



## LONDON COLNEY PARISH COUNCIL

To: All Councillors

26 August 2022

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 14 SEPTEMBER 2022 at 7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:

**Emma Payne**  
Clerk to the Council

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### AGENDA

#### Page No

1. **APOLOGIES**  
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**  
To receive member's 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** 3  
To approve the minutes of the meeting held 11 May 2022.
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 and to ratify any recommendations
- 9.1 **Events & Community Committee – 5<sup>th</sup> July 2022** 8
- 9.2 **Planning Committee – 7 July 2022** 11
- 9.3 **Environment & Neighbourhood Committee – 7 July 2022** 13



9.4	Human Resources Committee – 12 July 2022	17
9.5	Finance & General Purposes – 14 July 2022	19
	<b>5.2 <u>Standing Orders</u></b>	
	It was resolved to recommend to Council to:	
	a) <b><i>Note the amendments to sections 17, c) and f) and deletion of section g) in the Council's adopted standing order.</i></b>	
	b) <b><i>Recommend their adoption by Council</i></b>	
	<b>5.8 <u>Investment Policy</u></b>	
	It was resolved to recommend to Council that:	
	a) <b><i>The Investment Policy is adopted</i></b>	
	b) <b><i>£10,000 is invested in Triodos</i></b>	
	<b>5.9 <u>Debt Policy</u></b>	
	It was resolved to recommend to Council that:	
	<b><i>The Debt Policy is adopted.</i></b>	
9.6	Planning Committee – 9 August 2022	24
10.	<b>FINANCE &amp; RISK MANAGEMENT</b>	
10.1	To ratify payments made from 1/4/2022-31/7/2022	26
10.2	To receive Income and Expenditure Report for Q1	32
11.	<b>CALENDAR OF MEETINGS 2022-23 V2</b>	39
	To approve an updated calendar of meetings	
12.	<b>YOUTH ACTIVITY IN COMMUNITY CENTRE</b>	41
	To receive a request to hold a free to attend youth activity in the community centre	
13.	<b>EXTERNAL MEETINGS</b>	
	SADALC – 4 July 2022	43
14.	<b>CONFIDENTIAL ITEMS</b>	
	To resolve to exclude the Press and public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.	
14.1	The Village Club	48
15.	<b>DATE OF NEXT MEETING</b>	
	Wednesday 2 November 2022	

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF COUNCIL MEETING HELD ON WEDNESDAY 29 JUNE 2022, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

**IN ATTENDANCE:** E Payne, Clerk

Three members of public  
Cllr Simon Calder, District Councillor for London Colney  
Cllr Nuala Webb, District Councillor for Park Street

#### 94/22. APOLOGIES

Apologies were received from Cllr Mortuza

#### 95/22. DECLARATIONS OF INTEREST

95/22.1 Cllr Gordon declared a non-pecuniary interest in item 105, service level agreement for The Base as she is a member of the committee. She would not take part in the vote on this item.

#### 96/22. QUESTION TIME

It was **RESOLVED** to:

***Suspend Standing Orders for purposes of public participation.***

96/22.1 A member of the public asked the meeting when the splash park would be opened. The member of the public was advised that the fence and artificial grass needs to be installed before the facility could be opened.

96/22.2 A member of the public addressed the meeting about the lack of community events, in particular the cancellation of Larks in the Parks. Members responded that the parish council does has a strong track record on community events. The reason for Larks and Parks not going ahead in 2022 was due to the change of date by the District Council which meant it was too close to our other summer events. The parish council relies a lot on volunteers to support these events and sadly in the last few years, they have been difficult to find. Therefore, events have to be organised accordingly to suit the parish council's budget including staff costs. There is nothing to stop members of the public coming to the parish council with ideas for events on the understanding that these are organised with the help of volunteers.

The parish council took over the running of the community centre and it is no longer run along the same lines as when it was a social club. There was also a comment about inclusive events from LGBTQ+ community and the response were that all the parish council's events are inclusive of all communities. It was suggested that some form of monitoring could be undertaken by the Events Committee to gauge how inclusive the parish council's events were.

## **97/22. COUNCILLORS ON OTHER AUTHORITIES**

- 97/22.2 Cllr Lillico had circulated a written report. He also updated the meeting with further details. There is a lot going on with the South West Herts Joint Strategic Plan being developed. There are some challenges with staffing in relation to the Local Plan development. He commented about how important the Neighbourhood Plan is to London Colney for future developments. He updated the meeting regarding the changes to the planning committees and call-in procedures, including an increase in the amount of time that a parish council could address the planning committee. He commented on the changes to the boundaries following the community governance review including the recommendations from the parish council which had been included in the recommendations to split the proposed 'London Colney ward' into two wards, making a total of three wards in the parish. He reported that the District Council are looking to make savings by working with other district councils to share services.

Cllr Lillico was asked to update a future meeting about the UK shared prosperity fund which had distributed £1.6m to St Albans and whether any of this would be distributed in London Colney.

Cllr Lillico was asked if the proposed changes to the planning structure would be able to be implemented on the proposed date of 1 August 2022, with the skills required to ensure that the call in made was undertaken correctly.

Questions were also asked about the redevelopment of Telford Court in St Albans, and he was asked to bring this information to a future meeting including the financial implications.

- 97/22.2 Cllr Calder was welcomed to the meeting by the Chairman and he reported that he sits on the Telford Court Working Party. He would be happy to provide an update to the next meeting.

***Standing Orders were reinstated.***

## **98/22. COMMUNITY SAFETY REPORT**

There was no representative from the Police at this meeting. Members asked why there were so many helicopters flying over London Colney, and this will be raised at the next priority setting forum.

## **99/22. MINUTES**

The minutes of the meeting held on 11 May 2022 were received and it was **RESOLVED** to:

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

## **100/22. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA**

There were no matters arising.

## **101/22. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chairman reported that the Peace Hospice is amalgamating with Rennie Grove Hospice.

**102/22. COMMITTEE MEETINGS**

**102/22.1 Human Resources Committee – 17 May 2022**

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

**102/22.2 Finance & General Purposes Committee – 19 May 2022**

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

**103/22.3 Planning Committee – 24 May 2022**

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

**103/22.4 Events & Community Committee – 24 May 2022**

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

Cllr Gardner reported that she had asked the Events Officer if there had been any volunteers who had come forward as a result of the article in the newsletter and had been advised that there were no additional volunteers.

Cllr Lillico reported that there had been a concerted effort by Councillors to distribute leaflets about the special discounted lunch club.

**103.22.5 Environment & Neighbourhood Committee – 26 May 2022**

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

**104.22 FINANCE AND RISK MANAGEMENT**

**104/22.1 Year End Internal Auditor's Report for 2021-22**

Members received the report from the Internal Auditor. The actions and recommendations from the Clerk outlined in the report were noted. and it was **RESOLVED** to:

***Note the recommendations from the Internal Auditor's report and the proposed actions outlined in the report on page 26 & 27 of the report.***

**104/22.2 Annual Governance Statement 2021-22**

Members were asked to approve the Annual Governance Statement for 2021-22 along with the accounting statements and to note the period for Elector's Rights to examine the financial statements from 1 July – 11 August 2022. It was **RESOLVED** to:

***a) Approve the Annual Governance Statement 2021-22.***

***b) Approve the Accounting Statements 2021-22***

***c) Note the period for Electors' Rights to examine the financial statements from 1 July – 11 August 2022.***

**105/22.4 THE BASE YOUTH GROUP**

Cllr Gordon declared a non-pecuniary interest in this item and took no part in the vote on this item.

Members received a proposed service level agreement for The Base Youth Group to use the community centre free of charge. Since meeting at the community centre, numbers of attendees had increased, and the leaders liked being able to access the kitchen for cookery sessions.

Members were advised that the grant previously awarded by the parish council had not been sufficient to cover the rent for the hall hire. Members suggested that an increased grant could be paid but Cllr Gordon pointed out that it was easier to administer if it were agreed to enter into an agreement. Members asked for the agreement to be reviewed after 12 months to ensure that it was suitable for both parties. The Clerk was also asked to include a clause whereby if there was any damage to the facility including equipment, that The Base would be responsible. It was **RESOLVED** to:

***Approve the service level agreement between London Colney Parish Council and The Base Youth Group for free use of the community centre for a 12-month period.***

#### **106/22. PARISH COUNCIL CHARITIES 2022-23**

Members noted that the Chairman wanted his charity to be The Peace Hospice. Members considered other charities to be supported by the firework collection and it was suggested:

- 1<sup>st</sup> London Colney Scout Group
- London Colney Islamic Centre
- London Colney Mosque
- St Peter's Church
- London Colney Hedgehog Rescue

Members commented that not all charities were able to provide volunteers to support the events and that an organisation should not be discriminated against if they can not provide volunteers. It was **RESOLVED** to:

***Support the charities listed above at the Firework Display.***

#### **107/22. CONFIDENTIAL ITEMS**

It was **RESOLVED** to:

***Exclude the Press and Public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.***

##### **107/22.1 The Village Club**

Members received a report on the current legal situation on the status of the trust for the land at The Village Club and how the situation may be changing due to the impending planning application for the site. Members were asked to release additional funds from General Reserves to pay for more legal advice and it was **RESOLVED** to:

***Release £5,000 from General Reserves to pay for additional legal fees in relation to legal advice on the Village Club***

#### **108/22. DATE OF NEXT MEETING**

Wednesday 14 September 2022

The meeting closed at 2025.

Signed .....

Date .....

**LONDON COLNEY PARISH COUNCIL**  
**MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE**  
**TUESDAY 5 JULY MAY 2022, 7.00PM**  
**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY**

**PRESENT:** Cllr McMillan (Chair), Cllr Lillico, Cllr Pakenham

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

**1. APOLOGIES**

Apologies were received from Cllr Pearl (family) and Cllr Mortuza (health).

**2. NOTIFICATIONS OF SUBSTITUTES**

No substitutions.

**3. DECLARATION INTEREST**

There were no declarations on any item on the agenda.

**4. MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting held on 24 May 2022 were adopted as a true record of the meeting.

**5. MATTERS ARISING FOR INFORMATION ONLY**

There were no matters arising.

**6. FEEDBACK ON EVENTS**

**6.1 Chantry Island Pilgrimage – 22 June 2022**

Members were very pleased how well the event had gone. It had been well attended and Rev Jones had been presented with a bouquet of flowers from the parish council on her retirement.

**7. FUTURE EVENTS**

**7.1 Provisional Opening of Splash Pad**

Members were advised that the splash park will be operational in mid-July. This meant that the official opening, with the Deputy Lieutenant on 9 July had to be cancelled. A new date was agreed for Wednesday 3 August at 11am, with a small reception afterwards in the sports pavilion.

**7.2 Picnic in the Park – 14 August 2022**



Ticket sales were progressing well with approximately 300 tickets at the time of the meeting. 21 stalls are booked. There will be a dance presentation from a local dance group with attendees encouraged to learn a dance routine. Officers are liaising with the container café contractor about ice cream/teas & coffees etc. The need for volunteers is not so essential because the event contractor provides staff. The Chairman of the parish council will be running a charity stall for The Peace Hospice.

## **8. LUNCH CLUB**

### **8.1 Performance of Lunch Club**

Members received this as a standing item on the agenda. Members were advised that the figure for 30 June was estimated and would be updated for the next report. From July the report will include the numbers of attendees. Members asked for figures required to break even and this will be provided for the next meeting.

Members asked how the grant investigations were proceeding and were advised that it was an agenda item for September's meeting.

### **8.2 Promotional Lunch Club - Thursday 14 July 2022**

Approximately 500 leaflets have been distributed by councillors for this promotional lunch, to include a £1.50 discount. We have booked 40 meals on a first come, first served basis.

## **9. CHAIRMAN'S FUNDRAISING EVENT**

The Chairman asked to organise a fundraising event for his charity, The Peace Hospice. The proposal was for a quiz night, with some refreshments included in the entry price. Refreshments were considered as platters of cheese and biscuits, which will be organised by volunteers.

Members were advised that it is a busy time of year for officers; Fireworks, Remembrance Sunday and Christmas event preparations will be in hand, as well as the Regulation 14 consultation for the Neighbourhood Plan. Members were asked to consider holding the event in early 2023. Members said that Officers were not required to organise the event. Availability for Friday nights in October will be checked.

## **10. BUSINESS NETWORKING EVENT**

Members received a verbal report about the business networking event which had previously been organised by a local business. Members were advised that the event had struggled to reengage with businesses after the pandemic. This could be held in a local business or at the community centre.

Members were advised that it was an opportunity for the parish council to be seen to engage with local businesses, who do support the parish council as sponsors or advertise in the newsletter. Engaging with local businesses is also part of our engagement for the neighbourhood plan. Members agreed that this could be investigated further.

## **11. WORK PROGRAMME**

Members noted the forward work programme.

Members noted future events and asked if a tribute night could be arranged for early 2023.

**14. DATE OF NEXT MEETING**

20 September 2022.

The meeting closed at 1945.

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

**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF THE PLANNING COMMITTEE MEETING  
HELD ON THURSDAY 7 JULY 2022, 6.30pm  
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

In the absence of the chairman of the committee, it was **RESOLVED** that:

***Cllr Gardner would chair the meeting***

**1. APOLOGIES**

No apologies were received.

**2. DECLARATION OF INTEREST**

Cllr Gordon declared a pecuniary interest in item 4.1 and would take no part in this item.

**3. PUBLIC PARTICIPATION**

There were no members of the public present who wished to comment on any items on this agenda.

**4. PLANING APPLICATIONS**

- 4.1 5/2022/1207 - Erection of five garages and laying out of parking spaces with security parking posts at Parking Area in Front of 10-15 Hardwicke Place London Colney Hertfordshire

Members considered the application and considered that at present there appears to be sufficient parking at present for the flats on the site. If garages were developed, then these are likely to be rented for storage rather than parking and it would reduce the number of free to use parking spaces. This would mean that cars would have to be parked elsewhere. There was the potential to add to parking issues which are already in existence. All of the flats in the block immediately adjacent to the site are 2-bedroom flats, with an unreserved parking allocation of 2 spaces per property. The development of garages would mean insufficient car parking spaces for the flats with only 5 spaces available. It was **RESOLVED** to:

***Object to the planning application on the grounds of Policy 39, Parking Standards, General Standards.***

- 4.2 5/2022/1430 - Erection of two garages and laying out of parking spaces with security parking posts at Parking Areas Adjacent 34-51 Hardwicke Place London Colney Hertfordshire

Members considered the application and considered that the same grounds to objection as the previous agenda item was applicable. The development of garages would remove free to use car parking spaces and the addition of security parking posts could introduce pay to park charges. It was **RESOLVED** to:

***Object to the planning application on the grounds of Policy 39, Parking Standards, General Standards.***

- 4.3 5/2022/1466 - Conversion of existing shop and first floor into two, two-bedroom maisonettes with associated alterations to front elevation at 151 High Street London Colney Hertfordshire AL2 1RP

Members considered the application and whilst they did not object to the application, they were concerned that the change of use from commercial to residential does not come commensurate with appropriate parking. Councillors from other authorities commented that these parking issues had been raised with them.

- 4.4 5/2022/1441 - Single storey front extension, part first floor, part two storey side extension and two storey rear extension (resubmission following withdrawal of 5/2022/0254) at 93 Shenley Lane London Colney Hertfordshire AL2 1LN

Members considered the application there were no objections.

- 4.5 5/2022/1420 - Conversion of existing dwelling into two, three-bedroom dwellings following single storey rear extension with rooflights, new vehicular access and associated parking and landscaping at 14 Cherry Tree Avenue London Colney Hertfordshire AL2 1RU

Members considered the application there were no objections.

- 4.6 5/2022/1593 - Single storey front porch extensions, and part single, part two storey rear extension with lantern lights following demolition of existing single storey front and rear projections (resubmission following refusal of 5/2022/0794) at 13 Telford Road London Colney Hertfordshire AL2 1PG

Members considered the application and expressed concerns about the impact of the extensions on the immediate properties. It was noted that this application was a reduction in the previous plan however the parish council remains concerned that the previous reasons for refusal may not have been overcome by the reduction in size of the extension.

## 5. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1900.

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING HELD ON THURSDAY 7 JULY 2022, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

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

**IN ATTENDANCE:** E Payne, Clerk

#### 1. APOLOGIES

No apologies were received. Cllr Mahony was absent.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

#### 3. DECLARATION OF INTEREST

Mrs Barker declared a personal, non-pecuniary interest in item 6 as an allotment tenant.

#### 4. MINUTES

The minutes of the meeting held on 26 May 2022 were approved as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Flood Plan

Members received the amended flood plan, which had considered against the SADC flood plan. Members wanted to check that there are sandbags in the sandbag boxes located in St Peter's car park and the two boxes on Lowbell Lane. The Clerk reported that when the sandbags were replaced, all the sandbags were checked to ensure that they were sound. Members asked the Clerk to write to the Environment Agency to ensure that the river is maintained including clearing the culvert in Haseldine Road and clearing fallen trees in the River Colne before it joins Broad Colney Lake.

Members asked for an article in the next newsletter about registering for the Environment Agency's flood alert line and how to make your home as flood proof as possible. Members asked the Clerk to all residents who are affected by flooding advertising the flood plan, and that there are sandbag boxes which are accessible. The flood plan will be reviewed in 3 years time. It was **RESOLVED** that:

***The Flood Plan July 2022 V9 is adopted.***

##### 5.2 Play Area Improvements

Members received a report outlining types of accessible swing play equipment. Members noted that there was funding from S106 for Caledon Road and Morris Recreation Ground, however, the Morris Recreation Ground funding has not been released yet. Members considered replacing the low rotator at the Caledon Road play area as there is already a roundabout at this site with an inclusive orbit from Playdale.

Members noted the funding available via S106 for Morris Recreation Ground and asked the Clerk to investigate a swing in the empty space at this site. The Clerk will report to the next meeting with prices.

Members asked the Clerk to investigate if there are any groups in the village who could be consulted on about accessible equipment. The Clerk mentioned that there is a group of disabled children who use Morris Recreation Ground and she find out where the group is based. The Clerk was also asked to draft an article for the newsletter seeking the opinions of any parents/carers with children who have disabilities about the proposals.

**Actions:**

- a) **Quote for accessible roundabout at Caledon Road**
- b) **Quote for accessible swing at Morris Recreation Ground**
- c) **Article for newsletter**
- d) **Ascertain if there are any groups who could be consulted with**

### **5.3 Community Garden**

Members received a report on the proposal to develop a community garden. The Clerk had visited the community garden at Sandridge Parish Council. The Clerk explained that the garden is well established, over 3 years and had been well used during the pandemic. The parish council has minimal involvement apart from some input from their grounds maintenance contractor who cuts the grass around the borders.

It was agreed that there was no capacity within the staff to start this type of project but that a new budget item would be requested. The Clerk was asked to include an article in the newsletter in March 2023 about the project, including the health benefits of gardening. The proposal was that it should be a community group that was set up to run the garden. The Clerk did report that she had mentioned the project to the surgery about social prescribing and this was a possibility to support the group. It was **RESOLVED** to:

***Add a new budget item of £500 to the budget for 2022/23 to start a community garden in Spring 2023.***

### **5.4 Memorial Policy**

Members received a report with the Council's adopted Memorial Policy. Members wanted to consider a time span for memorial benches of 10 years and asked the Clerk to investigate the policy with St Albans District Council and update Members at the next meeting.

## **6. ALLOTMENTS**

### **6.1 Allotment Inspections and Waiting Lists**

Members received a report on the recent allotment inspections which had been undertaken by Cllrs Winstone and Pakenham, supported by the Administrative Officer. Cllr Pakenham and Winstone said that there was a definite improvement in the condition of the sites, thanks for the attention of officers. Members thanked them for attending the inspection. It was **RESOLVED** to:

***Note the Report***

### **6.2 Unauthorised Diversion of Water Supply**

Members received a report on the diversion of the water supply at Glebe allotment by a tenant who was using a hosepipe, which is a breach of the tenancy agreement. Members were advised that the parish council provides dipping tanks for tenants to water their plots. They are also encouraged to use water conserving techniques and collect rain water from

sheds in butts. Members considered that this was a blatant breach of the tenancy agreement. Members were advised that the water at both allotment sites is metered and is not recharged to allotment holders. Members wanted any costs to disconnect the diversion to be charged to the plot holder. Members asked for an update at the next meeting and that it was reported to F&GP as theft from the parish council as a confidential item.

It was **RESOLVED** to:

- a) ***Write to the tenant holder advising them that they are in breach of their tenancy agreement by diverting the water supply and that it will be terminated with any costs passed onto the tenant.***
- b) ***Refer the item to Finance & General Purposes Committee***

### **6.3 Allotment Security**

Members received a report regarding security at allotment sites. Members noted the research undertaken by the Clerk about how other parish/town councils secure their sites, with the majority of sites unlocked and unsecured. It was **RESOLVED** to:

***Maintain the current security system at Shenley Lane allotment site.***

## **7. LOWBELL LAKE PROJECT**

Members received a verbal report from the Clerk regarding the project. The work can't start the work with the Tarmac funding until October. It will be two phase project with the first phase incorporating funding from the Environment Agency with the larger items such as tree works being met by the Tarmac funding. This will also enable the Clerk to make the relevant applications to SADC for the tree work if the trees are in the Conservation Area.

### **Phase 1 June – October**

Prep for fishing platforms  
Vegetation removal  
Provisional work for pathway to disabled swim  
Barrier to car park off Lowbell Lane

### **Phase 2 October onwards**

Signage and interpretation boards  
Disabled accessible pathway  
Larger tree works  
Development of nature reserve including fencing to prevent dogs gaining access to the area  
Picnic tables and benches  
Marginal planting  
Possible repairs to bridge  
Replacement handrails by industrial estate

The Clerk will write to the residents immediately affected with the plans, asking them to advise the Council if there are any incidents which should be of concern to them. The Clerk had advised the Angling Club that the Council couldn't take on any other projects until the splash park is delivered.

## **8. WORK PROGRAMME**

Members noted the forward work programme.

**9. DATE OF NEXT MEETING**

To be confirmed.

Members asked the Clerk to reconsider the day and timing of the meeting to accommodate the Grounds Maintenance Manager attending the meeting.

The meeting closed at 2030.

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



**LONDON COLNEY PARISH COUNCIL  
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY 12 JULY 2022, 6.00PM  
SPORTS PAVILION, MORRIS RECREATION GROUND, WHITE HORSE LANE, LONDON  
COLNEY AL2 1JW**

**PRESENT:** Councillors H Pakenham, K Gardner, M MacMillan & L Winstone

**IN ATTENDANCE:** Emma Payne, Clerk

**1. APOLOGIES**

All present.

**2. DECLARATIONS OF INTEREST**

Cllr Pakenham declared a personal non-pecuniary interest in item 6.2, as the Bar Manager is a family member. Cllr Gardner will chair the meeting for this item.

**3. MINUTES FROM THE PREVIOUS MEETING**

The minutes of the previous meeting held on 17 May 2022 were adopted as a true record of the meeting and would be signed at a later date.

Cllr Gardner asked to record her thanks to the Clerk for the background information provided at the start of the municipal year to support her in this committee.

**4. REPORTS TO COMMITTEES**

**4.1 HR Consultant**

Members received an updated report on the appointment of an HR consultant with more details on the funding of this item. Members asked whether the advice was finite and were advised that it was unlimited advice. The consultant had been asked during year 1 of the contract, to undertake a review of all employees' contracts of employment and the staff handbook. This itself, would probably have cost £1500 in consultant fees alone. Members were reminded by the Chair that advice would be crucial in implementing some of the recommendations in the staff review. It was **RESOLVED** to:

***Appoint Council HR and Governance Support as the Parish Council's HR provider on a fixed rate three-year contract at £1550 per annum.***

**4.2 Staff Appraisals**

Members were advised that the Clerk's appraisal had been undertaken and it would now cascade down through the remaining staff with any training needs identified to be reported to a future meeting. The Clerk advised Members that she undertook the appraisal for the Grounds Maintenance Manager and admin staff. The Grounds Maintenance Manager undertook the appraisal of his staff including the support staff. Members were advised that staff appraisals would be linked to the parish council's adopted strategic plan with all targets set as SMART.

Members asked what the Clerk's objectives are and were advised that they are:

- a) Local Council Award Scheme by January 2023

- b) Land registry for all parish council owned sites
- c) Sports Booking in-house by September 2022
- d) Lowbell Lake Project between October 2022-March 2023
- e) Progress approved actions from the Staff Review by December 2022

Members felt this information was important to share so that they can support the Clerk in achieving these objectives.

#### **4.3 Staffing Matters**

Members were advised that the appointment of Facilities Officer is in hand.

### **5. WORK PROGRAMME**

Members noted the work programme. Members noted the referral of the Grounds Maintenance Specification to F&GP. Members commented that the staff handbook and the health and safety policy scheduled for review in September were quite weighty documents and asked if they could be provided prior to the meeting. The Clerk explained that all adopted parish council policies are available on the parish council's website. The staff handbook may not be available for this meeting, as it will be reviewed by the HR consultant.

### **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 Update on Staff Review**

Members noted the progress to date on the implementation of the staff review and asked for a further update in January 2023.

#### **6.2 Resourcing the Bar at the Caledon Community Centre**

***Cllr Pakenham declared a personal, non-pecuniary interest in this item and Cllr Gardner chaired the meeting.***

Members received a verbal report on the current staffing levels for the bar at the community centre. A proposal to reduce the hours of the Bar Manager was discussed and this will be raised with the member of staff. Members also discussed a reward scheme based on turnover for the Bar Manager and the Clerk will take advice from the HR consultant on this item. In the meantime, the Clerk will investigate how many hours the bar is operated and report this to the next meeting.

#### **6.3 Staffing Matters**

Members were updated on the implementation of the staff changes required in relation to the Facilities Officers.

### **7. DATE OF NEXT MEETING**

13 September 2022.

The meeting closed at 1840.

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

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING THURSDAY 14 JULY 2022, AT 6.30PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors D Gordon (Chair), M MacMillan, H Pakenham, and L Winstone

**IN ATTENDANCE:** E Payne (Clerk)

#### 1. APOLOGIES

All members were present.

#### 2. NOTIFICATION OF SUBSTITUTES

There were no substitutes.

#### 3. DECLARATIONS OF INTERESTS

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

#### 4. MINUTES

The minutes of the meeting held on 7 April, 11 May and 19 May 2022 were amended by hand to reflect those attending and received as a true record of the meeting.

#### 5. REPORTS TO COMMITTEE

##### 5.1 Aged Debtors

Members received a verbal report regarding the process to handle the aged debtor's situation. This will include dealing with the oldest and largest debts first. The Clerk reiterated that this is not necessarily a bad debt situation but arose from when the Council was without a Finance Officer and payments were received that had not been allocated against the correct invoice. Debtors will be written to, asking for their help in reconciling payments made against invoices. Members will be kept up to date as a standing item, including any overtime costs relating to the Finance Officer. It may be that Members decide that it is not economic to chase some of the monies outstanding, but this is covered under item 5.9, Debt Policy.

##### 5.2 Standing Orders

Members received a report on the update of the Council's standing orders. Members were advised that once the standing orders have been updated, they are available on the Council's website. It was **RESOLVED** to:

- a) Note the amendments to sections 17, c) and f) and deletion of section g) in the Council's adopted standing order.*
- b) Recommend their adoption by Council*

##### 5.3 Appointment of Internal Auditor

Members received a report with quotations to act as the Council's internal auditor. Members were advised that the quotations had been received from auditors who had been recommended from other Councils.

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

***Mulberry & Co Chartered Accountants are appointed as the Council's internal auditors, with effect from 1 September 2022.***

#### **5.4 Repairs to Parish Council Buildings**

Members received a report regarding several areas where work needs to be undertaken on parish council assets: electrical infrastructure, roof at the community centre, door and windows at Napsbury and windows at the community centre.

Members noted that the Clerk is still waiting for another quotation for repairs to the roof. Members were advised that this area of the roof has a large water tank on the roof, above the bar. The water tank feeds the toilets. An investigation had been undertaken to see if the tank was leaking, which was not the case. The waterlogged timbers are as a result of leaking roof felt.

Members felt that it was important that the windows in the office should open, but that it was not necessary for the toilet windows. The office windows included a quotation to open with a handle.

Members were advised that there is a budget for maintenance at both sites, but the repairs would exceed the budget with the shortfall having to be met from General Reserves. There is an amount from the Napsbury support fund to cover this work.

It was **RESOLVED** to:

- a) Appoint Green Electrical to undertake the repairs to the electrical infrastructure at a cost of £3,790 to be met from General Reserves***
- b) Appoint N&P Windows to undertake the window replacement at the community centre and Napsbury at a cost of £3,000 to be met from General Reserves.***
- c) Give delegated powers to the Chairman of the Committee and the Clerk to a maximum of £7,000 for repairs to the roof, to be reported to the next meeting.***

#### **5.5 Community Governance Review**

Members received a report regarding the result of the first consultation on the Community Governance Review. Members noted that the District Council had agreed with the parish council's proposal to divide the proposed London Colney ward into two smaller wards; however, the parish council's suggestion of east/west was not agreed, that it would be a north south split.

Members noted that only those properties who would be affected by the boundary change would be consulted with, Suffolk Close and North Cottages. The ward changes will not be consulted upon.

It was **RESOLVED** to:

- a) Note the report.***
- b) Reiterate to the District Council that the parish council preferred a east/west split rather than the proposed north/south division.***

#### **5.6 Grant Application – Citizen's Advice St Albans District**

Members received a grant application from Citizen's Advice St Albans District (CASTAD) for a grant to support their services. Members noted that the face-to-face advice drop-in service which had been operated from the library on a fortnightly basis had stopped during the pandemic and had not restarted. The Chairman of the Committee and the Clerk had met

with the Chief Executive who had advised that they were struggling to recruit advisors, regardless of whether they were volunteers or employees. The message from the chief executive is that face to face advice is a last resort when someone seeking advice cannot use any other access point. Members were disappointed with the lack of face-to-face sessions but acknowledged that the demographic for advice has changed, post pandemic.

CASTAD had obtained funding from The Trussell Trust to support a light touch, non-confidential advice service which would operate in the foodbanks, including London Colney on Friday mornings. It was **RESOLVED** to:

***Award Citizens Advice St Albans District a grant of £1,000 under the General Power of Competence***

## **5.7 Grant Application Form**

Members received an updated grant application, following a request from a previous meeting where a grant application had been received, without the required supporting documentation. Members were advised that the grant application had been updated with sections regarding the applicant's further funding requests and whether they would be undertaking their own fund raising. A further suggestion included 'what was the total cost of the project?' which would be included. Members noted that there was a check list to ensure that all information is provided prior to the application being submitted.

It was **RESOLVED** to:

***Approve the updated Grant Application Form.***

## **5.8 Investment Policy and Parish Council Bank Accounts**

Members received a report to review the Investment Policy and to outline where the parish council's funds are invested.

Members noted the interest rates for the various accounts where funds are located. Members were advised that the CCLA and Triodos accounts had been set up to accept the funds from the surgery lease. The CCLA account had been easier to set up and it had been relatively simple to invest the funds. The Triodos account had been harder to set up and there had been no investment made as yet. Members asked for the funds to be moved from the Unity Trust account.

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

- a) The Investment Policy is adopted***
- b) £10,000 is invested in Triodos***

## **5.9 Debt Policy**

Members received a report with a proposed debt policy, in light of the situation with the aged debtors. Members considered the proposed policy including the de minimus amount to be written off. Members asked that the policy be updated to remove the debt collection agency and replace this with small claims court. Members were advised that this committee does not have delegated power to write off debts, with this function the responsibility of Council.

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

***The Debt Policy is adopted.***

## 5.10 Hall Hire Agreement and Terms & Conditions

Members received a report with suggested amendments to the hall hire agreement and terms and conditions. This proposed amendment had arisen from a hall hire for an 18<sup>th</sup> birthday which is precluded in the premises licence. Members were advised that the premises licence prevents any hire for birthday parties between the ages of 13-25. It is clearly stated by staff that the Council does not accept bookings for these parties. Members asked for this to be highlighted on the booking form.

Members noted that there had been issues with hirers who had brought in their own alcohol, hiding bottles from the bar manager to avoid paying the corkage charge.

It was **RESOLVED** that:

- a) The hall hire terms and conditions are updated to include a clause where the hirer's deposit will be forfeit for a breach of them.*
- b) Corkage fee is removed from the hall hire agreement*

## 5.11 Sport Booking Hire Agreement

Members received a report with a proposed sports booking hire agreement, which was a recommendation of the internal auditor. The Clerk had been liaising with the Sports Booking Secretary, had held a meeting with them and some adjustments had been made. The secretary was not prepared to use a parish council email address and was happy for the sports hirers to have their personal mobile number. The Clerk does not agree with the personal email address as there are GDPR issues with the use of a personal email address and she will address this with the secretary. It was **RESOLVED** to:

- a) Note the proposed agreement*
- b) Note the actions of the Clerk relating to the handling of sports bookings.*

## 5.12 The Watersplash

Members received a verbal update on the project and noted the up-to-date budget.

Members were advised that it was necessary to review the agreement with the container café contractor in light of the late opening of the splash park. Because the water park did not open at the end of May, as planned, the contractor was not able to hire staff on his usual basis and had not been having the turnover that they had originally planned for. The Clerk was therefore suggesting that there was a reduction in the monthly rent for year 1 only to accommodate the reduction in the season of the splash park operation. It was agreed that the Clerk could liaise with the contractor for a reduced rate for the winter season (October – April) of £250pm.

The Clerk will update the next meeting.

## 5.13 Bank Reconciliations

Members were advised that bank reconciliations had been signed up to March 2022.

## 6. WORK PROGRAMME

Members received this committee's work programme. Members asked for the following items be included in the programme:

**November**      Review of reserves

**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 the lack of progress to date. The Clerk will contact Cllr Tallon regarding the matter and the chief executive of the County Council.

**7.2 London Colney Village Club**

Members noted the decision of the Council meeting on 29 June

**7. DATE OF NEXT MEETING**

Thursday 22 September 2022.

The meeting closed at 1945 hours.

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

**LONDON COLNEY PARISH COUNCIL**  
**MINUTES OF THE PLANNING COMMITTEE MEETING**  
**HELD ON TUESDAY 9 AUGUST 2022, 6.000pm**  
**CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

**IN ATTENDANCE:** E Payne, Clerk

In the absence of the chairman of the committee, it was **RESOLVED** that:

***Cllr Gordon would chair the meeting***

**1. APOLOGIES**

Apologies were received from Cllr Pearl and Cllr Gardner

**2. DECLARATION OF INTEREST**

Cllr Lillico declared an interest as a District Councillor.

**3. PUBLIC PARTICIPATION**

There were no members of the public present.

**4. PLANING APPLICATIONS**

- 4.1 5/2022/1251 - Single storey front, two storey side and part single, part two storey rear extensions following demolition of garage and car port at 15 St Annes Road London Colney Hertfordshire AL2 1LQ

Members considered the application and considered that it met the criteria under policy 72 of the Local Plan. It was **RESOLVED** that:

***There were no objections to the application***

- 4.2 5/2022/1730 - Single storey front and rear extension (resubmission following approval of 5/2021/3085 dated 28/01/2022) at 9 Manor Road London Colney St Albans Hertfordshire AL2 1PN

Members considered the application and referred to the previous application which had been approved. Members felt that as the plans did not differ in the external dimensions that there were no grounds to object. It was **RESOLVED** that:

***There were no objections to the application.***

**5. SADC PLANNING COMMITTEES AND CALL IN PROCEDURES**

Members considered the new call-in procedures. Members expressed concerns about the complicated nature of the new call-in procedure and that it meant that the parish council, order to get a planning application considered at a committee meeting, would need to obtain the support of two District Councillors, one of whom was the ward councillor and the other would need to sit on the Planning Committee. Members felt that this placed an unnecessary



burden on parish/town councils, some of whom did not have the level of expertise in planning that other first tier councils might have.

Furthermore, Members considered that this gave members of the public the impression that the parish council had a greater input into planning decisions than is the case. Members felt that planning training for parish/town councils was essential in this instance and that this should be raised with the District Council through the Parish Conference on 7 September 2022. Members were advised the Cllr Parry, the Chairman of SADALC had written to SADC on this matter, expressing similar opinions.

The Clerk will note the call-in deadline when the bi-weekly planning lists are compiled so that any applications of concern can be called in within the relevant timescale.

**6. HERTFORDSHIRE MINERALS AND WASTE LOCAL PLAN  
DRAFT PLAN CONSULTATION – 22 JULY 2022 TO 30 SEPTEMBER 2022**

Members considered this consultation, in relation to London Colney. The Clerk was asked to circulate the consultation to all Members, for their input, with responses collated by 1 September. This would then be input into a response which would be agreed by a planning committee, prior to the deadline of 30 September. The response would also be sent to Cllr Sarah Tallon, as the county councillor who could liaise with the relevant County officers.

Cllr Gordon will liaise with Colney Heath PC's planning advisor to see if there is any synergy between the two parishes. The Clerk was also asked to check the parish council's response to the previous consultation from HCC on the matter.

**7. SADC CONSULTATIONS  
- PLANNING APPLICATION VALIDATION CHECKLISTS  
- TRACKING A PLANNING APPLICATION**

Members noted the consultations but declined to respond as it was felt that this was not within the remit of this committee.

**8. SOUTHWEST HERTS JOINT STRATEGIC PLAN 'REALISING OUR POTENTIAL'  
CONSULTATION**

Members were advised on an Invitation to attend a briefing on this strategic plan on Tuesday 6 September 2022. There are two spaces on the online briefing from 1400-1500. The Clerk was asked to circulate to all Members to see if anyone was interested in attending and then respond to SADC accordingly.

**9. DATE OF NEXT MEETING**

To be confirmed.

The meeting closed at 1840.

Signed .....

Date .....

**London Colney Parish Council**

**List of Payments made between 01/04/2022 and 30/06/2022**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Transaction Detail</b>
01/04/2022	St Albans District Council	10422	126.60	LCCC RATES 010422-310323
01/04/2022	TV LICENCE	DD	13.37	TV LICENCE
04/04/2022	Print Shop St Albans	IN00015565	24.00	A0 COLOUR PLAN
04/04/2022	Home Maid Easy - Natasha Dee	158	120.00	SPORTS CLEANING
04/04/2022	Serebus Holistic Therapies	AMCH485	560.00	P/Ledger Electronic Payment
04/04/2022	Print Shop St Albans	IN0015566	1,751.00	MARCH 2022 LC NEWS
04/04/2022	R Higgins Home & Garden Mainte	6065	120.00	P/Ledger Electronic Payment
05/04/2022	Castle Water Ltd	50422	63.51	Purchase Ledger DDR Payment
06/04/2022	Catercare Catering Equipment	48572	215.52	CALLOUT/OVEN SERVICE/GAS CERT
06/04/2022	Fleet Line Markers Ltd	SI215277	343.08	WHITE LINING PAINT
06/04/2022	Lamps & Tubes Illuminations Lt	INV-70560	456.00	INSPECTION REPORT NAPS BOLLARD
06/04/2022	Glasdon UK Limited	SI835122	950.45	KEN PEAK MEMORIAL BENCH
06/04/2022	Hertfordshire Catering Ltd	2700112906	1,800.00	CATERING COSTS FEB 2022
06/04/2022	Allstar Business Solutions Lim	60422	162.96	DIESEL 290322
06/04/2022	L BARR	BP	100.00	L BARR HALL DEP REFUND
08/04/2022	Fleet Line Markers Ltd	SI215283	22.20	BLUE NOZZLE TIPS
08/04/2022	HERTFORDSHIRE COUNTY	SNV000819	485.90	SHEN ALLOTMENTS 260320-250321
08/04/2022	Serebus Holistic Therapies	AMCH487	630.00	MAR 2022 SEATED EXERCISE/YOGA
08/04/2022	Bell Container Trading Ltd	PRO FORMA	5,067.00	P/Ledger Electronic Payment
08/04/2022	St Albans District Council	1210790	283.98	RECHARGE ANN PLAYGRND INSPEX5
08/04/2022	KEELY PAYNE	BP	100.00	K PAYNE HALL DEP REFUND 020422
11/04/2022	EFLORIST	BP	31.98	EFLORIST - L GIBSON
12/04/2022	AMAZON	DC	2.49	STAR KEYS X 2
12/04/2022	Sainsburys	DC	50.00	GIFT CARD FOR COMM AWARDS
12/04/2022	LAND REGISTRY	DCARD	6.00	COLNEY FOX TITLE DEEDS
12/04/2022	AMAZON	D/CARD	12.74	LIGHT BULBS
13/04/2022	Blitz Motor Factors	STS259490	131.05	BN07 WSY FILTERS/BRAKE CABLES
13/04/2022	Blitz Motor Factors	STS259491	169.25	VE66 BCV OIL/FILTERS/GLOVES
13/04/2022	Debenhams Ottaway Solicitors	D045417	487.80	SCHOOL ACCESS LCENCE
13/04/2022	Herts Assoc of Parish Councils	2223/62	1,378.35	010422-310323 ANN SUBSCRIPTION
13/04/2022	London Hearts	7623	1,453.20	DEFIBRILLATOR NAPSURY
13/04/2022	Allstar Business Solutions Lim	130422	117.93	FUEL MAINT BN07 WSY
13/04/2022	M AHMED	BP	100.00	M AHMED HALL DEP REFUND 100422
13/04/2022	Affinity Water	DC 130422	272.40	P/Ledger Electronic Payment
14/04/2022	Mr Fizz - Oak Farm Gas	189520	34.99	CO2 FOR BAR
14/04/2022	Barnet Welding Supplies	21492	50.28	GRINDING & CUTTING dISCS
14/04/2022	T CATERER	BP	100.00	T CATERER HALL DEP REFUND 0904
14/04/2022	HCC	BP	1,835.46	HCC PENS JAN22
14/04/2022	HCC	BP	1,838.63	HCC PENSIONS FEB22
14/04/2022	HCC	BP	1,888.85	HCC PENSIONS MAR22
14/04/2022	HMRC	BP	2,599.68	HMRC PAYE/NI
14/04/2022	HMRC	BP	2,645.56	HMRC PAYE/NI
14/04/2022	HMRC	BP	3,877.55	HMRC PAYE/NI
14/04/2022	Versatile Utilities Ltd	75	13,069.02	P/Ledger Electronic Payment
18/04/2022	THE RANGE	DC	12.98	ELECT CONNECTORS/GROMMITS
18/04/2022	THE RANGE	DC	6.99	FLEECE TOP - SCOTT

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
19/04/2022	Hertscom IT Ltd	190422	858.49	MONTHLY IT COSTS
19/04/2022	Southern Electric / SSE Gas	190422	532.45	NAPS PAV GAS 171221-300322
19/04/2022	Corona Energy - Electricity	190422 DD	1,443.08	WHL PAV ELEC MARCH 2022
20/04/2022	HTC Fastenings Limited	715654	14.33	WASHERS/SCREW HEX
20/04/2022	HTC Fastenings Limited	715655	19.69	SHIELD ANCHOR L/BOLT
20/04/2022	HTC Fastenings Limited	715653	66.10	CIRCULAR SAW BLADE
20/04/2022	Oliver Landpower	268854	70.56	DOG BOWL DRINKER
20/04/2022	Oliver Landpower	268853	135.93	STRIMMER WIRE/OIL/WIRING
20/04/2022	HTC Fastenings Limited	715656	141.72	BROOM HEADS X 10
20/04/2022	HCC - Herts Fullstop	H032209252	328.83	VARIOUS
20/04/2022	Lawsons Ltd	17588098	345.74	HARDWOOD PLYWOOD - SHENLEY
20/04/2022	KGEC Limited	4610	426.00	WALL LIGHTS/LED CEILING PANEL
20/04/2022	Dayla & James Pettit	200422	1,689.98	BAR STOCK
20/04/2022	WORLDPAY	199658368	88.49	0103-310322 TRANSACTION CHARGE
21/04/2022	Base 52	MAR 2022	42.08	P/Ledger Electronic Payment
21/04/2022	Konica Minolta	1159460329	92.27	030222-020522 PRINTER RENTAL
21/04/2022	Konica Minolta	1159405437	196.82	PRINTS/COPIES 031121-020222
21/04/2022	Hertscom IT Ltd	210422	42.08	CALLS/RENTAL
21/04/2022	CO-OP	DC	22.60	CO-OP - WINE ST GEORGES LUNCH
21/04/2022	A WINGATE-MARTIN	BP	10.00	FLOWERS ST GEORGES DAY LUNCH
21/04/2022	CPRE	DD	36.00	ANNUAL DIRECT DEBIT
21/04/2022	Base 52	BP 210422	52.14	P/Ledger Electronic Payment
25/04/2022	Southern Electric / SSE Gas	250422	345.88	Purchase Ledger DDR Payment
25/04/2022	RBL INDUSTRIES	DC	99.58	LAMP POST SIGNS FOR JUBILEE
25/04/2022	TOOLSTATION	DC	12.36	PPE - STEVE GLOVES
25/04/2022	Screwfix	DC	40.74	BULBS/SMOKE ALARM BATTERY
25/04/2022	AMAZON	D/CARD	160.60	JUBILEE STREET PARTY PACKS
26/04/2022	HERTFORDSHIRE COUNTY	DC	51.00	MW RESEARCH RE OWNERSHIP
25/04/2022	Screwfix	DC	116.94	PPE - STEVE/SCOTT
26/04/2022	Screwfix	DC REFUND	-29.99	Screwfix
26/04/2022	AMAZON	D/CARD	10.99	SCISSORS SPLASH OPENING
26/04/2022	AMAZON	D/CARD	9.99	RIBBON SPLASH PAD OPENING
27/04/2022	Hertfordshire Catering Ltd	2700113722	1,800.00	MARCH 2022 CATERING COSTS
27/04/2022	Allstar Business Solutions Lim	270422	203.20	FUEL MAINT VE66 BCV
27/04/2022	S POTTER	BP	100.00	S POTTER HALL HIRE DEPREF 1604
27/04/2022	Minymize	10422	150.00	ARTWORK SPLACH PAD SIGNAGE
27/04/2022	L A Turner	23562	650.00	P/Ledger Electronic Payment
28/04/2022	Castle Water Ltd	280422	5.00	Purchase Ledger DDR Payment
28/04/2022	Castle Water Ltd	280422	28.22	Purchase Ledger DDR Payment
28/04/2022	Castle Water Ltd	280422	724.77	Purchase Ledger DDR Payment
28/04/2022	Veolia ES (UK) Ltd	DD280422	825.43	TRADE WASTE 0103-310322
28/04/2022	SALARIES APRIL 2022	BP	10,894.68	SALARIES APRIL 2022
29/04/2022	RBS Rialtas Business Solutions	SM24898	70.80	MTD ANNUAL FEE
29/04/2022	Onecom Services Ltd	290422	32.29	0104-300422 MAINT LANDLINE
01/05/2022	Castle Water Ltd	060622 DD	5.00	Purchase Ledger DDR Payment
01/05/2022	Onecom Services Ltd	300622 DD	30.95	W/SHOP PHONE JUNE 2022
03/05/2022	St Albans District Council	30522	131.00	P/Ledger Electronic Payment
03/05/2022	TV LICENCE	DD	13.37	TV LICENCE
04/05/2022	CASUAL BAR STAFF 010522	BP	86.85	CASUAL BAR STAFF 010522

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/05/2022	HERTS CC	DC	66.80	COPYING SERVICE RE MORRIS WAY
05/05/2022	HERTS CC	DC	-15.00	REFUND RE COPYING SERVICE MW
05/05/2022	St Albans Tyres & Exhausts Ltd	D/CARD	69.60	TYRE FOR SMALL VAN
05/05/2022	Castle Water Ltd	50522	63.51	Purchase Ledger DDR Payment
10/05/2022	Screwfix	DC	63.18	LCCC COMBINATION LOCK/PPE GLOV
11/05/2022	V BHOGUN	BP	100.00	V BHOGUN HALL DEP REF 290422
11/05/2022	R MAKUMBE	BP	58.00	R MAKUMBE HALL DEP REF 230422
11/05/2022	S ALI	BP	100.00	S ALI HALL DEP REF 240422
11/05/2022	LALLMAHOMED	BP	100.00	LALLMAHOMED DEP REF 070522
11/05/2022	N FRANCIS	BP	100.00	N FRANCIS HALL DEP REF 230422
11/05/2022	Hertscom IT Ltd	110522	36.72	CALL CHARGES/SERV CHGE
11/05/2022	RSM Phoenix	17112	204.00	BAR AUDIT 130422
11/05/2022	Serebus Holistic Therapies	AMCH490	490.00	APRIL 2022 SEATED EXERCISE/YOG
11/05/2022	Amthal Fire & Security	63739	919.68	FIRE ALARM SERVICE
11/05/2022	HERTFORDSHIRE COUNTY	1860005943	50.00	LATE PEN CHGE FEB 2022 PENSION
11/05/2022	HERTFORDSHIRE COUNTY	1860005927	50.00	LATE SUB CHGE FEB 2022 PENSION
11/05/2022	Allstar Business Solutions Lim	110522	271.57	Purchase Ledger DDR Payment
11/05/2022	AGRIGEM	DC	109.79	MAXICROP CRICKET MOSS TREATMEN
12/05/2022	Wickes	DC	33.10	SPLASH DOOR LOCKS ETC
12/05/2022	AMAZON	DC	23.19	JULBILEE PACK ITEMS
12/05/2022	AMAZON	DC	11.98	JUBILEE PACK ITEMS
12/05/2022	AMAZON	DC	25.97	JUBILEE PACK ITEMS
13/05/2022	L A Turner	INTERIM PM	2,000.00	P/Ledger Electronic Payment
13/05/2022	Nisbets	D/CARD	91.16	SALT/PEPPER POTS& UNION SERVIE
13/05/2022	KELLY GITHRIE	BP	100.00	GUTHRUE HALL DEP REFUND 210522
13/05/2022	ICO	DD	35.00	DTA PROTECTION FEE
16/05/2022	Hertscom IT Ltd	160522	858.49	MONTHLY IT COSTS
16/05/2022	ROCHFORDS	DC	5.76	TRAILING PLANT VILLAGE SIGN
16/05/2022	HCC	BP	1,882.89	PENSIONS APR 2022
16/05/2022	HMRC	BP	2,990.60	TAX APR 2022
17/05/2022	Corona Energy - Elecricity	dd170522	1,055.81	NAPS PAV ELEC APRIL 2022
18/05/2022	Evoke Supplies Ltd	105099	212.96	BEARINGS X 5
18/05/2022	Spaldings Ltd	2764030	233.34	HAYTER SCRAPPER BARS ETC
18/05/2022	L A Turner	23567	500.00	PAINT SUPPLY LCCC EXTERIOR
18/05/2022	RBS Rialtas Business Solutions	29655	669.60	RBS YEAR END CLOSEDOWN
18/05/2022	Allstar Business Solutions Lim	180522	44.23	MAINT UNLEADED 100522
18/05/2022	CHANDLERS FARM EQUIP LTD	DC	76.33	TRACTOR PART
18/05/2022	AMAZON	DC	7.99	BAGS FOR JUBILEE PARTY BAGS
19/05/2022	WORLDPAY	DD 190522	84.22	TRANSACTION CHGES APRIL 2022
19/05/2022	THE RANGE	DC	8.46	TROWLS/HAND CULTIVATOR
20/05/2022	Dayla & James Pettit	200522	232.31	BAR STOCK
20/05/2022	L A Turner	EXT REDEC	2,500.00	P/Ledger Electronic Payment
20/05/2022	THE RANGE	DC	10.00	BUBBLES FOR JUBILEE PARTY PACK
20/05/2022	AMAZON	DC	64.00	LINCAT WATER BOILER FILTER
23/05/2022	Southern Electric / SSE Gas	230522	266.75	LCCC GAS APRIL 2022
24/05/2022	A CHAU	BP	100.00	A CHAU HALL DEP REFUND
24/05/2022	Konica Minolta	1160623829	92.27	PRINTER HIRE 0305222-020622
24/05/2022	Screwfix	DC	32.99	ALLOTMENT PADLOCK ABREY AVE
24/05/2022	Homebase	DC	11.50	RAKES X 2 & STAPLES

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
25/05/2022	Blitz Motor Factors	3105STATEM	6.08	CRN RE SN PERS PURCHASE
25/05/2022	Alban Locksmiths Ltd	18569	33.48	KEYS & CAPS X6
25/05/2022	Konica Minolta	1165082440	154.72	PRINTS/COPIES 030222-020522
25/05/2022	CASUAL BAR STAFF W/E 150522	BP	53.07	CASUAL BAR STAFF W/E 150522
25/05/2022	CASUAL BAR STAFF W/E 220522	BP	115.80	CASUAL BAR STAFF W/E 220522
25/05/2022	T FENNESEY	BP	100.00	T FENNESEY HALL DEP REFUND
25/05/2022	G SOUTH	BP	50.00	G SOUTH ALLOTMENT DEP REF P18
25/05/2022	Allstar Business Solutions Lim	250522	166.90	DIESEL 140522
25/05/2022	HTC Fastenings Limited	717817	16.55	C-TEC SEALANT
25/05/2022	HTC Fastenings Limited	717818	42.14	VARIOUS SUPPLIES
25/05/2022	HTC Fastenings Limited	717819	109.70	BESPOKE SAFETY SIGN
25/05/2022	Hertfordshire Catering Ltd	2700115657	1,800.00	CATERING COSTS APRIL 2022
25/05/2022	Base 52	15574	52.14	P/Ledger Electronic Payment
25/05/2022	Home Maid Easy - Natasha Dee	161	105.00	P/Ledger Electronic Payment
25/05/2022	Green Electrical & Maint. Serv	8135	575.45	P/Ledger Electronic Payment
25/05/2022	Green Electrical & Maint. Serv	8109	611.95	PAT TESTING ALL SITES
25/05/2022	Green Electrical & Maint. Serv	8134	1,459.34	P/Ledger Electronic Payment
25/05/2022	Green Electrical & Maint. Serv	8110	2,664.00	P/Ledger Electronic Payment
25/05/2022	Kirsten Littlechild	180522	297.00	SUMMER PLANTS
25/05/2022	HMRC	BP	3,253.93	TAX MAY 2022
25/05/2022	HCC	BP	1,894.41	PANSIONS MAY 2022
25/05/2022	Screwfix	DC	49.47	JUBILEE FIXINGS
27/05/2022	1ST LC SCOUTS	BP	240.00	GRANT RE PA HIRE FUND RAISING
27/05/2022	E COWAN	BP	100.00	E COWAN HALL DEP REFUND 010522
27/05/2022	SALARIES MAY 2022	BP	12,539.27	MAY 2022
27/05/2022	Screwfix	DC	24.26	JUBILEE BUNTIN/SCREWS ETC
28/05/2022	CASUAL BAR STAFF W.E 290522	BP	57.90	CASUAL BAR STAFF
30/05/2022	Veolia ES (UK) Ltd	300522	714.62	TRADE WASTE APRIL 2022
30/05/2022	COOP	DC	36.75	DRINKS FOR JUBILEE LUNCH
31/05/2022	SPORTS BOOKING	BP	1,382.50	MIKE WOODHAMS
31/05/2022	Onecom Services Ltd	310522	31.96	MAINT LANDLINE CALLS APRIL 2022
31/05/2022	Castle Water Ltd	310522	724.77	Purchase Ledger DDR Payment
31/05/2022	Castle Water Ltd	310522	28.22	Purchase Ledger DDR Payment
31/05/2022	Castle Water Ltd	310522	11.08	Purchase Ledger DDR Payment
01/06/2022	Hertscom IT Ltd	010622 DD	34.97	CALLS/SERVICE SHARGE
01/06/2022	Allstar Business Solutions Lim	010622 DD	135.26	FUEL 200522
01/06/2022	St Albans District Council	DD 010622	131.00	LCCC RATES 010422-310323
01/06/2022	Troy Hayes Planning Limited	2188	2,400.00	DRAFT FOR NHP
06/06/2022	Castle Water Ltd	60622	5.00	Purchase Ledger DDR Payment
06/06/2022	Morrisons	DC	20.00	flowers for jubilee tea party
08/06/2022	LONDON COLNEY SCHOOL	BP	500.00	GRANT
08/06/2022	JENNIFER ROBINSON	BP	100.00	ROBINSON DEP REFUND 100422
08/06/2022	Allstar Business Solutions Lim	080622 DD	172.88	Purchase Ledger DDR Payment
08/06/2022	L A Turner	23564	2,500.00	P/Ledger Electronic Payment
08/06/2022	Mr Fizz - Oak Farm Gas	191229	17.50	CO2 FOR BAR
09/06/2022	AMAZON	DC	23.99	PO BOOKS
09/06/2022	Mr Fizz - Oak Farm Gas	190376	34.99	COS FOR BAR
09/06/2022	The Manson Group	59065	1,172.00	JUNE 2022 LC NEWS
10/06/2022	Serebus Holistic Therapies	amch497	490.00	MAY 2022 SEATED EXERCISE/YOGA

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
10/06/2022	Windowflowers Limited	47178	1,238.40	SUMMER 2002 FLOWER DISPLAYS
13/06/2022	YASMIN SEAMAN	BP	100.00	SEAMAN HALL DEP REFUND 110622
13/06/2022	Castle Water Ltd	130622 DD	261.18	Purchase Ledger DDR Payment
13/06/2022	Virtual College Ltd	130622	19.20	FOOD HYGIENE TRAINING K GARDNE
14/06/2022	JODIE SMART	BP	100.00	SMART HALL DEP REFUND 100622
14/06/2022	Hertscom IT Ltd	140622 DD	858.49	Purchase Ledger DDR Payment
15/06/2022	CASUAL BAR STAFF WE 120622	BP	67.55	CASUAL BAR STAFF WE 120622
15/06/2022	Allstar Business Solutions Lim	150622 DD	50.28	Purchase Ledger DDR Payment
15/06/2022	360 leisure	LCPC001	500.00	DEFIB COUNRSE 110622
15/06/2022	George Browns Ltd	210522STAT	724.39	P/Ledger Electronic Payment
15/06/2022	A WINGATE-MARTIN	BP	6.54	TEA/COFFEE ETC - DEFIB COURSE
15/06/2022	NBB Recycled Furniture	3393959	2,208.00	PICNIC BENCHES SPLASH PARK
15/06/2022	Nisbets	DC 150622	275.98	ICE MAKER
16/06/2022	JODIE SMART	BP	37.00	50% HALL HIRE REFUND
17/06/2022	A GRABOVSKI	BP	100.00	GRABOVSKI HALL DEP REF 010522
17/06/2022	TINA ALEXANDER	BP	100.00	ALEXAMDER HALL DEP REF 010622
17/06/2022	Corona Energy - Electricity	DD 170622	1,116.18	NAPS PAV ELEC MAY 2022
17/06/2022	Dayla & James Pettit	DD 170622	2,574.00	BAR STOCK
17/06/2022	THE SHUTTER REPAIR &	4731	408.00	SUP/INSTALL 2 KEY SWITCHES/COV
17/06/2022	FOURSQUARE-HEALTHCARE	DC	33.14	4 X AED STARTER KITS
21/06/2022	WORLDPAY	210622 DD	114.04	TRANSACTION CHGES MAY 2022
21/06/2022	AMAZON	DC	7.20	HOOVER HEAD
21/06/2022	EMMA PAYNE	BP	57.00	BAR SUPPLIES
21/06/2022	Printed Today	DC 210622	62.62	PICBIN IN THE PARK BANNERS
22/06/2022	Allstar Business Solutions Lim	220622 DD	221.32	Purchase Ledger DDR Payment
22/06/2022	Alban Locksmiths Ltd	18680	16.50	KEYING CUTTING
22/06/2022	Slam Signs Ltd	12822	115.20	SPONSOR BOARD SIGNS X 8
22/06/2022	HCC - Herts Fullstop	220622	137.60	COPIER PAPER/BLUTACK/MICROWAVE
22/06/2022	Print Shop St Albans	IN0016269	468.00	JUNE 2022 LC NEWS DELIVERY
22/06/2022	Westminster Compliance LLP	22575	480.00	risk assessment splash park
22/06/2022	Auditing Solutions Ltd	A7561	552.00	final internal audit 2021-2022
22/06/2022	ALI HILL	BP	25.00	REFUND RE DEFIB TRAINING
23/06/2022	PATRICIA JONES	BP	16.60	CHANTRY ISLAND TEA/OFFEE ETC
23/06/2022	MINY PUROHIT	BP	750.00	HONORIUM QRTLY NESLETTER WORK
27/06/2022	Southern Electric / SSE Gas	270622 DD	142.38	Purchase Ledger DDR Payment
28/06/2022	Castle Water Ltd	280622 DD	28.22	Purchase Ledger DDR Payment
28/06/2022	Castle Water Ltd	280622 DD	59.13	Purchase Ledger DDR Payment
28/06/2022	Castle Water Ltd	DD 280622	724.77	Purchase Ledger DDR Payment
28/06/2022	Veolia ES (UK) Ltd	DD280622	840.10	TRADE WASTE MAY 2022
28/06/2022	JUNE 2022 SALARIES	BP	11,601.99	JUNE 2022 SALARIES
29/06/2022	Allstar Business Solutions Lim	290622 DD	334.27	Purchase Ledger DDR Payment
30/06/2022	CASUAL BAR STAFF WE 260622	BP	96.50	CASUAL BAR STAFF WE 260622
30/06/2022	HTC Fastenings Limited	719612	12.98	NUTS/BOLTS/ WASHER
30/06/2022	HTC Fastenings Limited	719610	39.79	cylinder ball
30/06/2022	HTC Fastenings Limited	719611	49.89	JUMBO BULK BAG/CABLE TIES
30/06/2022	HTC Fastenings Limited	719609	52.70	WIRE ROPE/NUTS/BOLTS ETC
30/06/2022	Herts Assoc of Parish Councils	2223/174	56.00	GDPR TRAINING X 4
30/06/2022	Defib Sales and Training Ltd	21281	149.96	replacement pads fro defibs
30/06/2022	MVI Ltd	SI-97543	204.00	POLO SHIRTS/SWEATSHIRTS

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
30/06/2022	HERTFORDSHIRE COUNTY	1860005977	50.00	PEN CHGE LATE SUB MAR22 PENS
30/06/2022	Hertfordshire Catering Ltd	2700117146	1,734.00	P/Ledger Electronic Payment
			<hr/>	
			<b>153,110.67</b>	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Central Operations</b>								
1076 Precept	0	300,668	300,688	20			100.0%	
1090 Interest Received	200	443	600	157			73.9%	
1100 Parish News Letter Income	0	639	2,000	1,361			31.9%	
1120 Fishing Rights	0	1,100	1,100	0			100.0%	
1130 Corporate Sponsorship	0	600	4,000	3,400			15.0%	
1410 M Hopkins Bequest	0	(4,500)	0	4,500			0.0%	
1900 Miscellaneous Income	25	13,505	250	(13,255)			5401.9%	
Central Operations :- Income	<b>225</b>	<b>312,455</b>	<b>308,638</b>	<b>(3,817)</b>			<b>101.2%</b>	<b>0</b>
4000 Salaries	5,741	18,075	69,960	51,885		51,885	25.8%	
4005 National Insurance Costs	1,015	2,907	18,070	15,164		15,164	16.1%	
4010 Employer Pension Costs	1,864	5,587	23,795	18,208		18,208	23.5%	
4030 Staff Training	701	701	1,000	299		299	70.1%	
4035 Payroll Charges	0	0	600	600		600	0.0%	
4045 Councillor Training/Courses	16	16	500	484		484	3.2%	
4050 Health and Safety	559	654	1,500	846		846	43.6%	
4055 Chairmans Allowance	0	86	300	214		214	28.7%	
4060 Meeting Expenses	0	0	125	125		125	0.0%	
4140 Salaries Cleaning/Caretaking	1,707	4,221	15,065	10,844		10,844	28.0%	
4145 Cleaning Supplies	640	640	1,750	1,110		1,110	36.6%	
4150 Insurance	0	0	4,100	4,100		4,100	0.0%	
4200 Maintenance	0	33	0	(33)		(33)	0.0%	
4325 Trade Refuse	508	1,803	4,200	2,397		2,397	42.9%	
4500 Office Supplies	20	59	750	691		691	7.9%	
4505 Postage	0	0	250	250		250	0.0%	
4510 Office Machine Leasing & Costs	0	382	1,650	1,268		1,268	23.1%	
4515 Parish Magazine - Printing	846	846	5,000	4,154		4,154	16.9%	
4520 Parish Magazine - Distribution	390	1,562	1,300	(262)		(262)	120.2%	
4523 Neighbourhood Plan	0	2,000	0	(2,000)		(2,000)	0.0%	
4525 Advertising & Promotion	0	(127)	500	627		627	(25.4%)	
4530 Telephone/Fax/Internet	26	139	1,400	1,261		1,261	9.9%	
4540 Subscriptions	2	1,416	1,900	484		484	74.5%	
4550 Computing Costs	0	1,431	7,000	5,569		5,569	20.4%	
4555 Website Maintenance	0	0	250	250		250	0.0%	
4560 Bank Charges	20	20	75	56		56	26.0%	
4561 Bad Debt write off	0	0	100	100		100	0.0%	
4565 Legal & Professional Fees	0	126	3,000	2,874		2,874	4.2%	
4575 Internal & External Audit	0	1,018	2,500	1,482		1,482	40.7%	
4580 Professional Costs	0	170	3,000	2,830		2,830	5.7%	
4585 Christmas Biscuits	0	0	600	600		600	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 War Memorial	0	0	200	200		200	0.0%	
4900 Miscellaneous Expenditure	25	25	75	50		50	33.3%	
Central Operations :- Indirect Expenditure	<b>14,080</b>	<b>43,790</b>	<b>170,515</b>	<b>126,725</b>	<b>0</b>	<b>126,725</b>	<b>25.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,855)</b>	<b>268,665</b>	<b>138,123</b>	<b>(130,542)</b>				
<u>120 Grants</u>								
4800 Grants - Other	500	740	2,500	1,760		1,760	29.6%	
Grants :- Indirect Expenditure	<b>500</b>	<b>740</b>	<b>2,500</b>	<b>1,760</b>	<b>0</b>	<b>1,760</b>	<b>29.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(500)</b>	<b>(740)</b>	<b>(2,500)</b>	<b>(1,760)</b>				
<u>200 Morris Way Pavilion/Fields</u>								
1200 Hire of Pavilions	137	623	2,000	1,377			31.1%	
1210 Hire of Sports Pitch	0	(50)	5,000	5,050			(1.0%)	
Morris Way Pavilion/Fields :- Income	<b>137</b>	<b>573</b>	<b>7,000</b>	<b>6,427</b>			<b>8.2%</b>	<b>0</b>
4105 Utilities - Electricity	435	1,635	4,580	2,945		2,945	35.7%	
4110 Utilities - Water	0	0	1,500	1,500		1,500	0.0%	
4155 Licences	0	0	180	180		180	0.0%	
4200 Maintenance	263	2,734	500	(2,234)		(2,234)	546.8%	
4220 Playing Field Maintenance	0	0	300	300		300	0.0%	
4275 Splash Pad	1,433	13,754	0	(13,754)		(13,754)	0.0%	13,604
Morris Way Pavilion/Fields :- Indirect Expenditure	<b>2,131</b>	<b>18,123</b>	<b>7,060</b>	<b>(11,063)</b>	<b>0</b>	<b>(11,063)</b>	<b>256.7%</b>	<b>13,604</b>
<b>Net Income over Expenditure</b>	<b>(1,994)</b>	<b>(17,550)</b>	<b>(60)</b>	<b>17,490</b>				
6000 plus Transfer from EMR	1,433	13,604						
<b>Movement to/(from) Gen Reserve</b>	<b>(561)</b>	<b>(3,946)</b>						
<u>210 Grounds and Maintenance Dept</u>								
1110 Allotment Income	15	3,947	2,000	(1,947)			197.3%	
1400 Napsbury Support Fund	0	0	7,500	7,500			0.0%	
Grounds and Maintenance Dept :- Income	<b>15</b>	<b>3,947</b>	<b>9,500</b>	<b>5,553</b>			<b>41.5%</b>	<b>0</b>
4000 Salaries	6,395	20,568	74,039	53,471		53,471	27.8%	
4105 Utilities - Electricity	0	0	2,500	2,500		2,500	0.0%	
4111 Utilities - Water - Allotments	0	0	750	750		750	0.0%	
4200 Maintenance	0	95	1,000	905		905	9.5%	
4220 Playing Field Maintenance	0	935	500	(435)		(435)	186.9%	
4230 Playground Maintenance	0	0	2,150	2,150		2,150	0.0%	
4270 Clock Maintenance	0	0	200	200		200	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

## Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Xmas Lights Maintenance/Rent	0	0	9,000	9,000		9,000	0.0%	
4305 Vehicle Maintenance & Costs	0	63	2,000	1,937		1,937	3.2%	
4310 Machine Maintenance & Costs	614	1,060	1,750	690		690	60.6%	
4315 Fuel inc Red Diesel	743	1,299	2,500	1,201		1,201	52.0%	
4320 Vehicle Insurance	0	0	1,100	1,100		1,100	0.0%	
4330 Signs, Boards & Seats	0	0	1,000	1,000		1,000	0.0%	
4335 Lowbell Ln River Edge & Green	0	0	400	400		400	0.0%	
4340 Plants & Flowers	1,032	1,334	4,500	3,166		3,166	29.6%	
4345 Tree Maintenance	0	0	4,000	4,000		4,000	0.0%	
4355 Litter Bins	0	0	500	500		500	0.0%	
4360 Allotments Repairs & Maint,	0	3,603	1,750	(1,853)		(1,853)	205.9%	
4385 Equipment - Grounds & Maintena	170	214	750	536		536	28.5%	
4535 Allotment Leases	0	0	650	650		650	0.0%	
4580 Professional Costs	0	0	500	500		500	0.0%	
Grounds and Maintenance Dept :- Indirect Expenditure	<b>8,954</b>	<b>29,172</b>	<b>111,539</b>	<b>82,367</b>	<b>0</b>	<b>82,367</b>	<b>26.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,939)</b>	<b>(25,225)</b>	<b>(102,039)</b>	<b>(76,814)</b>				
<b>220 Shenley Lane</b>								
1210 Hire of Sports Pitch	0	0	1,500	1,500			0.0%	
Shenley Lane :- Income	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>			<b>0.0%</b>	<b>0</b>
4105 Utilities - Electricity	10	32	330	298		298	9.6%	
4110 Utilities - Water	0	0	350	350		350	0.0%	
4200 Maintenance	0	397	150	(247)		(247)	265.0%	
4220 Playing Field Maintenance	0	0	1,500	1,500		1,500	0.0%	
4230 Playground Maintenance	0	0	200	200		200	0.0%	
Shenley Lane :- Indirect Expenditure	<b>10</b>	<b>429</b>	<b>2,530</b>	<b>2,101</b>	<b>0</b>	<b>2,101</b>	<b>17.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10)</b>	<b>(429)</b>	<b>(1,030)</b>	<b>(601)</b>				
<b>230 London Colney Community Centre</b>								
1250 Bar Takings	1,639	5,047	10,000	4,953			50.5%	
1260 Hall Hire & Rent - Ad Hoc Hire	593	3,874	8,000	4,126			48.4%	
1265 Hall Hire & Rent - Regular Hir	1,007	5,301	17,000	11,700			31.2%	
1900 Miscellaneous Income	0	265	0	(265)			0.0%	
London Colney Community Centre :- Income	<b>3,238</b>	<b>14,486</b>	<b>35,000</b>	<b>20,514</b>			<b>41.4%</b>	<b>0</b>
4205 DO NOT USE	0	0	1,200	1,200		1,200	0.0%	
London Colney Community Centre :- Direct Expenditure	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>	<b>0</b>

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## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries	548	1,645	7,336	5,691		5,691	22.4%	
4015 Casual Staff	164	535	3,121	2,586		2,586	17.1%	
4100 Utilities - Gas	136	719	2,800	2,081		2,081	25.7%	
4105 Utilities - Electricity	452	1,239	9,900	8,661		8,661	12.5%	
4110 Utilities - Water	0	0	2,200	2,200		2,200	0.0%	
4115 Utilities - Rates	0	1,306	1,350	44		44	96.7%	
4155 Licences	0	27	1,500	1,473		1,473	1.8%	
4170 Bar Supplies	2,359	4,828	5,000	172		172	96.6%	
4175 Bar Facilities	0	0	450	450		450	0.0%	
4180 Bar Repairs & Servicing	0	0	350	350		350	0.0%	
4185 Kitchen & Caretaking Supplies	0	65	770	705		705	8.4%	
4200 Maintenance	0	2,088	5,000	2,912		2,912	41.8%	
4206 Fire & Security Alarms	80	846	0	(846)		(846)	0.0%	
4220 Playing Field Maintenance	0	355	0	(355)		(355)	0.0%	
London Colney Community Centre :- Indirect Expenditure	<b>3,738</b>	<b>13,653</b>	<b>39,777</b>	<b>26,124</b>	<b>0</b>	<b>26,124</b>	<b>34.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(500)</b>	<b>833</b>	<b>(5,977)</b>	<b>(6,810)</b>				
<b>240 Napsbury Park Pavilion/Fields</b>								
1200 Hire of Pavilions	0	694	3,500	2,806			19.8%	
1210 Hire of Sports Pitch	0	0	1,500	1,500			0.0%	
1212 Hire of Cricket Pitch	0	75	2,500	2,425			3.0%	
1214 School Pitch Hire	0	0	1,600	1,600			0.0%	
Napsbury Park Pavilion/Fields :- Income	<b>0</b>	<b>769</b>	<b>9,100</b>	<b>8,331</b>			<b>8.5%</b>	<b>0</b>
4100 Utilities - Gas	213	213	1,400	1,187		1,187	15.2%	
4105 Utilities - Electricity	47	155	1,200	1,045		1,045	12.9%	
4110 Utilities - Water	0	0	850	850		850	0.0%	
4200 Maintenance	0	853	3,000	2,147		2,147	28.4%	
4220 Playing Field Maintenance	0	91	1,250	1,159		1,159	7.3%	
Napsbury Park Pavilion/Fields :- Indirect Expenditure	<b>260</b>	<b>1,312</b>	<b>7,700</b>	<b>6,388</b>	<b>0</b>	<b>6,388</b>	<b>17.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(260)</b>	<b>(543)</b>	<b>1,400</b>	<b>1,943</b>				
<b>300 Larks in the Park</b>								
1250 Bar Takings	0	0	1,500	1,500			0.0%	
1300 Event Income - Concessions	0	0	600	600			0.0%	
Larks in the Park :- Income	<b>0</b>	<b>0</b>	<b>2,100</b>	<b>2,100</b>			<b>0.0%</b>	<b>0</b>
4170 Bar Supplies	0	0	750	750		750	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 General Event Costs	0	0	2,140	2,140		2,140	0.0%	
5010 Food Costs	0	0	300	300		300	0.0%	
5015 Entertainment Costs	0	0	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	0	152	152		152	0.0%	
Larks in the Park :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>5,842</u>	<u>5,842</u>	<u>0</u>	<u>5,842</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(3,742)</u>	<u>(3,742)</u>				
<u>320 Fireworks</u>								
1250 Bar Takings	0	0	600	600			0.0%	
1300 Event Income - Concessions	0	0	250	250			0.0%	
1320 Events - Fireworks Income	0	0	500	500			0.0%	
Fireworks :- Income	<u>0</u>	<u>0</u>	<u>1,350</u>	<u>1,350</u>			<u>0.0%</u>	<u>0</u>
4155 Licences	0	0	21	21		21	0.0%	
4170 Bar Supplies	0	0	300	300		300	0.0%	
5000 General Event Costs	0	0	842	842		842	0.0%	
5010 Food Costs	0	0	100	100		100	0.0%	
5015 Entertainment Costs	0	0	5,500	5,500		5,500	0.0%	
5020 Other Event Costs	0	0	447	447		447	0.0%	
5035 Road Closures	0	0	2,340	2,340		2,340	0.0%	
Fireworks :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>9,550</u>	<u>9,550</u>	<u>0</u>	<u>9,550</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>(8,200)</u>	<u>(8,200)</u>				
<u>340 Remembrance Sunday</u>								
5000 General Event Costs	0	0	201	201		201	0.0%	
5015 Entertainment Costs	0	0	500	500		500	0.0%	
5020 Other Event Costs	0	0	400	400		400	0.0%	
5035 Road Closures	0	0	970	970		970	0.0%	
Remembrance Sunday :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,071</u>	<u>2,071</u>	<u>0</u>	<u>2,071</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(2,071)</u>	<u>(2,071)</u>				
<u>370 Lunch Club</u>								
1350 Lunch Club Income - Tuesday	57	919	7,200	6,281			12.8%	
1355 Lunch Club Income - Thursday	78	779	7,200	6,421			10.8%	
Lunch Club :- Income	<u>135</u>	<u>1,698</u>	<u>14,400</u>	<u>12,702</u>			<u>11.8%</u>	<u>0</u>
5020 Other Event Costs	0	0	18,000	18,000		18,000	0.0%	
5050 Lunch Club Food Costs	0	3,000	0	(3,000)		(3,000)	0.0%	
Lunch Club :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>18,000</u>	<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>16.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>135</u>	<u>(1,302)</u>	<u>(3,600)</u>	<u>(2,298)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 General Council Events</b>								
5000 General Event Costs	20	500	566	66		66	88.3%	
5010 Food Costs	17	17	70	53		53	23.7%	
5015 Entertainment Costs	0	0	2,940	2,940		2,940	0.0%	
5020 Other Event Costs	0	0	80	80		80	0.0%	
5070 Seated Exercise Costs	490	1,610	3,700	2,090		2,090	43.5%	
General Council Events :- Indirect Expenditure	<b>527</b>	<b>2,126</b>	<b>7,356</b>	<b>5,230</b>	<b>0</b>	<b>5,230</b>	<b>28.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(527)</b>	<b>(2,126)</b>	<b>(7,356)</b>	<b>(5,230)</b>				
<b>420 Halloween Disco</b>								
1250 Bar Takings	0	0	100	100			0.0%	
1310 Event Income - Ticket Sales	0	0	300	300			0.0%	
Halloween Disco :- Income	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>			<b>0.0%</b>	<b>0</b>
5000 General Event Costs	0	0	44	44		44	0.0%	
5010 Food Costs	0	0	150	150		150	0.0%	
5015 Entertainment Costs	0	0	250	250		250	0.0%	
5020 Other Event Costs	0	0	50	50		50	0.0%	
Halloween Disco :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>494</b>	<b>494</b>	<b>0</b>	<b>494</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(94)</b>	<b>(94)</b>				
<b>430 Christmas Light Switch On</b>								
1250 Bar Takings	0	0	600	600			0.0%	
1300 Event Income - Concessions	0	30	480	450			6.3%	
Christmas Light Switch On :- Income	<b>0</b>	<b>30</b>	<b>1,080</b>	<b>1,050</b>			<b>2.8%</b>	<b>0</b>
4105 Utilities - Electricity	97	97	0	(97)		(97)	0.0%	
4170 Bar Supplies	0	0	300	300		300	0.0%	
5000 General Event Costs	0	0	688	688		688	0.0%	
5015 Entertainment Costs	0	0	400	400		400	0.0%	
5020 Other Event Costs	0	0	525	525		525	0.0%	
5035 Road Closures	0	0	1,850	1,850		1,850	0.0%	
Christmas Light Switch On :- Indirect Expenditure	<b>97</b>	<b>97</b>	<b>3,763</b>	<b>3,666</b>	<b>0</b>	<b>3,666</b>	<b>2.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(97)</b>	<b>(67)</b>	<b>(2,683)</b>	<b>(2,616)</b>				
<b>460 Picnic in the Park</b>								
1300 Event Income - Concessions	0	70	350	280			20.0%	
1310 Event Income - Ticket Sales	0	0	2,625	2,625			0.0%	
Picnic in the Park :- Income	<b>0</b>	<b>70</b>	<b>2,975</b>	<b>2,905</b>			<b>2.4%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5000 General Event Costs	63	63	231	168		168	27.1%	
5010 Food Costs	0	0	60	60		60	0.0%	
5015 Entertainment Costs	0	0	2,500	2,500		2,500	0.0%	
5020 Other Event Costs	0	0	277	277		277	0.0%	
Picnic in the Park :- Indirect Expenditure	<u>63</u>	<u>63</u>	<u>3,068</u>	<u>3,005</u>	<u>0</u>	<u>3,005</u>	<u>2.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(63)</u>	<u>7</u>	<u>(93)</u>	<u>(100)</u>				
Grand Totals:- Income	3,750	334,027	393,043	59,016			85.0%	
Expenditure	30,359	112,503	392,965	280,462	0	280,462	28.6%	
<b>Net Income over Expenditure</b>	<u>(26,609)</u>	<u>221,524</u>	<u>78</u>	<u>(221,446)</u>				
plus Transfer from EMR	1,433	13,604						
<b>Movement to/(from) Gen Reserve</b>	<u>(25,176)</u>	<u>235,128</u>						

## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 14 SEPTEMBER 2022**

**REPORT BY: EMMA PAYNE CLERK**

**SUBJECT: CALENDAR OF MEETINGS 2022-23 V2**

### **1. SUMMARY**

- 1.1 The Environment & Neighbourhood Committee and Finance & General Purposes Committee have asked the Clerk to change the dates of these committee meetings to facilitate attendance by Members and Officers.

### **2. RECOMMENDATION**

- 2.1 Members are asked to approve the Calendar of Meetings 2022-23 V2

### **3. BACKGROUND**

- 3.1 Originally the Environment & Neighbourhood Committee meetings were scheduled for Thursday evenings. The new day for this meeting is proposed as Tuesday evenings, at 5pm, to allow the Grounds Maintenance Manager to attend. The venue for this meeting will be the Caledon Community Centre, unless there is a hirer using the facility. An earlier meeting time will also allow officers to manage their time more effectively and not incur too much time off in lieu.
- 3.2 The original Finance & General Purposes Committee meetings were scheduled for Thursday evenings. The new day for this meeting, to accommodate Members attendance, is proposed for Wednesday evenings at 6pm. The venue for this meeting will be the Caledon Community Centre, unless there is a hirer using the facility.

### **4. FINANCE**

- 4.1 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)	More efficient use of Officer resources
Risk Management	All parish council meetings are advertised in notice boards and website to promote transparency.

	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23						
Mon															
Tue											Wed				
Wed											Thu				
Thu	1		3	1		2	2			Fri					
Fri	2		4	2		3	3			Sat					
Sat	3	1	5	3		4	4	1		Sun					
Sun	4	2	6	4	1	NEW YEAR'S DAY	5	5	2						
Mon	5	3	7	5	2	BANK HOLIDAY	6	6	3	1	BANK HOLIDAY	Mon			
Tue	6	4	8	Human Resources	6	3	Events & Community	7	7	4	2	Tue			
Wed	7	5	9	Finance & General Purposes	7	Finance & General Purposes	4	Finance & General Purposes	8	8	COUNCIL	5	3	Wed	
Thu	8	6	10		8	5		9	9	6		4	PARISH COUNCIL ELECTIONS	Thu	
Fri	9	7	11		9	6		10	10	7	GOOD FRIDAY	5		Fri	
Sat	10	8	12		10	7		11	11	8		6		Sat	
Sun	11	9	13		11	8		12	12	9		7		Sun	
Mon	12	10	14		12	9		13	13	10	EASTER MONDAY	8		Mon	
Tue	13	Human Resources	11	15	Events & Community	13	10	Human Resources	14	14	Human Resources	11	9	Tue	
Wed	14	COUNCIL	12	16		14	11		15	15	Finance & General Purposes	12	10	Wed	
Thu	15		13	17		15	12		16	16		13	11	Thu	
Fri	16		14	18		16	13		17	17		14	12	Fri	
Sat	17	15	19		17	14		18	18	15		13		Sat	
Sun	18	16	20		18	15		19	19	16		14		Sun	
Mon	19	17	21		19	16		20	20	17		15		Mon	
Tue	20	Events & Community	18	22	Environment & Neighbourhood	20	17		21	21	Events & Community	18	16	Tue	
Wed	21	Finance & General Purposes	19	23		21	18	COUNCIL	22	22	ANNUAL PARISH MEETING	19	17	ANNUAL COUNCIL MEETING	Wed
Thu	22		20	24		22	19		23	23		20	18	Thu	
Fri	23		21	25		23	20		24	24		21	19	Fri	
Sat	24	22	26		24		21		25	25		22	20	Sat	
Sun	25	23	27		25	CHRISTMAS DAY	22		26	26		23	21	Sun	
Mon	26	24	28		26	BOXING DAY	23		27	27		24	22	Mon	
Tue	27	Environment & Neighbourhood	25	29		27	BANK HOLIDAY	24	Environment & Neighbourhood	28	Environment & Neighbourhood	25	23	Tue	
Wed	28		26	30		28		25	COUNCIL (RESERVE)		29		26	24	Wed
Thu	29		27		29		26			30		27	25	Thu	
Fri	30		28		30		27	v		31		28	26	Fri	
Sat		29			31	NEW YEAR'S EVE	28					29	27	Sat	
Sun		30					29					30	28	Sun	
Mon		31					30					29	BANK HOLIDAY	Mon	
Tue							31					30		Tue	
												31		Wed	
	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23						



## **LONDON COLNEY PARISH COUNCIL**

**COMMITTEE: COUNCIL**

**DATE: 14 SEPTEMBER 2022**

**REPORT BY: EMMA PAYNE, CLERK**

**SUBJECT: USE OF COMMUNITY CENTRE FOR YOUTH PROVISION**

### **1. SUMMARY**

- 1.1 The Council were approached by a member of the public who has offered to run a youth club at the community centre. They are concerned about the lack of provision for the older group young people in London Colney (12-18). Cllrs MacMillan and Gordon met with Leanne Monaghan and Claire Catchpole to discuss their concerns.
- 1.2 The Base currently successfully operates from the community centre on Monday evenings from 4-6pm and they work with the 8–12-year-olds. They operate term time only.

### **2. RECOMMENDATION**

- 2.1 Members are asked to consider the request and advise the Clerk how they wish to proceed.

### **3. BACKGROUND**

- 3.1 The proposal is to run a youth activity for age range (12-18) at the community centre, three days a week, Tuesday, Thursday, and Friday with timings to be agreed. Friday nights are an important night to hold a session. There will need to be some negotiation about the days of the activity as there are semi-regular hirers for the lounge (WI) as well as the parish council needing a venue to hold meetings. The activity will be run by volunteers.
- 3.2 One of the residents, Leanne Monaghan runs her own charity [Herts Young Leaders](#), which is a youth development charity, working to empower young people to meet their fullest potential in life. She is supported by Claire Catchpole who is a registered child minder. Both volunteers are fully DBS checked and can provide insurance and child protection policies.
- 3.3 The venue could be switched to the pavilion at Morris Recreation Ground during the summer so that the outside space could be used.
- 3.4 The provision of youth services is the responsibility of the County Council. The services provided in St Albans can be found listed [here](#)

### **4. FINANCE**

- 4.1 The hourly hall hire rate:

Mon – Friday day	£17.00 per hour
Mon – Thurs 6pm on	£18.00 per hour
Friday evening 6pm on	£21 per hour
Saturday & Sunday day	£21 per hour
Sat & Sunday 6pm on	£21 per hour

## 5. IMPACT ASSESSMENT

Strategic Plan	Objective One
Equalities	Open to all
Environmental/Sustainability	N/A
Crime & Disorder	Hosting this activity could see a reduction in ASB
Financial	Possible loss of hire income
Resources (including workforce)	Facilities Officer to lock up after sessions.
Risk Management	Insurance, DBS and child protection policies to be in place prior to start of activity.

## **ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS**

Minutes of the meeting held on Monday 4 July 2022, Parish Centre, Redbourn

### **Present:**

Harpenden Rural	Cllr Peter Barrett
Harpenden Town	Cllr Matt Cowley
London Colney	Cllr Helen Pakenham
	Emma Payne (Clerk)
Sandridge	Cllr John Newton-Davies
St Stephen	Cllr David Parry
Wheathampstead	Cllr Steve Haynes
	Julia Warren (Clerk)

St Albans District Council	No rep
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Clerk to the Association	Sue Campbell
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### **1. To elect the Chairman**

Cllr Parry, proposed Cllr Barrett, seconded Cllr Pakenham, no further nominations, elected, unanimous.

### **2. To elect the Vice-Chairman**

Cllr Cowley, proposed Cllr Parry, seconded Cllr Barrett, no further nominations, elected, unanimous.

### **3. To receive apologies for absence**

Colney Heath Cllr Peter Cook, Lisa Chaplin  
Harpenden Town Carl Cheevers  
Redbourn Cllr David Mitchell, Chris Kenny  
Sandridge Simon Thwaites  
St Stephen Sue Hake  
SADC Liz Marcy (Community Engagement Team)

### **4. To approve the minutes of the meeting held on 4<sup>th</sup> April 2022**

The minutes were approved and signed by the Chairman as a true record, proposed Cllr Parry, seconded Cllr Pakenham, unanimous.

### **5. To receive notification of AOB, to be discussed at item 12**

SADC representation at SADALC meetings.

### **6. Financial Matters**

a) To approve the Annual Accounts

The accounts for 2021/2022 were approved, proposed Cllr Parry, seconded Cllr Barrett, unanimous.

b) To confirm the Independent Examiner

The meeting agreed that Andrew Farrow be the IE for the forthcoming year, proposed Cllr Parry, seconded Cllr Pakenham, unanimous.

c) To agree member subscription rate

The meeting agreed that the current subscription rate remains unchanged, £10 For Harpenden Rural and St Michael and £50 for all other councils, proposed Cllr Haynes, seconded Cllr Cowley, unanimous. The Clerk to send out invoices.

**7. To receive reports from Association representatives on outside committees**

a) Health and Wellbeing Partnership

Cllr Pakenham reported that no meetings have been held since the last SADALC meeting.

b) Standards Committee

Cllr Newton-Davies – nothing to report.

c) Visitor Advisory Board

Cllr Newton-Davies reported that Enjoy St Albans and Google Analytics have produced statistics – St Albans BID, 2 new staff: Vivienne Cannon, BID Manager and Richard Marrett, Destination Manager. A new Blue Plaque has been put-up to commemorate Dr Elsie Toms.

Cllr Newton-Davies also reported that sadly Cllr Michael Weaver has passed away.

e) Climate Crisis Advisory Group

No report.

**8 To elect Association representatives on outside committees**

a) Health and Wellbeing Partnership – Cllr Pakenham was duly elected, proposed Cllr Parry, seconded Cllr Newton-Davies, unanimous.

b) Standards Committee (3 members) - Cllr Newton-Davies, Cllr Pakenham and Cllr Parry were duly elected, proposed Cllr Haynes, seconded Cllr Cowley, unanimous.

c) Visitor Partnership Board – Cllr Newton-Davies was duly elected, proposed Cllr Parry, seconded Cllr Haynes, unanimous.

d) Climate Crisis Advisory Group – Cllr Mitchell was duly elected, proposed Cllr Pakenham, seconded Cllr Parry, unanimous.

**9. To discuss SADC Planning Policy and Procedures**

The majority of St Albans Councils have Neighbourhood Plans in place or imminent. Councils are concerned about the implementation of Neighbourhood Plan policies, in the absence of a District Local Plan. Neighbourhood Plans have more up to date policies than the old District Local Plan policies but their implementation by the District is not consistent, leading to variable approaches to Planning Applications. The local Town and Parish Councils would like to see a more consolidated and consistent approach being made by the District Council

Cllr Parry to draft and circulate draft representation in response to SADC covering all Parish/Town Councils' concerns regarding changes to planning structure/representation/the call-in system and also the extent to which SADC takes Neighbourhood Plans into consideration when deciding planning applications/matters.

**10. To receive a report from St Albans District Council**

No report in Liz Marcy's absence.

The meeting expressed disappointment that there was neither a Planning Officer present nor a report supplied in their absence.

Consideration was given to proposed items for the Parish Conference in London Colney on 7<sup>th</sup> September. Traffic calming is already on the agenda. Planning was also suggested.

**11. To receive reports from Parishes**

Harpenden Rural: Litter continues to be problematic. Queen's Jubilee celebrations, on the common, low key, very successful.

Harpenden Town: Plans for artificial grass pitch & pavilion in Rothamsted Park. Summer carnival in June, Superhero theme. Platinum Jubilee celebrations culminated in lighting of beacon on the common. Open spaces from DC, new playgrounds.

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

Sandridge: Platinum Celebration/summer event had over 1,000 attending. Traffic calming has started. Plans for the cycle track progressing. Rights of Way Team path accepted and listed. SADC electoral role numbers anticipated to reduce slightly despite current new build!

St Stephen: Looking to move offices from Parish Centre to Greenwood Park; involves movement of allotments, issues from holders. Jubilee celebrations, stage, bands, food stalls, fireworks and beacon lighting; over 2,000 attended. Providing sports facilities for Ukrainian refugees. Deputy Clerk leaving. Event for Armed Forces Day. Considering Pride event.

Wheathampstead: Very successful Jubilee event. Village weekend being planned, short of volunteers. Memorial Hall refurbishment progressing. Short of staff. Triangular layby widened at one end, but bad parking continues.

**12. Any Other Business**

SADC representation at SADALC meetings; the meeting agreed to create a permanent position where SADC nominate a District Councillor to be a rep on SADALC as an outside body in addition to an officer.

**13. To set the dates of future meetings**

3<sup>rd</sup> October (virtual)

9<sup>th</sup> January (virtual)

3<sup>rd</sup> April (venue = tbc)

3<sup>rd</sup> July (venue = tbc)

The meeting closed at 8.48pm.

Signed \_\_\_\_\_  
Chairman

Date \_\_\_\_\_



Clerk: Sue Cambell [sadalc@mail.com](mailto:sadalc@mail.com) (please copy [sue@haptc.org.uk](mailto:sue@haptc.org.uk))

Chair: Cllr D. Parry [cldr.d.parry@ststephen-pc.org.uk](mailto:cldr.d.parry@ststephen-pc.org.uk)

**Letter to Chair of the Policy Committee (Cllr Chris White) and Temporary Senior Planning Officer (Tracy Harvey)– by email.**

I Write, on behalf of SADALC, to express some concern we have in respect of 2 issues relating to the District Council Planning matters. As Parish and Town councils, we are of course aware of the responsibility of the District Council, both in respect of making policy and determining applications, however we are statutory consultees and most of us have also been heavily involved in the formation of Neighbourhood Plans which have an important role in the planning system.

Our concerns are as follows:

Determination of Applications / Committee Structure and Call-ins.

Whilst I think that there is some disappointment in the removal of 'local' Planning Committees, I think we reluctantly accept the increased efficiency and practical administrative advantages to the District Council in doing so. We are however concerned that a result of this could be a reduction of the ability of local Councillors to properly represent their electorate by scrutinising an application at committee.

With a single committee covering the whole District, it is inevitable that all wards cannot be represented on committee, and to have to rely on a councillor from another ward to ensure a call-in of an application to committee appears fundamentally undemocratic. We do not believe that there has been any significant abuse of existing 'call-in' powers by District Councillors and this is an important safety valve in the system, particularly when we have so many inexperienced Planning Officers.

Whilst I think Parish & Town councils would like to be given the power to insist on any application going to the Committee, we would at least appreciate a serious consideration by District Council officers of any request by a Parish or the Town council to do so. And reference to the request having been made (and reason for declining it) in the public officers report.

Neighbourhood Plans

With plans already in place for Harpenden (Town and Rural) and Sandridge, St Stephens being imminent and others at an advanced stage, we feel that it is important that the District

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Council takes on board fully the Policies included in them. This is particularly important when bearing in mind that the Local Plan is still in an early stage and saved policies are very old.

The Neighbourhood plans have all had more recent public scrutiny and in the case of the first 3 been approved at referendum. They all also have been prepared in conjunction with the District to ensure conformity with local and national policies.

There is some concern that, to date, the implementation of Neighbourhood Plan policies by the District Council has been somewhat patchy. We feel that it is important that the District fully embraces them, particularly where their policies are significantly more up to date. Many of the NP's now being adopted set standards requiring significantly higher environmental and energy efficiency standards than in the old saved policies. These are very much in line with the District Councils declaration of a Climate Emergency. We would appreciate confirmation that, bearing in mind their statutory position in the Planning system, that the District Council will ensure compliance with these policies.

We look forward to hearing from you regarding these items.

Kind Regards,

Cllr David Parry (St Stephen PC)

On behalf of SADAC

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