



LONDON COLNEY PARISH COUNCIL

To: All Councillors

27 October 2022

You are hereby summoned to attend the Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **WEDNESDAY 2 NOVEMBER 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

AGENDA

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1. APOLOGIES

To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST

To receive declarations of disclosable pecuniary interests and other interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it. Whether you can remain in the meeting and the extent to which you can participate depends on the type of interest you have

3. QUESTION TIME

The Chairman will suspend Standing Orders for a period of 15 minutes to receive any questions or observations from members of the public on matters affecting the parish. Any motions arising from the matters raised cannot be considered at this meeting and may be referred to a future meeting or Committee of the Council.

4. COUNCILLORS ON OTHER AUTHORITIES

To receive a written or verbal report from Councillors on other authorities

5. COMMUNITY SAFETY REPORT

To receive a report on community safety.

6. MINUTES

To approve the minutes of the meeting held 14 September 2022.

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7. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY

7.1 Youth Project at Community Centre

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 Environment & Neighbourhood Committee – 27 September 2022	7
5.2 – Memorial Policy	
To resolve to recommend to Council that: <i>The Memorial Policy is adopted</i>	
9.2 Planning Committee – 27 September 2022	9
9.3 Human Resources Committee – 27 September 2022	10
9.5 Finance & General Purposes – 28 September	12
9.6 Human Resources Committee – 4 October 2022	15
9.7 Events & Community Committee – 4 October 2022	16
10. FINANCE & RISK MANAGEMENT	
10.1 To ratify payments made from 1/8/2022-30/09/2022	To follow
10.2 To receive Income and Expenditure Report for Q2	To follow
10.3 To receive and note the External Audit Report for 2021/22	19
13. EXTERNAL MEETINGS	
SADALC – 3 October 2022	22
14 WORK PROGRAMME	24
To receive the work programme for Council	
14. 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.	
14.1 The Village Club	
15. DATE OF NEXT MEETING	
Wednesday 18 January 2023	

LONDON COLNEY PARISH COUNCIL

**MINUTES OF COUNCIL MEETING HELD ON
WEDNESDAY 14 SEPTEMBER 2022, 7PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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

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

109/22. APOLOGIES

Apologies were received and accepted from Cllr Mahony (health)

110/22. DECLARATIONS OF INTEREST

Cllr Gordon declared a personal, non-pecuniary interest in item 120/22.

111/22. QUESTION TIME

It was **RESOLVED** to:

Suspend Standing Orders for purposes of public participation.

There were no questions from members of the public.

112/22. COUNCILLORS ON OTHER AUTHORITIES

112/22.1 Cllr Lillico had submitted a written report, which had been circulated to all Members.

112/22.2 Cllr Gordon asked Cllr Lillico if he could enquire about the geographic eligibility for applying for a Veolia grant, as they are the district council's waste contractor.

112/22.3 Cllr Pakenham expressed concerns about the lack of opening hours for the library and the Clerk was asked to ascertain from the County Councillor what the current situation was regarding the opening of this facility. A report from the County Councillor on other matters relating to the parish would be appreciated.

Standing Orders were reinstated.

113/22. COMMUNITY SAFETY REPORT

There was no representative from the Police at this meeting.

114/22. MINUTES

The minutes of the meeting held on 29 June 2022 were received. Cllr Gordon queried item 106/22 regarding volunteering at the firework event. The minutes were amended, and it was **RESOLVED** to:

Adopt the minutes as a true record of the meeting.

115/22. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA

There were no matters arising.

116/22. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)

116/22.1 The Chair reported on the official opening of The Watersplash, attended by the Deputy Lieutenant of Hertfordshire, Mrs Marion Brown. Since it's opening it has been well used.

116/22.2 The Chairman reported that there a vigil to be held at Chester Gibbons Green on Sunday 18 September, at 8pm to mark a minute's silence to be held for HM Queen Elizabeth II.

116/22.3 The Chairman is holding a quiz night on Friday 14 October 2022 to raise funds for The Peace Hospice. Raffle prizes welcome.

116/22.4 Following the passing of HM Queen Elizabeth II, there will be a service of remembrance organised at a date to be decided.

117/22. COMMITTEE MEETINGS

117/22.1 Events & Community Committee – 5 July 2022

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

117/22.2 Planning Committee – 7 July 2022

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

117/22.3 Environment & Neighbourhood Committee – 7 July 2022

The minutes of this committee were received. Cllr Gardner reported on the rights of way project to encourage submissions of evidence to register the rights of way. Cllr Gardner asked if a form could be made available online. Cllr Winstone responded that she had delivered a form to everyone who had offered to participate in the evidence gathering. Members were advised that the office is collating expressions of interest and Cllrs Winstone and Lillico are collating responses.

There were no recommendations.

117/22.4 Human Resources Committee – 12 July 2022

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

117/22.5 Finance & General Purposes Committee – 14 July 2022

The minutes of this committee were received. There were the following recommendations:

5.2 - Standing Orders

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 orders.***
- b) ***Adopt the amended Standing Orders***

5.8 - Investment Policy

It was **RESOLVED** that:

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

5.9 Debt Policy

It was **RESOLVED** to:

Adopt the Debt Policy

117/22.6 Planning Committee

The minutes of this committee were received.

Cllr Gardner asked which committee was considering the HCC Mineral's plan. The Clerk advised the meeting that the deadline for submissions had been extended to 31 October 2022. The Clerk had asked for submissions to be given to a colleague whilst the Clerk was on holiday. No submissions had been received from Members. There were no recommendations. Cllr Gordon

118.22 FINANCE AND RISK MANAGEMENT

118/22.1 Payments made 1/4/22 – 31/7/22

Members received a schedule of payments made from 1/4/22 31/7/22. Cllr Gardner queried why £6 had been paid to the Land Registry for the deeds for The Colney Fox. The Clerk advised that the deeds were downloaded to support the application to register the pub as an Asset of Community Value. Cllr Gordon reminded Members to submit questions regarding finance to the Clerk in advance, as it may not be answered at the meeting. It was **RESOLVED** to:

Approve the schedule of payments

118/22.2 Income and Expenditure Report for Q1

Members received the income and expenditure report for the first quarter. It was **RESOLVED** to:

Note the income and expenditure for the first quarter

119/22. CALENDAR OF MEETINGS

Members received an amended calendar of meetings following requests from committees to change days of meetings. Members were advised that this calendar has been superseded following the death of Her Majesty Queen Elizabeth II when no agenda can be issue during a period of mourning. It was **RESOLVED** to:

Adopt the Calendar of Meetings V2

120/22. YOUTH ACTIVITY AT COMMUNITY CENTRE

Cllr Gordon declared a personal, non-pecuniary interest as a Trustee of The Base.

Members received a request from a couple of residents to start a youth activity at the community centre for an older age range of children (12-18 years). The request was for three nights a week. Members queried the amount of adult support this age range would require. They also considered that guidance should be sought from Youth Services at the County Council. Members were concerned that there may not be sufficient support from volunteers to run the sessions and that there should be a trial period for 3 months. Members considered the hours of operation and that it should not be running too late at night, to prevent anti-social behaviour after the session. Members considered that sessions should finish by 9pm. It was **RESOLVED** to:

Support the running of a youth facility at the Caledon Community Centre on Thursday and Friday evenings, free of charge for a 3-month period.

121.22 EXTERNAL MEETINGS

121/22.1 St Albans District Association of Local Councils

Members received the minutes of this meeting held on 4 July 2022.

122/22. 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.

122/22.1 The Village Club

Members were given a verbal update on the proposal from the parish council's solicitor for the approach regarding this matter. Members agreed with the suggested approach and the Clerk will liaise with the solicitor.

Members considered that it was time for the public to be advised of the work that the parish council had been undertaking to protect the site and that a public meeting should be called. Because of the complicated nature of the matter, the Council's solicitor would be asked to attend to offer legal advice. The Clerk will liaise with the solicitor to see if this is feasible and then advise Members accordingly.

123/22. DATE OF NEXT MEETING

Wednesday 2 November 2022

The meeting closed at 2010.

Signed

Date

LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE MEETING
HELD ON THURSDAY 27 SEPTEMBER 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
L Casling, Grounds Maintenance Manager

Sustainable St Albans made a presentation before the meeting on how everyone can help reduce their carbon footprint and reduce the impact of climate change on the planet.

Cllr Gardner thanked Sustainable St Albans for attending the meeting.

1. APOLOGIES

No apologies were received. Cllr Mahony was absent.

2. NOTIFICATION OF SUBSTITUTES

There were no substitutions.

3. DECLARATION OF INTEREST

There were no declarations of interest.

4. MINUTES

The minutes of the meeting held on 7 July 2022 were amended to reflect a resolution of the committee approved as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Grounds Maintenance Manager's Report

Members received a report from the Grounds Maintenance Manager. Members asked when the permanent Christmas tree would be installed. They were advised that the Grounds Maintenance Manager had been trying to source a real Christmas tree of a suitable size and that he will be trying a different supplier this week to obtain a suitable sized tree.

Members asked about the dumped hardcore at Riverside. The Grounds Maintenance Manager said that the area in question would be covered over with topsoil and the Clerk advised Members that this was part of the Lowbell Lake project. The angling club's contractor would be breaking up some of the larger pieces of hardcore.

5.2 Memorial Policy

Members considered a revision to the proposed Memorial Policy, with the inclusion of a ten-year lease proposal. Members considered the cost of the renewal of the lease and that it should be 50% of the cost of a new memorial bench.

Members raised the issue of inappropriate mementoes left at some of the trees at Riverside but were advised that these trees had been planted before the policy had been in place. It was **RESOLVED TO RECOMMEND TO COUNCIL** that:

The Memorial Policy is adopted.

5.3 Tree Survey

Members received a specification for the triennial tree survey. Members considered that some of the areas to be surveyed were of a higher risk than others and that these high-risk areas should be surveyed every 3 years, with other sites, every 5 years. The specification will be updated. It was **RESOLVED to RECOMMEND TO FINANCE & GENERAL PURPOSES** that:

The tree budget for 2023/24 should include £3,000 for the triennial high risk tree survey, with a further £2,000 for the 5-year survey of medium and low risk sites in subsequent years.

5.4 Hedgehog Signs

Members received a report on installing hedgehog signs, a project which had been proposed in 2019, but which had stalled due to lack of support from Herts County Council to install signs on lamp columns. The County Councillor had indicated that they would be able to support the scheme from their locality budget.

Members considered the quotations for two materials to be used for the signs and it was **RESOLVED** to:

- a) *Order 12 dibond hedgehog warning signs at a cost of £496*
- b) *Make an application for funding from the County Councillor's Locality Fund.*

5.5 Open Spaces – Pathway Improvements

The Clerk asked for this item to be deferred due to a lack of time to prepare the report.

5.6 Budget 2023-24

Members received the proposed budget for this committee and new budget items. It was **RESOLVED TO RECOMMEND TO FINANCE & GENERAL PURPOSES COMMITTEE** that

The Environment & Neighbourhood Committee's budget and new budget items are incorporated into the budget for 2023-24

6. WORK PROGRAMME

Members noted the forward work programme.

9. DATE OF NEXT MEETING

22 November 2022.

The meeting closed at 2030.

Signed

Date

LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE PLANNING COMMITTEE MEETING
HELD ON TUESDAY 27 SEPTEMBER 2022, 6.00pm
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors M MacMillan, K Gardner, D Gordon, H Pakenham, L Winstone

IN ATTENDANCE: E Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Gordon and Lillico

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. PUBLIC PARTICIPATION

There were no members of the public present.

4. PLANING APPLICATIONS

- 4.1 5/2022/2163 - Residential development of nine units comprising six terraced houses, two semidetached houses and one detached house, together with associated landscaping and parking (resubmission following refusal of 5/2021/2336) at Land to rear of 28 to 34 North Cottages Napsbury St Albans Hertfordshire

Members considered the application and referred to the previous application in May 2021. They considered that whilst there had been some changes to the design of the proposed properties in relation to the ridge height, fundamentally they still considered that it was over development of the site. Concerns were also raised about the narrow access to the site in relation to emergency vehicles and the increase of traffic onto A414.

The site is within the Napsbury Conservation Area and was therefore subject to this planning constraint. Members also noted that the site was within the Green Belt and was therefore subject to Planning Policy 1 – Development in the Metropolitan Green Belt and there were no exceptional circumstances demonstrated to warrant this development being approved. It was **RESOLVED** to:

***Object to the planning application on the following grounds:
Policy 1 – Development in Metropolitan Green Belt
NPPF – Green Belt
Policy 69 – General Design and Layout
Policy 70 – Design and Layout of New Housing
Paragraphs 194 & 202 of the NPPF Framework 2021***

9. DATE OF NEXT MEETING

To be confirmed.

The meeting closed at 1834.

Signed Date

**LONDON COLNEY PARISH COUNCIL
MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 27 SEPTEMBER 2022, 5.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

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 part of this item.

3. MINUTES FROM THE PREVIOUS MEETING

The minutes of the previous meeting held on 12 July 2022 were adopted as a true record of the meeting.

4. REPORTS TO COMMITTEES

4.1 Review of Staff Contracts

Members were advised that the HR consultant had undertaken a review of the staff contracts of employment. There were several discrepancies across the contracts and a proforma contract, which adhered to the JCT terms and conditions had been supplied by the HR consultant. The Clerk will draft new contracts of employment for all staff and implement them with a phased approach.

4.2 Update on Ancillary Staff Reorganisation

Members were advised that the position of Facilities Officer is being advertised, but no applications have been received. The current caretaker will remain in situ until a replacement is found and will then be made redundant as they have indicated that they are not interested in the role. Other staff have been redundant.

4.3 National Pay Officer 2022/23

Members received a report outlining the proposed National Pay Award and noted its contents. The Clerk will advise when this pay award has been agreed and then it will be implemented to all staff.

5. WORK PROGRAMME

Members noted the work programme for this committee.

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

Cllr Pakenham declared a personal, non-pecuniary interest for the second part of this item and Cllr Gardner chaired the meeting.

Members received a report with an update on recommendation 7, 9 and 10 of the staff review. Recommendation 9 is being considered by Finance & General Purposes.

Members considered the report in relation to the ground's maintenance staff, and it was **RESOLVED** that:

Summer and winter operating hours are implemented with effect from 1 November 2022 with the introduction of new contracts of employment. A financial incentive will be included in the negotiations.

Members considered the contract for the Bar Manager and noted the proposal from the employee, which Members did not consider was appropriate. It was **RESOLVED** to:

Continue with the current employment contract for the Bar Manager until the Finance & General Purposes Committee resolve recommendation of 9 of the staff review.

6.2 HR Budget for 2023/24

Members received a report for the HR budget for 2023/24.

Members were advised that following the review of salary scales, several members of staff should be on increased salary scales and a budget had been prepared to show what the increases would equate to. Members considered that due to the economic situation, it would not be possible to currently implement these recommendations. However, Members agreed that these recommendations would be revisited at a later date. It was **RESOLVED** to:

Recommend to Finance & General Purposes Committee that the HR budget for 2023/24 is implemented with the existing salary scales and a 3% pay rise.

7. DATE OF NEXT MEETING

8 November 2022.

The meeting closed at 1840.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING WEDNESDAY 28 SEPTEMBER 2022, AT 6.00PM 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 14 July 2022 were received as a true record of the meeting.

5. REPORTS TO COMMITTEE

5.1 Aged Debtors

Members were advised that the oldest aged debtors had been identified and they had been contacted to seek clarification on the unpaid invoices. A further update will be made to the next meeting.

5.2 Lunch Club

Members received a report on the operation of the lunch club. It was noted that there was a £10,000 saving to the Council after the service had been contracted out. Members agreed that this was a service to the community and that the situation should be monitored. This was the first year of operation and the situation may improve in years to come. It was **RESOLVED** to:

Note the report

5.3 VAT

Members received a report with the VAT return for quarter one. Members asked where VAT was shown in the budget. They were advised that the budget was set as a net figure and that the VAT to be paid/reclaimed was held in a suspense account. It was **RESOLVED** to

Note the report

5.4 Newsletter Printing

Members received a report on the overspend on the newsletter printing budget. Members noted that the distribution of the newsletter was a separate budget code and not included in the budget for printing. Members were advised that it was too early in the year to recommend a budget to vire the overspend from. The Clerk will ascertain from the distribution company if their prices will change for 2023-24. It was **RESOLVED** to:

- a) *Note the report.*
- b) *Review the advertising rates when setting the budget for 2023/24*
- c) *Note the recommendation of the Events & Community Committee to increase the designer's honorium for 2023/24.*

5.5 External Audit Provision

Members received a report regarding the provision of the external auditors. It was **RESOLVED** to:

- a) *Note the report.*
- b) *London Colney Parish Council will remain with the SAAA scheme.*

5.6 Parish Council Insurance

Members received a report regarding an increase in the premium for the parish council's insurance. Members noted the reasons for the increase in the premiums due to an rise in the value of assets. In addition, the parish council has additional assets in the form of the splash park and container café as well as a newer vehicle.

It was **RESOLVED** to:

Note the report with the overspend met by General Reserves.

5.7 104 High Street

Members received a request from 104 High Street to purchase a piece of land at Morris Recreation Ground to install a heat source pump. Members were advised that the land in question was not within the remit of the parish council to dispose of, as it is part of the recreation ground charity. It was **RESOLVED** to:

Refuse the request.

5.8 Assets of Community Value

Members received a verbal report regarding the current status of the applications to register various sites around the village as Assets of Community Value. The Clerk had received an update from St Albans District Council on the current situation of the applications. All the applications have been received although not all of them have been validated. Two were submitted in April and the remainder were submitted in June. Several sites have yet to be assessed. Members were disappointed to learn that the applications had not been progressed, despite the 8-week deadline and the fact that two of the submissions had been made in April with the remainder being submitted in June. Members were advised that the regulatory solicitor expressed concerns about the Napsbury Park orchard application. The Clerk will be advised in due course.

5.9 Budget 2023-24

Members agreed to hold budget working parties on the following dates:

Wednesday 25 October – 2pm

Wednesday 17 November – 11am

5.10 Bank Reconciliations

Members noted the bank reconciliations for April, May and June which were duly authorised.

6. WORK PROGRAMME

Members received this committee's work programme. Cllr Pakenham had pointed out to the Clerk that the Grounds Maintenance Specification should have been an agenda item for the September meeting, and it would be added to November's agenda. Members noted the rest of the items for the work programme.

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 had been in contact with Cllr Tallon who was going to pursue the matter. The Clerk was asked to write to the chief executive of the County Council setting out the issues.

7.2 Theft from Allotments

Members received a verbal report on the matter. It was **RESOLVED** to:

Seek the reimbursement of costs in relation to the undiversion of the water supply at Glebe Allotments but not the use of the water.

7.2 London Colney Village Club

Members noted the decision of the Council meeting on 14 September 2022. The Clerk advised Members that the request to attend a public meeting had been raised with the solicitor and a response would be received next week to this request.

7. DATE OF NEXT MEETING

Wednesday 9 November 2022.

The meeting closed at 1840 hours.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING
TUESDAY 4 OCTOBER 2022, 5.00PM
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

PRESENT: Councillors H Pakenham, K Gardner, M MacMillan & S Pearl
(substituting for Cllr Winstone)

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

Cllr Winstone who was substituted for by Cllr Pearl.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. 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.

3.1 Events & Community Officer

Members were advised of the resignation of the Events & Community Officer. Members received a report outlining a proposal to reorganise the administrative structure of the council and it was **RESOLVED** to:

Recruit a Deputy Clerk, at a starting salary of £26,975 pa for a full-time role, with part time working available.

7. DATE OF NEXT MEETING

8 November 2022.

The meeting closed at 1840.

Signed: Date:

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE TUESDAY 4th OCTOBER 2022, 6.00PM MORRIS WAY PAVILION, WHITE HORSE LANE, LONDON COLNEY

PRESENT: Cllr McMillan (Chair), H Pakenham, S Pearl

IN ATTENDANCE: Emma Payne, Clerk

1. APOLOGIES

Apologies were received from Cllr Lillico (health).

2. NOTIFICATIONS OF SUBSTITUTES

There were no substitutions.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. REPORTS TO COMMITTEE

4.1 FIFA World Cup 2022

Members were advised that the Clerk had not yet ascertained about playing football games via the projector. Members agreed dates of games to be shown at the community centre which would be promoted via social media and banners at strategic points in the village. The games to be shown were agreed by the meeting. Members offered to undertake a leaflet drop. Members proposed some bar promotions.

4.2 Tribute Night

Members were advised that the tribute act is not available now until 2023 and had suggested a date of 24 February. Members agreed the date and marketing will commence in 2023. Members were advised that the cost for the act had not been advised.

Post meeting note: The charge for the act will be £550.

4.3 Lunch Club

- a) Members received figures for the lunch club performance which were noted. Members acknowledged the appointment of a dedicated cook by the contractor, and it is hoped that with the quality of the food, that attendance will improve. Members were advised that there had been some new attendees through social prescribing from the Summerfield Health Centre and a new volunteer, from Shenley, had also been spreading the word. The Warm Spaces initiative agreed at the last meeting, may also encourage people to attend the lunch club as they will be held immediately before the lunch sessions on Tuesdays and Thursdays. Members agreed that the service was a value to the community.
- b) Members noted the performance of lunch club over the 12 months of operation and noted the savings achieved as opposed to running the service in house. Members were advised

that the budget for this committee had been adjusted to include a sum to cover the shortfall between expenditure and income.

It was **RESOLVED** that:

Note the report.

4.4 Her Majesty Queen Elizabeth II Commemorative Event

Members asked the Clerk to organise a service of commemoration for the service of HM Queen Elizabeth II. The Clerk had made initial enquiries with St Peter's Church but because there isn't a regular Vicar at the moment, they are struggling to find someone to officiate at the service. Members asked the Clerk to investigate another venue. The Clerk will advise Members of progress.

4.5 Operation Golden Orb

Members considered how to commemorate the coronation of HM King Charles III in 2023. Members considered putting flags on the lamp columns in the High Street and Members were advised of provisional costs of £4000. Members considered sponsorship and an application to the County Councillor. It was **RESOLVED** to:

Add a new budget item of £5,000 for Coronation activities.

4.6 Budget 2023/24

Members received a proposed budget for this committee, to be submitted to Finance & General Purposes. Members considered the new budget items; the fees and charges for sponsorship, magazine advertising, stall hire and lunch club. Members were advised the fairground charges were dependent on the money taken by the funfair at the event.

Members agreed the following:

- Sponsorship rates increase by 10%
- Magazine advertising rates increase by 10%
- Stall hire no change in rate
- Food vendors increase to £40
- Firework charitable donation to remain the same at £1
- Special lunch charge increased to £7.00
- Christmas lunch increased to £8.00

It was **RESOLVED** to recommend to Finance & General Purposes:

- a) The honorium for the newsletter designer is increased from £750 to £1,000***
- b) The fees and charges are reviewed and increased as per the recommendations of this committee***
- c) The Events budget for 2023-24 is adopted***

5.7 St Albans Old People's Trust

Members were advised that the St Albans Old People's Trust have awarded the parish council a grant of £4830 to fund three exercise classes (1 seated exercise and 2 seated yoga) for 12 months. This left the Council to fund 1 session. Members were asked to consider an article in the next newsletter thanking the Trust for their generous grant.

6. FORTHCOMING EVENTS

Members noted the following forthcoming events:

- a) **Halloween Party – Sunday 30 October 2022**
This event is sold out. Volunteers are required to help with preparing the food.
- b) **Firework Display – Sunday 6 November 2022**
Tickets are on sale from Friday 7 October.
- c) **Remembrance Sunday – Sunday 13 November 2022**
Members were advised that all permissions have now been received, the piper is booked, and the Deputy Lieutenant is attending. Members were advised that with staff issues the Clerk will require someone to ensure that the DL is accompanied in the processions. The service will be led by Rev Wood from the Baptist Church. The order of service has been updated and will be printed.
- d) **Christmas Lights Switch On – Sunday 4 December 2022**
Stall bookings are incoming. The landlord from White Horse has been met and they are happy to continue with their sponsorship of the event.
- e) **Special Lunches – St Andrew’s Day – Tuesday 29 November 2022, Christmas Lunches – Tuesday 13 & Thursday 15 December (with additional date on 20 December)**
Members noted the dates.
- f) **Tribute Night – 24 February 2022**
Noted.
- g) **Larks in the Parks – Sunday 18 June 2023**
Members noted the date for this event.

7. UPDATE ON PREVIOUS EVENTS

- a) **Picnic in the Park – 14 August 2022**
Members were advised that the event had made a surplus of £486.75.
- b) **MacMillan Coffee Morning**
This had been hosted at the Holiday Inn and had raised £253.

8. MAGAZINE

Members were advised that with the staffing issues, the Clerk will not have any capacity to support this and Cllr Pearl volunteered to take over this edition. He will arrange to meet with the Community & Events Officer for a handover.

Articles for the next magazine includes Environment Agency on flooding, Old People’s Trust, Sustainable St Albans on Making a Change.

9. DATE OF NEXT MEETING

The meeting closed at 1845.

15 November 2022

Signed

Date



Ms Emma Payne
London Colney Parish Council
Caledon Community Centre
Caledon Road
St. Albans
AL2 1PU

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
28 September 2022

Our Ref:
HT0071

SAAA Ref:
SB05366

London Colney Parish Council
Annual limited assurance review for the year ended 31 March 2022

Dear Ms Payne

We have commenced our review of the Annual Governance & Accountability Return (AGAR) for London Colney Parish Council for the year ended 31 March 2022 but cannot formally complete it. Please refer to our 'interim' external auditor report (Section 3 of the AGAR Form 3) which sets out the reasons we have not been able to complete the review. The 'interim' report is included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR. The smaller authority must consider the report and decide what, if any, action is required.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In advance of the formal conclusion, we have provided the attached documents. The authority should use this 'interim' external auditor report and:

- Prepare a "Notice of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request). It also states that the audit has not yet been completed.
- Publish the "Notice" along with the uncertified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Our fee note for the limited assurance review will be issued when we certify completion. The standard review fee is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd.

Please note further charges may arise in addition to the standard fee if either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- it was necessary for us to undertake additional work, for example due to challenge correspondence received.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Yours sincerely

Handwritten signature in cursive script, appearing to read 'PKF Littlejohn' followed by a flourish.

PKF Littlejohn LLP

Section 3 – External Auditor Report and Certificate 2021/22

In respect of **London Colney Parish Council – HT0071**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2022; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

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

Please see above.

3 External auditor certificate 2021/22

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022

We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2022

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

ST ALBANS DISTRICT ASSOCIATION OF LOCAL COUNCILS

Minutes of the meeting held on Monday 3 October 2022, remotely by Zoom

Present:

Harpenden Rural	Cllr Peter Barrett
London Colney	Cllr Helen Pakenham
Redbourn	Cllr David Mitchell
Sandridge	Cllr John Newton-Davies
St Stephen	Cllr David Parry
Wheathampstead	Cllr Steve Haynes
	Julia Warren (Clerk)

St Albans District Council No rep

Clerk to the Association Sue Campbell

1. To receive apologies for absence

Harpenden Town Cllr Matt Cowley, Carl Cheevers
London Colney Emma Payne
Redbourn Chris Kenny
St Stephen Parish Sue Hake

St Albans District Council Liz Marcy

2. To approve the minutes of the meeting held on 4th July 2022

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

3. To receive notification of AOB, to be discussed at item 7

St Albans District Council boundary changes with respect to Parish/Town Councils and the timing.

4. To receive reports from Association representatives on outside committees

a) Health and Wellbeing Partnership

Cllr Pakenham's report and slides were circulated in advance of the meeting and filed with the minutes. Correction: no representation should include the word "public".

b) Standards Committee

Cllr Parry reported that the next meeting is Thursday 6th October. The papers circulated are for outstanding cases for the year to February 2022 although some older cases were missing.

c) Visitor Advisory Board

Cllr Newton-Davies reported that the SADC "What's on" website had over 3,763 views. Cllr Parry to suggest cross-advertising with the Community Rail Partnership for the Abbey Line which promotes tourism in St Albans.

d) Climate Crisis Advisory Group

Cllr Mitchell reported that the HCC Climate Change Sustainability Partnership event 9th November; email Candice Luper for information. HCC are giving away free trees to individuals and to Councils and organisations.

5. To receive a report from St Albans District Council

No report.

The Council is experiencing staffing difficulties. Planning Officers' accessibility is currently greatly reduced. In future call-ins will not be implemented if Planning Officers are minded to recommend refusal and will need 3 people supporting. Effectiveness of Planning Enforcement in fulfilling its statutory duties and responsibilities was questioned. It was suggested that District Cllrs should be approached in the first instance.

At the Parish/Town Conference in September the new role in call-ins was discussed. The meeting requested an update on the situation regarding training for this.

6. To receive reports from Parishes

Harpenden Rural: Litter problem still being pursued. Road junction and markings on the common have been improved after many years following a very serious accident and petition.

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

Redbourn: Identifying warm hubs such as local library. Appointed examiner for Neighbourhood Plan, hoping for referendum with May elections. HCC now require structural survey on every lamppost used for Christmas lights creating huge costs.

Sandridge: New Manager for Community Centres. Traffic calming working parties (one public, one Council) looking to slow to more appropriate speed. Heartwood Forest walk regarding history over thousands of years, traces of previous existence. Website renewal.

St Stephen: New Deputy Clerk started about 4 weeks ago. Recruiting consultants for move of administration from Bricket Wood to Chiswell Green. Continuing to support local Ukrainians being housed in the Parish. Agreed transfer of land from SADC that have been managing for many years.

Wheathampstead: New Events & Communications Officer. Christmas lights turn on introducing Craft Fair to encourage more attendance. Hall building problems – existing roof not strong enough to support greatly enhanced insulation; environmental impact improvements (solar panels, heat exchange pump); target: January completion.

7. Any Other Business

Following the consultation on boundary changes, there is the possibility of significant changes in some areas to tie-in with new DC seats. Parishes need to know details and resident number changes as soon as possible to inform budget setting and because of ordinary elections for all Parish/Town Councils in May. The most affected Councils are Wheathampstead, London Colney, Colney Heath, St Stephen, Harpenden Town. Discussions have been held between the SADC Portfolio Holder and the most affected Parish Councils which has given some reassurance. It appears that Napsbury Ward will now remain within London Colney rather than being transferred to St Stephen.

8. Dates of future meetings

9th January (virtual)

3rd April (venue =)

3rd July (venue =)

The meeting closed at **8.35pm**.

Signed _____
Chairman

Date _____

Council Work Programme 2022-23

Date of Meeting	Matter for Consideration	Officer	Background Information	Source Document (if applicable)
02/11/2022	Local Green Spaces Designation	Clerk	To receive a request to register various sites in London Colney as green spaces	Neighbourhood Plan
18/01/2023	Budget 2022-23	Clerk	To approve the budget and set the precept	
	Calendar of Meetings	Clerk	To approve the calendar of meetings	
25/01/2023 (Reserve)				
08/03/2023				
22/03/2023				
Annual Parish Meeting				
17/05/2023 Annual Parish Council Meeting	Election of Chairman & Vice Chairman	Clerk	To elect a Chairman and Vice Chairman of the parish council for	Standing Order
	General Power of Competence	Clerk	To adopt to use the General Power of Competence (Localism Act 2011)	Standing Order
	Youth activity at Community Centre	Clerk	To review the operation of the youth activity at the community centre after trial period	Update from previous resolution