



LONDON COLNEY PARISH COUNCIL

27 October 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 3 NOVEMBER 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

PLEASE NOTE THERE IS A PRESENTATION FROM URBAN AND CIVIC REGARDING THE BOWMANS CROSS DEVELOPMENT AT 6.30PM.

AGENDA

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|--|----------------|
| 1. APOLOGIES
To receive and accept apologies for absence. | |
| 2. DECLARATION OF INTEREST
To receive members declarations of interest in items on the agenda. | |
| 3. QUESTION TIME
The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and may be referred to a future meeting or Committee of the Council. | |
| 4. COUNCILLORS ON OTHER AUTHORITIES
To receive a written or verbal report from Councillors on other authorities | |
| 5. COMMUNITY SAFETY REPORT
To receive a report on community safety. | |
| 6. MINUTES
To approve the minutes of the meeting held 1 September 2021. | 3 |
| 7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY | |
| 8. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY) | |

9.	COMMITTEE MEETINGS	
	To receive the minutes of the following committee meetings with any recommendations	
9.1	Finance & General Purposes Committee – 8 July 2021	7
9.2	Finance & General Purposes Committee - 20 September 2021	11
9.3	Events & Community Committee – 21 September 2021	14
9.4	Human Resources Committee – 28 September 2021	17
9.4	Environment & Neighbourhood Committee – 21 October 2021	19
	This committee was not quorate and the recommendations from the Committee are to be ratified by this Council meeting.	
	5.1 Allotments	
	<i>a) The current situation with the allotment waiting list was noted</i>	
	<i>b) The proposed allotment signage was agreed, with recycled paving slabs</i>	
	<i>c) New allotment tenancies will be organic only with immediate effect</i>	
	<i>d) Revert to key to access Shenley Lane allotments</i>	
6.	MEMORIAL BENCH AND TREE APPLICATION	
	<i>a) The application for a memorial bench was approved</i>	
	<i>b) The application for a memorial tree was deferred until a site meeting had taken place</i>	
10.	QUEEN'S PLATINUM JUBILEE	
	<i>a) An application is made to the Woodland Trust for a pack of trees to plant at Walsingham Way Open Space</i>	
	<i>b) A new budget item is requested to F&GP Committee for a specimen tree and plaque, for a location to be decided.</i>	
9.5	Human Resources Committee – 26 October 2021	23
9.6	Finance & General Purposes Committee – 26 October 2021	24
10.	FINANCE	
10.1	To receive income and expenditure report for Q2 ending 30 September 2021 with an explanation on variances	26
10.2	To approve expenditure for 1-30 September 2021	33
10.3	To receive the AGAR 2020-21 from the External Auditor	36
11	EXTERNAL MEETINGS	
11.1	SADC Parish Conference 8 – September 2021	37
11.2	Hertfordshire Sports Partnership - Parish and Town Council Conference – 30 September 2021 (verbal report)	
11.3	St Albans District Association of Local Councils – 4 October 2021	45
12.	DATE OF NEXT MEETING	
	19 January 2021	

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON WEDNESDAY 1 SEPTEMBER 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, M Mortuza H Pakenham (Vice Chairman), L Winstone

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager
Cllr S Tallon, District & County Councillor
1 member of the public

A minute's silence was held before the meeting in memory of Henry Wynn Jones, former parish councillor

48/21. APOLOGIES

All Members were present.

49/21. DECLARATIONS OF INTEREST

There were no declarations of interest.

50/21. QUESTION TIME

50/21.1 A member of the public reported on how tidy the village was looking, with very little litter and wondered if this was due to the district or parish councils. The Chairman reported that it was a combination of both, as well as the efforts of residents who had taken it upon themselves to undertake voluntary litter picking.

50/21.2 They then enquired if there was an update on the bridge repairs. The Clerk responded that whilst this was not a project that the parish council was not directly responsible for, it was all progressing according to plan.

51/21. COUNCILLORS ON OTHER AUTHORITIES

51/21.2 Cllr Tallon had circulated a written report and presented a verbal update on other matters that hadn't been included in the report.

51/21.2 Cllr Gardner reported on planning committee meetings and the threat from opportunistic developers making applications for developments in the Green Belt, following the recent decisions made for development in the Green Belt around St Albans. If there are any planning applications that Members are concerned about then please ask a District Councillor to call it in.

51/21.3 Cllr Pakenham reported that she has a scrutiny committee scheduled for 15 September and has been undertaking mainly casework during the summer months. She reported that she had received complaints about the Springfield Farm activities and those residents should report them to the District Council, which would provide a database for any licensing hearings.

52/21. COMMUNITY SAFETY REPORT

No representative from the Police was present at the meeting. Cllr Pakenham asked if the Clerk could ask the Police to request that the speed monitoring van was used in the village.

53/21. MINUTES

The minutes of the meeting held on 30 June 2021 were received and it was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

54/21. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

55/21. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

There was no report or urgent items from the Chairman.

56/21 MINUTES

56/21.1 Environment & Neighbourhood Committee – 29 June 2021

Members received the minutes of this committee and there was the following recommendation:

Item 5. ORCHARD SITE AT NAPSURY

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

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

Cllr Gordon reported that she was waiting for further evidence to be provided by residents to support this application and it was agreed to defer this item until the evidence base was available. The rest of the minutes were noted.

56/21.2 Finance & General Purposes Committee – 8 July 2021

The minutes of this meeting were not included in the agenda pack and the item was deferred.

57/21 FINANCE

57/21.1 To Receive the Income and Expenditure Report for Q1 ending 30/6/21

Members received this report and there were no questions. The Clerk was asked to submit a report to explain any variances over 15% of budget when the Q2 report is presented.

57/21.6 To Authorise Expenditure for 1 June – 31 August 2021

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

Approve the expenditure outlined in the report.

58/21. **SPLASH PAD TENDERS**

Members received tender submissions for the construction of a splash pad at Morris Recreation Ground. A series of designs were also circulated. Members noted that extensive research had been undertaken by Cllr Gordon, the Grounds Maintenance Manager and the Clerk as part of this project which had included visiting sites with splash pads installed by Contractor B and C. There were no splash pads in the vicinity installed by Contractor A. Other research had included taking up references from other Councils with splash pads installed by the relevant contractors and conducting an interview with the three contractors. Cllr Pakenham thanked Cllr Gordon and Officers for their work on this project.

Members noted that Contractor A did not recommend the installation of artificial grass and it was decided to remove them from the shortlist on this basis. Members were advised that there was S106 funding from the District Council totalling £16,000.48 which could be added to the project budget of £200,000 agreed at the previous meeting. This would ensure that the entire project, including the café concession could be delivered.

It was **RESOLVED** to:

- a) ***Kingcombe Stonbury Ltd trading as Splash is awarded the contract to build the London Colney splash pad at a total cost of £195,533.41***
- b) ***The total project cost not to exceed £216,000, made up of use of capital receipt £200,000 and S106 funds of £16,000.48***

Members wanted to ensure that the project was being delivered on time and this will be overseen by the Finance & General Purposes Committee.

59/21. **GOVERNANCE REVIEW**

Members received a report on the Governance Review for the District, following the Electoral Commission's report on the District Council electoral arrangements. Members noted that the request was for any questions on the proposals to be directed to the Elections Department at St Albans District Council. Members wanted more information on the process of engagement with residents after the decision to remove Napsbury from the London Colney district council wards and put it in the Park Street ward. Engagement with both parish councils affected should also be included. The Clerk advised Members that there would be a presentation on this item at the Parish Conference on 8 September, for those who were attending, and she would forward this question to the Election Manager.

60/21. **DEFIBRILLATORS**

Members received a report on the purchase and installation of defibrillators. Cllr Winstone had undertaken some research and advised the meeting that there were defibrillators in Marks & Spencer, Sainsbury and Cotlandswick Leisure Centre, all of which could not be removed without a member of staff present. There is also a defibrillator at the Irish Club.

Cllr Tallon had reported during her County Report that she was working with County Council Officers to investigate the installation of defibrillators and that she would welcome an application by the parish council to her locality fund.

Members considered which sites would benefit and it was **RESOLVED** to:

- a) **Authorise the Clerk to undertake this project to install a defibrillator at a cost not exceeding £2,000 at Morris Recreation Ground Pavilion**
- b) **Other locations identified for defibrillators were Caledon Community Centre and Shenley Lane**
- c) **Identify a new budget item for 2022/23 for the purchase and installation of future defibrillators and a maintenance budget, with underspend being transferred into an earmarked reserve for the ongoing maintenance**
- d) **Apply for funding from Cllr Tallon's Locality Budget.**

61/21. DATE OF NEXT MEETING

Wednesday 3 November 2021. The meeting closed at 2020.

Signed Date

DRAFT

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 8 JULY 2021, AT 2.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne (Clerk)
L Casling (Grounds Maintenance Manager)

1. APOLOGIES

Apologies were received from Cllr MacMillan.

2. DECLARATIONS OF INTERESTS

Cllr Gordon and Cllr Pakenham declared a personal interest in item 7.1, as they have a relative who is a member of staff.

3. MINUTES

The minutes of the meeting held on 11 March 2021 were received as a true record of the meeting.

4. TERMS OF REFERENCE

Members received the terms of reference for this committee which were noted.

5. FORWARD WORK PROGRAMME

Members received the forward work programme for this committee which was noted.

6. REPORTS TO COMMITTEE

It was **RESOLVED** to bring item 6.8 forward on the agenda.

6.8 Morris Recreation Ground Pavilion

Members received a verbal report from the Grounds Maintenance Manager, outlining how he had not been able to get a contractor to quote for the entire specification for the refurbishment. One contractor had advised him that the gents and disabled toilets did not need updating, and that savings could be made which could be spent on the ladies' toilets. He was now seeking quotes for the work to be done by individual contractors (decorating, plumbing etc). The Clerk will arrange an emergency meeting of this committee to consider any quotations received.

6.1 Hirers Projected Income 2021-22

Members received a report outlining the projected income for regular hirers to 31 March 2021. Members noted the loss of two hirers, totalling £12,800pa. Members discussed how to promote the facility to regular hirers including a full-page advertisement in the newsletter; advertisements on social media; a banner on the railings at the community centre; liaising with existing hirers to see if they were interested in booking additional sessions. Members also asked if Officers could liaise with local funeral directors about promoting the facilities for ad hoc hires. Members asked if there was an association of parent groups who might be

interested in starting up a group at the community centre and the pavilion at Morris Recreation Ground. This item is to be added to the next agenda as a standing item. It was **RESOLVED** to:

- a) *Note the report.*
- b) *Add this item to the next agenda.*

6.2 Investment Policy

Members received an updated investment policy and noted the changes. It was **RESOLVED** to recommend to Council to:

Adopt the Investment Policy

6.3 Reserves Policy

Members received an updated reserves policy and noted the changes. It was **RESOLVED** to recommend to Council to:

Adopt the Reserves Policy

6.4 Dispensations

Members received a report outlining the procedure to grant dispensations to Members to allow them to take part in debate at meetings, where they had a Disclosable Pecuniary Interest. Members noted that any dispensation received by the Clerk, would be approved by Council. It was **RESOLVED** to:

Adopt the dispensation form.

6.5 Asset Management

As a recommendation arising from the internal auditor's report, Members received the Council's asset register and a policy designed to ensure the efficient management of these assets, including properties. Members noted the de minimus of £250 for items to be included in the asset register. Members noted the item within the policy on a planned maintenance programme. Members discussed the current condition of the sports pavilion at Napsbury and that the District Council had recently undertaken a survey. The Clerk will seek a copy of this survey. It was **RESOLVED** to:

- a) ***Recommend the Asset Management Policy is adopted by Council.***
- b) ***Note the asset register.***
- c) ***A programme of planned maintenance for the parish council properties will be brought to the next meeting.***

6.6 Facilities Booking Software

Members received a report on a recommendation from the Business Continuity Plan and the HR review, that the RBS facilities booking software was purchased and implemented. Members noted that this would be an efficiency saving within the organisation and that the cost of the project would be met from General Reserves. It was **RESOLVED** to:

Implement the RBS Facilities Booking Software as outlined in the report.

6.7 Strategic Plan

Members received a proposed update to the strategic plan. Members were concerned that with the impact of Covid on the Council's income streams, some of the proposed new budget

items were not feasible. The Clerk was asked to refer the work programme contained within the strategic plan back to the individual committees for consideration, identifying whether these items could be deferred or could be financed from other sources, other than the revenue budget. It was **RESOLVED** to:

Defer the adoption of the revised strategic plan until committees can consider the work programme.

6.9 Wi-Fi

Members received a report outlining a request from Human Resources and Environment & Neighbourhood Committees that Wi-Fi was installed in the Margaret Hopkins Suite and the Lounge. The installation of Wi-Fi in the lounge would enable Members to use electronic devices to access council agendas, instead of paper copies, as part of a reduction in the Council's carbon footprint. The installation of Wi-Fi in the Margaret Hopkins Suite would assist with hiring it for hot desking for hirers and office staff. Members noted that there would be no increase in revenue budget for this project and that all costs would be met from General Reserves. It was **RESOLVED** to:

Install Wi-Fi in the Lounge and Margaret Hopkins Suite.

6.10 Sports Clubs

Members noted the delegated decision of the Chairman of the committee and the Clerk to offer two free hirers to the sports clubs, as they had not been able to use the sports pavilions with Covid restrictions and there had been no reduction in pitch hire. It was **RESOLVED** to:

Note the delegated decision of the Chairman of the Committee and the Clerk.

6.11 Office IT Purchase

Members noted the delegated decision of the Chairman and Clerk to purchase IT for the Grounds Maintenance Manager and Admin Officer. It was noted that the Grounds Maintenance Manager was using his own laptop which was a data risk and the Admin Officer's PC had reached the end of life, which could not be extended. It was **RESOLVED** to:

Note the delegated decision of the Chairman of the Committee and the Clerk.

6.12 Millennium Clock

Members were advised by the Clerk that despite the efforts of the clock repair company, the clock continues to run slow. The Clerk has asked the Grounds Maintenance Manager to ask for a price for a new mechanism. The Clerk will report to the next meeting on progress.

6.13 Bank Reconciliations

Members were advised that the Internal Auditor has asked for the bank reconciliations to be received at this committee, as part of the Council's internal control. This will be a standing item at all committee meetings. It was **RESOLVED** to:

Approve the bank reconciliations for April and May 2021.

6.14 Defibrillators

Members did not have time to consider this report as the Clerk had not included it in the agenda pack. They took the report away and will advise the Clerk if they agree with the report by email.

7. 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.

7.1 Confidential Staff Review Recommendations

Members received a confidential report on the staff review recommendations which were noted. It was **RESOLVED** that:

- a) The recommendation on the bar function will be implemented.*
- b) The recommendation on cleaning being outsourced will be considered further with costings from contractors before any decision is taken.*

7.2 Land at Caledon Community Centre

Members received a report on this item and further legal advice will be sought before a meeting is arranged with the school.

7.3 Outsourcing of Parish Council Services

Members noted the decision of the Events & Community Committee on this item. Members discussed increasing the ticket price and decided to review this after 6 months of operation.

8. DATE OF NEXT MEETING

18 November 2021

The meeting closed at 1600 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING MONDAY 20 SEPTEMBER 2021, AT 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

All Councillors were present.

2. DECLARATIONS OF INTERESTS

Cllr Gordon declared a personal interest in item 4.2 as she is the Chairman of the Charity. She took no part in the discussion.

3. MINUTES

The minutes of the meeting held on 8 July 2021 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

4.1 Hirers Projected Income 2021-22

Members received a report outlining the projected income for regular hirers to 31 March 2022. Members asked the Clerk to prepare an Income and Expenditure Report to 31 March 2022 which will include the downturn in regular and ad hoc hirers so that savings could be identified in the budget.

The Clerk was asked to enquire with commercial estate agents about hiring the Margaret Hopkins Suite. The Clerk advised the meeting that Wi-Fi had been installed to the offices so make it more attractive to hire. A separate Wi-Fi network could be set up for a regular hirer. It may be possible to lease the entire suite, individual rooms or hot desks. It was

RESOLVED:

- a) *To note the report.*
- b) *The Clerk will prepare a forecast Income and Expenditure Report to 31 March 2022 for the next Committee meeting.*
- c) *The Clerk will actively market the Margaret Hopkins Suite for individual or company leases.*

4.2 Grant Application

Members received an application for a grant of £500 from The Base. It was **RESOLVED:**

To approve the grant application of £500 for The Base Youth Project

4.3 Parish Council Vehicles

Members received a report on the condition of the parish council vehicles. Members were advised that one of the vehicles had failed its MOT and it was not economic to repair. Members asked the Clerk to investigate leasing a replacement vehicle so this option could

be compared against releasing funds from general reserves to purchase a vehicle. It was **RESOLVED**:

- a) ***That the Clerk will investigate lease vs purchase. This information will be distributed via email.***
- b) ***The Chairman and the Clerk have delegated powers to proceed following feedback from Members via email***

4.4 Bowmans Cross

Members discussed the decision by Hertsmere BC to proceed with the Bowmans Cross development on the boundary with London Colney and Colney Heath. There will be a six-week consultation from 11th October 2021. Colney Heath PC are planning to hold a public meeting on 3 November 2021. Members discussed holding a public meeting in London Colney and several dates were discussed before deciding on Thursday 21 October, 7pm at the Caledon Community Centre.

Invitees will be: Daisy Cooper MP, Chris White (leader of SADC), Harvey Cohen (Chair of Planning, Hertsmere) and a representative from Urban & Civic; in addition to Peter Cook and Mike Rawlins from Colney Heath PC; all three district councillors and Shenley Parish Council. Speakers will be Daisy Cooper, Chris White, Harvey Cohen and Urban and Civic. The event would be hosted by Cllr MacMillan.

Cllr Gordon reported that she had been liaising with Mike Rawlins from Colney Heath and a set of questions had been submitted to Urban and Civic. Legal or technical advice may be needed depending on the answers received and there is an Earmarked Reserve to cover these costs.

Cllr Pakenham was asked to liaise with the Head of Planning at SADC for their response to the previous proposal to develop a garden village on the boundary.

4.5 Library Redecoration

Members received a request from HCC that the external decoration of the library was refreshed. The Clerk had considered the head lease between HCC and the community organisation who had initially administered the community centre. The lease stipulates that it is the responsibility of the tenants for interior and exterior decoration. There is an underlease which was agreed in 2019, when the HCC library service was transferred for Libraries for Life. The terms and conditions of the head lease prevail. The Clerk will discuss the matter with the county council and ask them to get quotations for the work. Members considered that they would make a contribution towards the costs. The Clerk will report to a future meeting.

4.6 Splash Pad

Members received a verbal report on the splash pad project. The Clerk and Grounds Maintenance Manager are having a site visit on 22 September 2021 with the contractor. It is planned to undertake most of the groundwork before Christmas, with the safety surfacing and installation of equipment in the Spring. The Clerk reported that she is investigating a mural for the wall of the changing room.

4.7 Parish Council Utility Suppliers

Members received a verbal report on the current situation regarding utility suppliers to the parish council. The heating/lighting of the parish council's buildings is quite expensive, and the Council currently has a 2-year utility deal with SSE and Corona Energy for gas and electricity supplies. The broker, who organises these contracts, has approached the Clerk to discuss the rising utility bills and has suggested that either the existing contracts are

extended when they reach, they end of their term (October 2022) or a new contract is agreed with another supplier from October 2022.

Members were advised that Council's climate change and biodiversity policy specifically mentions that green energy suppliers should be considered when renewing utility supply contracts. Members considered that this should be considered with a comparison for a non-green supplier.

4.8 Bank Reconciliations

Members signed the bank reconciliations for July 2021 and noted that the bank reconciliation for June 2021 had been approved outside of the meeting.

5. FORWARD WORK PROGRAMME

Members received the forward work programme for this committee which was noted. Members considered that the workload for the November meeting was quite high, and discussed the feasibility of holding budget discussions as a working party, which was a more informal meeting and could be held without the normal governance constraints including being held online. It was **RESOLVED** to recommend to Council that:

A Budget Working Party is constituted for the sole purpose of discussing and recommending a budget to be ratified by Council.

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 Land at Caledon Community Centre

Members received a confidential report on this item and were advised that no progress has been made to date. The Clerk is waiting for the third parties to respond.

6.2 London Colney Village Club

Members received a confidential report on this item and noted that the directors of London Colney Village Club (Property Holdings) Ltd have recently changed. They noted the contents of the report and there were no actions.

7. DATE OF NEXT MEETING

18 November 2021

The meeting closed at 2015 hours.

Signed: Date:

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE
TUESDAY 21 SEPTEMBER 2021, 7.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

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

IN ATTENDANCE: E Payne, Clerk
A Wingate Martin, Events & Community Officer

1. APOLOGIES

Apologies were received from Cllr Gardner.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 21 June 2021 were approved as a true record of the meeting.

4. MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

4.1 Community Garden

This item was not discussed as Cllr Gardner was absent.

5. EVENTS HELD

5.1 Chantry Island Pilgrimage – 22 June 2021

The event had been well attended, and informative. The refreshments provided by St Peter's Church had been appreciated by the attendees.

5.2 Picnic in the Park – 15 August 2021

The event had been very successful with lots of presales, with a few tickets available on the day. Additional work had to be undertaken on the risk assessment due to Covid restrictions which had been applied by the Safety Advisory Group. The event had made a profit of £910.

6. FUTURE EVENTS

6.1 Halloween Party – 31 October 2021

The event is now sold out with all 120 tickets allocated. Refreshments will be provided in Halloween themed bags and volunteers will be sought to assist with catering. The bar will be open for adults.

6.2 Fireworks – 7 November 2021

Ticket Source will be used for ticket sales, with tickets on sale from 1st October 2021. Tickets will be open to residents of London Colney in the first instance, before being advertised on social media. It will be publicised through banners and the Council's website.

The tickets will produce a QR code which can be read by a reader downloaded onto a mobile phone. There is an option for an additional donation when purchasing tickets with of Gift Aid. There will need to be a procedure in place for ticket sales on the day. In addition, there will need to be a procedure for people who will not buy a ticket and are refused entry to the site.

Volunteers are being recruited and there will be the normal training sessions run.

Additional fencing is required on the perimeter to prevent unauthorised access. There will be buckets available for ad hoc donations. It was agreed that the charity donation would be apportioned across the three charities depending on how many volunteers they provided.

6.3 Remembrance Sunday – 14 November 2021

The piper is booked and Rev Woods from the Baptist Church has confirmed he is officiating. Wreaths have been ordered from the Royal British Legion and Mrs Marion Brown DL has confirmed she is attending. There will be refreshments after the event at the community centre and the WI will be asked if they would like to provide these. First aid is booked and the road closure has been applied for. The chairman asked to see the order of service.

6.4 Christmas Lights Switch On – 28 November 2021

The road closure has been applied for. Stalls are being booked including the fair along with food vendors. Officers are meeting with the White Horse who is kindly sponsoring the grotto. Schools and community groups have been asked if they would like to participate. The parish council will be supporting Santa's Grotto and the Mulled Wine stall.

6.5 Carol Singing

Sainsburys are not booking in carol singing due to Covid restrictions. They have said that they will contact the Council if they change this policy. Councillors asked for preferred dates on Saturday 18 December (daytime) and Wednesday 22 December (evening) if the situation changes.

6.6 Community Awards

Members agreed to have the same categories as the last event, with the Council's community partners supporting the decision making process and handing out prizes. A date for the end of February/beginning of March to be agreed at the next meeting.

7. UPDATE ON THE STRATEGIC PLAN

Members discussed this committee's contribution to the strategic plan. It was suggested to include a food festival as part of Larks in the Parks 2022.

8. EVENTS AND BUDGET FOR 2022/23

Members received the budget for this committee in 2022/23. It was agreed not to hold Twixmas in 2022. There were no other changes.

9. SEATED EXERCISE

It was agreed to remove the charge to attend seated exercise for non- London Colney residents. Members were advised that the St Albans Old People’s Trust had awarded the parish council £4,830 for the seated exercise in 2021/22.

10. LUNCH CLUB

Members were advised that the new lunch club arrangements had been up and running for three weeks. The activity will be discussed in more detail at the next meeting after it has been operating for a couple of months.

11. NEWSLETTER

The meeting discussed dropping the number of editions from 4 to 3 as it was quite time consuming to produce a wide range of articles. The meeting agreed to continue with four editions and other contributors will be approached to write articles. Possible sponsorship of front page ‘this edition sponsored by...’ was discussed and this wasn’t carried forward.

12. WORK PROGRAMME

Members noted the forward work programme

13. NEXT MEETING

9 November 2021

The meeting closed at 1945.

Signed:

Date:

**COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 28 SEPTEMBER 2021, 3.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors H Pakenham, M MacMillan & L Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Cllr Mahony was absent.

2. DECLARATIONS OF INTEREST

Cllr Pakenham declared a personal interest in items 6.4 as she has a relative who is a member of staff.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 22 June 2021 were adopted as a true record of the meeting.

4. STAFF MATTERS (NON-CONFIDENTIAL)

4.1 Equality and Diversity Policy

Members received this policy, and it was **RESOLVED to RECOMMEND TO COUNCIL** that:

The Equality & Diversity Policy is adopted by Council.

4.2 Capability Policy

Members received this policy for review. It was **RESOLVED that:**

The Capability Policy is included for the Staff Handbook, which will be reviewed at the next meeting.

4.3 Strategic Plan

Members received a report on the strategic plan and noted that those objectives, which were tangible to achieve, had been achieved and would be transferred to the list of achievements.

5. WORK PROGRAMME

Members received the work programme for this committee, and it was noted.

6. CONFIDENTIAL ITEMS

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

6.1 Disciplinary Panel Hearing

Members received a confidential report on a recently held staff disciplinary meeting. Members were given verbal advice from the Clerk on a series of options, and it **RESOLVED** that:

Professional HR consultant will be engaged to advise on this matter and implement the decisions taken by this committee.

6.2 Facilities Officers

Members received a verbal report from the Clerk on the caretaking provision and it was agreed to defer the item until the next meeting.

6.3 Clerk's Hours of Employment

Members noted the recommendation from the Staff Review that the Clerk's hours of employment were increased from 32 pw to full time (37 hours). The matter had been reviewed at the Clerk's appraisal and it was noted that additional hours would allow the Clerk to work more flexibly and keep TOIL to a minimum. It was **RESOLVED** to:

Submit a request to Finance and General Purposes Committee increase the HR budget to accommodate an increase in the Clerk's Hours to 35 per week.

6.4 Update on the Staff Review including evaluation of roles

Members received a report on the work undertaken to date on implementing the staff review and the progress was noted.

Members were advised that to implement some of the recommendations, an evaluation of all Officer's roles should be undertaken to ensure that this resource was being used effectively and that the Council was not in breach of equal pay legislation. It was noted the criteria that would be used as part of this evaluation process and that the roles would be assessed against NJC green book terms and conditions. It was **RESOLVED** to:

a) note the progress to date on the staff review to date and:

b) Seek the release of general reserves for the evaluation of staff roles from Finance & General Purposes Committee

7. DATE OF NEXT MEETING

Tuesday 2 November 2021.

The meeting closed at 1550.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON THURSDAY 21 OCTOBER 2021, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors H Pakenham (acting Chairman), L Winstone,
Mr A Osborne, Mrs Barker

IN ATTENDANCE: E Payne, Clerk

AS THE MEETING WAS NOT QUORATE, IT WAS HELD AS A WORKING PARTY, WITH ALL DECISIONS BEING RATIFIED BY COUNCIL.

1. APOLOGIES

Apologies were received from Cllr Gardner (SADC Standards Committee), who was substituted for by Cllr Pakenham. Cllr Mortuza and Cllr Mahony were absent. Apologies were also received from Mr Casling.

2. DECLARATION OF INTEREST

Mrs Barker declared a personal, pecuniary interest in item 5 as an allotment tenant.

3. MINUTES

The minutes of the meeting held on 29 June 2021 were approved as a true record of the meeting.

4. GROUNDS MAINTENANCE MANAGER'S REPORT

4.1 Members received the Grounds Maintenance Manager's report. Members were advised that a large amount of work that had been undertaken on the football pitches at Morris Recreation Ground and Shenley Lane relating to the installation of new goal posts and corner flags which had been purchased through S106 funding and a grant received from the Football Foundation, which had been applied for by Mr Woodhams, the Sports Booking Secretary. Members asked for their thanks to be passed onto Mr Woodhams for undertaking this on our behalf.

4.2 Members queried the condition of the tree at the War Memorial and the Clerk will ask the Grounds Maintenance Manager to visit the site and take photographs.

5. ALLOTMENTS

5.1 Report on Allotments

Members received a report on allotments and the following were **RESOLVED** for adoption by Council:

- a) The current situation with the allotment waiting list was noted***
- b) The proposed allotment signage was agreed, with recycled paving slabs***
- c) New allotment tenancies will be organic only with immediate effect***
- d) Revert to key to access Shenley Lane allotments***

Members noted the other matters relating to the water leak at Glebe Allotments and the Clerk would keep Members informed of developments.

5.2 Notes on Allotment Holders Meeting 5 October 2021

The notes of this meeting were received and there were no comments.

6. MEMORIAL BENCH AND TREE APPLICATION

Members received a report with a request for a memorial tree and bench. Members noted that the bench application was for a location at Morris Recreation Ground, and this was considered a good location, which would replace an older style of bench.

The request for a memorial tree was considered but the location on the village green was felt to be unsuitable. Members felt that this area had quite a few memorial trees and it should be kept as open as possible so that residents could use it as an open space. The Clerk was asked to liaise with the applicant for a new location, possibly near St Peter's Church. It was **RESOLVED to recommend to Council that:**

- a) The application for a memorial bench was approved***
- b) The application for a memorial tree was deferred until a site meeting had taken place***

7. WALSINGHAM WAY OPEN SPACE

Members received a report on the further development of Walsingham Way as an open space in line with the Council's adopted Climate Change and Biodiversity Plan, adopted in 2021. The plans specifically mention developing the site as a habitat site, including installing nesting boxes. The Clerk had recently met the District Council's Rewilding Officer, who had visited the site. They had commented on the tree planting scheme, which had not been very successful. Only a small number of trees (Rowan and Wild Roses) seemed to have survived, however, the grass in the enclosed area was growing well, and this area could be used as a meadow area, if it was supplemented with additional wildflower seeds.

Members noted that the site used to be used for organised football, but because of the nature of the terrain, it was only suitable for recreational games. The proximity of the Scouts and St Bernadette's was also noted, and these organisations should be encouraged to participate in the project.

Members queried if there was any technical support available from St Albans District Council and the Clerk reported that support on the rewilding project was available. Members considered that this site would be idea for hedgehog hibernation locations and the local hedgehog charity should be approached for advice.

Members asked for a more detailed plan with costs for a future meeting.

8. ELECTRIC GROUNDS MAINTENANCE EQUIPMENT

This item was deferred to a future meeting.

9. CHRISTMAS TREE

Members received a verbal report on this item from the Clerk, in the absence of the Grounds Maintenance Manager. The suggestion was that a rooted Christmas tree was planted on the site which could mature into a suitably sized specimen to be used as the annual Christmas tree. Members were advised that before any tree was planted, which

needed a sizeable hole excavated, a survey on utilities and other matter (the site was previously used as a garage and there may be former petrol tanks on the site).

The merits of sponsorship of the tree by a local nursery or other suitable company would be considered. Members welcomed the proposal and a report with costings would be brought to a future meeting by the Grounds Maintenance Manager.

10. QUEEN'S PLATINUM JUBILEE

Members received a report on the scheme to plant trees to commemorate the Queen's Platinum Jubilee. Members were asked if they wished to undertake the planting of multiple trees or a single 'specimen' style tree with a plaque. It was **RESOLVED to recommend to Council that:**

- a) *An application is made to the Woodland Trust for a pack of trees to plant at Walsingham Way Open Space***
- b) *A new budget item is requested to F&GP Committee for a specimen tree and plaque, for a location to be decided.***

11. VILLAGE GREENS

Members received a report regarding the status of land in London Colney which was registered as village greens. This had come to light after a Councillor had been approached by the new owner of a property at Waterside and the ownership of the piece of land known as Watery Paddock. The Clerk had undertaken an investigation into the status of the land, and adjacent areas which are registered with the Common's Registration Authority (HCC) as:

VG17 – The Village Green, adjacent to the Green Dragon

VG111 – Land adjacent to Broad Colney Lakes

VG122 – Watery Paddock

The Clerk is arranging to have a meeting with the new owner to discuss the ongoing maintenance of the site.

12. UPDATE ON STRATEGIC PLAN

Members noted this committee's contribution to the strategic plan and noted those objectives which had been achieved and which were still to be progressed.

13. BUDGET 2022-23

Members requested that the following items were submitted to the Finance & General Purposes Committee as new budget items for 2022/23:

- a) Green Flag Application Fee -£500
- b) Excavation of ditch at Shenley Lane allotments to be met by increasing the allotment maintenance budget by £1,000
- c) Additional fencing at Shenley Lane recreation ground to prevent people crossing from the recreation ground to the Irish Club - £1000 increase in maintenance budget for site.
- d) Queen's Platinum Jubilee Tree and Plaque - £1000
- e) Permanent Christmas tree at Chester Gibbons Green, including purchase and site survey for utilities - £1,000

14. LOWBELL LAKE PROJECT

Members considered that now the Covid restrictions were being reduced, and the works to the Barnet Road Bridge had been completed, it was time to restart this project and the Clerk was asked to arrange a virtual meeting with the Angling Club.

15. RIGHTS OF WAY WORKING PARTY

Cllr Winstone and Mr Osborne presented a verbal report on the latest meeting. A questionnaire is being planned to seek evidence for the paths around Broad Colney Lakes. The meeting would like to see any questionnaires prior to being sent out.

16. WORK PROGRAMME

Members noted the forward work programme.

17. DATE OF NEXT MEETING

To be confirmed

The meeting closed at 2030

Signed Date

DRAFT

**COLNEY PARISH COUNCIL
MINUTES OF EXTRA HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 26 SEPTEMBER 2021, 3.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors H Pakenham, M MacMillan & L Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Cllr Mahony was absent.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 28 September 2021 were adopted as a true record of the meeting.

4. 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

4.1 Grounds Maintenance Staff

Members received a confidential report on the resignation of a member of the Grounds Maintenance team. A discussion was held on the replacement of this member of staff. Members were advised that the grounds maintenance team could be helped by one of the temporary weekend caretaker on a short-term basis. It was **RESOLVED** to:

- a) Assign the Groundsman to the role of Head Groundsman on the same terms and conditions for 6 months as a probationary period***
- b) Recruit a Grounds Officer on a 6/12-month contract on the same terms and conditions as the existing position***
- c) Investigate recruiting an Apprentice Grounds Officer***
- d) Ask Finance and General Purposes Committee to investigate outsourcing part of the ground's maintenance contract***

5. DATE OF NEXT MEETING

Tuesday 2 November 2021.

The meeting closed at 1545.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING TUESDAY 26 OCTOBER 2021, AT 6.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

All Councillors were present.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 29 September 2021 were received as a true record of the meeting.

4. REPORTS TO COMMITTEE

4.1 Parish Council Vehicles

Members received a report on the replacement parish council vehicle. The benefits of lease vs contract hire vs purchase was discussed and Members felt that the costs of lease/contract hire were too high. It was **RESOLVED** to:

Purchase a used 'Transit' sized vehicle at a cost not exceeding £18,000 excluding VAT with the funds being released from Earmarked and General Reserves.

4.2 Bowmans Cross

Members received report on the arrangements for this public meeting. They were advised of the speakers who had confirmed attendance and that no Councillor from Hertsmere BC has replied to the invitation yet. The Clerk was asked to invite all members of this HBC planning committee and remind them of the spirit of the duty to co-operate with neighbouring authorities.

Cllr MacMillan will open the meeting and introduce the speakers. Cllr Gordon will conclude the meeting. Members asked for display materials to be available for members of the public to view the proposals and the Clerk will organise this information for display boards in the lounge.

A PowerPoint presentation will also be prepared with input from Members outlining the proposals. Members asked if there would be a display on the Neighbourhood Plan and the Clerk will liaise with the Neighbourhood Plan Officer regarding this.

Members wanted a list of possible responses which members of the public could use in their submissions to Hertsmere and Cllr MacMillan will draft these for circulation by email.

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 Land at Coursers Road

Members received a confidential report regarding land for sale on Coursers Road after the Clerk had been approached by Colney Heath PC. Members considered that the Parish Council does not have the capacity to pursue this at present and asked the Clerk to liaise with Colney Heath PC on the matter.

6. DATE OF NEXT MEETING

18 November 2021

The meeting closed at 1900 hours.

Signed: Date:

DRAFT

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Central Operations							
1076 Precept	286,350	286,350	0			100.0%	
1085 S106 Income	16,001	0	(16,001)			0.0%	
1090 Interest Received	40	500	460			8.0%	
1100 Parish News Letter Income	1,222	0	(1,222)			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	1,417	4,000	2,583			35.4%	
1900 Miscellaneous Income	4,228	250	(3,978)			1691.2%	
1970 Good Neighbour Scheme Income	94	0	(94)			0.0%	
Central Operations :- Income	310,453	293,900	(16,553)			105.6%	0
4000 Salaries	32,779	63,543	30,764		30,764	51.6%	
4005 National Insurance Costs	5,283	14,101	8,818		8,818	37.5%	
4010 Employer Pension Costs	13,738	21,199	7,461		7,461	64.8%	
4030 Staff Training	367	500	133		133	73.5%	
4035 Payroll Charges	616	550	(66)		(66)	112.0%	
4045 Councillor Training/Courses	62	500	438		438	12.5%	
4050 Health and Safety	436	2,500	2,064		2,064	17.5%	
4055 Chairmans Allowance	73	300	227		227	24.3%	
4060 Meeting Expenses	31	125	94		94	25.1%	
4140 Salaries Cleaning/Caretaking	9,901	13,115	3,214		3,214	75.5%	
4145 Cleaning Supplies	1,320	1,750	430		430	75.4%	
4150 Insurance	3,856	4,100	244		244	94.0%	
4200 Maintenance	101	0	(101)		(101)	0.0%	
4325 Trade Refuse	1,834	3,850	2,016		2,016	47.6%	
4500 Office Supplies	339	750	411		411	45.2%	
4505 Postage	66	250	184		184	26.4%	
4510 Office Machine Leasing & Costs	731	1,650	919		919	44.3%	
4515 Parish Magazine - Printing	2,790	5,000	2,210		2,210	55.8%	
4520 Parish Magazine - Distribution	780	1,300	520		520	60.0%	
4523 Neighbourhood Plan	6,100	2,500	(3,600)		(3,600)	244.0%	
4525 Advertising & Promotion	0	500	500		500	0.0%	
4530 Telephone/Fax/Internet	483	1,400	917		917	34.5%	
4535 Allotment Leases	1	650	649		649	0.2%	
4540 Subscriptions	1,442	1,700	258		258	84.8%	
4550 Computing Costs	7,537	6,000	(1,537)		(1,537)	125.6%	
4555 Website Maintenance	149	250	101		101	59.6%	
4560 Bank Charges	19	75	56		56	25.2%	
4561 Bad Debt write off	0	100	100		100	0.0%	
4565 Legal & Professional Fees	5,828	1,500	(4,328)		(4,328)	388.5%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4575 Internal & External Audit	4,155	2,500	(1,655)		(1,655)	166.2%	
4580 Professional Costs	(1,550)	2,000	3,550		3,550	(77.5%)	
4585 Christmas Biscuits	0	600	600		600	0.0%	
4610 Traffic Enforcement	0	3,500	3,500		3,500	0.0%	
4900 Miscellaneous Expenditure	249	75	(174)		(174)	332.1%	
5000 General Event Costs	460	0	(460)		(460)	0.0%	
Central Operations :- Indirect Expenditure	99,975	158,433	58,458	0	58,458	63.1%	0
Net Income over Expenditure	210,477	135,467	(75,010)				
110 Civic and Democratic							
4705 Election Expenses	0	6,000	6,000		6,000	0.0%	
Civic and Democratic :- Indirect Expenditure	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	(6,000)	(6,000)				
120 Grants							
1080 Other Grants Received	7,885	0	(7,885)			0.0%	
Grants :- Income	7,885	0	(7,885)				0
4800 Grants - Other	636	2,500	1,865		1,865	25.4%	
4820 Grants CASTAD	0	1,000	1,000		1,000	0.0%	
Grants :- Indirect Expenditure	636	3,500	2,865	0	2,865	18.2%	0
Net Income over Expenditure	7,250	(3,500)	(10,750)				
200 Morris Way Pavilion/Fields							
1200 Hire of Pavilions	654	2,700	2,046			24.2%	
1210 Hire of Sports Pitch	5,560	5,000	(560)			111.2%	
Morris Way Pavilion/Fields :- Income	6,215	7,700	1,485			80.7%	0
4105 Utilities - Electricity	1,831	2,750	919		919	66.6%	
4110 Utilities - Water	147	1,500	1,353		1,353	9.8%	
4115 Utilities - Rates	0	180	180		180	0.0%	
4200 Maintenance	396	500	104		104	79.2%	
4220 Playing Field Maintenance	4,553	300	(4,253)		(4,253)	1517.6%	
Morris Way Pavilion/Fields :- Indirect Expenditure	6,927	5,230	(1,697)	0	(1,697)	132.5%	0
Net Income over Expenditure	(712)	2,470	3,182				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Grounds and Maintenance Dept							
1110 Allotment Income	2,038	0	(2,038)			0.0%	
Grounds and Maintenance Dept :- Income	2,038	0	(2,038)				0
4000 Salaries	34,377	73,267	38,890		38,890	46.9%	
4001 Wages - Napsbury Support fund	0	3,000	3,000		3,000	0.0%	
4105 Utilities - Electricity	42	1,500	1,458		1,458	2.8%	
4111 Utilities - Water - Allotments	558	450	(108)		(108)	123.9%	
4200 Maintenance	97	1,000	903		903	9.7%	
4220 Playing Field Maintenance	53	500	447		447	10.6%	
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	630	9,000	8,370		8,370	7.0%	
4305 Vehicle Maintenance & Costs	844	2,000	1,156		1,156	42.2%	
4310 Machine Maintenance & Costs	52	1,750	1,698		1,698	3.0%	
4315 Fuel inc Red Diesel	1,669	2,500	831		831	66.7%	
4320 Vehicle Insurance	767	1,100	333		333	69.7%	
4330 Signs, Boards & Seats	(622)	1,000	1,622		1,622	(62.2%)	
4331 Memorial Benches	718	0	(718)		(718)	0.0%	
4335 Lowbell Ln River Edge & Green	82	400	318		318	20.4%	
4340 Plants & Flowers	2,157	3,500	1,343		1,343	61.6%	
4345 Tree Maintenance	139	4,000	3,861		3,861	3.5%	
4355 Litter Bins	19	500	481		481	3.8%	
4360 Allotments Repairs & Maint,	445	750	305		305	59.3%	
4385 Equipment - Grounds & Maintena	74	750	676		676	9.9%	
Grounds and Maintenance Dept :- Indirect Expenditure	42,483	109,317	66,834	0	66,834	38.9%	0
Net Income over Expenditure	(40,445)	(109,317)	(68,872)				
220 Shenley Lane							
1210 Hire of Sports Pitch	624	1,500	876			41.6%	
Shenley Lane :- Income	624	1,500	876			41.6%	0
4105 Utilities - Electricity	53	200	147		147	26.6%	
4110 Utilities - Water	0	350	350		350	0.0%	
4200 Maintenance	44	150	106		106	29.1%	
4220 Playing Field Maintenance	1,723	500	(1,223)		(1,223)	344.7%	
4230 Playground Maintenance	0	200	200		200	0.0%	
Shenley Lane :- Indirect Expenditure	1,820	1,400	(420)	0	(420)	130.0%	0
Net Income over Expenditure	(1,196)	100	1,296				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 London Colney Community Centre							
1250 Bar Takings	2,145	0	(2,145)			0.0%	
1260 Hall Hire & Rent	1,902	6,000	4,098			31.7%	
1265 Hall Hire & Rent -Regular Hire	4,135	30,000	25,865			13.8%	
London Colney Community Centre :- Income	8,182	36,000	27,818			22.7%	0
4000 Salaries	9,549	6,943	(2,606)		(2,606)	137.5%	
4015 Casual Staff	63	0	(63)		(63)	0.0%	
4100 Utilities - Gas	927	2,000	1,073		1,073	46.3%	
4105 Utilities - Electricity	1,298	5,500	4,202		4,202	23.6%	
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	579	1,500	921		921	38.6%	
4170 Bar Supplies	2,195	0	(2,195)		(2,195)	0.0%	
4180 Bar Repairs & Servicing	358	0	(358)		(358)	0.0%	
4185 Kitchen & Caretaking Supplies	800	770	(30)		(30)	103.9%	
4200 Maintenance	963	5,000	4,037		4,037	19.3%	
4206 Fire & Security Alarms	942	1,000	58		58	94.2%	
4220 Playing Field Maintenance	137	250	113		113	54.8%	
4230 Playground Maintenance	32	0	(32)		(32)	0.0%	
London Colney Community Centre :- Indirect Expenditure	19,149	26,513	7,364	0	7,364	72.2%	0
Net Income over Expenditure	(10,967)	9,487	20,454				
240 Napsbury Park Pavilion/Fields							
1200 Hire of Pavilions	1,558	3,500	1,943			44.5%	
1210 Hire of Sports Pitch	1,029	1,500	471			68.6%	
1212 Hire of Cricket Pitch	2,943	500	(2,443)			588.6%	
Napsbury Park Pavilion/Fields :- Income	5,530	5,500	(30)			100.5%	0
4100 Utilities - Gas	229	1,000	771		771	22.9%	
4105 Utilities - Electricity	226	850	624		624	26.6%	
4110 Utilities - Water	0	850	850		850	0.0%	
4200 Maintenance	739	3,000	2,261		2,261	24.6%	
4220 Playing Field Maintenance	825	1,250	425		425	66.0%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	2,019	6,950	4,931	0	4,931	29.0%	0
Net Income over Expenditure	3,511	(1,450)	(4,961)				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Larks in the Park							
1250 Bar Takings	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	600	600			0.0%	
Larks in the Park :- Income	0	2,100	2,100			0.0%	0
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%	
Larks in the Park :- Indirect Expenditure	0	6,342	6,342	0	6,342	0.0%	0
Net Income over Expenditure	0	(4,242)	(4,242)				
320 Fireworks							
1250 Bar Takings	0	600	600			0.0%	
1300 Event Income - Concessions	75	250	175			30.0%	
1320 Events - Fireworks Income	0	500	500			0.0%	
Fireworks :- Income	75	1,350	1,275			5.6%	0
4155 Licences	21	0	(21)		(21)	0.0%	
4170 Bar Supplies	0	300	300		300	0.0%	
5000 General Event Costs	99	842	743		743	11.8%	
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	120	8,547	8,427	0	8,427	1.4%	0
Net Income over Expenditure	(45)	(7,197)	(7,152)				
340 Remembrance Sunday							
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	0	2,031	2,031	0	2,031	0.0%	0
Net Expenditure	0	(2,031)	(2,031)				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
370 Lunch Club							
1350 Lunch Club Income - Tuesday	355	0	(355)			0.0%	
1355 Lunch Club Income - Thursday	405	0	(405)			0.0%	
Lunch Club :- Income	760	0	(760)				0
Net Income	760	0	(760)				
400 General Council Events							
1250 Bar Takings	0	700	700			0.0%	
1310 Event Income - Ticket Sales	0	600	600			0.0%	
1370 Seated Exercise Income	68	0	(68)			0.0%	
1401 Charity Collections	170	0	(170)			0.0%	
General Council Events :- Income	238	1,300	1,062			18.3%	0
5000 General Event Costs	236	297	61		61	79.5%	
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%	
5070 Seated Exercise Costs	980	0	(980)		(980)	0.0%	
General Council Events :- Indirect Expenditure	1,231	5,087	3,856	0	3,856	24.2%	0
Net Income over Expenditure	(993)	(3,787)	(2,794)				
420 Halloween Disco							
1250 Bar Takings	0	100	100			0.0%	
1310 Event Income - Ticket Sales	278	300	22			92.5%	
Halloween Disco :- Income	278	400	122			69.4%	0
5000 General Event Costs	0	94	94		94	0.0%	
5010 Food Costs	26	150	124		124	17.3%	
5015 Entertainment Costs	0	200	200		200	0.0%	
5020 Other Event Costs	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	26	494	468	0	468	5.3%	0
Net Income over Expenditure	252	(94)	(346)				
430 Christmas Light Switch On							
1250 Bar Takings	0	600	600			0.0%	
1300 Event Income - Concessions	180	480	300			37.5%	
Christmas Light Switch On :- Income	180	1,080	900			16.7%	0
4170 Bar Supplies	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

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	21	688	667		667	3.0%	
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%	
Christmas Light Switch On :- Indirect Expenditure	21	3,290	3,269	0	3,269	0.6%	0
Net Income over Expenditure	159	(2,210)	(2,369)				
<u>440 Twixmas</u>							
1250 Bar Takings	0	140	140			0.0%	
1310 Event Income - Ticket Sales	0	650	650			0.0%	
Twixmas :- Income	0	790	790			0.0%	0
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%	
Twixmas :- Indirect Expenditure	0	644	644	0	644	0.0%	0
Net Income over Expenditure	0	146	146				
<u>460 Picnic in the Park</u>							
1300 Event Income - Concessions	440	350	(90)			125.7%	
1310 Event Income - Ticket Sales	837	2,625	1,788			31.9%	
Picnic in the Park :- Income	1,277	2,975	1,698			42.9%	0
5000 General Event Costs	229	436	207		207	52.5%	
5010 Food Costs	49	451	402		402	10.8%	
5015 Entertainment Costs	0	60	60		60	0.0%	
5020 Other Event Costs	0	2,000	2,000		2,000	0.0%	
Picnic in the Park :- Indirect Expenditure	278	2,947	2,669	0	2,669	9.4%	0
Net Income over Expenditure	999	28	(971)				
Grand Totals:- Income	343,733	354,595	10,862			96.9%	
Expenditure	174,684	346,725	172,041	0	172,041	50.4%	
Net Income over Expenditure	169,049	7,870	(161,179)				
Movement to/(from) Gen Reserve	169,049						

London Colney Parish Council**List of Payments made between 01/09/2021 and 30/09/2021**

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/09/2021	Konica Minolta	1157136097	92.27	RENTAL 0308-021121
01/09/2021	HERTFORDSHIRE COUNTY	1860005537	50.21	PENS LATE SUB CHGE RE APR 21
01/09/2021	Catercare Catering Equipment	47592	150.00	POLAR ICE MACHINE SERVICE
01/09/2021	St Albans District Council	SEPT 2021	131.00	NON DOMESTIC RATES APR21-MAR22
01/09/2021	TV LICENCE	DD	13.37	TV LICENCE
02/09/2021	Hertscom IT Ltd	2092021	57.70	PHONE CHRGES
02/09/2021	GREEN PLANT	DC	160.80	BLADES FOR WOOD CHIPPER
03/09/2021	Sainsburys	DC	22.00	KETTLE FOR OFFICE
06/09/2021	DUNELM	DC	208.00	TABLECLOTHS
08/09/2021	Debenhams Ottaway Solicitors	D041694	180.00	LEGAL ADVICE RE VILLAGE CLUB
08/09/2021	Base 52	11597AUG2	61.62	P/Ledger Electronic Payment
08/09/2021	Home Maid Easy - Natasha Dee	144	420.00	CLEANING 01-09/08/21
08/09/2021	Wickes	DC	50.00	POSTCRETE BAGS X 10
10/09/2021	SADC LICENCING - TENS	DC	21.00	TENS LICENCE - FIREWORKS
14/09/2021	Konica Minolta	1157217761	132.44	COPIES 020521-020821
14/09/2021	Hertscom IT Ltd	4748	54.36	PHONE CHARGES
15/09/2021	Hertscom IT Ltd	DD 1509202	652.20	IT MONTHY COSTS
15/09/2021	HERTFORDSHIRE COUNTY	1860005557	50.00	PEN CHGE LATE SUB MAY 2021 PEN
15/09/2021	HERTFORDSHIRE COUNTY	1860005549	52.16	PEN CHGE LATE PMT MAY 2021 PEN

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
15/09/2021	ALLSTAR BUSINESS SOLUTIONS	150921	15.56	MAINT FUEL
15/09/2021	AMAZON/SHENZEN	DC	9.99	SOIL SAMPLING TEST
16/09/2021	AMAZON	DC	25.98	HALLOWEEN BAGS FOR PARTY FOOD
17/09/2021	Windowflowers Limited	41593	1,152.00	WINTER/SPRING FLOWER DISPLAYS
17/09/2021	R Higgins Home & Garden Mainte	5977	140.00	LCCC EXTERNAL WINDOWS CLEANED
17/09/2021	Slam Signs Ltd	11916	234.00	CAR PARK SIGNS X 3
17/09/2021	Serebus Holistic Therapies	AMCH469	280.00	AUG 2021 SEATED EXERCISE
17/09/2021	EMMA PAYNE	TRANSFER	22.05	MILEAGE RE SPLASHPARK VISITS
17/09/2021	MAHAFFEY	BP	100.00	MAHAFFEY HALL DEPOSIT REFUND
20/09/2021	Corona Energy - Electricity	DD 200921	963.08	NAPS PAV ELEC 0108-310821
20/09/2021	Dayla & James Pettit	DD 200921	872.01	BAR SUPPLIES
21/09/2021	WORLDPAY	DD 210921	65.35	0108-310821 RENTAL ETC
22/09/2021	HCC - Herts Fullstop	220921	480.20	VARIOUS SUPPLIES
22/09/2021	Pro medicus Ltd	inv-0412	155.00	MEDICAL COVER PIP 150821
22/09/2021	RSM Phoenix	220921	204.00	BAR AUDIT 180821
22/09/2021	Troy Hayes Planning Limited	2053	300.00	REVIEW OF DESIGN CODE
23/09/2021	Southern Electric / SSE Gas	230921	104.19	LCCC GAS 0108 TO 310821
23/09/2021	RBL	BP	135.50	RBL POPPY APPEAL
24/09/2021	PRINTED TODAY	DC	119.94	BANNERS - FIREWORKS/XMAS LIGHT
24/09/2021	M MIAH	BP	220.00	M MIAH HALL HIRE REFUND
27/09/2021	PLANNING PORTAL	DC	145.00	RE CAR PARK RESURFACING LCCC
27/09/2021	A WINGATE MARTIN	TF	7.36	SAINSBURYS SHOP

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
28/09/2021	Castle Water Ltd	DD 280921	5.00	Purchase Ledger DDR Payment
28/09/2021	Castle Water Ltd	DD 280921	27.05	Purchase Ledger DDR Payment
28/09/2021	Veolia ES (UK) Ltd	280921 DD	386.08	Purchase Ledger DDR Payment
28/09/2021	SEPTEMBER 2021 SALARIES	BACS	10,126.06	SEPTEMBER 2021 SALARIES
29/09/2021	ALLSTAR BUSINESS SOLUTIONS	DD 290921	98.53	Purchase Ledger DDR Payment
29/09/2021	BHIB Insurance Brokers	290921	766.51	VEH INSC 021021-021022
29/09/2021	THE BASE YOUTH PROJECT	TFR	500.00	LCPC GRANT
29/09/2021	PORTIA ALDERTON	TFR	100.00	HALL HIRE DEPOSIT REFUND
29/09/2021	Sainsburys	DC	24.00	SANDWCHES 051021 ALLOTS MEET
29/09/2021	THE EVENTS/PURPLE GUIDE	DC	30.00	SUBSCRIPTION
29/09/2021	Screwfix	D/CARD	25.00	SCREWFIX - WORK TROUSRES X 2
29/09/2021	ALDI	D/CARD	42.97	ALDI - SOCKET SET ETC
30/09/2021	Onecom Services Ltd	DD 300921	28.31	Purchase Ledger DDR Payment
30/09/2021	BHIB Insurance Brokers	300921	3,855.80	P/Ledger Electronic Payment
		Total Payments	24,325.65	

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **LONDON COLNEY PARISH COUNCIL – HT0071**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015

- Section 2 was not signed by the Responsible Finance Officer

Section 1, Assertion 4 has been incorrectly completed. Information has come to our attention from the internal auditor report highlighting the fact that the council did not make correct provision for the exercise of public rights in the year 2019/20 as evidenced by the publication of the 'Notice of Elector's Rights'. Therefore, the correct response to Section 1, Assertion 4 is 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority did not submit an AGAR for our review and we issued a public interest report regarding this failure. As a result, we have not reviewed any evidence to support the prior year comparatives on the AGAR.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2021/22 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2021/22 and ensure that it makes proper provision for the exercise of public rights during 2022/23

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

28/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Follow up notes from Parish Conference, Wednesday 8 September, 2021

St Stephen Parish Centre, Station Road, Bricket Wood, St Albans, AL2 3PJ

Chair: Cllr David Parry, St Stephen Parish Council

10.00	Welcome from the chair followed by words from the Leader and Chief Executive of St Albans City & District Council.	Cllr Chris White Amanda Foley
	<p>Cllr White:</p> <ul style="list-style-type: none"> • The Local Plan. Enormous response to call for sites – some misunderstandings among residents about what this means. Working with Planning Advisory Service. Central government wants Plan in place by 2023. • Hertfordshire Growth Board. made up of the County Council, the 10 district and borough councils and Hertfordshire Local Enterprise Partnership. Enables conversations with central government with respect to transport infrastructure. • Income of District Council badly hit by Covid. Significant reorganisation exercise is taking place to balance the books by working well with neighbouring authorities. • Continuing to work with County Council on Covid response. • The climate emergency has not gone away. <p>Amanda Foley:</p> <ul style="list-style-type: none"> • Thank you to Parishes for support during Covid. • Operational model at District Council undergoing restructuring. • Children’s Centre opened in Civic Centre in July. Working with primary care network to deliver Covid boosters and flu vaccinations. • Challenge of Covid to EHOs. Working with HPB at County and providing support to colleagues in other districts. • Challenging to housing service includes accommodating Afghan refugees and the influx of families from Hong Kong primarily into the private market • Invigorating to see framework of CCOS rising from ground, in the context of ongoing work to reinvigorate the city centre. • Sharing services across Districts would appear to offer opportunity to increase resilience. <p>Questions/observations: Cllr Parry – local plan, call for sites – pleased that there’s going to be a newsletter – please make the map accessible. SADC website is very clunky.</p>	

	<p>Cllr Gordon – Central govt gave grants to parish councils administered by district councils – would like information on allocation of those funds.</p> <p>[information on the allocation of Discretionary Grants is attached with this set of notes]</p> <p>St Stephen Parish Councillor – on subject of collaboration as parishes are the first tier of local government – is HAPTC included in this collaboration? Chris: engagement being sought by Herts growth board – papers available online and it is still developing. NHS is invited to join, also Homes England – beyond that don't know who else will be joining – don't want it too large.</p>	
10.30	Youth Provision for Parishes	<p>Heather Wallace <i>[note change of presenter]</i> Youth work team leader (St Albans and Dacorum) Services for Young People, Children's Services, Hertfordshire County Council</p>
<p>Information provided on services offered by HCC to young people, a summary of which is included alongside these notes.</p> <p>Cllr Gordon – is the National Citizens Scheme still going? Yes – in different format – no residential – daytime activities – employability health and independent living with social action project. Done by central team at HCC. Going to be going into schools to deliver some of the elements of the project – impact of cuts on the service that are able to provide. THE BASE held up as example of good practice – drop-in centre – not formal youth club – youth workers did outreach - was a partnership with HCC – lost premises, and since then there has been a void in the provision of young people, many of whom in London Colney are in need. Never made aware of the outreach that goes on. Unless you're an extremely vulnerable person (eg refugee) you're not likely to get intervention.... What IS the provision being provided to Parishes, because it seems very little</p> <p>Senior worker in St Albans is Tom Scott – will engage with them On youth work side, like to think that we would work with anybody – if you know of anywhere – a hotspot – services can be directed to those areas – DREDA – sounds like firefighting? Want to take a more preventative approach? What's going on from that point of view?</p> <p>If there's no centre-based youth work, the Detatch team should go out taking and delivering their programme. Highlighted drug issues? Sexual health? The Detatch team should have a programme and be</p>		

	<p>available in stated location to deliver certain targeted programmes, but they can be responsive to individual need. Heather: can feed back</p> <p>St Stephen Parish Cllr – we would like more youth work – is it best to have a base? – youth centre? – would it help to have a regular night at a centre? Yes, that could work – Joined up working is always the best -working with Parishes is key.</p> <p>Cllr Parry- Parishes may feel they have the potential to offer some resource – thinking from a youth work point of view, rather than a policing point of view – if you can give us contact – we may be able to share resources, working with Parishes may give HCC better value for money with proactive working.</p> <p>Marshalswick – youth project in Baptist church, funded by youth council – could you have helped with that? Yes, potentially we can send workers along – could go along and speak and identify problem areas.</p> <p>Redbourn – tried to address youth provision without much success. Tried to work with Youth Connexions – didn't work (proximity with police station?) Police worker has started football sessions for boys and girls – this has been a successful approach. Tried Youth Councils. Not so much for disadvantaged people (it's for anybody) – but very hard to keep engagement. Youth Council in St Albans one night a week – Breaking down barriers seen to be a good thing</p> <p>District leaflet has everything in St Albans that's available.</p> <p>Can we put out electronic version in newsletter .</p> <p>[the leaflet is attached with these notes]</p> <p>St Stephen – how do you get engagement – twitter? Instagram? In schools WOM – leaflet is in black and white... best word of mouth. Can go into schools together. Limited on social media because it's very corporate</p> <p>Simon Thwaites – Sandridge – conscious of lack of facilities of teenagers – local residents don't want anything near houses. Intend to put in BMX ramps/park – would be useful to have evidence from Youth service that provision of services can <i>prevent</i> antisocial behaviours.</p>	
11.00	An update on the Wilder St Albans project	Heidi Carruthers, Hertfordshire and Middlesex Wildlife Trust

Presentation included with these notes

Questions: Wheathampstead – not mowing areas – “oh, yeah, that’s just the council saving money”... what can we do? Heidi: signage is key, setting expectations. Some mowing is done around the edges – sometimes this is a safety thing, sometimes it’s a signposting thing. Not money saving money – you need to do a cut and collect – using either specialist machinery or a more labour-intensive approach. A lot of the verges are not cut (which is great) but... road signage?? Signage should be dealt with immediately – Highways issue. John – Parish danc county councillors – don’t expect the current council to do anything – lots of talk about planting trees. How to create and designate appropriately – don’t want to plant trees on valuable Heathland – Heidi: the right tree, the right place. Heathland IS our rarest habitat. Responsibility to restore and create heathland, limited by soil type. Need to think about it holistically. Just planting trees not the only answer

Cllr Parry – could HMWT provide statement for parish websites on overarching policy? Something simple to link to – what is trying to be achieved

Emma Payne, London Colney – possibly training for grounds maintenance staff? Heidi - possibly for next year – the way we’re asking contractors to do cuts is changing. Conservation management – needs more time to implement and provide. Grounds maintenance staff can be set in their ways?

Cllr Parry – trees planted but cut down by John O’ Conner as part of grass cutting. Is this widespread?

Joe Tavernier, SADC – can have conversation with managing director of JOC – we may be able to do something about this.

Cllr Winstone, London Colney: sale of broad lakes by London Colney – any measures in place to continue to protect wildlife – Heidi: don’t know, can find out

Marshalswick – inundated with foxes and squirrels, numerous complaints. Heidi – can come and see if there are things we could do to reduce the problem.

Heidi: Would like to visit all Parishes – please get in touch – use the info on the ecological audit and can discuss what can be done on your patch.

11.30	The LGA Code of Conduct	Charles Turner, Solicitor to the Council and Monitoring Officer
<p>Presentation on the Interest provisions in the LGA Code of Conduct included with these notes.</p> <p>Note that the guidance document (which can be found here https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct) provides further information and examples on how the code might be implemented.</p> <p>Questions:</p> <p>Simon Thwaites – Some parishes do not have register of interests on the District Council website – why? Information is provided but sometimes not put up</p> <p>Amanda Foley: Suggest that rather than putting parish interests on the District Council website directly, a link is created from the District Council website to Parish councils’ own websites .</p> <p>Register of interests – this will make some topics out of bounds as small parish councils likely to be composed of people with many interests locally.</p> <p>Training is to be offered by SADC at the end of September</p> <p>Wheathampstead, LC, Sandridge have adopted. Sandridge: have adopted because of the strictures on councillor behaviour.</p>		
12.00	The Community Governance Review	Jo Bateman, Electoral Services Manager St Albans City & District Council with Victoria Boast, Electoral Services Officer, SADC
<p>Presentation on the Community governance Review attached with these notes.</p> <p>Redbourn parish is divided into two wards - could we do away with this? So long as it’s in the same county division, that’s fine. LGC try not to divide parishes into wards where possible</p> <p>Cllr Parry – we share a little bit of Chiswell Green with Redbourn (Ragged Hall Lane)</p> <p>This is JUST what the review is looking at. Depending on the comments received, could bring into one area</p>		

	<p>Julia Reading: On the communication: Are residents going to be asked questions or expected to come up with comments on their own?</p> <p>JB: looking to parish councillors to help boost awareness of the view – JR – strong case for community identity – some questions need to be asked.</p> <p>St Albans District responsible for the review and can implement changes without them having been specifically raised by the consultation exercise.</p> <p>London Colney – currently there are wards, but these proposals were put forward before the boundary review – Napsbury will now be in Park Street Ward for DC but unsure as to whether they'll be in St Stephen or London Colney (JB – we would act on representation)</p>	
12.30-1.30	LUNCH	
1.30	Update on refuse collections and fly tipping	Jane Parker, Principal Waste Contract Officer and Mark Southgate, Operations Manager, Veolia
	<p>Presentation on Waste Management Service provided with notes</p> <p>Does the street sweeping regime include removal of weeds? MS: if it's dead – weeds sprayed – yes. Integrates with arrangement with John O' Conner to spray. Two weeks later, weeds are collected.</p> <p>Are you actively recruiting and training drivers? Yes, processes are there... typically older rather than younger individuals.</p> <p>In Redbourn, vehicle parks up to access place for rest break – who is supervising the teams? Vehicles are tracked and can check up.</p> <p>Planning application Wheathampstead – crossover between highways and waste and recycling. Why wasn't the congestion in XXX road looked at? There's a hole – some information is missing.</p> <p>Cllr Pakenham – thanks to Mark and Jane and their teams for being so responsive. Good humour of teams during pandemic working under pressure. Cllr Parry – considerable improvement in fly-tipping services.</p> <p>(Sandridge) – residents told to put bins on edge of property, they're not returned. Tipping into other bins, refuse falling in the roads. What's the arrangement regarding returning bins – are they supposed to pick up? – Yes, they're supposed to pick up – supervision is less than usual –</p>	

	<p>corners are being cut – the sooner we know the better (same day ideal) Julia Warren – fly-sticking and graffiti a problem – excellent responsiveness</p> <p>Cllr Gordon – further praise for team. Flytipping: police had a rural police officer (Sean Hylands) what are the fines given out? Never seem to see fines for flytipping so how does it link up with the police liaison</p> <p>District picks up flytipping, evidence passed over to EH enforcement teams – attend farmers’ meetings – work with police to share information.</p> <p>Cllr Sheffield/Harpenden Rural: Who searches the evidence – what’s the evidence chain? Veolia – if its less than 4 cubic metres, it’s part of the job, over that, it’s a contract.</p> <p>Joe Tavernier – haven’t been as many prosecutions. PACE (evidence act) – fines, cautions, persistent offenders prosecuted. Very important to evidence the case.</p>	
2.00	Update on Parking	James Gurney, Parking Services Manager, SADC
	<p>Presentation attached</p> <p>St Stephen Complaint from residents about cars being sold from a car park, nothing happened when it was reported to the District council. Central number is first port of call – it will be triaged out to different teams.</p> <p>Redbourn – arrange for vehicles to be removed? No, this would be passed to abandoned vehicle department. Items reported to the police also. There are some difficulties with some streets – if necessary will be investigated by District Council.</p> <p>London Colney – paid for seven hours of time when contract was outsourced – would like this reinstated now that the contract is in-house?</p> <p>Cllr Parry - lots of Parishes might want to take people up on this.</p> <p>Recruitment is challenging because you have to be a particular type of candidate to be suitable for this work</p> <p>Please share information and hotline number in parish publications, etc.</p> <p>Invitation to accompany CEO on their rounds to understand the challenges of the work.</p>	

2.30	Supporting Parishes to facilitate Covid-secure events	Chetna Kapacee, SADC, Graeme McMillan, Covid Events Enforcement Officer, HCC
	<p>Presentation attached</p> <p>Not looking to enforce, looking to support. Current regs in place until 27 September – likely to be new guidelines.</p> <p>Covid isn't going away – risk of it will have to be mitigated as any other risk would. Requires, eg cleaning schedules – good practice not necessarily mandated. Communicate and train. No LFT mandated... but good practice.</p> <p>Risk assessment – government guidelines are very good with sample risk assessments.</p> <p>Working with event organisers to make sure the event is safe.</p> <p>If you decline an event, is it public knowledge? The public surely have a right to be informed if there's a cause for concern?</p> <p>What is an event? Request to use field for an event – purported to be a private event but on social media 'everyone's welcome' – confusion as to when a private party is an event and when it is not an event.</p> <p>Anything with public access, paid or free (as long as it is outdoors)</p>	
3.00	AOB – to include a short discussion on community open spaces, led by Simon Thwaites of Sandridge Parish Council	
	<p>Promotes recycling, social prescribing, supporting carers, Garden massively expanded during lockdown Wildflower beds and considering installing a pond (with Herts and Mddx Wildlife trust) Minimal capital expenditure – Consider whether somewhere you might have an open space available which could be used in this way</p>	
3.15	Thanks and closing remarks	Chair: Cllr David Parry

SAVE THE DATE: proposed date for next Parish Conference Wednesday 7 September 2022 – venue: London Colney Parish Centre

ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 4 October 2021, remotely by Zoom

Present:

Harpenden Rural	Cllr Peter Barrett Andrew Reading (Clerk)
London Colney	Cllr Helen Pakenham Emma Payne (Clerk)
Redbourn	Cllr David Mitchell Chris Kenny (Clerk)
Sandridge	Cllr John Newton-Davies Simon Thwaites (Clerk)
St Michael St Stephen	Julia Reading (Clerk) Cllr David Parry Isabel Crozier (Assistant Clerk)
Wheathampstead	Cllr Steve Haynes Julia Warren (Clerk)
St Albans District Council	Liz Marcy (Community Engagement Team) Candice Luper (Sustainability Projects Officer)
Clerk to the Association	Sue Campbell

1. To receive apologies for absence

Colney Heath Lisa Chaplin
Harpenden Town Carl Cheevers
St Stephen Sue Hake

2. To approve the minutes of the meeting held on 5th July 2021

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

3. To receive notification of AOB, to be discussed at item 11

None.

4. To receive reports from Association representatives on outside committees

a) Health and Wellbeing Partnership

Cllr Pakenham's report was circulated in advance of the meeting and filed with the minutes.

b) Housing and Inclusion Committee

Cllr Pakenham reported that she has not yet attended a meeting.

c) Standards Committee

Cllr Newton-Davies reported that he has not attended any meetings recently. It was agreed that Cllr David Parry fill the vacancy for the 2nd representative.

d) Visitor Advisory Board

Cllr Newton-Davies reported that a meeting was held on 27th September. The Local Plan must be completed by 2023 to avoid the Government imposing. The blue plaque scheme is ongoing. Rubbish in city centre alley ways (commercial

bins) continues. Commissioning of a “peace” bench is underway. Train passenger numbers up 8% with plans to add a mural to front of City Station. The Cathedral light display will take place in October and the fireworks in the park will be 6th November. Turning on the Christmas lights on 21st November will include street theatre. The new visitor guide has been popular. “Nutcracker” events (statues) to be held throughout the District, so some will be within the Parishes.

e) Climate Crisis Advisory Group

Candice Luper, Sustainability Projects Officer at SADC, talked about sustainability training. She is available to support councils with their climate change related activities, including engaging with local residents through content in newsletters and attending public meetings or arranging for SADC Councillors to do so. She will send her newsletter to all Parish/Town Councils (www.stalbans.gov.uk/sustainability/newsletters for past issues).

Candice.luper@stalbands.gov.uk.

It was suggested that bulk ordering of solar panels by several Parish/Town Councils simultaneously may enable a reduction in cost.

Useful links:

- SADC SUSTAINABILITY STRATEGY:
<https://www.stalbans.gov.uk/sites/default/files/attachments/FINAL%20SADC%20Sustainability%20and%20Climate%20Crisis%20Strategy.pdf>
- WEBSITE: <http://www.stalbans.gov.uk/sustainability>
- COUNT-US-IN:
<https://sustainablestalbands.org/resources/climate-action-with-count-us-in/>
- TRAINING SESSIONS:
<https://www.eventbrite.co.uk/e/climate-action-plan-tailored-training-and-support-for-community-groups-tickets-169596851749>

5. To receive a report from St Albans District Council

Liz Marcy invited questions ahead of each meeting in order for her to obtain detailed answers from the appropriate officers and report back at the next SADALC meeting.
Liz.marcy@stalbands.gov.uk.

The Government business grant recipients will be sent to Clerks with follow-up notes from the Conference in September. SADC business summit will be 17th November; individual invitations will be sent to all Clerks. Maria Cutler, Head of Economic Development is collating visitor numbers for BID and so will be in touch. Liz will follow-up Living longer, better in Herts and report back at the next meeting.

Joe Tavernier is leaving; no replacement as yet; Liz was asked to pass on SADALC’s appreciation to Joe and sent best wishes. SADC is being reorganised to reflect the new committee structure.

2022 Parish and Town Conference September 7th London Colney.

6. To receive reports from Parishes

Harpenden Rural: Litter continues to be an issue. Dog litter bin cleaners are increasing their costs.

London Colney: written report circulated in advance of the meeting.

Redbourn: classic cars on the common event very well attended; welcome opportunity for residents to meet on the common again. Roadworks on Redbourn Road; to get to St Albans requires diversion via Harpenden. Following withdrawal of SADC Local Plan, RPC Neighbourhood Plan redrawn without development sites.

Sandridge: Community garden in Marshalswick very successful. Hedge laying event. Cycle track in Hertwood Forest. Marshalswick Community Centre now being used by nursery. Re-instigated traffic calming WP. Neighbourhood Plan being put into action, ensuring new planning applications not infringing. Slow worms re-introduced to Nomansland Common. Good harvest this year.

St Stephen: Hope Neighbourhood Plan hope will go to referendum 2022; heavy on sustainability. Withdrawal of SADC Local Plan and subsequent call for sites includes 12,000 houses within the Parish. Confusion regarding alteration of SADC boundaries and impact on the Parishes. Finding it difficult to get commitment from the community to now organise events with SSPC supporting rather than directly totally facilitating as was the case before.

Wheathampstead: "Welcome back to Wheathampstead", brass band and stalls from local businesses. Anti-vax stickers, vandalism on artificial pitch. Christmas lights going ahead. Holding a window trail and a Nutcracker statue. Hoping to raise funds for the community through a bring-and-buy sale.

7. Any Other Business

None.

12. To set the dates of future meetings

10th January (virtual)

4th April (venue = St Michael)

4th July (venue = Redbourn)

The meeting closed at 8.35pm.

Signed _____
Chairman

Date _____