



LONDON COLNEY PARISH COUNCIL

To: All Councillors

11th March 2025

You are hereby summoned to attend an Parish Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **TUESDAY 18th MARCH 2025 at 7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:

Jane Johnstone
CEO/RFO

AGENDA

Page No

1. APOLOGIES

To receive and accept apologies for absence.

2. DECLARATIONS OF INTEREST

Members are reminded of their obligations to declare interests in accordance with the Code of Conduct 2022. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

- a) To receive member's declarations of interest in items on the agenda.
- b) To consider any requests for dispensations

3. QUESTION TIME

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. Any issues raised during the public session should relate to the remit of the meeting. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes. The public question time shall not exceed 15 minutes unless by resolution to suspend standing orders or at the discretion of the Chairman. If a member of public wishes to share a document with council, these documents must be submitted to ceo@londoncolney-pc.gov.uk by noon on the day of the meeting.

4. COMMUNITY SAFETY REPORT

To receive a report on community safety.

5. MINUTES OF LAST MEETING

To approve the minutes of the meeting held on 21st JANUARY 2025

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6. COUNCILLORS ON OTHER AUTHORITIES

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

7. CHAIRMAN'S REPORT

8. SEGRO UPDATE

9. COMMITTEE MEETINGS

To receive the minutes of the following committee meetings and to ratify any recommendations:

9.1 Buildings Sub-committee update (No minutes)

- Caledon Community Centre – Internal decoration (LC chasing quotes), LED lighting (£4,460) and quotes for roof (£90k including library roof for £23,400)
- More info on Section 106 funding from SADC
- London Colney Library – emailing HCC Estates, updates on HCC Estates and LCPC and HBB Library lease
- Morris Way needs Wi-Fi and heating – Does come under section 106 for Morris Way but this is to be shared with Morris Way playground.
- Shenley Lane needs a new cabin for football
- It was **RESOLVED** to put a London Colney Parish Council Buildings article in the magazine for community in March 2025

9.2 Events and Community Committee – 5th MARCH 2025

7-9

- EVENTS
 - Village Day 2025 –
 - from 1pm until 6-6.30pm. 1-3pm more family fun and from 3-6.30pm bands and music on the main stage.
 - Expecting 2000 people rather than 4000 people as originally thought.
 - As there will be bands and a main stage, charge £2.00 a ticket to cover these costs.
 - We have managed to get a stage, PA and someone to operate the stage for £1,750.
 - Mark Bilsby will compare
 - Reached out to local community groups and businesses, lots of groups have already confirmed.
 - An email has gone to the pubs.
 - There is sponsorship potential from local businesses that are unable to attend the day.
 - Security and first aid will be present at this event.
 - Contact senior schools to see if they have any young bands that would like to perform on the stage.
 - Dog show has been confirmed to be run by a local dog groomer.
 - Cllrs and staff to man the gates for tickets and payments.
 - Programme of events made up in a leaflet style.
 - London Colney Pride 2025 – Difficult to get a date, so will support other events in Hertfordshire and Watford
 - Christmas Lights 2025 – Changed date to 23rd November 2025
 - London Colney Christmas Panto – New event for LCPC Sunday 7th December
- COMMUNITY
 - Playgrounds Update – Looking at how we can spend section 106 funding in Morris Way and Caledon playing parks.
 - St Albans Playing Out Scheme – 3 dates to invite primary schools and other youth groups in London Colney to Play Out
 - Youth Engagement – meeting with local PCSO's, schools and Everything Active to develop a youth scheme in London Colney
 - Community Awards – Started to work towards a community awards evening.
- LUNCH CLUB PRICE REVIEW
- VE DAY EVENT

10-11

- Following a discussion, it was **RESOLVED** for staff to look at what is feasible in time scales.

9.3 Finance & General Purposes Committee – 11th MARCH 2025 (*Minutes to follow*)

- Q3 ACCOUNTS 2024/25 – Management accounts with predicted year end 2024/25 figures, balance sheet as of Q3, Income and expenditure report and payments.
- INCOME BREAK DOWN OF LETTINGS.
- BAR REVIEW - A review of the bar takings from 2023/24 & 2024/25 with a budget and proposal for 2025/26.
- RISK REGISTER – Following the Risk Register Workshop on 8th February 2025, the risk register has been updated with reviewed risks for LCPC.

10. ANY OTHER BUSINESS

- Draft Calendar of meetings for 2025/26
- Annual Parish Meeting
 - Held between 1st March and 1st June
 - Called by the Chairman who signs the agenda
 - 7 clear days' notice
 - Cllrs are not summoned, all residents are invited, NOT a meeting of the council
 - Do we want to have a presentation from a community group or Cllr?

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11. DATE OF NEXT MEETING

- Annual Parish Meeting - *Date to be arranged*
- Annual Council Meeting – Thursday 15th May at 7pm (date change from 13th May)



LONDON COLNEY PARISH COUNCIL

MINUTES OF COUNCIL MEETING HELD ON TUESDAY 21ST JANUARY 2025, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

PRESENT: Cllrs T Lillico (Chairman), R Prowse (Vice Chairman), V Hopcroft, L Needham, P Thoree, D Winstone and L Winstone

IN ATTENDANCE: J Johnstone (CEO/RFO), Cllr N Webb (SADC), PCSO L Henry

Part 1

65/24. APOLOGIES

Apologise from Cllrs S Abidi, T Smith, M Hobday, K Mugele and, PC F Hitchcock, PC H Mclaughlin and PCSO D Daniels

66/24. DECLARATIONS OF INTEREST

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

67/24. QUESTION TIME

There were no questions raised.

68/24. COUNCILLORS ON OTHER AUTHORITIES

68/24.1 Cllr N Webb – SADC Devolution

- Cllrs T Lillico and N Webb may be unemployed as part of the SADC Devolution and merge with HCC. SADC will not be going through the first tear of devolution but have applied for tear two.
- Cllr D Yates is going to attend a meeting in the Civic Centre to find out what councils need to do, i.e. look at their assets etc.
- The process should be finished by April 2028.
- The SADC Local Plan should be adopted by April 2028 when the handover happens.

Cllr N Webb – SEGRO

- SEGRO held an exhibition in Park Street, and it was attended by a director of SEGRO who would like to concentrate on Park Street and London Colney.
- They are leaning on contractors and their customers that rent from them to get involved with community funding.
- There is a meeting this Friday between St Steven's and London Colney Parish Councils to discuss community funding issues.

68/24.2 Cllr T Lillico – Parking

- There is due to be a full professional parking review of central London Colney in the new financial year. This will produce a report to be publicly circulated to the community which will prompt a community meeting. This will get public feedback. Then a public consultation will follow before any changes go ahead.
- If there are suggestions of charges in Hazeldine car park, this will stop the community using the car park and cause problems in the surrounding streets.
- Cllr question: Is there a line in the budget for Hazeldine car park?
 - Answer: There is something for London Colney Parking, but nothing specific to Hazeldine car park.

69/24. COMMUNITY SAFETY REPORT

Update of the local shoplifting issues; it has not increased.

Cllrs mentioned the parked lorries on Shenley Lane, by the M25 bridge. There is now an abandoned caravan which is making the situation worse. It was mentioned about children having to walk from Harperbury to go to school in London Colney and they must walk along the pavement where lorries are often parked. Cllr N Webb sent photos to PCSO D Huntley showing the parked lorries. It has also been reported that people have had verbal abuse from lorry drivers if they have gone to take photos of the illegal parking.

It was asked if the PC/PCSO's would do a full report on this situation as it has continued for a long time.

Cllr N Webb has asked for double yellow lines on Shenley Lane to mitigate the lorries parking on the pavement.

70/24. MINUTES OF LAST MEETING

3rd DECEMBER 2024 – Last Full Council Meeting PART 1 – approved

71/24. CHAIR'S REPORT AND URGENT ITEMS

- LCPC hosted a SEGRO exhibition on Saturday and Sunday 18th and 19th January. SEGO did not staff this event, so parish council staff attended to answer questions from the local community.
- LCPC and St Stephens Parish Councils are collaborating to obtain community funds that is being offered by SEGRO for the two parishes.

72/24. COMMITTEE MEETINGS

72/24.1 Finance & General Purposes Committee – 7th January 2025

- BUDGET PROPOSAL – The tax base has increased by 57.2 to 3,538.3 for 2025/26. With a deficit of £15,950 the increase in Precept is 2.15% on a Band D council tax for 2025/26
It was **RESOLVED** to approve the 2025/26 Budget Proposal and send SADC the precept demand.
- FINANCIAL REGULATIONS – It was **RESOLVED** to approve the Financial Regulations 2025.
- STANDING ORDERS – It was **RESOLVED** to approve the Standing Orders 2025.
- RISK REGISTER – It was **RESOLVED** for council to set up a Risk Register Workshop for the Cllrs to attend and go through and update the Risk Register

72/24.2 Human Resources Committee – 17th December 2024

No further comments.

72/24.3 Planning Committee – 10th December 2024

No further comments.

73/24. ANY OTHER BUSINESS

- LCPC Cllrs and staff will be invited to a Strategy Objectives Catch Up meeting to be held on Thursday 13th February at 7pm
- Regrading the SEGRO exhibition held in Caledon Community Centre – all Cllrs and staff that attended to forward feedback notes to J Johnstone to draft a feedback document to forward to SEGRO.
- SEGRO is to be included as a standing agenda item on all future Council meetings.

74/24. DATE OF NEXT MEETING

16th March 2025

PART 2

75/24. MINUTES OF LAST MEETING

3rd DECEMBER 2024 – Last Full Council Meeting PART 2 – approved

76/24. FINANCE & GENERAL PURPOSES COMMITTEE – 7th January 2025

No further comments.

The meeting closed at 19.37.

Signed

Date



LONDON COLNEY PARISH COUNCIL

MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE WEDNESDAY 5th MARCH 2025, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, HERTS, AL2 1PU

PRESENT: Cllrs V Hopcroft (Chairman), K Mugele, D Winstone and L Winstone
Cllrs T Lillico and R Prowse (ex officio)

IN ATTENDANCE: S Penny - Community Officer, H Barrow – Events Officer and J
Johnstone - CEO/RFO

1. APOLOGIES

No Apologies were received.

2. NOTIFICATIONS OF SUBSTITUTES

None.

3. DECLARATION INTEREST

There were no declarations on any item on the agenda.

4. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on Thursday 30th January 2025 were received as a true record of the meeting – Date at the top of the minutes to be corrected to Thursday 30th January 2025.

5. Working Sub-committees

5.1 Village Day 2025

- Some changes to the original plans. Open from 1pm until 6-6.30pm. 1-3pm more family fun and from 3-6.30pm bands and music on the main stage.
- Expecting 2000 people rather than 4000 people as originally thought.
- As there will be bands and a main stage, charge £2.00 a ticket to cover these costs.
- We have managed to get a stage, PA and someone to operate the stage for £1,750. Leigh will organise appropriate bands to play on the day.
- Mark Bilsby will compare
- Reached out to local community groups and businesses, WI, Art Salad, seated exercise, scouts St Peter's church, Hedgehogs and dance groups have confirmed.
- An email has gone to the pubs, Hayley and Sara will visit the pubs to get them engaged.
- There is sponsorship potential from local businesses that are unable to attend the day.
- Security and first aid will be present at this event.
- Reaching out to Willows farm for hay bales.
- Contacted Chris Snow re putting something out to Business Pages for London Colney.

- Contact senior schools to see if they have any young bands that would like to perform on the stage.
- Dog show has been confirmed to be run by a local dog groomer.
- Cllrs and staff to man the gates for tickets and payments.
- Programme of events made up in a leaflet style.

5.2 London Colney Pride 2025

- It's been difficult to get a date so LCPC will be happy to support other Pride events going on in and around St Albans and Hertfordshire.

6. UPCOMING EVENTS UPDATE 2025

Events Officer gave verbal report of event planned for 2025

Themed Lunch Club – St David's Day and Pancake Day	Tuesday 4 March
Themed Lunch Club – St Patrick's Day	Tuesday 18 March
Themed Lunch Club – St Georges Day	Thursday 24 April
Special Lunch Club – VE Day	Thursday 8 May
Chantry Island	Wednesday 18 June
Village Day	Saturday 9 August
Pride Day	Date TBC
Halloween	Sunday 26 October
Fireworks	Sunday 2 November
Remembrance Sunday Parade	Sunday 9 November
Themed Lunch Club – St Andrews Day	Tuesday 2 December
Christmas Light Switch on	Sunday 23 November
LONDON COLNEY CHRISTMAS PANTO	Sunday 7 December
Christmas Lunch Club	December – Date TBC
Bingo Christmas Lunch Club (not our event but for info)	December – Date TBC
Christmas Lunch Club	December – Date TBC

Christmas Lights

- The lights on a week earlier than last meeting, Sunday 23rd November 2025.

London Colney Christmas Panto

- For the first time ever, London Colney will be hosting a panto in the big hall in the Caledon Community Centre.

7. COMMUNITY UPDATE

Playgrounds Update

- There's a meeting with 2 playground equipment specialists to discuss inclusive play equipment for Morris Way and an update to the Caledon Play Park as part of the section 106 proposal. Once we agree the quote can be added and submit the proposal.
- A swing and the roundabout have had to be removed from Caledon Play Park due to safety.

St Albans Playing Out Scheme

- There are 3 provisional dates in the diary to invite 3 primary schools (May 18th, June 22nd & July 13th) and families to site for the playing out scheme. The aim being that families who would otherwise not mix, can come together.
- There is a small refreshments budget available.

- The Playing out scheme provide games and staff. We will ask for Scouts, Guides, dance schools and other clubs to join us in the hope that the children show an interest in joining some of these.

Youth Engagement

- Meeting with Neil Carter this Friday – he is the Herts Police Children & Young people team to discuss the wider St Albans forum for young people initiatives.
- Meeting with James McNulty from Everything Active at Cotlandswick to discuss youth engagement.
- I have appointments with all 3 primary schools to meet their Headteachers to get an idea of requirements and needs within the community & to discuss our involvement.

Community awards

- Catching up with Mark Bilsby who hosted the last awards to discuss format.
- Need to get an Autumn date in the diary for this and to discuss criteria and nominating process.
- Need a criteria and nominating process.

Neighbourhood plan

- Have met with Keith & Matt. We are scheduling a meeting with Antonia – hopefully 24th of this month, to discuss what we already have and its current value.

8. ANY OTHER BUSINESS

8.1 Lunch Club Price Review

- The proposal document was presented for discussion. A mx of options 4 and 5 were decided on.
- **It was RESOLVED** to pass to the full council for final approval on charge £8.00 for 2 courses and £9.50 for 3 courses from April 2025.
- Lunch Club numbers to be monitored on a weekly basis.
- Look into the option of soup and a sandwich option

8.2 Splash Park Container Café – To be marketed “Splash Shack” and community prices.

8.3 VE Day Event

- Possible dates Bank Holiday Monday 5th May or Friday 9th May.
- It was discussed if to have a street party at the Caledon Centre, but we would need first aid and a lot of organising with short notice. There is no budget for this.
- We are having a themed Lunch Club with 1940’s entertainment and a VE Day flag flying.
- Put bunting up around the Caledon Centre.
- Could work at the same time as a soft opening of the bar.
- It was **RESOLVED** for staff to look at what is feasible in time scales.

9. DATE OF NEXT MEETING

The next Events and Community meeting will take place on Wednesday 7th May 2025

The meeting closed at 20.15.

Signed

Date



LONDON COLNEY PARISH COUNCIL

COMMITTEE: EVENTS & COMMUNITY AND FINANCE & GENERAL PURPOSES RESOURCES

DATE: MARCH 2025

REPORT BY: JANE JOHNSTONE

SUBJECT: LUNCH CLUB PRICE REVIEW V2

1. SUMMARY

The Lunch Club is a long-standing resource for London Colney residents. It has been subsidised for many years by the parish council.

2. 2024/25 OVERVIEW

Customers currently pay £7.00 for two courses or £8.50 for three courses **which includes VAT**.

It currently costs LCPC £1,725 per month = £20,700 a year

We are charged to produce 25 meals per lunch club. We have sold on average 21.7 meals per lunch club through 2024/25.

Takings for 2024/25:

Year to date less VAT (week ending 21st February 2025): £12,964.30

Predicted last 10 lunch clubs at average price of £145.66 per day: £ 1,456.66

Total takings for less VAT 2024/25 **£14,420.96**

Amount of LCPC subsidy is £6,279.04 for 2024/25

3. 2025/26 OPTIONS

The HCL prices are going up 3.5% so our total cost will be £21,424.50 to produce 25 meals per lunch club.

The options below are worked out on the average 21.7 meals per lunch club from 2024/25.

The options available are as follows:

- **Option 1** – We do not increase our prices and **increase the subsidy to £7,003.53** for 2025/26
- **Option 2** – We increase our prices by 3.5% which will give us a predicted income of £14,925.71, **making the subsidy £6,498.79**.
- **Option 3** – We increase our prices slightly higher than HCL's 3.5%
Two courses at £7.50 (7.14% increase) and three courses at £9.00 (5.88% increase)
With the average numbers from 2024/25 this will give an income of £15,527.5, **subsidy of £5,897**
- **Option 4** – We could do a best guess increase to what feels like a reasonable price.
Increase 2 courses to £8.00 (14.28% increase) and 3 courses to £9.75 (14.70% increase).
With the average numbers from 2024/25 this will give an income of £16,847.50, **subsidy of £4,577**.



LONDON COLNEY PARISH COUNCIL

- **Option 5** – We could round the increases up to £8.50 for 2 courses (**21.43%**) and £10 for 3 courses (**17.65%**) we would drawing an income of £17,386.76, **subsidy of £4,037.74**.

	2024/25	2025/26				
		Option 1	Option 2	Option 3	Option 4	Option 5
HCL charges (increase 3.5%)	£20,700	£21,424.50				
2 courses	£7.00	£7.00	£7.25	£7.50	£8.00	£8.50
% Increase			3.50%	7.14%	14.28%	21.43%
3 courses	£8.50	£8.50	£8.79	£9.00	£9.75	£10.00
% Increase			3.50%	5.88%	14.70%	17.65%
Income	£17,305.17	£17,305.17	£17,910.85	£18,633	£20,217	£20,864
Less VAT	-£2,884.20	-£2,884.20	-£2,985.14	-£3,105.50	-£3,369.50	-£3,477.35
Banked Income	£14,420.97	£14,420.97	£14,925.71	£15,527.5	£16,847.5	£17,386.76
LCPC subsidy	-£6,279.03	-£7,003.53	-£6,498.79	-£5,897	-£4,577	-£4,037.74
Subsidised %	30%	32.7%	30%	27.5%	21%	18.8%

4. RECOMMENDATION

- **Option 1** – This would give LCPC bigger subsidy and so is **NOT recommended**
- **Option 2** – This would still give LCPC a larger subsidy than 2024/25 and so is **NOT recommended**
- **Option 3** – This would still give LCPC a large subsidy but could be **recommended**
- **Option 4** – These are still very realistic increases for the lunch club prices, so **potentially IS recommended**
- **Option 5** – These are still very realistic increases for the lunch club prices, so **potentially IS recommended**

5. IMPACT ASSESSMENT

Strategic Plan	This works inline with the strategic plan.
Equalities	Will need to consider vulnerable people with little income.
Environmental/Sustainability	N/A
Crime & Disorder	N/A
Financial	A 5-year predicted budget plan can be easily created.
Resources (including workforce)	Use of LCPC staff time is not allocated in these costings.
Risk Management	Staff to get safeguard training to ensure vulnerable customers safety will in the CCC.

DRAFT Calendar of Meetings 2025-26

This calendar may be subject to change at short notice.

Please check our website for details of timings and venues for the meetings - www.londoncolney-pc.gov.uk

Planning Committee will be called if there are any planning applications of concern in London Colney (This will be checked weekly)

PLANNING

	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Mon					1			1					Mon
Tue			1		2			2					Tue
Wed			2		3			3					Wed
Thu			3		4			4					Thu
Fri			4		5			5					Fri
Sat			5		6		1	6					Sat
Sun			6		7		2	7					Sun
Mon			7		8		3	8					Mon
Tue			8		9		4	9					Tue
Wed			9		10		5	10					Wed
Thu			10		11		6	11					Thu
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Sat			12		13		8	13					Sat
Sun			13		14		9	14					Sun
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May-25		May-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
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Sun			6		7		2	7					Sun
Mon			7		8		3	8					Mon
Tue			8		9		4	9					Tue
Wed			9		10		5	10					Wed
Thu			10		11		6	11					Thu
Fri			11		12		7	12					Fri
Sat			12		13		8	13					Sat
Sun			13		14		9	14					Sun
Mon			14		15		10	15					Mon
Tue			15		16		11	16					Tue
Wed			16		17		12	17					Wed
Thu			17		18		13	18					Thu
Fri			18		19		14	19					Fri
Sat			19		20		15	20					Sat
Sun			20		21		16	21					Sun
Mon			21		22		17	22					Mon
Tue			22		23		18	23					Tue
Wed			23		24		19	24					Wed
Thu			24		25		20	25					Thu
Fri			25		26		21	26					Fri
Sat			26		27		22	27					Sat
Sun			27		28		23	28					Sun
Mon			28		29		24	29					Mon
Tue			29		30		25	30					Tue
Wed			30		31		26	31					Wed
Thu			31				27						Thu
Fri							28						Fri
Sat							29						Sat
Sun							30						Sun
Mon													Mon
Tue													Tue
May-25		May-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26
Mon					1			1					Mon
Tue			1		2			2					Tue
Wed			2		3			3					Wed
Thu			3		4			4					Thu
Fri			4		5			5					Fri
Sat			5		6		1	6					Sat
Sun			6		7		2	7					Sun
Mon			7		8		3	8					Mon
Tue			8		9		4	9					Tue
Wed			9		10								