



## **ALDENHAM PARISH COUNCIL**

Minutes of the meeting of the **FULL COUNCIL** using zoom video conferencing at 2.30pm on 27<sup>th</sup> July 2020.

Present: Councillors J Lefton (Chairman), E Samuelson, H Jones, D Wickham, A Rubinson, C Kilhams, P De Skuba, M Cherry & D Lambert.

Officer: P Evans (Parish Council Manager).

Also present was Bor Cllr J Graham and six members of the public.

### **141. Apologies for absence.**

Apologies were received from Cllrs S. Khawaja & B Evans.

### **142. Declarations of interest on any item on the Agenda – None.**

**a) Disclosable pecuniary – none.**

**b) Other pecuniary or non-pecuniary interests**

Cllr D Lambert declared a non-prejudicial interest in agenda item 3 as he is a member of HertsmereBC Planning Panel and Chairman of the Gravel Allotments Trust.

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

Cllr J Lefton suspended standing orders so that members of the public could address the Council.

Those present gave information on the situation at the Aldenham Reservoir, especially the footpath that goes around the perimeter. There was an update on the planning inspector inquiry.

Cllr J Lefton thanked the members of the public for the information and then asked council to bring this item forward on the agenda.

Standing orders were then resumed.

### **144. To discuss the Aldenham Reservoir situation and the Councils response.**

A report giving some of the background information regarding this matter had been circulated prior to the meeting. Cllr D Lambert also stated that the Aldenham Sailing Club had to cease operating due to the fact that the water level in the reservoir had been reduced by one metre making sailing very difficult. After eighty-three years the club had reluctantly closed with sailors joining other nearby facilities. The members of the public had stated that Elstree & Borehamwood Town Council intended to apply to Hertsmere



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Borough Council for the reservoir to be listed as an 'Asset of Community Value'. As the reservoir itself is not within the Parish of Aldenhams, APC could support this objective as they are not eligible to apply themselves.

However, it was noted that the Aldenhams Country Park is separate to the reservoir, and that part of this is within the parish. After further discussion it was

***Resolved that the PCM writes to both Elstree & Borehamwood Town Council and HertsmereBC supporting the application to make the reservoir an 'Asset of Community Value'.***

**145. To approve and adopt the minutes of the Full Council meeting held on 22<sup>nd</sup> June 2020.**

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

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

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

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.

**147. To receive a receive a request from the Gravel Allotments Trustees to create a budget for the feasibility studies regarding development of the site on a joint costings basis with HBC.**

Cllr D Lambert reported on the recent trustees meeting regarding the above. After a full discussion it was

***Resolved;***

***a) That APC agree to fund the initial surveys required to promote this site as part of the Local Plan 'Call for Sites' on a 50/50 basis with HertsmereBC.***

***b) That APC create a Capital Reserve of £12,500 to be used for this project.***

**148. To consider moving to an on-line portal for council business.**

This matter had been referred to the Full Council by the F&GP Committee as its use will affect all councillors and office staff. The PCM was asked to explain the system and how it would benefit officers and councillors. The PCM explained that the officers would benefit because of the management system for the production of agendas, minutes and reports. The councillors



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would benefit from access to papers and the ability to make notes directly, without the need to print off the papers. Consequently, the Council should see an overall reduction in the use of papers. There was concern that some councillors may not have a device that they could use in meetings so it was agreed to purchase some tablets that will be loaned to the councillor whilst in office. After further discussion it was

### ***Resolved;***

- a) That the Council install the 'IBABS' system for the build, view and management of reports and papers for all Council and Committee meetings.***
- b) That the 2019/20 underspend in the OS 'Training' budget of £1665 is vired to the 2020/21 'Admin training budget' to cover the £995 one-off initial set up and training fee.***
- c) That the annual fee of £2,400 is debited from admin -- professional fees.***
- d) That in 2021 once the system is embedded that a review is carried out to measure the impact on staffing capacity and paper use.***
- e) That the Council purchase up to four tablets that will be loaned to councillors for APC use only, this to be funded from the IT budget.***

### **149. To review and adopt the 'Terms of References' for all the Committees of the Council and the scheme of delegation.**

This document had been circulated prior to the meeting and was adopted.

### **150. Finance**

- a) To authorise the payment of accounts for July.**  
***Resolved that all payments as appended to these minutes are approved, and that the BACS list is signed by Cllrs E Samuelson & J Lefton to authorise the PCM to complete these transactions.***
- b) To decide how to authorise payments in August.**  
After some discussion it was  
***Resolved that the Accounts Officer circulates the list of payments to be approved to all councillors by 21<sup>st</sup> Aug for them to authorise by 27<sup>th</sup> Aug.***

### **151. 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).**



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***Resolved to adopt the following minutes and recommendations;***

***a) Planning Committee meetings of 15<sup>th</sup> June & 6<sup>th</sup> July 2020.***

***b) Finance & General Purposes Committee meeting 29<sup>th</sup> June 2020.***

Re: –Internal Auditor for 2020/21.

- (i) That APC appoint Internal Auditing Solutions as the internal auditor for 2020/21.

Re: - Investment Strategy

- (ii) That the PCM/Assistant Manager continue discussions with HertsmereBC and obtains quotes for investments of £500,000 for one year which will be circulated to the Chairman & Vice-Chairman before a decision is made.

Re: CiL Grant Strategy

- (iii) To adopt the CiL community capital grants strategy for grants between £1,000 and £20,000.
- (iv) APC look at its own projects requirements first and then decide how the CiL funds will be allocated and to review this twice a year following a receipt of CiL funds from the Hertsmere Borough Council (currently April and October).
- (v) That a press release (which will first be circulated to the F&GP Committee) advertising the availability of the grant is circulated via APC website/social media/online newsletter etc.
- (vi) That the CiL receipts received in April (£81,347.06) be split 50/50 between the Phillimore Rec Improvement Project and Community Capital Grant Funding.

Re: - Staff Pensions

- (vii) That the current pension arrangements for staff with LGPS and NEST continue.
- (viii) APC purchase the ill health policy offered by LGPS.

***c) Open Spaces Committee meeting 13<sup>th</sup> July 2020.***

Re – The next steps on the Scrubbitts Wood Management Plan

- (ix) To install one handrail on the steps facing Gills Hill.
- (x) To repair the damaged steps and fit non-slip strips to the step-edges.
- (xi) £3,000 has been allowed from the Open Spaces budget for this work

Re: - Appointing contractor for tree work at Fir Spring Wood

- (xii) To appoint Turney's to complete the work at a cost of £10,420 to be taken from Earmarked Reserves.



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### **152. Items of interest from Minutes of other authorities (for information only)**

Cllr H Jones reported on the recent meeting of the Village Institute. They are looking to open up the building slowly for regular hirers.

Cllr D Wickham reported that he had received a tour of the Radlett Centre following his recent apt to the RCT Board. Cllr M Cherry reported on the recent RCT Board meeting that both he and Cllr D Wickham had attended.

Cllr E Samuelson reported on a recent Aldenham Country Park Advisory Panel meeting.

**Date of next meeting 9<sup>th</sup> November 2020 – 7.30pm**

**There being no further business the meeting closed at 4.35pm.**

**Chairman ..... Date .....**