



ALDENHAM PARISH COUNCIL

Notice is hereby given of the **November** meeting of the **FULL COUNCIL**.
This is to be held using zoom video conferencing meeting ID: 821 9125 3463
Passcode: 833160 on **Monday 23rd November 2020** at **2.30pm**.

Peter Evans
Parish Council Manager
17th November 2020

AGENDA

1. To receive apologies for absence.
2. Declarations of interest on any item on the Agenda.
 - a) Disclosable pecuniary interests they or their spouse/partner have in any matter which is to be considered at this meeting.
 - b) Members must also declare any other pecuniary or non-pecuniary interests they have in any matter to be considered at this meeting.
3. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e).
4. To approve and adopt the minutes of the meeting held 26th October 2020 (in accordance with standing order 12c).
5. Managers' Report.
6. Chairman's Announcements.
7. To receive correspondence from LMHVT asking APC to not proceed with the application for a Community Right to Bid application on the Three Horseshoes Public House.
8. To receive the external auditors report and decide any next steps.
9. To authorise the payment of accounts for October.
10. The Full Council is asked to receive and adopt the minutes and approve publication on the Council website of the following Committees (In accordance with Standing Order 6.4.8).
 - a) Planning Committee meeting 19th October 2020.
 - b) Planning Committee meeting 2nd November.
11. Items of interest from Minutes of other authorities (for information only)



ALDENHAM PARISH COUNCIL

The Chairman will then move the following resolution;
That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.

12. To receive the tenders for the Allotment Drive reinstatement project.

Date of and any items for the next meeting. – **Monday 14th December 2020.**

Aldenhams Parish Council
First Floor,
The Radlett Centre,
1 Aldenhams Ave.
RADLETT,
Herts. WD7 8HL
Tel: 01923 856433
Email: manager@aldenhams-pc.gov.uk

All members of the Public & Press are welcome to view the meeting via <https://zoom.us/> the details are at the top of this agenda. You will need to download <https://zoom.us/> to your device that you wish to view the meeting on. If you wish to speak during the session titled, *to adjourn the meeting for members of the public to address the Council*. Please again let the Parish Council Manager. During this session, you may address the Council regarding any items on the agenda, or any matter affecting the Parish. This agenda item has a time limit of 10 minutes. Each person can speak for a maximum of three minutes, there will not be a formal discussion, and the Council will decide either to put the matter on a further agenda (of the Council or a Committee) or ask the Parish Council Manager to write to you.

Aldenhams Parish Council
First Floor, The Radlett Centre, 1 Aldenhams Ave. Radlett, Herts. WD7 8HL
Tel: 01923 856433
Email: manager@aldenhams-pc.gov.uk



ALDENHAM PARISH COUNCIL

DRAFT Minutes of the meeting of the **FULL COUNCIL** using www.zoom.us at 2.30pm on 26th October 2020.

Present: Cllrs E Samuelson (Chair), D Wickham, M Cherry, D Lambert, C Kilhams, P De Skuba & A Rubinson.

Officer: P Evans (Parish Council Manager).

Cllr B Evans was not present and did not send his apologies.

162. Apologies for absence.

Apologies were received from Cllrs S Khawaja & J Lefton. It was noted that the council have accepted that Cllr H Jones has a three-month maternity sabbatical.

163. Declarations of interest on any item on the Agenda – None.

164. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e)

There were no members of the public present.

165. To approve and adopt the minutes of the Full Council meeting held on 29th September 2020.

These minutes were signed as a true record by Cllr E Samuelson, and adopted by the council.

166. To receive the Manager's report (for information only).

This had been previously circulated and is attached for reference purposes.

167. Chairman's Announcements.

Cllr E Samuelson reported that the Radlett Remembrance Service will be an on-line version this year. The service at Letchmore Heath will be on site and Cllr D Lambert agreed to lay the wreath on behalf of APC.

Cllr P De-Skuba joined the meeting at 2.48pm.

168. To decide whether to enter into partnership arrangement with Govia Thameslink Railway to adopt Radlett Railway Station.

A report on this matter had been circulated prior to the meeting. The PCM reported that he had approached the station master at Radlett Station to discuss ways in which the approach to the station could be improved. He and a member of the Open Spaces Team had met members of Govia Thameslink on site, and there was enthusiasm from them. They outlined



ALDENHAM PARISH COUNCIL

DRAFT Minutes of the meeting of the **FULL COUNCIL** using www.zoom.us at 2.30pm on 26th October 2020.

Present: Cllrs E Samuelson (Chair), D Wickham, M Cherry, D Lambert, C Kilhams, P De Skuba & A Rubinson.

Officer: P Evans (Parish Council Manager).

Cllr B Evans was not present and did not send his apologies.

162. Apologies for absence.

Apologies were received from Cllrs S Khawaja & J Lefton. It was noted that the council have accepted that Cllr H Jones has a three-month maternity sabbatical.

163. Declarations of interest on any item on the Agenda – None.

164. To adjourn the meeting for members of the public to address the Council (in accordance with Standing Order 3e)

There were no members of the public present.

165. To approve and adopt the minutes of the Full Council meeting held on 29th September 2020.

These minutes were signed as a true record by Cllr E Samuelson, and adopted by the council.

166. To receive the Manager's report (for information only).

This had been previously circulated and is attached for reference purposes.

167. Chairman's Announcements.

Cllr E Samuelson reported that the Radlett Remembrance Service will be an on-line version this year. The service at Letchmore Heath will be on site and Cllr D Lambert agreed to lay the wreath on behalf of APC.

Cllr P De-Skuba joined the meeting at 2.48pm.

168. To decide whether to enter into partnership arrangement with Govia Thameslink Railway to adopt Radlett Railway Station.

A report on this matter had been circulated prior to the meeting. The PCM reported that he had approached the station master at Radlett Station to discuss ways in which the approach to the station could be improved. He and a member of the Open Spaces Team had met members of Govia Thameslink on site, and there was enthusiasm from them. They outlined



ALDENHAM PARISH COUNCIL

Re: — CiL Grants

(vi) That a CiL grant of £8,750 is paid to Aldenhams War Memorial Hall management committee on production of invoices.

(vii) That a CiL grant of £1,562.85 is paid to Radlett Bowls Club.

(viii) That a CiL grant of £10,000 is paid to 1st Radlett Scouts subject to production of satisfactory invoices.

171. Items of interest from Minutes of other authorities (for information only)

Cllr C Kilhams reported on the Phillimore Rec 100-year celebration event working party, now that they have some more funding available they will discuss planning other activities.

Cllr D Lambert reported that there was growing opposition to the proposed solar farm.

Cllr D Wickham reported on the recent RCT Board meeting. The RCT had been awarded a grant of £83,000 from the Arts Council which is to support it up to March 2021. The board are also investigating how it can open for small shows.

Cllr A Rubinson joined the meeting at 3.13pm

Cllr P De Skuba reported that he had received an update from County Cllr C Clapper regarding traffic management on Shenley Hill and surrounding roads. She has agreed to fund signage upgrade, including a new gateway feature and enhanced road markings in Shenley Hill, subject to a final estimate for the works. It is hoped that there will also be some traffic speed and volume surveys in Craigwell Avenue, but these are currently suspended. A final report for the area will not be approved until after the elections in May 2021.

The Chairman then moved the following resolution;

That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.

172. To receive the recommendations from Phillimore Rec Improvements Working Party regarding appointment of an architect for the project.

Cllr C Kilhams reported that the working party had received eight tenders, which they had reduced to three companies. These were interviewed on-site by three of the working party with the other two joining via zoom. After a long deliberation the recommendation was to appoint a local company who seemed to understand the working parties remit. After a further discussion it was;

Resolved that Milligan Knight are appointed as architects for the Phillimore Rec Improvements Project, within a budget of £10,000.



ALDENHAM PARISH COUNCIL

Next meeting 23rd November 2020 – 2.30pm

There being no further business the meeting closed at 3.43pm

Chairman Date

DRAFT



Managers' Report – November 2020

Re – Allotment Drive Project

That Beacon Surveying Services Ltd be appointed as project managers for the remedial works on the allotment drive with a budget of £6,000 being allocated from Earmarked Reserves – Allotments. – **see agenda.**

Re: — New APC website **Completed.**

Re: -Around Radlett

That a hard copy of Around Radlett should be produced for the Winter edition. This should be delivered end of October/beginning of November ahead of the light switch on (22nd November). – **completed.**

To decide whether to enter into partnership arrangement with Govia Thameslink Railway to adopt Radlett Railway Station (see minute 168)

*Resolved that APC enter into early discussions regarding a partnership arrangement with Govia Thameslink for Radlett Railway Station. – **Application form completed, acknowledged Station Master to sign then will have a site meeting. 11/11.***

Re: - The effectiveness of the internal auditor.

That Cllr M Cherry will carry out quarterly random checks on financial procedures and report his findings to this committee.

Re: NALC/SLCC recommendations for staff remuneration 2020/21.

That all staff receive the 2.75% increase, including London Weighting where applicable, backdated to 1st April 2020. **Completed.**

Re: The Parish Council Manager report.

- (i) That holidays accrued but not taken in 2020 due to lockdown etc. can be carried forward to be used in 2021, although staff are to be encouraged to take holiday in 2020 for their own welfare.
- (ii) That the committee will not, for 2020 be awarding the discretionary day during the Christmas/New Year period, and that as the office is closed this will be taken from the staff holiday allocation. – **Staff advised.**

Re: — CiL Grants

- (iii) That a CiL grant of £8,750 is paid to Aldenhams War Memorial Hall management committee on production of invoices. **Advised**
- (iv) That a CiL grant of £1,562.85 is paid to Radlett Bowls Club. – **work has commen/ced.**
- (v) That a CiL grant of £10,000 is paid to 1st Radlett Scouts subject to production of satisfactory invoices. -- **Advised but they have realised (because pointed out by PCM that they need planning permission, currently drawing up plans which APC will submit.**



ALDENHAM PARISH COUNCIL

Phillimore Rec Improvements -- appointment of an architect for the project (see minute 172)
Resolved that Milligan Knight are appointed as architects for the Phillimore Rec Improvements Project, within a budget of £10,000. **Appointed, initial meeting set for 19/11.**

Staffing information -- There has been 3 days' sickness since the last meeting.

Agenda item 8 -- To receive the external auditors report for 2019/20 and decide any next steps.

Attached is the report which is clear, so no actions required.

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Aldenham Parish Council HT0004

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2019/20

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.

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

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

27/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

ALDENHAM PARISH COUNCIL

Council Document To receive correspondence from LMHVT asking APC to not proceed with the application for a Community Right to Bid application on the Three Horseshoes Public House.	AGENDA item 7 Full Council meeting 23rd November 2020
---	---

Background

In May 2019 Aldenham Parish Council (APC) were approached by the Letchmore Heath Village Trust to reapply for The Three Horseshoes Public House in Letchmore Heath to be added again to the HertsmereBC 'List of Assets of Community Value' under the 'Community Right to Bid' condition, as the previous listing had lapsed.

APC discussed this matter and made the initial application. However, more evidence was required so it took some time to gather this, and was finally submitted in July. HertsmereBC were considering this matter, but in September 2020, a letter was received from the LMHVT asking for the matter to be stopped, as the pub has been purchased a local resident who has been in discussion with the group and they are prepared to allow this person to proceed with their plans for the public house without the distraction of a community right to bid order which will delay the process by at least six months.

The PCM passed this letter to HertsmereBC who stated that as the initial application was from APC, having discussed and minuted a resolution to make the bid, the same process would be required to be followed.

Recommendations

That APC write to HertsmereBC to say that they no longer wish to proceed with the application to list The Three Horseshoes Public House as an Asset of Community Value as requested by the Letchmore Heath Village Trust.

Reasons for recommendation

APC were only proceeding with this application as it had been requested by LMHVT. As this is no longer the case, there is no need to proceed.

Alternative options

To let the application, proceed and see if HertsmereBC add the property to the list of community assets. This may hold up the current purchase of the public house by the local resident.

Financial Implications - None.

Risk Management Implications

HertsmereBC may not be impressed that they have spent time considering the bid.

Members are asked to consider this report.

Peter Evans
Parish Council Manager

