Suite (verbal report)
- 4.4 Impact Assessment Policy (attached)
- 4.4 ACV & Asset Transfers (attached)
- 4.5 Payroll Providers (attached)

5. 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.

- 5.1 London Colney Village Club (attached)
- 5.2 Land at Caledon Community Centre (verbal)

6. DATE OF NEXT MEETING

11 March 2021

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: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 28 JANUARY 2020

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: MORRIS RECREATION GROUND PAVILION REFURBISHMENT

1. SUMMARY

1. A questionnaire, which was agreed at the meeting of this committee in November 2020, was distributed to users of the Morris Way Pavilion and 8 responses were received.

2. RECOMMENDATION

- 2.1 Members are asked to:

- a) Note the responses to the questionnaire
- b) Approve the specification to be submitted to SADC for the release of S106 funds.

3. QUESTIONNAIRE RESPONSES

- 3.1 A questionnaire was distributed to users of the pavilion and 8 responses were received. The breakdown of responses is attached. Further detail on some of the responses is listed below:

2. If you use the kitchen, what facilities would you like to see in the kitchen?

2 Responses

ID ↑	Name	Responses
1	anonymous	Crockery/cutlery
2	anonymous	Direct feed urn for hot water

4. If you use the changing rooms, what improvements would you like to see?

2 Responses

ID ↑	Name	Responses
1	anonymous	Improved seating
2	anonymous	changing rooms are nothing special, but do the job. possibly white board and marker pens?

6. If you use the showers, what improvements would you like to see?

3 Responses

ID ↑	Name	Responses
1	anonymous	More showers, easier to control temperature
2	anonymous	better temp regulation
3	anonymous	ideally put walls between each of the shower heads for a bit more privacy (like shower cubicles). ideally more showers too

8. If you use the toilets, what improvements would you like to see?

5 Responses

ID ↑	Name	Responses
1	anonymous	more toilets
2	anonymous	bigger and better sink, a hand dryer that works. nicer toilet and toilet cubicle.
3	anonymous	Cleaner, absolutely no mud.
4	anonymous	The toilets could definitely use a refresh. They are worn and showing their age.
5	anonymous	Heating & new toilets

10. If you use the main hall, what improvements would you like to see undertaken?

4 Responses

ID ↑	Name	Responses
1	anonymous	Lighting
2	anonymous	Improved flooring
3	anonymous	Improved flooring
4	anonymous	Decoration

11. Is there anything else you would like to see as part of the refurbishment?

4 Responses

ID ↑	Name	Responses
1	anonymous	a place to store sports equipment for each team that uses the pitches
2	anonymous	Lighting that always comes on, regular background heating and easy to use boost
3	anonymous	Somewhere to store the screens table and chairs when they are not needed therefore increasing the floor space
4	anonymous	A more modern colour scheme would have an impact on the overall impression.

4. NEXT STEPS

- 4.1 A proposal document for submission to SADC has been devised (see attached). Once this document has been approved by this committee, the Clerk will submit it to SADC for the Ward Councillor's approval to release the funds.
- 4.2 Once approval has been received from SADC, a schedule of works will be sent to general builders for quotations.

5. FINANCE

- 5.1 There are S106 funds which have been unallocated at present and the Clerk will ask SADC to release these funds towards the project

5/2013/2724 The Willows Lowbell Lane	Sports Hall	£6,877.20
5/2013/3115 Former Nurses Home	Sports Hall	£10,053.88

- 5.2 There is a further sum of £8,103.71 for Leisure Facilities from application 5/2014/0163, Telford Road Garages which is due to expire shortly and SADC are keen to see these funds spent, rather than returned to the developer. Alternatively, this could be spent on a disabled children friendly play equipment for Morris Recreation Ground.
- 5.3 There is also £13,377.38 from the Cotlandswick Reserve.
- 5.4 There is a total of amount of £30,308.46 towards the project. If you include the Telford Garage S106 funds, that total increases to **£38,412.17**.
- 5.5 Please note that S106 funds have a finite life and SADC are concerned that some of the sums held are coming to the end of their life and need to be handed back to the developers.

MORRIS RECREATION GROUND PAVILION QUESTIONNAIRE – FURTHER RESPONSES

2. If you use the kitchen, what facilities would you like to see in the kitchen?

2 Responses

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5	anonymous	Heating & new toilets

10. If you use the main hall, what improvements would you like to see undertaken?

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LONDON COLNEY PARISH COUNCIL

MORRIS RECREATION GROUND

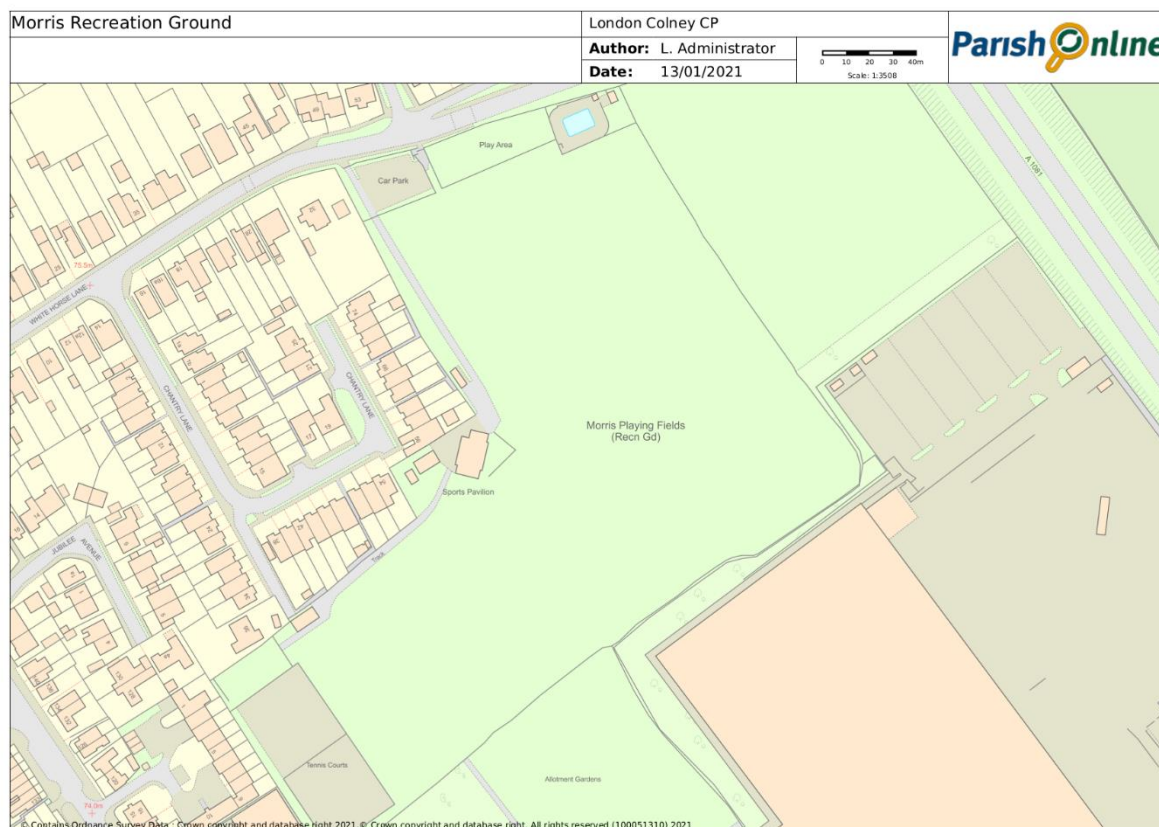
PAVILION REFURBISHMENT

S106 RELEASE PROPOSAL



INTRODUCTION

Morris Recreation Ground is owned and managed by London Colney Parish Council. It is the main recreation site within the village and has football pitches, four tennis courts, play area, paddling pool and a pavilion on site, along with the council's grounds maintenance facility. It is the site of the annual Picnic in the Park and Firework Display.



The pavilion was developed in 1963 and there has been very little change to the original building. The sports users of the facility have remained largely the same (football) but daytime use has increased with hirers like yoga and Pilates enjoying the peaceful surroundings of the site. The Council's monthly chiropody clinic also operates at this site, along with U3A Jazz Club. The pavilion toilets are open during the summer to act as public toilets.

The Parish Council are aware that these hirers need improved facilities such as better heating and lighting and we are asking for the following S106 funds to be released to improve the facilities of the pavilion and increase the number of hirers.

5/2013/2724	The Willows, Lowbell Lane	Sports Halls	£6,877.20
5/2013/3115	Former Nurses Home, Shenley Lane, Napsbury	Sports Halls	£10,053.88
5/2014/0163	Telford Road Garages Telford Road	Leisure Facilities	£8,103.71

There is a further amount of £13,377.38 from the Cotlandswick Reserve which is a fund that was held by SADC following the development of Cotlandswick Leisure Centre, to be used to improve leisure facilities in the parish. Some funding was released in 2019 for a new hot water system to be installed at Napsbury.

If all the funding is released, this would give the parish council **£38,412.17** to be invested in the improvements of the pavilion.

PROPOSED IMPROVEMENTS

The attached survey was distributed to all hirers of the recreational facilities at Morris Recreation Ground. Eight responses were received, and the responses are attached.

The main area where improvements to the facilities were identified are:

1. Showers – improved shower facilities with better temperature control; possible privacy curtains/partitions; increased number of showers
2. Toilets – newer toilets with better hand washing facilities; electric hand dryers and heating.
3. Heating – in the hall area improved heating (currently electric storage heaters) and additional boost button
4. Lighting – improved lighting with LED units throughout the pavilion
5. Kitchen – direct feed hot water urn
6. Decoration/flooring – internal and external redecoration with new flooring and soft furnishings
7. Storage – Storage for screens/tables/chairs that are used by hirers. Sports teams storage

Showers



Ladies Toilets



TIMETABLE FOR WORK

Subject to this proposal being agreed by SADC Ward Councillors, a specification for the works to be undertaken will be drawn up for quotations to be submitted. Any works undertaken will be scheduled for Summer 2021, when football is not played, and regular hirers are on their summer break. Any hirers who continue to use the facility during this period, will be relocated to other parish council facilities (Caledon Community Centre or Napsbury Pavilion).

Main Hall



MORRIS RECREATION GROUND PAVILION QUESTIONNAIRE – FURTHER RESPOSNES

2. If you use the kitchen, what facilities would you like to see in the kitchen?

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Morris Recreation Ground - Pavilion Questionnaire

8
Responses

02:59
Average time to complete

Active
Status

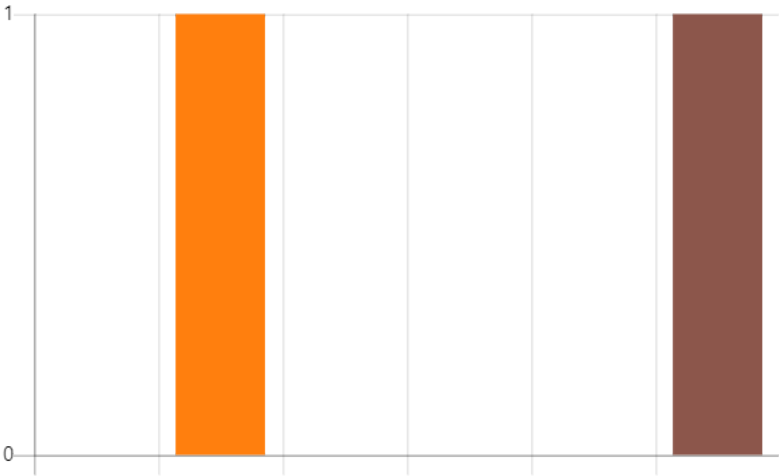
1. Do you use the kitchen? If 'no' please go to question 3

Yes	2
No	4



2. If you use the kitchen, what facilities would you like to see in the kitchen?

New kitchen units	0
Direct feed urn for hot water	1
Cooker	0
Microwave	0
Fridge/freezer	0
Crockery/cutlery	1



3. Do you use the changing rooms? If 'no', please go to question 5



4. If you use the changing rooms, what improvements would you like to see?

2
Responses

Latest Responses

5. Do you use the showers? If 'no', please go to question 7



6. If you use the showers, what improvements would you like to see?

3
Responses

Latest Responses

7. Do you use the toilets? If 'no', please go to question 9



8. If you use the toilets, what improvements would you like to see?

5

Responses

Latest Responses

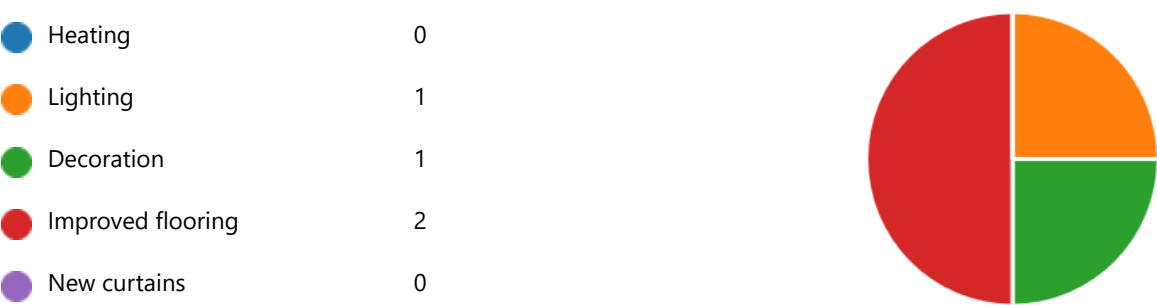
"Heating & new toilets "

"The toilets could definitely use a refresh. They are worn and showing t...

9. Do you use the main hall? If 'no', please go to question 11



10. If you use the main hall, what improvements would you like to see undertaken?



11. Is there anything else you would like to see as part of the refurbishment?

4

Responses

Latest Responses

"A more modern colour scheme would have an impact on the overall i...

"Somewhere to store the screens table and chairs when they are not n...

12. If you would like to be entered into the prize draw, please leave your contact details (name, email address and phone number) below.

3

Responses

Latest Responses

"Sandrapjw@hotmail.com"

"Joanna Michaelides, sjoannam@hotmail.com, 07740930263"

"Gillholton007@gmail.com"

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE AND GENERAL PURPOSES COMMITTEE

DATE: 28 JANUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: IMPACT ASSESSMENT POLICY

1. SUMMARY

When considering reports or policies for implementation by the parish council, Members should be advised of the likely impact that their decision will have on a number of areas of the council's operation.

2. RECOMMENDATION

2.1 Members are asked to note this change to the report template

3. BACKGROUND

3.1 When considering policies for implementation by the parish council, Members should be advised of the likely impact that their decision will have on several areas:

- Strategic Plan
- Equalities
- Environmental/Sustainability
- Crime and Disorder
- Financial
- Resources including workforce
- Risk Management

3.2 Adopting this change to report templates would ensure that the Parish Council are considering every recommendation in the light of a variety of areas and would ensure that they are not in breach of legislation i.e., Equality Act 2010 and associated public sector duty. A policy or decision of the council might have adverse effects, or result in direct or indirect discrimination for groups.

3.3 An impact assessment will help Officers consider how these effects might be eliminated, minimised, or counterbalanced by other measures.

3.4 A box outlining the above areas for impact, would be added to the bottom of every report showing that the impacts of the report had been taken into consideration, with mitigations if applicable.

3.5 This recommendation has come from feedback from the Clerk's CiLCA portfolio submission.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 28 JANUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: ACV & ASSET TRANSFER APPLICATIONS

1. SUMMARY

- 1.1 This report outlines information on a series of land assets in London Colney which are leased by the parish council; which could be registered as an Asset of Community Value (Localism Act 2011); be the subject of an asset transfer application or designated an open space in the Neighbourhood Plan.

2. RECOMMENDATION

- 2.1 Members are asked to consider the following:

- a) Shenley Lane Allotments are registered as an Asset of Community Value
- b) Apply to HCC for an asset transfer of Shenley Lane Allotments
- c) Shenley Lane allotments are registered as an open space in the Neighbourhood Plan.
- d) Shenley Lane Recreation Ground is registered as an Asset of Community Value
- e) Apply to HCC/SADC for an asset transfer of Shenley Lane Recreation Ground
- f) Shenley Lane Recreation Ground is registered as an open space in the Neighbourhood Plan.
- g) Glebe Allotments are registered as an Asset of Community Value
- h) Glebe Allotments are registered as an open space in the Neighbourhood Plan.
- i) Apply to SADC for an asset transfer of Walsingham Way Playing Fields. Members are asked to consider making an application to transfer the entire site, including the site of the Scout Hut.
- j) Walsingham Way Playing Fields are registered as an open space in the Neighbourhood Plan.
- k) Depending on i) above, investigate applying for adverse possession of land at Chicken Lane as outlined in item 6 below.

3. BACKGROUND

- 3.1 The ability to register community assets as an Asset of Community Value (ACV) was introduced with the Localism Act 2011. It enabled community groups (including parish councils) to register assets within their communities, which were in danger of being lost to community use and sold off for development.
- 3.2 Designation of a site as an ACV can be viewed by some as failing to provide any real community benefit, it just delays and annoys developers. The Coalition Government who introduced the right, admitted that it was created for local groups to identify assets that were important to their community and give them time to bid. Unlike the Scottish equivalent, a listing does not provide a means for the group to force the landowner to negotiate with them or even consider their offer. Even if the moratorium gives the group the time to raise funds, owners of ACV sites are looking to sell for development, and the group cannot make a competitive offer. There is no restriction

communities.

- Previously, the parish council has attempted to register various assets in the village:

Land at White Horse Lane

- in 2022 and the lease for Glebe Allotments expires in 2040.

SHENLEY RECREATION GROUND

- This allotment site is rented from HCC on a lease basis which expires in 2022. The annual rent is £485.90 annually.



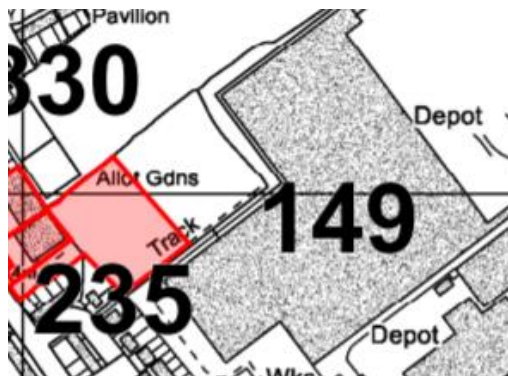
- 4.2 The Clerk has yet to ascertain on what basis the Shenley Lane Recreation Ground is leased and who is the owner of the site.

5. GLEBE ALLOTMENTS

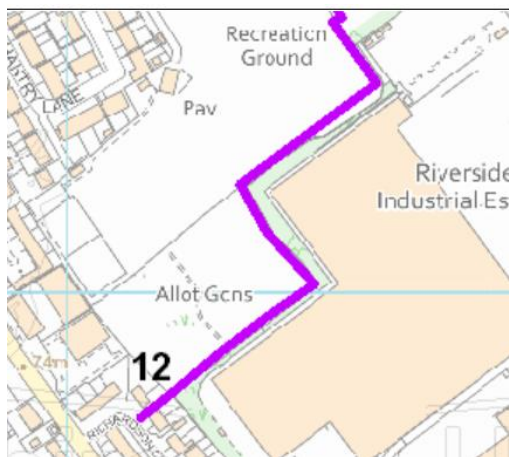
- 5.1 Glebe Allotments are rented from St Albans Diocese, the lease expires in 2040 and the annual rent is £195.



- 5.2 A piece of land adjacent to the allotment site has been identified for development in the SHLAA in 2009 reference SHLAA-U-LC-149.

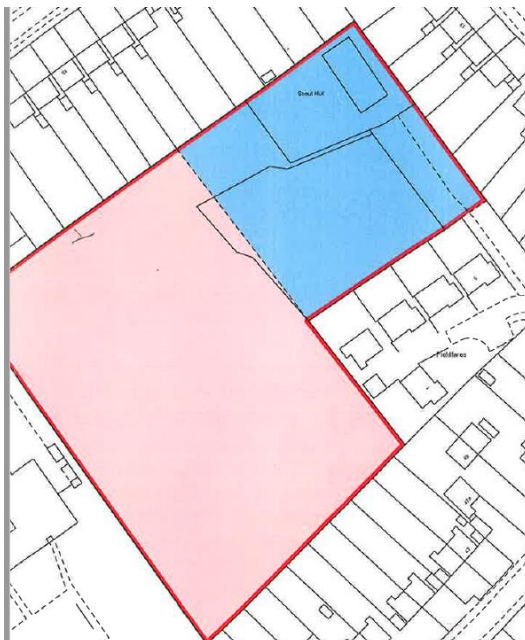


- 5.3 There is a footpath (FP 12) that runs through the site.

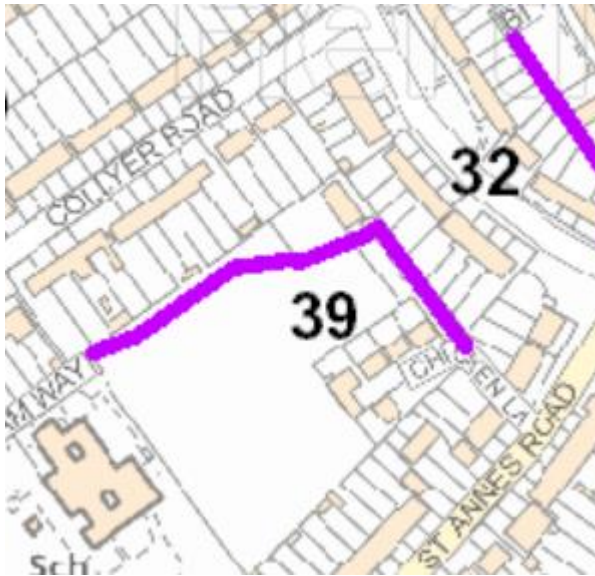


6. WALSINGHAM WAY PLAYING FIELDS

- 6.1 Walsingham Way Playing Fields is leased from SADC, the lease for which expires in 2023. It is a 21-year lease, taken out in 2008 with an annual rent of £1 which is reviewed every 3 years. No invoice for rent has been sent to the parish council for more than 3 years.
- 6.2 The site is in two parts, the open space which is leased by the parish council (pink) and the scout hut (blue) which is a separate lease between London Colney Scouts and SADC.



- 6.3 There is a Footpath through the site (FP39) which runs along the length of the track from Field Fares/Chicken Lane to Walsingham Way.



- 6.4 The track leading to scout hut is not currently registered as being owned by anyone (coloured in dark pink in the image below). The track is in a poor state of repair and the waste ground to the side of the site has become overgrown in time and is used as a dumping ground by the residents of Caledon Road who back onto the site.



- 6.5 The Clerk would like to investigate taking adverse possession of the site which would ensure that the area was maintained by the Council's staff. It would however mean that the parish council is responsible for maintenance of the road which could prove to be costly as the track is currently in a poor state of repair.

7. FINANCE

- 7.1 There is no charge to register ACVs, other than officer time.
- 7.2 There is no charge to apply for asset transfers, other than officer time. Walsingham Way is currently maintained by the parish council in existing budgets, including grounds maintenance and play area budgets.

- 7.3 Taking adverse possession of the access would incur expenditure to repair the road. It is also recommended that if this course of action is considered, then Adverse Possession Indemnity Insurance is investigated if the original owner of the site claims ownership which would cover the costs of defending a claim.

LONDON COLNEY PARISH COUNCIL

COMMITTEE: FINANCE & GENERAL PURPOSES COMMITTEE

DATE: 28 JANUARY 2021

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: PAYROLL PROVIDERS

1. SUMMARY

- 1.1 The parish council outsources its payroll provision, and this report outlines quotations for alternative providers, to ensure that the current contractor is offering value for money. The Clerk has also experienced some performance issues with the current provider.

2. RECOMMENDATION

Members are asked to consider the report and advise the Clerk on a course of action.

3. BACKGROUND

- 3.1 Quotations were sought from external payroll providers to ensure that the parish council is receiving value for money, as well as receiving a good level of service.
- 3.2 At the time of the quotations, there were 13 members of staff and all providers were asked to provide a service including reports and payslips (printed in house). All prices are exclusive of VAT.

	Standard Monthly Process Charges	Online payments for net pay, PAYE/NIC and Pension Per Month (Optional)	Additional charges	Budget 2021/22
Contractor A	£10 per payslip or £130 for 13 employees	£35	£20 per starter/leaver £17.50 per employee for any corrections £100 per P11D	£1560 pa plus optional charges
Contractor B	£65 This includes BACs payments to staff	£11 HMRC/NIC £25 Pension	One off implementation fee of £65 End of year processing £65 £11 per P11D	£910 pa
Contractor C	£70.50	N/A	N/A	£846 pa
Contractor D	£47.40	N/A	N/A	£568.80 pa

4. FINANCE

- 4.1 There is a budget for the provision of payroll 4035/100 of £500.