



LONDON COLNEY PARISH COUNCIL

To: All Councillors

10 May 2023

You are hereby summoned to attend the Annual Parish Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 17 MAY 2023** 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

AGENDA

Page No

1. **ELECTION OF CHAIRMAN**
To receive nominations and elect the Chairman of the Council
2. **ELECTION OF VICE CHAIRMAN**
To receive nominations and elect the Vice- Chairman of the Council
3. **APOLOGIES**
To receive and accept apologies for absence.
4. **DECLARATIONS OF INTEREST**
Members are reminded of their obligations to declare interests in accordance with the Code of Conduct 2021. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.
 - a) To receive member's declarations of interest in items on the agenda.
 - b) To consider any requests for dispensations
5. **QUESTION TIME**
Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. Any issues raised during the public session should relate to the remit of the meeting. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes. The public question time shall not exceed 15 minutes unless by resolution to suspend standing orders or at the discretion of the Chairman. If a member of public wishes to share a document with council, these documents must be submitted to parishclerk@londoncolney-pc.gov.uk by noon on the day of the meeting..

6. COUNCILLORS ON OTHER AUTHORITIES	To receive a written or verbal report from Councillors on other authorities	
7. COMMUNITY SAFETY REPORT	To receive a report on community safety.	
8. MINUTES	To approve the minutes of the meeting held 8 March 2023	4
9. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY		
10. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)		
11. APPOINTMENTS TO COMMITTEES/WORKING PARTIES & REPRESENTATIVES TO OUTSIDE BODIES	To confirm membership of committees, working parties and representatives to outside bodies	8
12. GENERAL POWER OF COMPETENCE	To resolve to adopt the General Power of Competence.	13
13. COMMITTEE MEETINGS	To receive the minutes of the following committee meetings and to ratify any recommendations:	
13.1 Finance & General Purposes Committee – 14 March 2023		15
5.2 Grounds Maintenance	It was RESOLVED to recommend to Council that: <i>The Council consider if they wish to investigate outsourcing the Grounds Maintenance operation of the Parish Council.</i>	
5.3 Business Continuity Plan	It was RESOLVED to recommend to Council that: a) <i>The Business Continuity Plan is adopted.</i> b) <i>The Parish Council identify an earmarked reserve for staff contingencies.</i>	
5.7 Responsible Venue Hire Policy	It was RESOLVED to recommend to Council that: <i>The Responsible Venue Hire Policy is adopted.</i>	
13.2 Human Resources Committee – 16 March 2023		19
6.3 Training and Development Policy	It was RESOLVED TO RECOMMEND TO COUNCIL that: <i>The Training and Development Policy is adopted.</i>	
6.4 Unreasonable Complainant Policy	It was RESOLVED TO RECOMMEND TO COUNCIL that: <i>The Unreasonable Complainant Policy is adopted</i>	

13.3	Events & Community Committee – 21 March 2023	22
	This meeting was not quorate, and all decisions have to be ratified by Council	
5.2	Summer Events	
	It was RESOLVED to:	
	<i>a) Continue with Picnic in the Park on 13 or 20 August 2023</i>	
	<i>b) Recommend to Finance & General Purposes Committee that the price of the tickets are increased to £25 for four wristbands and the cost of stalls from £10 to £15.</i>	
	<i>c) Make an application to the HCC Locality Fund</i>	
	<i>d) Sponsorship should be investigated to offset the costs.</i>	
6.	FORTHCOMING EVENTS	
	It was RESOLVED to recommend to Council that:	
	<i>a) The new date for the litter pick is 22 April 2023.</i>	
	<i>b) The date for St George’s Day Lunch is noted.</i>	
	<i>c) The date for the Coronation Big Lunch is Sunday 7 May 2023.</i>	
	<i>d) The price for the Coronation Big Lunch is set at £7.00 per person, £3.00 per child or £20 for family of 5.</i>	
13.4	Environment & Neighbourhood Committee – 28 March 2023	24
	There were no recommendations	
13.5	Planning Committee – 2 May 2023	26
	There were no recommendations	
14.	SCHEME OF DELEGATION	
	To review the scheme of delegation including delegations to committees and officers.	28
15.	CIVILITY & RESPECT PLEDGE	41
	To receive a report on adopting this pledge.	
16.	FINANCE & RISK MANAGEMENT	
16.1	To approve the Parish Council’s direct debits	43
16.2	To resolve to add Councillors to the Bank Mandate for the following accounts: Co-Operative Bank, CCLA, Triodos and Unity Trust	45
17.	NEIGHBOURHOOD PLAN – AREA OF DESIGNATION	47
	To resolve to apply for a new area of designation for the Neighbourhood Plan	
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18.1	SADALC Meeting – 3 April 2023	
19.	WORK PROGRAMME 2023-24	53
	To note the Council’s work programme	
20.	DATE OF NEXT MEETING	
	Wednesday 28 June 2023	

LONDON COLNEY PARISH COUNCIL

**MINUTES OF COUNCIL MEETING HELD ON
WEDNESDAY 8 MARCH 2023, 7PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors M MacMillan (Chairman), K Gardner, D Gordon, T Lillico, S Pearl, and L Winstone

VIRTUALLY: Cllr H Pakenham

IN ATTENDANCE: E Payne, Clerk
1 Member of Public
Cllr Nuala Webb, District Councillor for Park Street

152/23. APOLOGIES

Apologies were received from Cllr Pakenham who was attending virtually. Cllr Mahony was absent.

153/23. DECLARATIONS OF INTEREST

There were no declarations of interest declared on items on this agenda.

154/23. QUESTION TIME

It was **RESOLVED** to:

Suspend Standing Orders for purposes of public participation.

There were no questions raised.

155/23. COUNCILLORS ON OTHER AUTHORITIES

155/23.1 Cllr Lillico gave a verbal update on the district council budget which had been passed with some cuts having to be made due to inflation. The issues regarding Haseldine Road Car Park had been raised with relevant Members and Officers. The car park is being surveyed. There are a number of potholes which need to be repaired. The bays will then be marked out. The Morgan Sindall compound will be removed at the end of March 2023.

155/23.2 Members raised concerns about the removal of the height barrier by Morgan Sindall which could mean that unauthorised access could be gained to the site.

155/23.3 There is no update on the redevelopment of Ridgeview. The delays are due to the drainage for the site. This is not an unknown issue, which goes back over a length of time. The drainage at that end of the village has been overloaded by development.

155/23.4 The planning application for The White Horse has been postponed. The earliest this application can be heard is 28th March. The biggest area of concern is the report from HCC Highways. The report concluded that the single access to the car park was sufficient and would allow cars to turnround and exit onto the High Street safely.

156/23. COMMUNITY SAFETY REPORT

Members were advised of an email from PCSO Debbie Daniels regarding parking at the mosque. Members were concerned that with the impending Ramadan observances, that the parking situation would deteriorate. Members considered that parking enforcement in London Colney was minimal and that traffic enforcement officers seemed to concentrate on the city centre to the detriment of the villages. It was **RESOLVED** that:

The Clerk is to write to SADC Parking Services regarding enforcement.

Standing Orders were reinstated.

157/23. MINUTES

The minutes of the meeting held on 18 January 2023 were received. It was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

158/23. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

159/23. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

The Chairman was concerned that residents were not engaging in the Coronation Working Party to arrange an activity to commemorate the coronation of Kings Charles III. Members were advised that there is an article in the next newsletter and the matter had been covered on social media. Village organisations and residents were being encouraged to organise their own events including street parties which would be promoted across London Colney. Members considered the benefits of issuing a press release but with no free newspaper distributed in London Colney, the benefit of this would be limited. The Chairman will draft up a press release to be agreed.

Members were concerned that the deadline for applying for a road closure for a street party was 26 March, which was not far away. It can be a complicated form to complete, and Members considered asking the office staff to assist with residents making applications. Street party packs would be available to residents with official street closures.

160/23. COMMITTEE MEETINGS

160/23.1 Environment & Neighbourhood Committee – 24 January 2023

The minutes of this committee were received. Members were asked to adopt the Management Plan for Morris Recreation Ground. It was **RESOLVED** to:

Adopt the Management Plan for Morris Recreation Ground

160/23.2 Events & Community Committee – 24 January 2023

The minutes of this committee were received. There were no recommendations.

160/23.3 Human Resources Committee – 7 February 2023

The minutes of this committee were received. There were no recommendations.

161.22 FINANCE AND RISK MANAGEMENT

161/22.1 Payments made 1/12/22-31/12/22

Members received a schedule of payments, and it was **RESOLVED** to:

Approve the schedule of payments.

161/22.2 Review of Internal Audit and Control

Members received a report on a review of internal audit and control. It was **RESOLVED** to:

Approve the Council's arrangements for internal audit and control.

161/22.3 Risk Management Strategy and Risk Assessment

Members received a report on the Council's risk management strategy and its risk assessment. It was **RESOLVED** to:

Approve the Risk Management Strategy and Risk Assessment for 2023-24.

162/23. CALENDAR OF MEETINGS 2023-24

Members received a proposed calendar of meetings for 2023-24. It was **RESOLVED** to:

Adopt the Calendar of Meetings 2023-24.

163/23. MEMBERS ITEMS

163/23.1 Cllr Gordon reported on the donation of a mosaic, commemorating the life of Louis Wain, and asked the meeting's support the proposal to apply for a Blue Plaque his life. There is a fee of £500 for the application. Cllr Tallon has indicated that she would like to support the project from her locality fund. The remaining funds would be met by the Parish Council.

Members queried if you were allowed to have more than one blue plaque in the country, as he is already commemorated elsewhere. There are no restrictions. It was **RESOLVED** to:

Make an application to St Albans Civic Society for a Blue Plaque to Commemorate Louis Wain.

164/23. WORK PROGRAMME

Members noted the Council's work.

165/23. DATE OF NEXT MEETING

Annual Parish Meeting – 22 March 2023

Annual Council Meeting – 17 May 2023

The meeting closed at 1945.

Signed

Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 17 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: APPOINTMENTS OF COMMITTEES, WORKING PARTIES AND REPRESENTATIVES TO OUTSIDE BODIES 2023-24

1. SUMMARY

1.1 Membership of committees, working parties and appointments to outside bodies are decided at the Annual Meeting of the Parish Council.

2. RECOMMENDATION

Members are asked to ratify the membership of committees, working parties and appointments to external bodies, as outlined in the attached appendix.

3. BACKGROUND

3.1 A local authority may arrange for any of its functions to be discharged by a committee, subcommittee or by one of its officers, Local Government Act 1972, S 101(1), (5) and (6).

3.2 The advantages of a committee:

- Can meet more frequently than Council.
- Allows Members to develop specialisms.
- Encourages Members to concentrate on specific issues.
- Spread the potential workload.

3.3 Disadvantages of a committee:

- Gaps or overlaps between Committees.
- Multiple committees can strain officer support resources.
- Temptation to search for business to fill agenda for scheduled meetings.
- Additional pressure of Member's workload

3.4 Some committees are permanent or standing committees, with others being set up for short term projects. Some committees are advisory, they make recommendations to the full council which then makes decision. There are also executive committees where the full council delegates responsibility for certain decision to the committee. The committee then reports its decisions to the full council.

3.5 A working party consists of a small group of Members and invited members of the public, with the remit to consider policies and specific matters. They have a particular role in relation to projects which need to be completed within a time specific period. A working party conducts its business in a less formal format than that of a committee. It does not have any decision-making powers and can only make recommendations to the body from which it was formed or to such other body at the

parent body decides or to an officer. Non-elected members do not have voting rights. They do not need to be open to the public.

- 3.6 The Council can delegate power and duties to the Clerk to ensure the smooth running of the council. The Clerk is delegated to undertake anything pursuant to the delegated power or duty, which would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty. The level of delegation in relation to financial expenditure are approved by the Council on an annual basis. Emergency expenditure above these levels must be reported to the Council at the first opportunity and the level for this is set out in the Council's Financial Regulations.
- 3.7 The Council adopted a scheme of delegation which is due for review at this meeting.
- 3.8 Provided that the authorisation is not prohibited by statute, the Clerk can authorise an officer to exercise that power or duty.
- 3.9 The parish council makes appointments for Councillors to represent the parish council on outside bodies including The Base, Tarmac Liaison Group and St Albans District Association of Local Councils.
- 3.10 In turn, Councillors may be approached to sit on outside bodies e.g., school governor or patient participation group. When being approached, Members must consider the different considerations which come into play to those which relate to council membership. As a member of an outside body, Members may have different duties, obligations and liabilities depending on the type of organisation involved.
- 3.11 When being elected to the Parish Council all members are required, by law, to complete a declaration of interest (Localism Act 2011, S30(1)). Members should review their register of interest on a regular basis, advising the Clerk of any changes. This register of interests has to be displayed on the parish council's website as well as the District Council's website.
- 3.12 The Clerk has memberships of [Society of Local Council Clerks](#), which is paid for by the Council and is a contractual requirement of employment. In addition, the Clerk has membership of the [Association of Local Council Clerks](#). This membership is paid for by the Clerk.
- 3.13 The Clerk is also the secretary for the SLCC Hertfordshire branch. Any attendance at SLCC meetings is taken as time off in lieu and counts towards the Clerk's continuous professional development (CPD) points, which need to be 18+ to maintain the current level of membership (Principal).

4. FINANCE

- 4.1 The Clerk's Member of SLCC is paid for by the Council and is included in the budget.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Committee meetings are clerked by officers, working parties are not. With the new staff resources, the Events Committee will be clerked by the Events Officer and the Environment Committee, clerked by the Environment Officer. This reduces the workload on the Clerk.
Risk Management	N/A

LONDON COLNEY PARISH COUNCIL

COMMITTEE & WORKING PARTY MEMBERSHIP 2023-24

Finance & General Purposes Committee	1
Four Members	2
	3
	4
Human Resources Committee	1
Four Members	2
	3
	4
Environment & Neighbourhood	1
Four Members and Two Non-Members	2
	3
	4
	5
	6
Events & Community Committee	1
Four Members and Two Non-Members	2
	3
	4
	5
	6
Planning Committee	1
Up to 6 members	2
	3
	4
	5
	6
Complaints Committee	Chairman of Standing Committees x 4
Neighbourhood Plan Working Party	1
3 Members	2
	3
Lowbell Lake Working Party	1
2 Members plus Barnet & District Angling Club	2
Rights of Way Working Party	1
2 Members plus Members of Public	2

Representatives on Outside Bodies

The Base

Cllr Dreda Gordon

St Albans District Association
of Local Councils

Tarmac Liaison Group

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 17 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: GENERAL POWER OF COMPETENCE

1. SUMMARY

1. If the Parish Council wants to use the General Power of Competence as laid out in the Localism Act 2011, a resolution has to be passed at the Annual Meeting.

2. RECOMMENDATION

Members are asked to resolve to adopt the following:

The Parish Council hereby confirms we meet the eligibility criteria for adoption of a General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. We further resolve to adopt a General Power of Competence.

3. BACKGROUND

- 3.1 The General Power of Competence (GPC) is provided by the Localism Act 2011, s1 which says that an eligible authority has power to do anything that individuals may do, but not act illegally.
 - The Council must resolve at a full council meeting, and thereafter at every 'relevant' annual meetingⁱ
 - The number of members declared to be elected is equal or greater than 2/3rd of the total number of membersⁱⁱ
 - The Clerk must be qualifiedⁱⁱⁱ
 - GPC cannot be used to circumvent an existing restriction in an existing power.
 - Councils must comply with relevant legislation.
 - If another authority has a statutory duty to provide a service, it remains their duty to provide it.
 - Existing controls remain in place for regulating governance.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Supports strategic plan application for Local Council Award Scheme.
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	Indicates good governance and internal controls

ⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2, S1 The annual meeting that takes place in the year of ordinary elections

ⁱⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2, S2(a) Elected at by-election (contested or otherwise) and not co-opted.

ⁱⁱⁱ Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 Article 2 S2(b) Must hold one of the following: Certification in Local Council Administration, Certificate of Higher Education in Local Policy, the Certificate in Higher Education in Local Council Administration, the first level of the foundation degree in Community Engagement and Governance

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING TUESDAY 14 MARCH 2023, AT 3.30PM MORRIS RECREATION GROUND PAVILION, WHITE HORSE LANE, LONDON COLNEY

PRESENT: Councillors D Gordon (Chair), M MacMillan (arrived 1620) and L Winstone

IN ATTENDANCE: E Payne (Clerk)

THE MEETING COMMENCED AS A WORKING PARTY UNTIL CLLR MACMILLAN ARRIVED AT 1620. ALL DECISIONS WERE THEN RATIFIED.

1. APOLOGIES

Cllr Pakenham had offered her apologies and was attending virtually.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutes.

3. DECLARATIONS OF INTERESTS

Cllr Gordon declared a personal, non-pecuniary interest in item 5.9.

4. MINUTES

The minutes of the meeting held on 14 December 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Aged Debtors

Members were advised that the aged debtors' situation is improving. Historical aged debtors hasn't changed much, reducing by £3,000. Immediate aged debtors of less than 30 days were previously nearly £3,000 and is now zero. The same applies to aged debtor over 60 days which has been reduced by 60%. There will be a point where it may not be economic to chase historic debts. Writing these off will affect the annual return and before anything is written off, advice will be sought from the internal auditor.

5.2 Grounds Maintenance

Members received a specification for the possible outsourcing of grounds maintenance due to staff issues. The reason behind investigating this matter was because it had been hard to recruit an experienced member of staff after the Head Groundsman had left and it was a resilience more than a financial issue. Members considered that it would not be reasonable to consider the matter as this was the last meeting of this committee and the item should be referred to the next meeting of the Parish Council. It was **RESOLVED** to recommend to Council that:

The Council consider if they wish to consider outsourcing the Grounds Maintenance operation of the Parish Council.

5.3 Business Continuity Plan

Members considered the Business Continuity Plan which had been updated and its contents were noted. It was **RESOLVED** to recommend to Council that:

- a) ***The Business Continuity Plan is adopted.***
- b) ***The Parish Council identify an earmarked reserve for staff contingencies.***

5.4 Assets of Community Value

Members received a report on the current status of applications to register Assets of Community Value. Members noted that all the applications submitted had been registered as ACVs, with the exception of the orchard at Napsbury.

The Chairman raised the issue of the village club, which is registered as an ACV and is due to be redeveloped as part of the recently approved planning application. The query was, would the ACV still be valid on the new building. The Clerk had enquired with SADC and was waiting a response.

Members considered that an application to register Broad Lakes Club as an ACV and agreed that this should be included. It was **RESOLVED** to:

- a) ***Note the report.***
- b) ***Register Broad Lakes Club as an Asset of Community Value.***

Post Meeting Note: SADC have confirmed that the listing for the Village Club will remain valid once the premises are redeveloped, as the 'asset' will remain, albeit in a different format and in a different location on the site.

5.5 Community Use of Sports Facilities

Members received a request for the free use of sports facilities for a community activity on 1 May 2023. The request was considered, and it was **RESOLVED** to:

Approve the use of the Morris Recreation Ground for a community sports event.

5.6 Review of Strategic Plan 2019-23

Members received a report outlining the progress to date on the Strategic Plan. Members queried why some of the projects had not been progressed and were advised that it may have been due to an unrealistic timescale or lack of resources, either financial or workforce related. It was **RESOLVED** to:

Note the progress to date on the Strategic Plan.

1620 ***Cllr MacMillan arrived.***

5.7 Responsible Venue Hire Policy

Members had asked for a Responsible Venue Hire to be drafted in response to an issue which had occurred previously. Members considered the policy, and it was **RESOLVED** to recommend to Council that:

The Responsible Venue Hire Policy is adopted.

5.8 Free Use of Council Assets

Members had requested a report on the number of free hires which had been approved by this committee, and its impact on the Council's income. Members noted the hirers who had been granted free use of the facilities; and how much their 'hire' would have generated in the year to date. Members asked how many 'community groups' received the 25% discount. The Clerk didn't have exact figures. It was **RESOLVED** to:

Note the report.

Post Meeting Note: *The following organisations receive a 25% discount as they are a community organisation: ME Group, Women's Institute, U3A Jazz Group, Watford Football Club (they hold fitness classes for adults with learning difficulties).*

5.9 Allotment Rents

Cllr Gordon declared a personal interest in this item.

Members received a recommendation from the Environment & Neighbourhood Committee to increase the rent for the allotments, which required 12 months' notice. It was **RESOLVED** to:

Increase the allotment rent as outlined in the report.

5.10 Revaluation of Parish Assets

Members received two quotations for the insurance revaluation of the parish council's assets. It was **RESOLVED** to:

Appoint Contractor B to undertake the insurance revaluation of Parish Council assets.

5.11 Napsbury Parking

Members received a report on the sports parking situation which had sometimes adversely affected the residents of Napsbury Park. The Grounds Maintenance Staff had organised for an overflow car park on the grass, which took 25 cars, but this area can only be used in dry weather. This solution had improved the parking situation. Other suggestions to increase the number of car parking spaces were currently not feasible due to budgetary constraints. These should be carried forward to the next Council. It was **RESOLVED** to:

a) Note the report.

b) The Senior Grounds Staff should monitor the situation in conjunction with the Napsbury Park Residents Association.

5.12 Bar Outsourcing

Members were advised that following the resignation of the Bar Manager, the Clerk had liaised with the Chairman of F&GP and the Chairman of HR committee and had drafted up a specification to outsource the bar, which had been a recommendation from the Staff Review. Members were advised that an extra meeting of this committee would need to be called if there was any interest in taking on this. It was **RESOLVED** to:

Note the action undertaken to date.

5.13 The Watersplash Café

Members received a report about installing a retractable awning on the side of the container café, following feedback from the operator of the café. It was **RESOLVED** to:

Release earmarked reserves of £2,795 for this project.

5.14 Bank Reconciliations

Members noted the bank reconciliations for October and November had been duly authorised.

6. WORK PROGRAMME

This item was missing from the agenda pack.

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 Land at Caledon Community Centre

Members received a verbal report and noted that the Clerk had received a response from the Chief Executive of HCC and Quentin Blake, Director of Law and Governance. They had asked for more information on the issue including all correspondence from HCC’s legal team. The Clerk was asked to monitor the situation.

7.2 Grounds Maintenance Staff Cover

Members received a confidential report on the cover for sick leave in the Grounds Maintenance Team. It was **RESOLVED** to:

Authorise the release of General Reserves to cover long term sickness cover.

8. DATE OF NEXT MEETING

Wednesday 20 June 2023.

The meeting closed at 1630 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF HUMAN RESOURCES COMMITTEE MEETING

THURSDAY 16 MARCH 2023, 7.00PM

CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors K Gardner, M MacMillan & L Winstone
Cllr H Pakenham (virtual)

IN ATTENDANCE: Emma Payne, Clerk

1. ELECTION OF CHAIRMAN

As Cllr Pakenham was attending remotely, they were not able to chair the meeting. It was **RESOLVED** that:

Cllr Gardner is elected as Chairman of HR Committee for this meeting.

2. APOLOGIES

All present.

3. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

4. DECLARATIONS OF INTEREST

There were no declarations of interest on items on this agenda.

5. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING (FOR INFORMATION ONLY)

The minutes of the previous meeting held on 7 February 2023 were adopted as a true record of the meeting. There were no matters arising that were not included on this agenda.

6. REPORTS TO COMMITTEES

6.1 Recruitment

Members were advised that there had been a lot of interest in the Events & Community role with over 80 expressions of interest. The Council's HR company had sent out the relevant information and shortlisted suitable candidates. The Clerk and Chair of HR had undertaken interviews for the vacant positions on Wednesday 15 March. Five candidates had been interviewed for the Events Officer and one from the Environment Officer. An offer had been made for both positions and had been verbally accepted.

Members considered that paying for the HR company to undertake recruitment had been worthwhile and should be considered for future vacancies. The meeting thanked the Chair of the committee and the Clerk for undertaking the interviews.

6.2 Staff Handbook

The Clerk did not have an update on this item.

6.3 Training and Development Policy

Members received this policy for review. Members asked what the training budget for 2023/24 had been set out and were advised that it was £1500 to accommodate additional first aid training for staff. Members considered that if the budget had been used up and additional training needs were identified, then a request for additional funds should be made. It was **RESOLVED TO RECOMMEND TO COUNCIL that:**

The Training and Development Policy is adopted.

6.4 Unreasonable Complainant Policy

Members received this policy for review. Members noted that the policy had been updated with types of behaviour which may be regarded as unreasonable and noted that this was not an exhaustive list. It was **RESOLVED TO RECOMMEND TO COUNCIL that:**

The Unreasonable Complainant Policy is adopted.

7. WORK PROGRAMME

Members noted that the work programme for this committee was missing from the agenda pack.

8. 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.

8.1 Staff Review

Members received an update on the progress of recommendations from the staff review and the contents were noted. It was **RESOLVED** that:

Recommendation 3, to increase the Clerk's contracted hours of employment to 37 should be considered at the Clerk's next appraisal.

8.2 Bar Manager

Members were advised that the Bar Manager had resigned and would be leaving the Council's employment on 31 March 2023. The Finance & General Purposes Committee have issued a specification for the outsourcing of this function.

8.3 Pension

Members were advised of a former employee who should have been added to the LPGS pension scheme had not been. Members asked for clarification of which other employees were in the scheme. It was confirmed that the following are members of the LGPS:

Emma Payne, Clerk
Leigh Casling, Grounds Maintenance Manager
Anita Hall, Admin Officer

It was **RESOLVED** that:

Antonia Wingate Martin is added to the LPGS with effect from 1 April 2018 with their contributions back dated.

9. DATE OF NEXT MEETING

14 March 2023.

The meeting closed at 1845.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 21 MARCH 2023, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllr Gardner (acting Chair) and S Pearl

IN ATTENDANCE: Cllr Pakenham (virtually)
Emma Payne, Clerk

As the Meeting was not quorate, the meeting proceeded as a Working Party with all decisions to be ratified by Council.

1. APPOINTMENT OF CHAIRMAN

In the absence of the Chairman, it was **RESOLVED** that:

Cllr Gardner was elected as the Chairman for this meeting.

2. APOLOGIES

Apologies were received from Cllr Pakenham who was attending virtually and Cllr MacMillan (health).

3. NOTIFICATIONS OF SUBSTITUTES

Cllr Gardner was substituting for Cllr MacMillan.

4. DECLARATION INTEREST

There were no declarations on any item on the agenda.

5. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 and 24 January 2023 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Lunch Club

Members received an update on attendance and income received from lunch club. Members noted that attendance was often weather dependent, with poor weather conditions meaning that less people attended. Members noted that the special lunches were popular, and it was discussed that more special lunches should be considered by the next Council, perhaps one per month. It was **RESOLVED** to:

Note the report.

5.2 Summer Events

Members received a report on the summer events. Members considered that with the loss of Larks in the Parks that an additional summer activity might want to be organised. With

the Coronation planned in May and Picnic in the Park in August, Members considered that an additional summer event was not necessary.

Members were advised that the supplier for Picnic in the Park had increased their charge from £2,175 to £3,950. This would mean that if 700 wristbands were sold, they would need to be sold at £22.57 for a family of four to cover the cost. It was **RESOLVED** to:

- a) ***Continue with Picnic in the Park on 13 or 20 August 2023***
- b) ***Recommend to Finance & General Purposes Committee that the price of the tickets are increased to £25 for four wristbands and the cost of stalls from £10 to £15.***
- c) ***Make an application to the HCC Locality Fund***
- d) ***Sponsorship should be investigated to offset the costs.***

6. FORTHCOMING EVENTS

Members received a report on forthcoming events.

Members received the notes from the Coronation Working Party. They noted the work undertaken to date on the event. There would be a buffet lunch, with music entertainment and a fancy-dress competition. The event was run from 12-4pm. Funfair rides are being considered for the open space. A provisional budget was shared with Members.

Stakeholders in the village are getting involved with their own activities which will be promoted by the parish council. It was **RESOLVED** to recommend to Council that:

- a) ***The new date for the litter pick is 22 April 2023.***
- b) ***The date for St George's Day Lunch is noted.***
- c) ***The date for the Coronation Big Lunch is Sunday 7 May 2023.***
- d) ***The price for the Coronation Big Lunch is set at £7.00 per person, £3.00 per child or £20 for family of 5.***

7. UPDATE ON PREVIOUS EVENTS

Members received a report on past events. The figures on the Elvis tribute night were received and it was **RESOLVED** to:

Note the report.

8. DATE OF NEXT MEETING

30 May 2023

The meeting closed at 1945.

Signed

Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON TUESDAY 28 MARCH 2023, 5.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors Gardner (Chairman), H Pakenham, L Winstone
Mrs J Barker, Mr Osborne

IN ATTENDANCE: E Payne, Clerk
L Casling, Grounds Maintenance Manager
M Fisher, Environment & Neighbourhood Officer

1. APOLOGIES

Cllr Mahony was absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 24 January 2023 were approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Grounds Maintenance Manager's Report

Members received a report from the Grounds Maintenance Manager. Members were advised that the planting at the war memorial would be undertaken in May. Members asked about the removal of the old wreaths and advice would be sought from the Royal British Legion about their removal. Clarity was sought on the lights at the war memorial which are turned on the week before Remembrance Sunday and turned off at Christmas.

Members asked for an update on the Napsbury parking situation. This matter was being handled by the Finance & General Purposes Committee. It was reported that the lights on the Christmas tree were seen on, and the Grounds Maintenance Manager will investigate. There was a report of a picnic table on the village green, possibly from The Green Dragon, which will be looked into.

The drainage works at the Irish Club have had an adverse effect on the allotments and it is planned to dredge the ditch that runs along the boundary of both sites. It was **RESOLVED** to:

Note the report.

5.2 Accessible Play Equipment

Members received a proposal to release S106 funds held by SADC for accessible play equipment. It was mentioned that there has been a springy lion removed from this site and

Members asked the Grounds Maintenance Manager to report this as theft. It was **RESOLVED to:**

Approve the proposal to release S106 funds for accessible play equipment at Morris Recreation Ground and Caledon Play Area.

5.3 Tennis Booking System

Members received a report on a tennis booking system. Members cautiously welcomed the proposal if it meant that more people were made aware of the courts and this increased participation in sport. The Clerk was asked to investigate further with either Watford BC or Luton BC on how they operated their courts and report back to the next meeting.

6. DATE OF NEXT MEETING

6 June 2023.

The meeting closed at 1745.

Signed

Date

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON TUESDAY 2 MAY 2023, 6.00pm CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Councillors K Gardner (Chair), D Gordon, H Pakenham and L Winstone

IN ATTENDANCE: E Payne, Clerk
1 member of the public

1. APOLOGIES

There were no apologies received.

2. DECLARATION OF INTEREST

There were no declarations of interest on any item on the agenda.

3. PUBLIC PARTICIPATION

3.1 A member of the public spoke against the planning application for 55 Hardwicke Place.

4. PLANING APPLICATIONS

It was **RESOLVED** to:

Consider item 4.2 at this stage of the meeting.

4.2 5/2023/0704 - Double storey side and single storey rear extensions at 55 Hardwicke Place London Colney AL2 1PX

Members considered this planning application and listened to the comments from the Member of the Public.

Members reviewed the plans and deemed that this application would have an adverse impact on the amenity space of the neighbouring properties and would overlook adjoining gardens. Members noted the concerns of the member of the public regarding the party wall of their joint garage and advised the member of the public that the party wall situation was not a planning matter.

Members asked the Clerk to contact Cllr Lillico regarding calling in this application.

It was **RESOLVED** to:

Object on the following policies:

***Policy 70 Design and Layout of New Housing – (vi) privacy between dwellings
Policy 72 Extensions (iii) and (v) Space around the building and effect on adjoining property.***

4.1 5/2023/0496 - Single storey front, two storey side and part single, part two storey rear extension following demolition of existing garage and alterations to openings at 5 Suffolk Close London Colney AL2 1DZ

Members considered this application and there were no comments.

4.3 5/2023/0714 - Demolition of conservatory and outbuilding and erection of two storey side and rear and single rear storey extension (resubmission following refusal of 5/2022/2695) at 37 Oldfield Road London Colney AL2 1HZ
Members considered this application and there were no comments.

5. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1842.

Signed Date

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL
DATE: 17 MAY 2023
REPORT BY: EMMA PAYNE, CLERK
SUBJECT: SCHEME OF DELEGATION

1. SUMMARY

- 1.1 A local authority may arrange for its functions to be discharged by a Committee, subcommittee or one of its officers (Local Government Act 1972, S101(1), (5) and (6)).
- 1.2 A scheme of delegation was a recommendation from the Staff Review and was introduced in 2021.

2. RECOMMENDATION

Members are asked to resolve to adopt the scheme of delegation attached.

3. BACKGROUND

- 3.1 It is recommended that a scheme of delegation is implemented, to enable the efficient running of the parish council. This scheme of delegation was adopted in May 2021 and is reviewed annually. It includes the Terms of Reference for the Committees within the Council's governance structure.
- 3.2 The scheme of delegation sits alongside the Council's standing orders and financial regulations and will be reviewed on a regular basis to ensure that they are working effectively.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Objective 5
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Enables the efficient running of the Council
Risk Management	Part of the internal control of the Council



LONDON COLNEY PARISH COUNCIL

SCHEME OF DELEGATION TO COMMITTEES AND OFFICERS

Reviewed May 2023

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1 Introduction

The Council's scheme of delegation is an essential policy to enable the Council to function efficiently and effectively. Without this every decision would have to be taken by the Full Council. Decision making powers are given to both Committees and officers to enable the Council to react to circumstances and operate effectively. Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise powers that have been delegated.

Powers cannot be legally delegated to individual Councillors or Working Parties (unless agreed in advance). Working parties are ordinarily established to investigate and or review a particular matter then report back to the relevant committee or Council with its findings which may include recommendations.

2 COUNCIL FUNCTIONS

The following matters are to be dealt with by the Full Council:

- Approval of Budget and setting the Precept.
- Approval of the Annual Return and Audit of Accounts.
- Authorisation of borrowing.
- Adopting all policies including Standing Orders, Financial Regulations, and the Scheme of Delegation (which will be devised by relevant committees).
- Making of Orders under any statutory powers.
- Making, amending, or revoking By-laws.
- Appointment of Standing Committees.
- Appointing Council representatives to outside bodies.

All other matters which must, by law, be reserved to the Full Council.

3 COMMITTEE MEETINGS

3.1 Chairing meetings

- a) Every Committee shall at its first meeting following the Annual Council Meeting, before conducting any business, elect a Chairman for the year. A Committee may elect a Deputy Chairman.
- b) The Chairman of the Committee, or in her/his absence the Deputy Chairman, will chair meetings of the Committee. In their absence, the Committee shall select a Councillor to chair the meeting.

3.2 Quorum

- a) No business shall be dealt with unless at least 3 Councillors are present.

- b) If there is no quorum the meeting can continue as a working party with all decisions to be ratified by Council.

3.3 Holding meetings

- a) The ordinary meetings of a Committee shall be held at a place, date and time fixed by the Council.
- b) Special meetings of a Committee may be called by the Clerk in consultation with the Committee Chairman.

3.4 Attendance by Other Councillors

- a) Any Councillor who is not a member of a Committee may attend any meeting of that Committee.
- b) The Chairman may permit any such Councillor to speak but shall not vote (standing order 32).
- c) The Chairman and Vice Chairman are ex-officio members of all Committees.

4 COMMITTEES AND DELEGATIONS

4.1 Appointment of Committees

- a) The Council will, at the Annual Council meeting appoint such Committees, sub-Committees, working parties and forums as are deemed necessary to effectively discharge the Council's business.
- b) The Council may, at any other time, appoint Committees, Sub Committees, Working Parties and Forums as are deemed necessary.
- c) The Committees and Sub Committees currently appointed shall consist of the number of Councillors set out below or as determined by the Council and they shall have the roles and functions set out below or as determined at the time of appointment.
- d) Where the Chairman or Vice Chairman is not a Councillor of a Committee in their own right, they shall be an ex-officio Councillor and shall be entitled to speak and put forward motions and vote.
- e) The Local Government and Housing Act 1989 requires that District/Borough Councils allocate seats on Committees to Political Groups in accordance with the size of each group on the Council as a whole and in accordance with the following principles. London Colney Parish Council recognises these principles as best practice and therefore to be observed as far as is reasonably practicable.
 - (i) That not all seats on the same committee are allocated to the same political group.

- (ii) That the majority of seats on a committee are allocated to a particular political group if the number of persons belonging to that group is a majority of the Council's membership.
 - (iii) That, subject to (i) and (ii) above, the number of seats of committees allocated to each political group bears the same proportion of the total of all the seats on committees, i.e., the sum total of all seats on all committees and sub committees.
 - (iv) That, subject to (i), (ii), and (iii) above, the number of seats on a committee allocated to each political group bears the same proportion to the number of all seats on that committee.
- f) For the purposes of political balance, a group is required to have at least two members and to have been formally constituted as a Political Group by notifying the Clerk of that fact and of its name and the identity of its Leader. A person joins a particular political group by sending a notice signed by him/her and the leader of the group and to the Clerk.
 - g) Whenever the Council is required to review the allocation of seats on committees between political groups, or the Council resolves to carry out such a review, the Clerk shall submit a report to the Council showing what allocation of seats would, in his/her opinion, best meet the requirements of Section 15(4) of the Local Government and Housing Act 1989 and in the light of such a report, the Council shall determine the allocation of seats to political groups.
 - h) Once the allocation of seats has been decided upon, there is a duty on the Council to give effect to the allocation by making appointments thereto in accordance with the wishes of the political groups. The wishes of a properly constituted political group are taken to be those expressed to the Clerk in writing by the Leader of the Group.

5 DELEGATION TO COMMITTEES

- a) The following matters are delegated to the Council's Committees to make decisions on behalf of the Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it makes a recommendation to Council.

5.1 All Committees

All committees have the power to:

- Create and appoint to Working Groups.
- Appoint of non-Councillor members to Working Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of Councillors.

5.2 Finance & General Purposes Committee

- a) Four Parish Council Members of the Finance & General Purposes Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders)
- b) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- c) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will continue as a working party, with all recommendations to be ratified by Council.
- d) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- To recommend to the Council an annual budget and precept.
- To regularly monitor income and expenditure and to make any recommendations to the Council.
- Consideration of annual budget request of all standing Committees for recommendation to Council.
- To vire expenditure and carry overs within its own budget.
- Review fees and charges for use of Council facilities such as the hire of buildings and sport fees and recommend any amendments for ratification by Council.
- The periodic biennial review of Internal Audit arrangements and monitoring reports.
- Approval and award of grants and donations.
- Considering and agreeing action to all Internal Audit reports.
- Electoral matters.
- Checking annual review of salaries is in order.
- Write off debts up to £1,000 (subject to requirements of Bad Debt Policy).
- To keep under annual review the Council's standing orders, financial regulations, strategic plan, business continuity plan, policies, protocols, and other governing documents and recommend any changes are adopted by Council.
- The formulation of new Council policies relating to the governance of the Council and the review of any existing policies to be ratified by Council.
- To determine all the resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees, and contractors.
- To manage matters relating to premises, leases, and licences.
- To incur and authorise expenditure not otherwise delegated to another Committee or employee and to oversee expenditure under S106 where relevant.
- To carry out any function not otherwise delegated to another Committee or employee.
- The setting up and monitoring of control systems for the oversight of Council expenditure.
- To receive recommendations regarding the devolution of land or services to agree financial implications prior to referring to Council for approval.
- To consider the acquisition of property, maintenance of property assets, management, and disposal
- To review all legal agreements entered into by the Council.
- To maintain a financial register of assets and property belonging to the Council and monitor disposal in accordance with the Council's Asset Management Policy
- The acquisition of office equipment and assets as required enabling the staff to carry out their duties.
- To exercise control over the insurance of its property and liabilities.

- To review any consultation documents as appropriate to the committee.

5.3 Events & Community Committee

- a) Four Parish Council Members of the Events and Community Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two Co-opted members of the public may join during year if authorised by Parish Council. These persons do not have a right to vote or to move or second a motion.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- The implementation and management events that are promoted by the Parish Council and its partners within the Parish of London Colney
- Consider applications from other organisations for events held on parish council property.
- To formulate a budget request for revenue expenditure/capital for the next financial year, including the charges for events
- The Committee has delegated powers to spend within budget, other requests will be forwarded to the Finance & General Purposes Committee.
- The Committee will oversee the implementation of the Christmas Lights contract.
- To provide oversight of the Council's online presence (website and social media)
- To oversee the editing and publication of the parish newsletter.
- To oversee the implementation of the Communications Strategy and Community Engagement Policy for the council's engagement with residents and outside organisations
- To consider consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

5.4 Environment & Neighbourhood Committee

- a) Four Parish Council Members of the Environment and Neighbourhood Committee are established at the Annual Meeting of the Parish Council (as per Standing Orders).
- b) Up to two co-opted members of the public may join during year if authorised by Parish Council. These persons do not have the right to vote or to move or second a motion on matters relating to the management of land.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.
- e) A minimum of five meetings in each full municipal year.

The Committee shall undertake the following roles and functions:

- Management of the parish council's land assets including sports and leisure facilities.
- To maintain the War Memorial.
- To oversee the maintenance of the Millennium Clock.
- To consider matters relating to footpaths and consult with partners and stakeholders.
- A transfer of relevant environmental projects from Council or other committees
- Management of the Council's allotment sites including the review of allotment rents to be recommended to Finance & General Purposes Committee
- Consideration of local impact on any environmental issues proposed by the statutory agencies or commercial organisations.
- The biennial review of the village flood strategy
- The management and refurbishment of all play areas including the use of S106 funding for improvements.
- The formulation of new Council policies relating to the environment and the review of any existing policies to be ratified by Council.
- The Committee is authorised to establish time expired sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.
- Consultation documents as appropriate to the committee.
- To vire expenditure within its own budget and to recommend to the Finance, Policy & Administration Committee such other virements and carry overs as the Committee considers appropriate.

5.5 Human Resources Committee

- a) Four Parish Council Members of the Human Resources Committee are established at the Annual Meeting of the Parish Council including the Chair (as per Standing Orders)
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members then the meeting will can continue as a working party, with all recommendations to be ratified by Council.
- c) The Chairman and Vice Chairman of the Council are ex-officio members of all committees and have voting rights as per Standing Orders.
- d) A minimum of four meetings in each full municipal year

The Committee shall undertake the following role and functions:

- To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to Finance & General Purposes Committee no later than 30 November each year.
- To determine the Training and Development policy of the Council.
- To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.
- To regularly review employment policies/procedures including the staff handbook.
- To monitor the internal operation of the Equal and Diversity Policy.
- To monitor the operation of the Health and Safety Policy and receive an annual report on its operation within the organisation.

- To oversee an employee's formal grievance(s) in line with the council's grievance procedures
- To review and receive feedback on the performance management framework for employees.
- To monitor absence management including long term sick leave
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council.
- To provide one Member to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment unless delegated to the Clerk and a Senior Officer.
- To grant the Interview Board the authority to make offers of employment except for the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10%.
- Consultation Documents as appropriate to the committee.
- In line with the Council's strategic plan, to recommend to the Finance & General Purposes Committee, any changes in the Council's establishment resulting from a management review of the structure.
- To consider and make recommendations to Council on the appointment of the Clerk and on any matter relating to the conditions of employment and role of the Clerk.
- To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.

5.6 Planning Committee

- a) Six members of the parish council are Members of the Planning Committee
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
- c) Meetings are called as and when required to consider planning applications that are received by the parish council that meet the Council's criteria.

The Committee shall undertake the following roles and functions:

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Monitor, review, and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Consider the local impact of strategic planning matters proposed by District or County Councils
- Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- Review the Council's criteria for considering Planning Applications at a Committee meeting.

5.7 Complaints Committee

- a) Four Parish Council Members of the Complaints Committee are established at the Annual Meeting of the Parish Council consisting of the Chairman of the Standing

- Committees including the Chairman of the Council (as per Standing Orders)
- b) Three members shall constitute a quorum for meetings. If there are insufficient numbers of elected Members, then the meeting will be re-arranged.
 - c) Meetings are called as and when required to consider formal complaints made against the Council which have not been resolved by the Council's complaints procedure.

The Committee shall undertake the following roles and functions:

- To consider formal complaints against the Council that have not been resolved to the satisfaction of the complainant through the Council's complaint policy and to report any decision to Council.

6 DELEGATION TO OFFICERS

- a) The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.
- b) The Council may at any time, following resolution, revoke any delegated authority.
- c) Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly, where Officers have no delegated power to decide, they report the matter to Committee or the Council for a decision.

6.1 Clerk & Responsible Financial Officer

The Parish Clerk shall be the Proper Officer of the Council as defined in law.

In addition:

- Issue all statutory notifications.
- Receive Declarations of Acceptance of Office.
- Receive and record notices disclosing pecuniary interests.
- Receive and retain documents and plans.
- Sign notices or other documents on behalf of the Council.
- Receive copies of By-laws made by principal authority.
- Certify copies of By-laws made by the Council.
- Sign summons to attend meetings.
- Ensure compliance with Standing Orders.
- Manage all staff, either directly or indirectly.
- Manage the provision of Council services, buildings, land, and resources.
- Incur expenditure in an emergency up to £2,000 whether budgeted or not.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical.
- Deal with dispensation requests from Members under the Code of Conduct.
- Deal with matters specifically delegated by Council or Committee.
- Take all decisions relating to the training of staff and Councillors (the latter in conjunction with the Chairman of the Council).
- Appoint all employees in accordance with the Council's staff structure.
- Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.

- Appoint casual / temporary members of staff as needed to meet the business needs of the Council and within existing budgets.
- Authorise additional hours of work for existing staff on a temporary basis to support the business needs of The Council.
- Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy.
- Responsible for the overall management of all budgets in accordance with Council policies.
- Authorised to issue press releases on any Council activity exercised in accordance with Council policy.
- Overall responsibility for Health & Safety across all Council owned sites.
- Ensure Compliance with Financial Regulations and procedures.
- Determine accounting policies, records, and control systems. Report to External Auditor matters under Local Government Finance Act 1988 s114.
- Manage risk management of the Council.

6.2 Grounds Maintenance Manager

- Day to day management of land, buildings, and other resources.
- Project development for consideration by relevant Committee.
- Management of maintenance contracts.
- Day to day management of all employees within grounds maintenance and facilities management.
- Matters specifically delegated by Council or Committee.
- Developing income generating activities.
- Responsible for the management of the Grounds Maintenance budget in accordance with Council Policy.

6.3 Community & Events Officer

- Day to day management of community events and activities organised by the Council.
- Project development for consideration by relevant committee
- Matters specifically delegated by Council or committee.
- Developing income generating activities.
- Responsible for the Events Budget in accordance with Council policy

6.4 Environment & Neighbourhood Officer

- Day to day management of environment projects and activities organised by the Council.
- Project development for consideration by relevant committee
- Matters specifically delegated by Council or committee.
- Developing environmental projects for consideration by the relevant committee.

6.5 Finance Officer

- Proper administration of the Council's financial affairs.
- Arrange and manage the Council's insurance arrangements.
- Management of Council salaries in accordance with contracts of employment.

- Matters specifically delegated by Council or Committee.
- Ensure compliance with Financial Regulations.
- Ensure compliance with all financial procedures.

Revision History	
May 2021	Date Adopted
May 2022	Reviewed and Adopted
May 2023	Reviewed and Adopted Delegation for Environment & Neighbourhood Officer included. Membership of Planning Committee reduced to 6 Members

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 17 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: CIVILITY AND RESPECT PLEDGE

1. SUMMARY

- 1.1 Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.
- 1.2 The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

2. RECOMMENDATION

Members are asked to resolve to sign up to the civility and respect pledge.

3. BACKGROUND

- 3.1 The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.
- 3.2 By this Council signing up to the civility and respect pledge you are demonstrating that you are committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- 3.3 Definition of Civility and Respect
- Civility means politeness and courtesy in behaviour, speech, and in the written word.
- Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.
- 3.4 Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, Clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	

Our council has put in place a training programme for councillors and staff.	
Our council has signed the Code of Conduct for councillors.	
Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it and when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

3.5 Once a resolution has been passed to sign up to the pledge, the Clerk will register with NALC, adding the Council to the map of parish/town councils in England and Wales who have signed up. A certificate will then be issued.

3.6 At the time of writing, in St Albans District, only Wheathampstead and Colney Heath Parish Councils have signed the pledge. There are over 1,160 councils in England and Wales who have signed.

4. FINANCE

4.1 There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	N/A
Equalities	Adheres to Equality & Diversity Policy
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	Demonstrates commitment to good relations with the workforce and community
Risk Management	Reducing risk of grievance/employment tribunal in the event of a complaint Reducing risk of bringing the council into disrepute

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 17 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: REVIEW OF DIRECT DEBITS

1. SUMMARY

- 1.1 It is set out in the Council's adopted Financial Regulations that at least annually, the approval of the use of a variable direct debit shall be renewed by resolution of the Council.

2. RECOMMENDATION

- 2.1 Members are asked to resolve to approve the list of variable direct debits as outlined in this report.

3. BACKGROUND

- 3.1 A variety of utility bills (gas, electricity, water) are paid by variable direct debits, along with IT support, vehicle fuel, bar supplies, vehicle tax and bar supplies. It is an efficient method of paying these regular bills and these payments are listed on the bank statements, as well as reconciled through the bank account.

4. FINANCE

- 4.1 Direct debits are set up with the approval of two bank signatories.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Five
Equalities	N/A
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	Efficient way to pay regular bills
Resources (including workforce)	N/A
Risk Management	Agreeing DDs annually ensures internal controls are maintained.

LONDON COLNEY PARISH COUNCIL

Mandate originator name	Frequency	Description
ALLSTAR BUSINESS	Weekly	Vehicle/plant fuel
BRITISH GAS BUSINESS	Monthly	Gas - various sites
CASTLE WATER LTD	Monthly	Water - various sites
CORONA ENERGY	Monthly	Electricity - various sites
DAYLA LTD	Monthly	Bar supplies
DVLA-VE66BCV	Variable	Vehicle tax
ERNEST DOE	Variable	Machinery supplies
HERTSCOM IT LTD	Monthly	Monthly IT costs
HERTSCOM IT LTD	Monthly	Phone rental/call costs
INFORMATION COMISSION	Variable	Registration fee
KONICA BUSINESS	Quarterly	Photocopier costs
ONECOM SERVICES LIMITED	Monthly	Workshop phone
SOUTHERN ELECTRIC	Monthly	Electric - various sites
ST ALBANS DISTRICT COUNCIL	Monthly	Non domestic rates
TV LICENCE	Monthly	TV Licence
VEOLIA ES UK LTD	Monthly	Trade waste
WORLDPAY	Monthly	Card machine transaction charges
CPRE (THE COUNTRYSIDE CHARITY)	Annually	Membership

LONDON COLNEY PARISH COUNCIL

COMMITTEE: COUNCIL

DATE: 17 MAY 2023

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: BANK MANDATES

1. SUMMARY

1.1 The Council operates several bank accounts, all of which have councillors as authorised signatories.

2. RECOMMENDATION

2.1 Members are asked to resolve to agree the number of signatories to each bank account.

3. BACKGROUND

3.1 Authorities need to ensure controls over money are embedded in standing orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected Members. Whilst this requirement has been repealed, the 'two member' signatures control needs to remain in place until such time as the authority has put in place safe and efficient arrangements.

3.2 Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions.

3.3 The authority needs to approve every bank mandate and the list of authorised signatures for each account.

3.4 The Council has the following bank accounts:

ame of Bank	Use	Current Number of Signatories
The Co-Operative Bank	Everyday banking	Five signatories
Unity Trust	Two accounts: 1. Investment 2. Receipt of precept	Four signatories
CCLA	Investments	Three Signatories
Triodos	Investments	Three Signatories

3.5 The Clerk and RFO are authorised to transfer between banks to ensure that funds are equally distributed and that there are sufficient funds are available to cover outgoings. They are NOT signatories.

4. FINANCE

There are no financial implications.

5. IMPACT ASSESSMENT

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

LONDON COLNEY PARISH COUNCIL

COMMITTEE: 17 MAY 2023

DATE: COUNCIL

REPORT BY: EMMA PAYNE, CLERK

SUBJECT: NEIGHBOURHOOD PLAN AREA OF DESIGNATION

1. SUMMARY

- 1.1 The area of designation for the Neighbourhood Plan was approved by SADC on 25 April 2019 and it covered the entire parish.
- 1.2 Following the parish council governance review which came into effect from 1st April 2023, the parish boundaries have been redrafted to include previously unparished areas including four houses in Suffolk Close and all properties at North Cottages, Napsbury.

2. RECOMMENDATION

Members are asked to consider if they wish to amend the area of designation for the Neighbourhood Plan to reflect the changes in the parish boundary implemented by the governance review from 1 April 2023

3. BACKGROUND

- 3.1 When the area of designation for London Colney's Neighbourhood Plan was previously agreed, it was set as the boundary of the parish. The Clerk has been advised by Chris Briggs, Spatial Planning Manager, Strategy Policy, and Transformation at SADC that following the recent Community Governance Review, the parish boundary is due to change from 1st April 2023. SADC have sought advice from their legal team and from the Association of Electoral Administrators as to the potential implications for the London Colney Neighbourhood Plan Area, and they have confirmed that the area to be included in the Neighbourhood Plan would not be changed as a result of the Parish boundary change.
- 3.2 He goes on to say that after 1st April 2023, the Council may wish to consider writing to SADC to apply to amend the Neighbourhood Plan area to reflect the revised Parish boundary, but they note that a significant amount of work has been undertaken based on the Neighbourhood Plan area matching the current Parish boundary, and the degree of change is relatively small. You may therefore wish to just carry on with the boundary as agreed by SADC's Cabinet on 25 April 2019.
- 3.3 The Clerk has sought advice from Troy Planning, the Neighbourhood Plan consultant, who has experienced this change previously but notes that as the changes could affect properties in North Cottages and Suffolk Close, then they would recommend the area of designation is updated to reflect the new parish boundary.
- 3.4 The new parish boundary is shown below, with the previous parish boundary for comparison purposes.

4. FINANCE

4.1 There are no financial implications.

5. IMPACT ASSESSMENT

Strategic Plan	Objective Two
Equalities	N/A
Environmental/Sustainability	The neighbourhood plan has policies which affect the environment and sustainability.
Crime & Disorder	N/A
Financial	N/A
Resources (including workforce)	N/A
Risk Management	N/A

London Colney Parish Boundaries





ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 3 April 2023, St Michael Parish Council

Present:

Harpenden Rural	Cllr Peter Barrett Andrew Reading (Clerk)
London Colney	Cllr Helen Pakenham Emma Payne (Clerk)
Redbourn	Cllr Victoria Mead
Sandridge	Simon Thwaites (Clerk)
St Michael	Cllr Liz Rolfe Julia Reading (Clerk)
St Stephen	Cllr David Parry
Wheathampstead	Julia Warren (Clerk)
Clerk to the Association	Sue Campbell
Observers	Frances Grant Cllr Susan Slaughter (St Michael) Cllr Rod Woodward (St Michael)

1. To receive apologies for absence

Colney Heath Cllr Peter Cook, Lisa Peters (Clerk)
Harpenden Town Carl Cheevers
Redbourn Cllr David Mitchell, Chris Kenny (Clerk)
Sandridge Cllr John Newton-Davies
St Stephen Sue Hake (Clerk)
Wheathampstead Cllr Steve Haynes
St Albans District Council Peggy Sharp

As several members will not be standing for re-election in May, thanks and good wishes were recorded, particularly noting Cllr Peter Barratt having served for over 30 years.

2. To approve the minutes of the meeting held on 9th January 2023

The minutes of the meeting were approved and will be signed as a true record of the meeting. Proposed Cllr Barratt, seconded Cllr Pakenham, unanimous.

3. To receive notification of AOB, to be discussed at item 8

- Hertfordshire residents will need proof of identity to use Council-run waste sites

4. To receive reports from Association representatives on outside committees

a) Equality, Diversity and Inclusion Partnership

No current rep.

b) Standards Committee

Complaints about Parish Councillors as well as District Councillors are referred to SADC for consideration. Meetings are very irregular and infrequent. The policy going forward is to deal with issues within 3 months.

c) St Albans Visitor Partnership

No report.

d) Climate Crisis Advisory Group

SADALC has an important role in liaising with SADC regarding the progress of the various environmental protection projects. Parish Council Neighbourhood Plans can be a useful tool, including checking the protection of the green belt.

5. To receive a report from St Albans District Council

No report. The hope was expressed that there will be more continuity and stability regarding the SADC officer rep to SADALC as there has been a frequent turnover in recent years.

6. To agree that Frances Grant be appointed as SADALC Clerk from 1st August 2023

Agreed. Proposed Cllr Parry, seconded Cllr Barrett, unanimous.

7. To receive reports from Parishes

Harpenden Rural: Litter problems continue, collective effort including Viola and SADC Cllr involvement. Local environment and ecology action.

London Colney: Report circulated in advance and filed with the minutes.

Redbourn: Wild about Redbourn Working Party, creating Community dry garden – plan residents to be involved and provide materials and plant; training events planned. Nominated in small town category, Britain in Bloom. Two Coronation events – big party on the common, funfair, live music, plus promote volunteering “Big Help Out” – community litter-pick. Regular Redbourn Village Market.

Sandridge: Wildflower initiative “spare a square” asking residents, schools, churches, community groups to pledge a square meter; PC supplies seeds and instructions; successful information evening including talks on butterflies, bees and the environment. Advertised in Parish Magazine in Chinese for people from Hong Kong to use the community centre in order to engage, 2,000 people attracted to Chinese New Year celebration – more events planned throughout the year. Still trying to install pump-track, challenges in planning, from Highways. Likely to have 8 out of 14 Councillors standing down at the May elections.

St Michael: Bio-diversity greening-up/re-wilding project. Successfully campaigned for “No HGV” signs now sited in certain rural areas. Strengthening links with Townsend School.

St Stephen: two planning issues – application for over 300 houses in Chiswell Green; lobbying HCC not to sell land for Rail Freight Depot site. Started renovation in Woodbury Field. Coronation event Greenwood Park – bands, stalls, fireworks. Supporting group in Chiswell Green setting up Community Garden with land and publicity. Proposal to move Parish Centre from Bricket Wood to Greenwood Park at consultancy stage. Providing activities to support refugees being housed within the Noke Hotel.

Wheathampstead: Hall refurbishment complete; successful grand re-opening in February. Neighbourhood Plan going to referendum. APM in March. Community Coronation celebration. Allotment evenings – information talks, “easy composting”, “no dig gardening”.

8. Any Other Business

- Council-run domestic waste sites requiring proof of residence in Hertfordshire: concerns raised include risk of increase in fly-tipping, added expense of checking evidence, if resident very close to county boundary will need to travel further – environmental impact.

9. Dates of future meetings

3rd July (Sandridge Parish Council)

The meeting closed at **8.45pm**.

Signed _____
Chairman

Date 3rd July 2023

Council Work Programme 2023-24

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
17/05/2023 Annual Parish Council Meeting	Election of Chairman & Vice Chairman	Clerk	To elect a Chairman and Vice Chairman of the parish council for 2023-24	Standing Order
	General Power of Competence	Clerk	To adopt to use the General Power of Competence (Localism Act 2011)	Standing Order
	Appointment of Committees and External Bodies	Clerk	To agree Membership of Committees & outside bodies	Standing Order
	Scheme of Delegation	Clerk	To review and approve the scheme of delegation including Terms of Reference for Committees	Internal Control
	Bank Mandate	Clerk	To ratify the bank mandate post elections	Internal Control
	Civility & Respect Pledge	Clerk	To consider signing up to the NALC Civility and Respect Pledge	N/A
	Area of Designation for Neighbourhood Plan	Clerk	To consider resubmitting the area of designation for the Neighbourhood Plan in view of the changes to the Parish boundaries following the Community Governance Review	N/A
28/06/2023	Approval Annual Governance Statement	Clerk/RFO	To approve the Annual Governance Statement for 2022-23	Statutory Deadline
	Strategic Plan	Clerk	To consider the Council's aims and objectives for the Council's Strategic Plan	Strategic Plan
	Review of Risk Register	Clerk	To approve the Council's risk register	Internal Control
	Asset Register	Clerk	To review the Council's asset register	Internal Control
27/09/2023				
29/11/2023				

17/01/2024	Budget 2024-25	Clerk	To ratify the Council's Budget for 2024-25	Internal Control
	Precept Demand	Clerk	To ratify the Council's Precept Demand for 2024-25	Internal Control
24 Jan 2024 (reserve)	Budget 2024-25	Clerk	To ratify the Council's Budget for 2024-25	Internal Control
	Precept Demand	Clerk	To ratify the Council's Precept Demand for 2024-25	Internal Control
20/03/2024 Annual Parish Meeting	Annual Report	Chairman	To deliver the Council's annual report	
27/03/2024				