



# LONDON COLNEY PARISH COUNCIL

26 August 2021

To All Councillors of London Colney Parish Council

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 1 SEPTEMBER 2021** at **7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:

**Emma Payne**  
Clerk to the Council

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## AGENDA

- |  | <b>Page No</b> |
|--|----------------|
| <b>1. APOLOGIES</b><br>To receive and accept apologies for absence.  |                |
| <b>2. DECLARATION OF INTEREST</b><br>To receive members declarations of interest in items on the agenda.   |                |
| <b>3. QUESTION TIME</b><br>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 may be referred to a future meeting or Committee of the Council. |                |
| <b>4. COUNCILLORS ON OTHER AUTHORITIES</b><br>To receive a written or verbal report from Councillors on other authorities  |                |
| <b>5. COMMUNITY SAFETY REPORT</b><br>To receive a report on community safety.  |                |
| <b>6. MINUTES</b><br>To approve the minutes of the meeting held 30 June 2021   | 3              |
| <b>7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY</b>  |                |
| <b>8. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)</b>   |                |

<b>9.</b>	<b>COMMITTEE MEETINGS</b>	
	To receive the minutes of the following committee meetings with any recommendations	
<b>9.1</b>	<b>Environment &amp; Neighbourhood Committee – 29 June 2021</b>	<b>7</b>
	To receive the following recommendation:	
	<b>5. ORCHARD SITE AT NAPSURY</b>	
	<i>An Asset of Community Value Application is made for the site in two parts:</i>	
	<i>a) The orchard</i>	
	<i>b) The entire site</i>	
<b>9.2</b>	<b>Finance &amp; General Purposes Committee – 8 July 2021</b>	<b>11</b>
<b>10.</b>	<b>FINANCE</b>	
10.1	To receive income and expenditure report for Q1 ending 30/6/21	15
10.2	To authorise expenditure for 1 June 2021 – 31 August 2021 (report to follow at the meeting)	
<b>11.</b>	<b>SPLASH PAD TENDERS</b>	<b>22</b>
	To receive a report on tenders received for the construction of the splash pad at Morris Recreation Ground and associated infrastructure.	
<b>12.</b>	<b>GOVERNANCE REVIEW</b>	<b>27</b>
	To receive a report on the governance review	
<b>13.</b>	<b>DEFIBRILLATORS</b>	<b>29</b>
	To receive report on the purchase and installation of defibrillators at parish council sites	
<b>14.</b>	<b>DATE OF NEXT MEETING</b>	
	3 November 2021	

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 29 JUNE 2021, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors K Gardner (Chair), D Gordon, M MacMillan, L Winstone,  
Mr A Osborne, Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager

#### 1. APOLOGIES

Apologies were received from Cllr Mortuza and was substituted by Cllr MacMillan. Cllr Gordon substituted for Cllr Mahony.

#### 2. DECLARATION OF INTEREST

Mrs Barker declared a personal, pecuniary interest in item 18 as an allotment tenant.

#### 3. MINUTES

The minutes of the meeting held on 9 February 2021 were approved as a true record of the meeting.

#### 4. WORK PROGRAMME

Members received the proposed work programme for this committee, and it was **RESOLVED** to:

***Note its contents.***

*It was resolved to move item 16, Orchard Site at Napsbury, to this point at the meeting.*

#### 5. ORCHARD SITE AT NAPSURY

Cllr Gordon reported to the meeting on the work she has been involved with residents of Napsbury and North Cottages regarding the preservation of this area which is in danger of being developed into 200 houses and a care home. She has been involved in her previous capacity as a County Councillor and through her work as a Trustee at the Highfield Trust. Concerns have been raised in relation to the ecology of the site and because it contains an orchard, which was part of the Napsbury Farm. SADC had considered an application for an Environmental Impact Assessment for the site had had deemed that it had not warranted such an assessment.

She reported that the site has been inspected by an orchard expert and a representative from Herts Ecology. They were enthusiastic about the site in terms of its ecological diversity. Mrs Barker reported that the site had been investigated as part of the PEAP process and it had been deemed to be not of ecological note. Cllr Gordon asked that this committee consider how best to protect the site from future development and preserve it going forward.

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

***An Asset of Community Value Application is made for the site in two parts:***

- a) *The orchard*
- b) *The entire site*

## 6. TERMS OF REFERENCE

Members received the Terms of Reference for this committee, and it was **RESOLVED** to:

*Note the Terms of Reference.*

## 7. GROUNDS MAINTENANCE MANAGER'S REPORT

Members received the report from the Grounds Maintenance Manager. He answered questions about the works to the swims and the work undertaken to replace these areas which had been washed away during the winter by flood water.

## 8. PUBLIC SPACE PROTECTION ORDER

Members received the report on the proposed Public Space Protection Order. Members noted the work undertaken to gather the evidence base for this. It was **RESOLVED** to:

*Note the report.*

## 9. FLOWERBED SPONSORSHIP

Members received a report on proposed flower beds for sponsorship by businesses. Members consider that the war memorial was not a suitable area for sponsorship. It was **RESOLVED** to:

- a) *Offer floral sponsorship packages to the sites identified in the report.*
- b) *Recommend to F&GP the sponsorship rates outlined in the report.*

## 10. MEMORIAL BENCH APPLICATION

This item was deferred to the next meeting.

## 11. PLAY AREA INSPECTIONS

Members received the annual play area inspections and noted the request from the Internal Auditor that these reports were made available to Members. The Clerk reported that they are available for members of the public to view on the Council's website. Members noted that the standard of the play equipment was good, with minor repairs required. The Grounds Maintenance Manager has recently attended, and passed, a play area inspection course. This was a recommendation from the Business Continuity Plan. He advised Members that the play inspection regime undertaken by the Council is over and above the standard required by law and will continue to be undertaken on this basis.

Members noted the S106 funding which may be available for any future play area investment. They were advised that there is no guarantee of funding, if the development does not achieve planning permission, or does not proceed. It was **RESOLVED** to:

- a) *Note the play area inspections.*
- b) *Note the maintenance and repairs to be undertaken as outlined in the play area inspection reports.*
- c) *Note the S106 contributions available or committed.*

## 12. SUSTAINABLE PROCUREMENT POLICY

Members received a proposed sustainable procurement policy. Members felt strongly that the parish council should be seen to adopting and implementing this policy in its day-to-day operation as an example to the community. It was considered appropriate to include an article on the actions being undertaken by the parish council in relation to climate change in the next newsletter. It was **RESOLVED** to recommend to Council that:

***The Sustainable Procurement Policy is adopted.***

### **13. CARBON FOOTPRINT BENCHMARKING EXERCISE**

Members received this report on undertaking a carbon footprint benchmarking exercise. They noted that this was a time-consuming, desk-based exercise and would have to be repeated in 24-48 months' time to assess the Council's performance to reduce its carbon footprint. Members asked the Clerk to investigate the possibility of a student to undertake the project, perhaps contacting the University of Hertfordshire to see if there was someone studying an appropriate degree who might be interested in helping. The timescale for the exercise to be completed would be between 6-9 months.

Members discussed other ways to reduce the Council's carbon footprint and were advised that HR committee would like WiFi to be installed in the Margaret Hopkins Suite so that the office staff can use it as an overflow office, to work quietly. This could be extended to the lounge, to allow for Members to use electronic devices to access Council papers rather than have printed copies. This would not be suitable for all Members, who should not be disadvantaged if they do not have access to a device. It was **RESOLVED** to:

***Undertake a carbon footprint bench marking exercise.***

### **14. WILDFLOWER SITES**

Members received this report with an update on the previous wildflower planting and suggested areas for more wildflower sites. Members noted that the shady wildflower planting at Riverside had taken a couple of years to establish, and that this site would be underplanted with spring bulbs. It was noted that the wildflower planting at Napsbury had been very successful.

Members approved the addition of appropriate signage so that members of the public could be informed of the schemes. Members asked if the Walsingham Way Open Space could be developed further and were advised that this is an item on the forward work programme. They also asked if the verges in Shenley Lane, near the recreation ground, could be left to grow long, and the Clerk informed them that this was also on the work programme. The Clerk was asked to investigate the Queen's Platinum Jubilee tree planting scheme. It was **RESOVLED** to:

***Approve the wildflower sites as outlined in the report.***

### **15. GREEN FLAG**

Members received a report on the Green Flag scheme, which is an aim of the Council's strategic plan. Members noted that the application required a site to have a management plan to be devised by the Grounds Maintenance Manager. They considered the timescale for this management plan to be devised and decided that the November meeting would be appropriate, for an application to be made in February 2022. It was **RESOLVED** to:

***Draw up a Management Plan for Morris Recreation Ground as the first stage for a Green Flag Award application.***

**16. BOREHOLES**

Members noted the request from the Environment Agency to sink a borehole in the car park at St Peter's to monitor the water level in the aquifer. They were also advised that a sign had been seen in the vicinity of Watery Paddock seeking land ownership for the site. The Clerk had written to the relevant authority advising them that the Parish Council were the owners of the land. The Clerk advised Members that as the land at the car is leased by the parish council, and not owned, the landowner must give permission. It was **RESOLVED** to:

***Note the report.***

**17. LOWBELL LAKE PROJECT**

Members received a verbal report on this item and noted that there had been no progress to date.

**18. ALLOTMENTS**

Members received a report following the inspections undertaken by Cllrs Pakenham and Winstone, in addition to one with the Admin Officer and Grounds Maintenance Manager. They noted the work undertaken by the Admin Officer in the administration of the sites. The security of the Shenley Lane site was addressed, and this will be raised at the allotment holders meeting, to be arranged in September/October 2021. It was **RESOLVED** to:

- a) Note the allotment inspections.***
- b) Note the current waiting list.***
- c) Note that new allotment plot markers will be sourced, the costs to be met from the Allotment Budget.***
- d) An allotment tenants meeting will be arranged for September/October 2022.***

**19. REPAIRS TO BARNET ROAD BRIDGE**

Members received an update on this project, which is being undertaken by a contractor on behalf of Hertfordshire County Council. They noted the map outlining the site for the works including the village green and the location of the pumps. The Clerk reported that a request had been made for the use of the entire car park for the duration of the works. The Clerk had liaised with the Vicar of St Peter's and could report that this would cause too much inconvenience for people using the church (Sunday services, hirers of the hall), not to mention residents who use the car park to enjoy the lake area. The Clerk could enquire with the owners of the industrial estate about opening their entrance to allow visitors to park during the project period. It was **RESOLVED** to:

- a) Note the report.***
- b) Refuse the request to use the entire car park for the duration of the project.***

**20. RIGHTS OF WAY WORKING PARTY**

Members received the notes from this meeting and noted their contents.

**21. DATE OF NEXT MEETING**

Tuesday 28 September 2021

The meeting closed at 2010.

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

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 30 JUNE MAY 2021, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors M MacMillan (Chairman), K Gardner, D Gordon, N Mahony, S Pearl, T Lillico, H Pakenham (Vice Chairman), L Winstone

**IN ATTENDANCE:** E Payne, Clerk  
PCSO Debbie Daniels, Herts Police  
3 x members of the public

*A minute's silence was held before the meeting commenced, in memory of Mrs Mary Crouch, a previous parish councillor and regular volunteer at the community centre.*

#### **31/21. APOLOGIES**

Apologies were received from Cllr Mortuza (family). Cllr Tallon had offered her apologies due to ill health.

#### **32/21 QUESTION TIME**

32/21.1 A Member of the public queried about the broken street name plates. Cllr Pakenham reported that this was a district council matter, and they should be reported directly to them. She added that the replacement signs are not installed as quickly as they should be.

#### **33/21. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **34/21. COUNCILLORS ON OTHER AUTHORITIES**

34/21.1 Cllr Pakenham had circulated a written report. There were no questions.

34/2.2 Cllr Tallon had circulated a written report.

34/2.3 Cllr Gardner reported on the Regeneration and Business Committee which she sits on at the District Council, in relation to the plans for development in the district being city centre based.

#### **35/21. COMMUNITY SAFETY REPORT**

35/21.1 PCSO Daniels was present at the meeting. She reported on catalytic converter thefts which is a county wide problem. Cllr Pakenham asked if the speed enforcement van could be brought to London Colney to monitor speed at various sites.

35/21.2 Cllr Gordon asked about e-scooters, which are illegal to be rode on the highway.

35/21.3 Cllr Winstone reported about anti-social parking in Shenley Lane near the Broadlakes Club forces pedestrians to walk in the road. PCSO Daniels reported it is an office to obstruct the pavement. Cllr Pakenham reported that Parking Enforcement had been on site.

**36/21. MINUTES**

The minutes of the meeting held on 5 May 2021 were received and were amended to reflect Cllr Lillico's attendance at the meeting. It was **RESOLVED** to:

*Adopt the minutes as a true record of the meeting.*

**37/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

**38/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

There were no report or urgent items from the Chairman.

**39/21 DELEGATED DECISIONS**

Members received a list of delegated decisions undertaken by the Clerk in consultation with the Chairman and Vice Chairman. It was **RESOLVED** to:

*Note the delegated decisions.*

**40/21. MINUTES**

**40/21.1 Events & Community Committee – 15 June 2021**

Members received the minutes of this committee and there were the following recommendations:

**8. Volunteers Policy**

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

*Adopt the Volunteers Policy.*

**9. Parish Council Charities**

Members noted that the nominated charities for the Council in 2021/22 were the Peace Hospice and London Colney Hedgehog Rescue. It was **RESOLVED** that:

*London Colney Parish Council's charities for 2021/22 are:*

- a) The Peace Hospice and*
- b) London Colney Hedgehog Rescue*

**40/21.2 Human Resources Committee – 22 June 2021**

Members received the minutes of this committee and that there were the following recommendations:

**6.1 Member/Officer Protocol**

Members received this document, and it was **RESOLVED** to:

*Adopt the Member/Officer Protocol*

**6.2 Dignity at Work/Bullying & Harassment Policy**

Members received this document, and it was **RESOLVED** to:

*Adopt the Dignity at Work/Bullying & Harassment Policy*



**41/21 FINANCE**

**41/21.1 To Approve the Annual Governance Statement 2020/21**

Members received the Annual Governance Statement for 2020/21 and it was **RESOLVED** to:

***Adopt the Annual Governance Statement 2020/21***

**41/21.2 To Approve the Accounting Statements 2020/21**

Members received the Accounting Statements for 2020/21. There were no questions. It was **RESOLVED** to:

***Approve the Accounting Statements for 2020/21***

**42/21.3 To receive the Final Internal Auditor's Report**

Members received the Final Internal Auditor's Report for 2020/21. It was noted that there was a recommendation arising from the report regarding the asset register and the Clerk advised Members that the asset register was being received by the Finance & General Purposes committee meeting scheduled for 8 July 2021. It was **RESOLVED** to:

***Adopt the Final Internal Auditor's Report and note the recommendations.***

**42/21.4 To receive a Public Interest Report**

Members received a Public Interest Report on the failure to submit the Annual Governance and Accounting Report for 2019/20. The Clerk explained that it was a genuine error and she had retrospectively submitted the annual governance statement for 2019/20 to ensure that the Council was audited corrected. The Chairman will liaise with the internal auditor on the situation and issue a statement which will accompany the Public Interest Report on the website. It was **RESOLVED** to:

***To receive and adopt the Public Interest Report.***

**42/21.5 To receive a Report on Reserves**

Members received a report on the general and earmarked reserves. It was **RESOLVED** that:

- a) The level of General and Earmarked Reserves are approved and the level of General Reserves are in line with the Council's adopted policy.***
- b) The underspend from 2020/21 of £10,450 is transferred to General Reserves***

**42/21.6 To Authorise Expenditure for 30 April – 31 May 2021.**

Members received this report, and it was **RESOLVED** to:

***Approve the expenditure outlined in the report.***

**43/21. BOUNDARY COMMISSION**

Members noted that the proposals to move London Colney into the Hertsmere Parliamentary constituency had not been taken up and that the village would remain within the St Albans constituency. It was **RESOLVED** to:

*Note the report.*

**44/21. HERTS VALLEY CLINICAL COMMISSIONING GROUP**

Members noted the survey on future of the minor injury unit at St Albans City Hospital and Members considered that a response should be formulated from the parish council. Members are asked to feed in any comments to the Clerk to form part of the response.

**45/21. REDEVELOPMENT OF COMMUNITY FACILITIES**

Members discussed the future of the Caledon Community Centre now that the development of the adjacent surgery has reached its conclusion and will be opening in August 2021. Cllr Pakenham reported that several residents have commented to her on the shabby condition of the community centre, compared with the new surgery. Cllr Gardner raised concerns about spending money on the existing community centre when it had reached the end of its life. Cllr Lillico reported that there was some interesting community engagement being undertaken by a group attached to the Neighbourhood Plan which could be fed into any future development plans. Cllr Gordon expressed the view that any future development should have a robust business case, including all income streams. She reported that there had been a condition survey of the building undertaken when the parish council took over the site, over 10 years ago, and the condition of the building was a matter of concern.

Members agreed that any new facility could not be developed without proper community engagement.

**46/21. 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.

**46/21.1 London Colney Leisure World, Perham Way**

Members received a verbal report on this item and noted that a full planning application was due to be submitted. Members asked the Clerk to investigate increasing the S106 amounts that the parish council would receive on completion of the building, with a view to increasing the agreed sums, in light of the increased use of the parish council's facilities.

**46/21.2 London Colney Village Club**

Members received a verbal report on this item and were advised that further legal advice is being sought.

**47/21. DATE OF NEXT MEETING**

Wednesday 1 September 2021. The meeting closed at 2000.

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

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 29 JUNE 2021, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors K Gardner (Chair), D Gordon, M MacMillan, L Winstone,  
Mr A Osborne, Mrs Barker

**IN ATTENDANCE:** E Payne, Clerk  
L Casling, Grounds Maintenance Manager

#### 1. APOLOGIES

Apologies were received from Cllr Mortuza and was substituted by Cllr MacMillan. Cllr Gordon substituted for Cllr Mahony.

#### 2. DECLARATION OF INTEREST

Mrs Barker declared a personal, pecuniary interest in item 18 as an allotment tenant.

#### 3. MINUTES

The minutes of the meeting held on 9 February 2021 were approved as a true record of the meeting.

#### 4. WORK PROGRAMME

Members received the proposed work programme for this committee, and it was **RESOLVED** to:

***Note its contents.***

*It was resolved to move item 16, Orchard Site at Napsbury, to this point at the meeting.*

#### 5. ORCHARD SITE AT NAPSURY

Cllr Gordon reported to the meeting on the work she has been involved with residents of Napsbury and North Cottages regarding the preservation of this area which is in danger of being developed into 200 houses and a care home. She has been involved in her previous capacity as a County Councillor and through her work as a Trustee at the Highfield Trust. Concerns have been raised in relation to the ecology of the site and because it contains an orchard, which was part of the Napsbury Farm. SADC had considered an application for an Environmental Impact Assessment for the site had had deemed that it had not warranted such an assessment.

She reported that the site has been inspected by an orchard expert and a representative from Herts Ecology. They were enthusiastic about the site in terms of its ecological diversity. Mrs Barker reported that the site had been investigated as part of the PEAP process and it had been deemed to be not of ecological note. Cllr Gordon asked that this committee consider how best to protect the site from future development and preserve it going forward.

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

***An Asset of Community Value Application is made for the site in two parts:***

- a) *The orchard*
- b) *The entire site*

## 6. TERMS OF REFERENCE

Members received the Terms of Reference for this committee, and it was **RESOLVED** to:

*Note the Terms of Reference.*

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Members received the report from the Grounds Maintenance Manager. He answered questions about the works to the swims and the work undertaken to replace these areas which had been washed away during the winter by flood water.

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- a) *Offer floral sponsorship packages to the sites identified in the report.*
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***Undertake a carbon footprint bench marking exercise.***

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Members received this report with an update on the previous wildflower planting and suggested areas for more wildflower sites. Members noted that the shady wildflower planting at Riverside had taken a couple of years to establish, and that this site would be underplanted with spring bulbs. It was noted that the wildflower planting at Napsbury had been very successful.

Members approved the addition of appropriate signage so that members of the public could be informed of the schemes. Members asked if the Walsingham Way Open Space could be developed further and were advised that this is an item on the forward work programme. They also asked if the verges in Shenley Lane, near the recreation ground, could be left to grow long, and the Clerk informed them that this was also on the work programme. The Clerk was asked to investigate the Queen's Platinum Jubilee tree planting scheme. It was **RESOVLED** to:

***Approve the wildflower sites as outlined in the report.***

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Members received a report on the Green Flag scheme, which is an aim of the Council's strategic plan. Members noted that the application required a site to have a management plan to be devised by the Grounds Maintenance Manager. They considered the timescale for this management plan to be devised and decided that the November meeting would be appropriate, for an application to be made in February 2022. It was **RESOLVED** to:

***Draw up a Management Plan for Morris Recreation Ground as the first stage for a Green Flag Award application.***

**16. BOREHOLES**

Members noted the request from the Environment Agency to sink a borehole in the car park at St Peter's to monitor the water level in the aquifer. They were also advised that a sign had been seen in the vicinity of Watery Paddock seeking land ownership for the site. The Clerk had written to the relevant authority advising them that the Parish Council were the owners of the land. The Clerk advised Members that as the land at the car is leased by the parish council, and not owned, the landowner must give permission. It was **RESOLVED** to:

***Note the report.***

**17. LOWBELL LAKE PROJECT**

Members received a verbal report on this item and noted that there had been no progress to date.

**18. ALLOTMENTS**

Members received a report following the inspections undertaken by Cllrs Pakenham and Winstone, in addition to one with the Admin Officer and Grounds Maintenance Manager. They noted the work undertaken by the Admin Officer in the administration of the sites. The security of the Shenley Lane site was addressed, and this will be raised at the allotment holders meeting, to be arranged in September/October 2021. It was **RESOLVED** to:

- a) Note the allotment inspections.***
- b) Note the current waiting list.***
- c) Note that new allotment plot markers will be sourced, the costs to be met from the Allotment Budget.***
- d) An allotment tenants meeting will be arranged for September/October 2022.***

**19. REPAIRS TO BARNET ROAD BRIDGE**

Members received an update on this project, which is being undertaken by a contractor on behalf of Hertfordshire County Council. They noted the map outlining the site for the works including the village green and the location of the pumps. The Clerk reported that a request had been made for the use of the entire car park for the duration of the works. The Clerk had liaised with the Vicar of St Peter's and could report that this would cause too much inconvenience for people using the church (Sunday services, hirers of the hall), not to mention residents who use the car park to enjoy the lake area. The Clerk could enquire with the owners of the industrial estate about opening their entrance to allow visitors to park during the project period. It was **RESOLVED** to:

- a) Note the report.***
- b) Refuse the request to use the entire car park for the duration of the project.***

**20. RIGHTS OF WAY WORKING PARTY**

Members received the notes from this meeting and noted their contents.

**21. DATE OF NEXT MEETING**

Tuesday 28 September 2021

The meeting closed at 2010.

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

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Central Operations</b>							
1076 Precept	286,350	286,350	0			100.0%	
1090 Interest Received	22	500	478			4.5%	
1100 Parish News Letter Income	832	0	(832)			0.0%	
1110 Allotment Income	0	1,700	1,700			0.0%	
1120 Fishing Rights	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	1,167	4,000	2,833			29.2%	
1900 Miscellaneous Income	4,228	250	(3,978)			1691.2%	
1970 Good Neighbour Scheme Income	94	0	(94)			0.0%	
Central Operations :- Income	<b>293,794</b>	<b>293,900</b>	<b>106</b>			<b>100.0%</b>	<b>0</b>
4000 Salaries	16,769	63,543	46,774		46,774	26.4%	
4005 National Insurance Costs	2,816	14,101	11,285		11,285	20.0%	
4010 Employer Pension Costs	7,121	21,199	14,078		14,078	33.6%	
4030 Staff Training	152	500	348		348	30.5%	
4035 Payroll Charges	616	550	(66)		(66)	112.0%	
4045 Councillor Training/Courses	62	500	438		438	12.5%	
4050 Health and Safety	199	2,500	2,301		2,301	7.9%	
4055 Chairmans Allowance	73	300	227		227	24.3%	
4060 Meeting Expenses	0	125	125		125	0.0%	
4140 Salaries Cleaning/Caretaking	5,158	13,115	7,957		7,957	39.3%	
4145 Cleaning Supplies	606	1,750	1,144		1,144	34.6%	
4150 Insurance	0	4,100	4,100		4,100	0.0%	
4325 Trade Refuse	1,122	3,850	2,728		2,728	29.2%	
4500 Office Supplies	145	750	605		605	19.4%	
4505 Postage	66	250	184		184	26.4%	
4510 Office Machine Leasing & Costs	348	1,650	1,302		1,302	21.1%	
4515 Parish Magazine - Printing	1,795	5,000	3,205		3,205	35.9%	
4520 Parish Magazine - Distribution	390	1,300	910		910	30.0%	
4523 Neighbourhood Plan	2,750	2,500	(250)		(250)	110.0%	
4525 Advertising & Promotion	0	500	500		500	0.0%	
4530 Telephone/Fax/Internet	275	1,400	1,125		1,125	19.7%	
4535 Allotment Leases	0	650	650		650	0.0%	
4540 Subscriptions	1,387	1,700	313		313	81.6%	
4550 Computing Costs	3,297	6,000	2,703		2,703	54.9%	
4555 Website Maintenance	0	250	250		250	0.0%	
4560 Bank Charges	19	75	56		56	25.2%	
4561 Bad Debt write off	0	100	100		100	0.0%	
4565 Legal & Professional Fees	4,931	1,500	(3,431)		(3,431)	328.7%	
4575 Internal & External Audit	2,685	2,500	(185)		(185)	107.4%	
4580 Professional Costs	(2,350)	2,000	4,350		4,350	(117.5%)	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4585 Christmas Biscuits	0	600	600		600	0.0%	
4610 Traffic Enforcement	0	3,500	3,500		3,500	0.0%	
4900 Miscellaneous Expenditure	(23)	75	98		98	(30.6%)	
5000 General Event Costs	460	0	(460)		(460)	0.0%	
Central Operations :- Indirect Expenditure	<b>50,870</b>	<b>158,433</b>	<b>107,563</b>	<b>0</b>	<b>107,563</b>	<b>32.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>242,924</b>	<b>135,467</b>	<b>(107,457)</b>				
<u>110 Civic and Democratic</u>							
4705 Election Expenses	0	6,000	6,000		6,000	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>				
<u>120 Grants</u>							
1080 Other Grants Received	3,055	0	(3,055)			0.0%	
Grants :- Income	<b>3,055</b>	<b>0</b>	<b>(3,055)</b>				<b>0</b>
4800 Grants - Other	0	2,500	2,500		2,500	0.0%	
4820 Grants CASTAD	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>3,500</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,055</b>	<b>(3,500)</b>	<b>(6,555)</b>				
<u>200 Morris Way Pavilion/Fields</u>							
1200 Hire of Pavilions	111	2,700	2,590			4.1%	
1210 Hire of Sports Pitch	0	5,000	5,000			0.0%	
Morris Way Pavilion/Fields :- Income	<b>111</b>	<b>7,700</b>	<b>7,590</b>			<b>1.4%</b>	<b>0</b>
4105 Utilities - Electricity	435	2,750	2,315		2,315	15.8%	
4110 Utilities - Water	147	1,500	1,353		1,353	9.8%	
4115 Utilities - Rates	0	180	180		180	0.0%	
4200 Maintenance	46	500	454		454	9.2%	
4220 Playing Field Maintenance	4,511	300	(4,211)		(4,211)	1503.7%	
Morris Way Pavilion/Fields :- Indirect Expenditure	<b>5,139</b>	<b>5,230</b>	<b>91</b>	<b>0</b>	<b>91</b>	<b>98.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,029)</b>	<b>2,470</b>	<b>7,499</b>				
<u>210 Grounds and Maintenance Dept</u>							
1110 Allotment Income	1,935	0	(1,935)			0.0%	
Grounds and Maintenance Dept :- Income	<b>1,935</b>	<b>0</b>	<b>(1,935)</b>				<b>0</b>



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	17,646	73,267	55,621		55,621	24.1%	
4001 Wages - Napsbury Support fund	0	3,000	3,000		3,000	0.0%	
4105 Utilities - Electricity	0	1,500	1,500		1,500	0.0%	
4111 Utilities - Water - Allotments	558	450	(108)		(108)	123.9%	
4200 Maintenance	88	1,000	912		912	8.8%	
4220 Playing Field Maintenance	6	500	494		494	1.3%	
4230 Playground Maintenance	382	2,150	1,768		1,768	17.8%	
4270 Clock Maintenance	0	200	200		200	0.0%	
4300 Xmas Lights Maintenance/Rent	0	9,000	9,000		9,000	0.0%	
4305 Vehicle Maintenance & Costs	0	2,000	2,000		2,000	0.0%	
4310 Machine Maintenance & Costs	24	1,750	1,726		1,726	1.3%	
4315 Fuel	1,045	2,500	1,455		1,455	41.8%	
4320 Vehicle Insurance	0	1,100	1,100		1,100	0.0%	
4330 Signs, Boards & Seats	(693)	1,000	1,693		1,693	(69.3%)	
4331 Memorial Benches	718	0	(718)		(718)	0.0%	
4335 Lowbell Ln River Edge & Green	50	400	350		350	12.5%	
4340 Plants & Flowers	1,197	3,500	2,303		2,303	34.2%	
4345 Tree Maintenance	5	4,000	3,995		3,995	0.1%	
4355 Litter Bins	0	500	500		500	0.0%	
4360 Allotments Repairs & Maint,	145	750	605		605	19.3%	
4385 Equipment - Grounds & Maintean	0	750	750		750	0.0%	
<b>Grounds and Maintenance Dept :- Indirect Expenditure</b>	<b>21,171</b>	<b>109,317</b>	<b>88,146</b>	<b>0</b>	<b>88,146</b>	<b>19.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(19,236)</b>	<b>(109,317)</b>	<b>(90,081)</b>				
<u>220 Shenley Lane</u>							
1210 Hire of Sports Pitch	100	1,500	1,400			6.7%	
<b>Shenley Lane :- Income</b>	<b>100</b>	<b>1,500</b>	<b>1,400</b>			<b>6.7%</b>	<b>0</b>
4105 Utilities - Electricity	23	200	177		177	11.7%	
4110 Utilities - Water	0	350	350		350	0.0%	
4200 Maintenance	44	150	106		106	29.1%	
4220 Playing Field Maintenance	1,351	500	(851)		(851)	270.2%	
4230 Playground Maintenance	0	200	200		200	0.0%	
<b>Shenley Lane :- Indirect Expenditure</b>	<b>1,418</b>	<b>1,400</b>	<b>(18)</b>	<b>0</b>	<b>(18)</b>	<b>101.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,318)</b>	<b>100</b>	<b>1,418</b>				
<u>230 London Colney Community Centre</u>							
1260 Hall Hire & Rent	105	6,000	5,895			1.8%	
1265 Hall Hire & Rent -Regular Hire	1,821	30,000	28,179			6.1%	
<b>London Colney Community Centre :- Income</b>	<b>1,926</b>	<b>36,000</b>	<b>34,074</b>			<b>5.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	6,329	6,943	614		614	91.2%	
4100 Utilities - Gas	639	2,000	1,361		1,361	32.0%	
4105 Utilities - Electricity	593	5,500	4,907		4,907	10.8%	
4110 Utilities - Water	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	1,306	1,350	44		44	96.7%	
4155 Licences	539	1,500	961		961	35.9%	
4185 Kitchen & Caretaking Supplies	0	770	770		770	0.0%	
4200 Maintenance	0	5,000	5,000		5,000	0.0%	
4206 Fire & Security Alarms	827	1,000	173		173	82.7%	
4220 Playing Field Maintenance	137	250	113		113	54.8%	
<b>London Colney Community Centre :- Indirect Expenditure</b>	<b>10,369</b>	<b>26,513</b>	<b>16,144</b>	<b>0</b>	<b>16,144</b>	<b>39.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,442)</b>	<b>9,487</b>	<b>17,929</b>				
<b>240 Napsbury Park Pavilion/Fields</b>							
1200 Hire of Pavilions	1,128	3,500	2,373			32.2%	
1210 Hire of Sports Pitch	0	1,500	1,500			0.0%	
1212 Hire of Cricket Pitch	0	500	500			0.0%	
<b>Napsbury Park Pavilion/Fields :- Income</b>	<b>1,128</b>	<b>5,500</b>	<b>4,373</b>			<b>20.5%</b>	<b>0</b>
4100 Utilities - Gas	229	1,000	771		771	22.9%	
4105 Utilities - Electricity	140	850	710		710	16.5%	
4110 Utilities - Water	0	850	850		850	0.0%	
4200 Maintenance	74	3,000	2,926		2,926	2.5%	
4220 Playing Field Maintenance	618	1,250	633		633	49.4%	
<b>Napsbury Park Pavilion/Fields :- Indirect Expenditure</b>	<b>1,061</b>	<b>6,950</b>	<b>5,889</b>	<b>0</b>	<b>5,889</b>	<b>15.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>67</b>	<b>(1,450)</b>	<b>(1,517)</b>				
<b>300 Larks in the Park</b>							
1250 Bar Takings	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
<b>Larks in the Park :- Income</b>	<b>0</b>	<b>2,100</b>	<b>2,100</b>			<b>0.0%</b>	<b>0</b>
4170 Bar Supplies	0	750	750		750	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	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	152	152		152	0.0%	
<b>Larks in the Park :- Indirect Expenditure</b>	<b>0</b>	<b>6,342</b>	<b>6,342</b>	<b>0</b>	<b>6,342</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,242)</b>	<b>(4,242)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>320 Fireworks</u></b>							
1250 Bar Takings	0	600	600			0.0%	
1300 Event Income - Concessions	0	250	250			0.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
Fireworks :- Income	<b>0</b>	<b>1,350</b>	<b>1,350</b>			<b>0.0%</b>	<b>0</b>
4170 Bar Supplies	0	300	300		300	0.0%	
5000 General Event Costs	0	842	842		842	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	747	747		747	0.0%	
5035 Road Closures	0	1,600	1,600		1,600	0.0%	
Fireworks :- Indirect Expenditure	<b>0</b>	<b>8,547</b>	<b>8,547</b>	<b>0</b>	<b>8,547</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(7,197)</b>	<b>(7,197)</b>				
<b><u>340 Remembrance Sunday</u></b>							
5000 General Event Costs	0	176	176		176	0.0%	
5015 Entertainment Costs	0	500	500		500	0.0%	
5020 Other Event Costs	0	400	400		400	0.0%	
5035 Road Closures	0	955	955		955	0.0%	
Remembrance Sunday :- Indirect Expenditure	<b>0</b>	<b>2,031</b>	<b>2,031</b>	<b>0</b>	<b>2,031</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,031)</b>	<b>(2,031)</b>				
<b><u>400 General Council Events</u></b>							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	600	600			0.0%	
General Council Events :- Income	<b>0</b>	<b>1,300</b>	<b>1,300</b>			<b>0.0%</b>	<b>0</b>
5000 General Event Costs	199	297	98		98	67.0%	
5010 Food Costs	15	370	355		355	4.1%	
5015 Entertainment Costs	0	3,790	3,790		3,790	0.0%	
5020 Other Event Costs	0	630	630		630	0.0%	
General Council Events :- Indirect Expenditure	<b>214</b>	<b>5,087</b>	<b>4,873</b>	<b>0</b>	<b>4,873</b>	<b>4.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(214)</b>	<b>(3,787)</b>	<b>(3,573)</b>				
<b><u>420 Halloween Disco</u></b>							
1250 Bar Takings	0	100	100			0.0%	
1310 Event Income - Ticket Sales	0	300	300			0.0%	
Halloween Disco :- Income	<b>0</b>	<b>400</b>	<b>400</b>			<b>0.0%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	0	150	150		150	0.0%	
5015 Entertainment Costs	0	200	200		200	0.0%	
5020 Other Event Costs	0	50	50		50	0.0%	
<b>Halloween Disco :- Indirect Expenditure</b>	<b>0</b>	<b>494</b>	<b>494</b>	<b>0</b>	<b>494</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(94)</b>	<b>(94)</b>				
<b>430 Christmas Light Switch On</b>							
1250 Bar Takings	0	600	600			0.0%	
1300 Event Income - Concessions	0	480	480			0.0%	
<b>Christmas Light Switch On :- Income</b>	<b>0</b>	<b>1,080</b>	<b>1,080</b>			<b>0.0%</b>	<b>0</b>
4170 Bar Supplies	0	300	300		300	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	302	302		302	0.0%	
5035 Road Closures	0	1,850	1,850		1,850	0.0%	
<b>Christmas Light Switch On :- Indirect Expenditure</b>	<b>0</b>	<b>3,290</b>	<b>3,290</b>	<b>0</b>	<b>3,290</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,210)</b>	<b>(2,210)</b>				
<b>440 Twixmas</b>							
1250 Bar Takings	0	140	140			0.0%	
1310 Event Income - Ticket Sales	0	650	650			0.0%	
<b>Twixmas :- Income</b>	<b>0</b>	<b>790</b>	<b>790</b>			<b>0.0%</b>	<b>0</b>
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	0	300	300		300	0.0%	
5015 Entertainment Costs	0	250	250		250	0.0%	
<b>Twixmas :- Indirect Expenditure</b>	<b>0</b>	<b>644</b>	<b>644</b>	<b>0</b>	<b>644</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>146</b>	<b>146</b>				
<b>460 Picnic in the Park</b>							
1300 Event Income - Concessions	50	350	300			14.3%	
1310 Event Income - Ticket Sales	0	2,625	2,625			0.0%	
<b>Picnic in the Park :- Income</b>	<b>50</b>	<b>2,975</b>	<b>2,925</b>			<b>1.7%</b>	<b>0</b>
5000 General Event Costs	0	436	436		436	0.0%	
5010 Food Costs	0	451	451		451	0.0%	
5015 Entertainment Costs	0	60	60		60	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2021

Month No: 3

## 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	2,000	2,000		2,000	0.0%	
Picnic in the Park :- Indirect Expenditure	<u>0</u>	<u>2,947</u>	<u>2,947</u>	<u>0</u>	<u>2,947</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>50</u>	<u>28</u>	<u>(22)</u>				
Grand Totals:- Income	<b>302,099</b>	<b>354,595</b>	<b>52,496</b>			<b>85.2%</b>	
Expenditure	<b>90,242</b>	<b>346,725</b>	<b>256,483</b>	<b>0</b>	<b>256,483</b>	<b>26.0%</b>	
<b>Net Income over Expenditure</b>	<u>211,857</u>	<u>7,870</u>	<u>(203,987)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>211,857</u>						

## LONDON COLNEY PARISH COUNCIL

**COMMITTEE: COUNCIL**

**DATE: 1 SEPTEMBER 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: SPLASH PAD TENDERS**

### 1. SUMMARY

- 1.1 At the parish council meeting held on 5 May 2021, a decision was taken to approve the installation of a splash pad at Morris Recreation Ground, to replace the paddling pool which had to be closed due to the deterioration in the infrastructure along with health and safety concerns about its operation.

### 2. RECOMMENDATION

Members are asked to consider the quotations outlined in the report and advise the Clerk on their preferred contractor.

### 3. BACKGROUND

- 3.1 An invitation to tender was compiled which was sent out to contractors who registered an interest through My Tenders website. The following was specified:

*Design, supply and install minimum 10 no aquatic play items, a flow through water system, steel chamber plantroom and EPDM safety surfacing approximately 100 sqm.*

*Factors to be included in this price are:*

- *DDA compliant activation bollard*
- *Foot simulators for relevant features*
- *Design to include a trio bucket feature.*
- *EPDM safety surfacing over splash pad area*
- *Sterilisation of the equipment*
- *Water testing/sampling prior to opening*
- *Training of maintenance staff for the water play feature*
- *Operation and maintenance manual*
- *Plantroom to be placed adjacent to existing paddling pool plant room which will include M&E equipment necessary for the operation of the splash pad.*
- *Services will be capped off in the existing plant room, which will be used for storage.*
- *Civil works associated with the build – excavate and form the pad.*
- *Remove low wall adjacent to existing grass area.*
- *Temporarily remove all benches from site and reinstall.*
- *Install services to container café location (electricity, water, drainage).*
- *Project management and CDM during the installation*

*Other features to be quoted for separately are:*

- *Supply and install a grey water tank and lucy pillar extraction point, local to splash pad area.*
- *Artificial grass around splash perimeter (approximately 500sqm)*
- *Supply and install tarmac around splashpad perimeter (approximately 500sqm)*

3.2 The timetable for the project was outlined as follows

Invitation to tender issued	Monday 24 May 2021
Deadline for submission of tenders	Monday 16 August 2021, noon
Client assessment deadline	Wednesday 1 September 2021
Commencement of contract	Wednesday 15 September 2021
Completion of installation	Wednesday 18 May 2022

#### 4. TENDERS SUBMITTED

- 4.1 The parish council received 4 tenders to build the splash pad which are listed on the attached page and have been anonymised. One tender was rejected as it failed to comply with the specification.
- 4.2 All submissions had to submit references for projects previously installed and these have been followed up by the Clerk. All submissions guaranteed the work would be completed in line with the timetable and provided insurance details, along with comprehensive RAMS.
- 4.3 In addition to the submitted tenders and references, Zoom interviews were conducted on Tuesday 24 August 2021 with all contractors, undertaken by the Chair of the Finance & General Purposes, Grounds Maintenance Manager and the Clerk.

#### 5. FINANCE

- 5.1 At the meeting held on 5 May 2021, it was agreed that the entire project budget was £200,000. This includes the container café to be installed on site and the ancillary works to improve fencing and electrical/water infrastructure.
- 5.2 SADC have confirmed that there is S106 funding available towards the project which totals £16,000.82.

#### 5. IMPACT ASSESSMENT

Strategic Plan	Objective 1
Equalities	Facility with be fully accessible
Environmental/Sustainability	Grey water collection will adhere to Climate Change and Biodiversity Policy
Crime & Disorder	Vandalism has been factored into the design
Financial	Costs met from Capital Receipt from Surgery Lease
Resources (including workforce)	Reduced liability on workforce during summer.
Risk Management	Less risk associated with splash pad then with paddling pool

**SPLASH PAD EVALUATION - AUGUST 2021**

<b>Contractor</b>	<b>Tender price</b>		<b>Splash Pad with Tarmac</b>	<b>Splash Pad with Artificial Grass</b>	<b>Splash Pad with Tarmac and Grey Water Tank</b>	<b>Splash Pad with Artificial Grass and Grey Water Tank</b>
<b>Contractor A</b>	£140,426.00	basic design	£140,426.00		£140,426.00	
	£7,560.00	Grey water tank		Contractor does not recommend artificial grass	£7,560.00	Contractor does not recommend artificial grass
	£17,108.00	Safety surfacing around pad				
	£0.00	Artificial grass				
	£12,740.00	Tarmac 260 sqm	£12,740.00		£12,740.00	
			<b>£153,166.00</b>		<b>£160,726.00</b>	

12 play items, 11 flush mounted and 1 above ground



<b>Contractor B</b>	£149,830.18	Basic Scheme	£149,830.18	£149,830.18	£149,830.18	£149,830.18
	£15,937.50	Grey water tank			£15,937.50	£15,937.50
	£24,835.73	Artificial grass 387 sq m		£24,835.73		£24,835.73
	£10,671.14	Tarmac 387sqm	£10,671.14		£10,671.14	
	£4,930.00	temp road surface if required	£4,930.00	£4,930.00	£4,930.00	£4,930.00
			<b>£165,431.32</b>	<b>£179,595.91</b>	<b>£181,368.82</b>	<b>£195,533.41</b>

13 play items, some flush mounted with others above ground

<b>Contractor C</b>	£134,213.55	Basic design	£134,213.55	£134,213.55	£134,213.55	£134,213.55
	£19,761.00	Grey water tank			£19,761.00	£19,761.00
	£31,927.50	Artificial grass 340 sq m		£31,927.50		£31,927.50
	£20,812.00	Tarmac 340sq m	£20,812.00		£20,812.00	
	£14,987.50	artificial grass near toilet block and new kiosk area (100sqm)		£14,987.50		£14,987.50
	£11,533.50	Tarmac near existing toilets and kiosk area (100sqm)	£11,533.50		£11,533.50	
	£3,476.00	Ramp to toilet and paint exterior toilet building	£3,476.00	£3,476.00	£3,476.00	£3,476.00
	£1,139.60	resin binder	£1,139.60	£1,139.60	£1,139.60	£1,139.60
			<b>£171,174.65</b>	<b>£185,744.15</b>	<b>£190,935.65</b>	<b>£205,505.15</b>

14 play items (13 flush mounted)



**Key:**

- Red – outline of entire area approx. 530m<sup>2</sup>
- Pink – existing paddling pool footprint and site for splash pad with safety surfacing approx. 95sqm
- Yellow – Plant Room
- Blue – Toilets/changing rooms
- Green – Surrounding area either concrete slabs (382sqm) or grass (108m<sup>2</sup>) which will be the site for the container café with tables/chairs

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 1 SEPTEMBER 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: COMMUNITY GOVERNANCE REVIEW**

### **1. SUMMARY**

- 1.1 Following the Electoral Boundary Commission's report on the redrafting of district council ward boundaries, SADC will now consider a Community Governance Review (CGR) , to reflect the changes that were implemented as part of this decision.
- 1.2 Jo Bateman, SADC Elections Officer, is making a presentation to the SADC Parish and Town Council Conference on 8 September 2021.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider this report and then advise the Clerk if they wish to seek any further information from SADC on the parish electoral arrangements for London Colney.

### **3. BACKGROUND**

- 3.1 The St Albans (Electoral Changes) Order 2021 was made a statutory instrument to balance some of the ward inequalities where district councillors had unequal number of electors. It has reduced the number of district councillors down to 56 councillors and some ward boundaries have been amended. In London Colney, this has meant that all properties to the west of Shenley Lane (Napsbury Park), will now form part of Park Street Ward (see attached map). This will take effect from 2022 when all district councillors will face elections.
- 3.2 SADC's Licensing and Regulations Committee will consider the timetable below at their meeting in October 2021
  - Approval of timetable and terms of reference by the Licencing and Regulatory committee – 19 October 2021
  - Commencement – 1 November 2021
  - Preparation, 2 months (desk research, information gathering, local meetings, terms of reference published) 1 November – 31 December 2021
  - Stage one, 2 months, initial submissions received – 4 January – 28 February 2022
  - Stage two, 2 months, consideration of submissions received, and draft recommendations prepared – 1 March – 30 April 2022
  - Stage three, 3 months, Draft recommendations published and consulted on – 1 May – 31 July 2022
  - Stage four, 2 months, consideration of submissions received, and final recommendations prepared – 1 August – 30 September 2022
  - Stage five, final recommendations published – 1 October 2022
  - Stage six, Council resolves to make a Reorganisation Order – 1 November 2022

3.3 A CGR can consider several issues, including:

- whether to create a new parish
- whether to alter the boundary of an existing parish
- whether to group several parishes together in a grouped parish council

3.4 More information will be forthcoming in the coming weeks, and there will be a presentation at the Parish Council Conference scheduled for 8 September 2021, at Greenwood Park.

3.5 One possibility is the removal of Napsbury Park from the parish boundary which would then be moved into St Stephens, to correspond with the District Ward boundary.

3.6 Currently the parish council is divided into three wards: North West, East and South West Ward. It has been suggested that new governance arrangements after 2022 could divide the parish council into two wards: Napsbury and London Colney. This would mean additional costs in relation to by-elections.

#### 4. FINANCE

4.1 The financial implications of the CGR on parish council finances are not known at present. If Napsbury Park were to be removed from the parish, then this would have a negative effect on the council tax base with a corresponding reduction in amount of properties who would be paying towards the parish council's precept. This would either mean an increase in the precept amount and/or substantial savings having to be introduced by the parish council.

4.2 An introduction of two pw

#### 5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 1 SEPTEMBER 2021**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: DEFIBRILLATORS**

### **1. SUMMARY**

1.1 It is an objective in the Council's strategic plan that defibrillators are purchased and installed at parish council buildings. This report outlines the costs in relation to this activity.

### **2. RECOMMENDATION**

2.1 Members are asked to:

- a) Consider this report and authorise the Clerk to undertake this project with delegated authority, not exceeding £2,000.
- b) Identify a location for the PAD to be installed.
- c) Identify a new budget item for future installations.

### **3. BACKGROUND**

- 3.1 A defibrillator is a device that gives a high energy electric shock to the heart of someone who is in cardiac arrest. This high energy shock is called defibrillation, and it is an essential part in trying to save the life of someone who is in cardiac arrest.
- 3.2 To help someone who is in cardiac arrest effectively, a defibrillator needs to be found as quickly as possible. For every minute it takes for the defibrillator to reach someone and deliver a shock, their chances of survival reduce by up to 10%.
- 3.3 You do not need to be trained to use a defibrillator – anyone can use it. There are clear instructions on how to attach the defibrillator pads. It then assesses the heart rhythm and will only instruct you to deliver a shock if it is needed. You cannot deliver a shock accidentally. Defibrillators are normally located in workplaces and public spaces like airports, shopping centres, community centres, and train stations. These defibrillators are known as public access defibrillators (PADs) as anyone can use them.
- 3.4 In order to be eligible for grant funding, the defibrillator will need to be PAD and located in an external cabinet. This will mean that is likely to be the target of vandalism. The cabinet also needs to be near an electrical source to allow the low-level heating required during the winter.
- 3.5 Any PAD is registered through the East of England Ambulance Service who note the access code and in the event of a 999 call, where a PAD is thought appropriate, they will release the code to the person making the call.
- 3.6 Grant funding of £200 is available from the Hearts Charity (London Hearts). The British Heart Foundation grant stream is currently closed due to Covid. HCC Cllr

Tallon has indicated that the parish council can make an application to her locality budget for a contribution towards the project.

3.7 Members may want to consider the location of this first defibrillator, considering the Christian Erickson incident, and install the first one at Morris Recreation Ground. The Summerfield Health Centre adjacent to the Community Centre will have a defibrillator.

3.8 Once installed, the defibrillator will need to be checked weekly.

#### **4. FINANCE**

4.1 There is not a budget for this project, and the costs will need to be met from General Reserves, or grant funding, with any future installations being identified as a new budget item.

4.2 A revenue budget item should be added to the budget 2022/23 of £1,500 to cover replacement/spares when required, with any underspend rolled into an Earmarked Reserve.

4.3 Costs involved are:

- Defibrillator
- External cabinet
- Peripherals (pads etc)
- Installation including electrical connection.

#### **5. IMPACT ASSESSMENT**

Strategic Plan	Objective One
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Additional checks need to be allocated to relevant officers.
Risk Management	N/A