



Edmund de Langley
&
Isabella de Castilla

KINGS LANGLEY PARISH COUNCIL

MINUTES of the Annual Meeting of the Council held on Tuesday 1st May 2018 at the Council Hall, Charter Court, Vicarage Lane, Kings Langley.

Present: Cllrs Button (Chair), Angiolini (Vice-Chair), Anderson, Collins, De Silva, Jackson, Johnson, McLean and Morrish.

Also Present: Paul Dunham, Clerk to the Council; four members of the Kings Langley Allotments and Gardens Association (KLAGA).

1. Election of Chair

1.1 Cllr Button opened the meeting by welcoming those present. He then called for nominations for the election of the Chair for the forthcoming year. Councillor Button was nominated by Cllr Angiolini and this was seconded by Cllr McLean. There were no other nominations.

1.2 It was, therefore, RESOLVED:

That Cllr Button be appointed Chair of the Council for the forthcoming year.

1.3 Cllr Button thanked his fellow Councillors for their support.

2. Chair's Declaration of Acceptance of Office.

2.1 Cllr Button signed the Chair's Declaration of Acceptance of Office.

3. Declaration of Acceptance of Office of Members.

3.1 This is a standing item on the agenda of the Annual Meeting for any newly-elected Members, but that, in this case, there were none.

4. Election of Vice-Chair.

4.1 It was proposed, by Cllr Button, seconded, by Cllr Anderson, and RESOLVED:

That Cllr Angiolini be appointed Vice-Chair of the Council for the forthcoming year.

5. Apologies for Absence.

5.1 Cllr Rogers.

6. Declarations of Interest

6.1 Cllr Johnson declared a Personal Interest in item 25.1 as a personal friend was involved. Cllr Anderson's and Cllr McLean's Personal Interest in matters relating to Dacorum Borough Council is acknowledged.



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7. Appointment of Representatives on Outside Bodies

7.1 It was proposed, seconded and RESOLVED:

That the following appointments be made for the forthcoming year:

- a) Hertfordshire Association of Parish and Town Councils (HAPTC) – None.
- b) Kings Langley Community Association – Cllrs Collins and Rogers.
- c) Kings Langley Local History & Museum Society - Cllrs Anderson and De Silva.
- d) Kings Langley Dacorum Council for Voluntary Service Committee - Cllr Angiolini.
- e) CPRE, The Hertfordshire Society – Cllr Rogers.
- f) The Kings Langley Carnival Committee – Cllrs Angiolini, Johnson and McLean.
Cllr Button would also be available to assist in various activities.
- g) Transition in Kings (TIK) – Cllr Morrish.

8. Appointment of Planning & Licensing Committee

8.1 It was proposed, seconded and RESOLVED:

- a) To appoint a Planning and Licensing Committee until the next Annual Meeting of the Council, in accordance with Kings Langley Parish Council Standing Orders.
- b) That the Committee, in accordance with Kings Langley Parish Council Standing Orders, be given the delegated authority to express the view of the Council to the relevant Planning Authority with regard to applications for planning permission, licensing applications and associated matters.
- c) That Cllrs Anderson, Angiolini, Button, De Silva, Johnson, McLean and Rogers, plus any Member who may be seconded from time to time to ensure that a meeting is quorate, be appointed to serve on the Committee in accordance with Kings Langley Parish Council Standing Orders until the next Annual Meeting of the Council.
- d) That Cllr Angiolini (proposed by Cllr Anderson, seconded by Cllr De Silva) be appointed Chair of the Planning and Licensing Committee to hold office until the next Annual Meeting of the Council in accordance with Kings Langley Parish Council Standing Orders.
- e) That Cllr De Silva (proposed by Cllr Angiolini, seconded by Cllr McLean) be appointed Vice-Chair of the Planning and Licensing Committee to hold office until the next Annual Meeting of the Council in accordance with Kings Langley Parish Council Standing Orders.

9. Appointment of Personnel Committee

9.1 It was proposed, seconded and RESOLVED:

- a) To appoint a Personnel Committee until the next Annual Meeting of the Council in accordance with Kings Langley Parish Council Standing Orders.



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- b) That the Committee, in accordance with Kings Langley Parish Council Standing Orders, be given the delegated authority of the Council to take decisions on all personnel matters, with the option of referring to the Council itself any matter upon which it, the Personnel Committee, chose not to make a decision.
- c) That Cllrs Anderson, Angiolini, Button and McLean be appointed to serve on the Committee in accordance with Kings Langley Parish Council Standing Orders until the next Annual Meeting of the Council. It was noted that the Chair (Cllr Button) and Vice-Chair (Cllr Angiolini) are ex officio members of this Committee.

10. Inspection of Leases and Title Deeds

- 10.1 On behalf of the Council, the Chair inspected correspondence from the Council's Solicitor confirming that he held the Title Deeds for the Village Garden, Sunderland's Field Allotments and Charter Court, Vicarage Lane and the licence for land outside the (former) Royal Mail Sorting Office on behalf of the Council.

11. Additional Working Groups

- 11.1 It was proposed, seconded and RESOLVED:

- a) To appoint a Twinning Working Group until the next Annual Meeting of the Council and that its Members be Cllrs Anderson, Angiolini, De Silva and Johnson.
- b) To appoint a Community Award Working Group until the next Annual Meeting of the Council and that its Members be Cllrs Angiolini and Button.
- c) Not to appoint an Environment Working Group as its activities are being covered under the Vision initiative.
- d) To appoint an Assets and Risks Working Group, to consider assets, property, allotments, insurance etc. and that its Members be Cllrs Angiolini, Button and Johnson.
- e) To appoint a Vision Working Group.

12. Joint Dacorum Council for Voluntary Service / Kings Langley Parish Council Christmas Lights Festival Committee

- 12.1 It was proposed, seconded and RESOLVED:

The Kings Langley Parish Council representatives to serve on the Joint Christmas Lights Festival Committee until the next Annual Meeting of the Council be Cllrs Angiolini and Johnson.

13. Village Gardens' Competition.

- 13.1 Cllr Angiolini confirmed that the judging for the competition would be Saturday July 28th and 29th (if needed). He added that this date had been agreed with Terry Simmonds, the judge from the sponsors, Garden Scene.
- 13.2 It was agreed that the organisers should be Cllrs Angiolini and Johnson.



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14. Public Participation.

- 14.1 As there were members of the Kings Langley Allotments and Gardens Association present, with the Members permission, item 25.1 was brought forward, and members of the association were invited to speak.
- 14.1.1 The issues raised related to the rules contained in the agreement between the Association and the Council (and replicated in the Association's rules) particularly to the erection of greenhouses, their size and the use of glass, the application of these rules and how to deal with the transgressors. This had been raised in an email from the Chairman of the Association, a copy of which had been included in the agenda papers. Members were asked to consider the issues, agree a way forward and to respond to suggestions contained in the email.
- 14.1.2 The Association's treasurer, Ms Christine Heeler spoke initially to describe and expand the issues from the committee's point of view.
- 14.1.3 Mr Charles Copperthwaite, a former member of the committee, expressed his point of view, indicating that he did not have very much confidence in some of the newer members of the committee and their ability to manage the situation. He announced that it was his intention to call for an extraordinary meeting of the Association.
- 14.1.4 Cllr Johnson stated his concern that the application of the rules was done so consistently.
- 14.1.5 Cllr Anderson added that he wished to state his support the committee in its management of this situation.
- 14.1.6 After further discussion, the Council's position has been summarised as follows:
- The Council wished to state its full support of the KLAGA Committee in applying the terms of the agreement.
 - There was no suggestion that the Council would remove the clause not allowing glass sheds / greenhouses.
 - There should be a consistent application of the rules. Clearly there have been breaches of the rules since the Council agreed to allow greenhouses (no glass) in 2014 and before that, when it had not agreed to greenhouses at all.
 - It felt that the best course of action would be to call a meeting of all plot-holders and to democratically agree a way forward. The Council did not wish to send a representative to this meeting as it did not feel it was appropriate. The Members decided not to make any decisions on the questions / points made in the email but would deal with anything coming from the general meeting or committee if and when presented to the Council.
 - Nobody was aware of a statement from the Council or any of its representatives (as queried in the email) that it didn't "care about glass being present".

15. Police Matters and Other Services.

- 15.1 PCSO Martin was unable to be present as he had been called to attend the site of an unexploded shell in Water Lane, but had provided details of the 15 reported / recorded crimes for April 2017, as follows:



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Reported Crime	Incidence	Details
Burglary, other	2	Garages, Waterside Kings Langley Primary School – no entry gained
Theft of Motor Vehicle	2	Red Lion – found crashed Hempstead Road – tracker traced to Essex
Damage or Destroy <£5k	2	Abbots Rise – windscreen Shendish Edge – car “keyed”
Theft from shop	2	Texaco service station – alcohol Spar – loaves of bread (6)
Theft, other	2	Rose & Crown – tables & chairs (garden) Shendish Manor – theft from room
Drug related	2	Cannabis
Other crimes	3	Facebook Handle stolen goods Service Club - Assault
Total	15	

15.1.1 There were 20 crimes reported in the previous month (March 2017)

15.1.2 Members considered and noted the report.

15.2 Police & Crime Commissioner’s Newsletter / Corporate Communication Report.

15.2.1 None received.

15.3 Neighbourhood Watch

15.3.1 “OWL” Communications.

15.3.1.1 Members had been provided with copies of the “Owl” reports as appropriate.

15.3.2 Cllr Jackson reported on recent newsletters produced in conjunction with West Herts College, copies of which were circulated for Members. The Clerk asked where the funding for these and other Neighbourhood Watch activities came from, to which Cllr Jackson replied that mostly it came from the Police & Crime Commissioner and some from the sale of card wallets.

15.3.3 Cllr Jackson added that the group was undertaking a bit of a “clean-up” of contacts and co-ordinators details etc.

15.4 Any other matters.

15.4.1 Cllr Button mentioned a recent scam re sewage charges – the perpetrators claiming to be from Affinity Water.

16. Hertfordshire County Council Matters (County Councillor Roberts)

16.1 Updates on Highways matters (Cllrs Button & Jackson / Cllr Roberts)

16.1.1 Cllr Roberts was not present.

16.1.2 Cllr Button was concerned that Hertfordshire County Council / Highways matters often dominated Council meetings and that this was also true at the Annual Parish Meeting, so he had suggested to Cllr Roberts that he held a regular surgery in the village.



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16.1.3 The Clerk reported that the office had received a request for the white posts in the High Street to be repaired / replaced / repainted. Members felt that this should only be done if it didn't detract from funding / work on the High Street pinch-point and other projects which it considered to be more important. The Clerk undertook to respond accordingly.

17. Minutes of Previous Meetings of the Council (3rd April 2018).

17.1 It was proposed, seconded and RESOLVED:

That the minutes of the meetings held on 3rd April 2018 be adopted as a true record.

17.2 The Chair then signed the minutes

18. Matters Arising

- 18.1 Minute 15.2. Cllr Johnson reported that he was awaiting a response from Richard Garnett Harper who, whilst in favour of the Remembrance Day Service being brought forward to 11am, was, in turn, waiting to hear from the rector, who was on holiday.
- 18.1.1 Concerns had been raised regarding the possibility of high number attending, although it was felt that the scout groups would probably attend the ceremony in Hemel Hempstead.
- 18.1.2 Members undertook to provide refreshments at the ceremony but would restrict them to "tea and biscuits".
- 18.1.3 Cllr Button undertook to inform Mike Penning of the intention the change to time as this would probably create a clash in his calendar.
- 18.1.4 It was hoped that it would be possible to produce a souvenir brochure.
- 18.2 Cllr Johnson queried whether there was any progress on the canal-side clear up. Whilst Cllr McLean responded that he had not received a reply from Dacorum Borough Council, Cllr Anderson reiterated his assertion that it was not a task that the Borough could carry out. The Clerk added that the Canal and River Trust had not been very helpful. However, Cllr Morrish undertook to refer it to his contact at the C&RT.

19. Reports

19.1 Standing Committees

19.1.1 Planning & Licensing Committee meeting(s) minutes of 20th March and 3rd April 2018 for adoption.

It was proposed, seconded and RESOLVED:

That the minutes of the Planning & Licensing Committee meetings of 20th March and 3rd April 2018 be adopted as a true record.

19.2 Chair's Report.

19.2.1 No report



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- 19.3 Reports from the Chairs of other committees / groups.
19.3.1 None.

- 19.4 Clerk's Report / Actions List.
19.4.1 No report.

- 19.5 Village Warden's Activities, Priorities and Planning
19.5.1 It was noted that the new warden had started that day.

20. Financial Matters

- 20.1 Schedule of Payments for March (additions / corrections) and April 2017.
20.1.1 It was proposed, seconded and **RESOLVED**:

That the list of accounts for March 2018 (additions / corrections) in the sum of £10.27 and April 2018 in the sum of £11,500.01 be adopted, and the Clerk be authorised to issue the appropriate payments.

- 20.1.2 The Chair then signed the payment schedules.

- 20.2 Examination and signing of the Council's Bank Account Statements (as at 31st March 2018).

- 20.2.1 The Chair examined the Council's bank account statements and signed a statement to that effect on behalf of the Members that the balances as at 31st March 2018 were:

Current Account:	£5,000.00
Reserve Account:	£51,538.50
NS&I Investment Account:	£44,850.80

- 20.3 Income and Expenditure Statements 2017/18.

- 20.3.1 Members considered and noted the reports as at 31st March 2018, which had been provided with the agenda, and the statement to that effect, was signed by the Chair.

- 20.4 Examination and signing of the Council's Bank Reconciliation Statement (as at 31st March 2018).

- 20.4.1 In accordance with Audit requirements and recommendations, the statement was examined by the Members and the Statement signed by the Chair.

- 20.5 Annual Risk Assessment and Management (for the period 1st April 2017 to 31st March 2018).

- 20.5.1 The Accounts and Audit (Amendment) (England) Regulations 2006 require the Council to review its risks and to minute it. The Clerk highlighted some minor amendments, in particular relating to the recent General Data Protection Regulations (GDPR). After further examination of the Risk Assessment and Management Statement, it was:

Proposed, seconded and **RESOLVED** that:

That the Annual Risk Assessment and Management (for the period 1st April 2017 to



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31st March 2018) review had been satisfactorily completed.

20.6 Asset Register as at March 2018

20.6.1 The Clerk informed Members where amendments had been made to the register, which were highlighted on the document. The Clerk reminded Members that the Council had to maintain an asset value for the accounts and audit, and a separate value for insurance / replacement purposes.

20.6.2 The Council reviewed, noted and agreed the contents of the Asset Register.

21. Dacorum Borough Council, Hertfordshire County Council (other) and Other Authorities.

21.1 Dacorum Borough Council

21.1.1 It was noted (Cllr Anderson) that Dacorum Borough Council had finally replaced the four missing noticeboards in the village. However, the Clerk pointed out that as they were lockable, Parish Council staff would now have to post the notices in these on a regular weekly trip. He added that the Council had to purchase additional magnetic “pins” as the number provided with the boards was insufficient, and further, that the board on The Common was not placed in its original position, despite him being told that there was no permission to place it elsewhere, where he had requested it.

21.2 Hertfordshire County Council (not requiring the presence of Cllr Roberts).

21.2.1 None.

21.3 Affinity Water

21.3.1 Draft Business Plan and Water Resources Management Plan – Statutory 5-year Public Consultation and Stakeholder Forums.

Notice of the consultation had been issued with the agenda. This was noted although concern was raised regarding the future provision of water to cope with any new building that may arise from the Local Plan.

22. Members Items / Reports and Questions (not included elsewhere).

22.1 Portfolios and Vision Group.

22.1.1 Reports on the following:

Member	Vision	Geographical area
Cllr Anderson		
Cllr Angiolini		Abbots Rise area
Cllr Button	Transport / Highways	The Common, Vicarage Lane / Langley Hill / Great Park
Cllr Collins	Business / Communications	Hempstead Road areas
Cllr De Silva		Blackwell Road area
Cllr Jackson	Communications	Coniston area



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Cllr Johnson	Leisure / Village Garden / Allotments / Litter picks	Watford Road area
Cllr McLean		
Cllr Morrish	Local environment	Rucklers area
Cllr Rogers	Business	High Street area

- Cllr Angiolini was pleased to compliment the Green, Safe and Clean team for quickly clearing rubbish at the bottom of Abbots Rise.
- Cllr Collins reported that there would be a further meeting of the Business Group the following week, adding that some consideration is being given to extending the group beyond just the High Street businesses.
- Cllr Jackson reported that the next issue of the Village News would be available shortly.
- Cllr Johnson reported that the next bundle of shrubs for the village garden would be delivered and planted soon.
- Cllr Jackson reported on the “Plastic Pickup” initiative.
- Cllr Morrish reported on recent “resurfacing” activity in Rucklers Lane, adding that he would be having a meeting with Cllr Roberts regarding the road surface near to Phasel’s Wood. Work on the canal path improvements should be taking place from 24th April to the end of May. New quotes were awaited for further works. Sustrans had provided its first draft report on cycle ways and a meeting with them is to be scheduled.
- The next litter pick is scheduled for 27th May 2018.

22.2 Other items

22.2.1 Rucklers Lane shrub / flower bed working group (Cllr Morrish)

A meeting with Rob Cassidy from Dacorum Borough Council is scheduled for 12th May.

23. Kings Langley Parish Council Representation on Outside Bodies – Members Reports.

23.1 Transition in Kings (TIK)

23.1.1 Cllr Morrish reported on progress with the Rectory Farm allotment site, TIK’s rent, the introduction of a polytunnel, discussions with the current landowner, and its future should the site be developed, and that, on the latter point, the owners had asked if Members of the Council would like to meet them to hear their latest proposal for developing the site. Cllr Anderson responded that he felt it would be acceptable to have a fact-finding meeting. Members agreed that it was important to listen and understand what developers might be planning. Cllrs Morrish, Button, Angiolini and Collins agreed to attend the meeting which was agreed to be held on the following Tuesday. Cllr Morrish added that he would be interested to hear what “community” housing might be included in the proposals, particularly to help the younger people of the village.

23.1.2 Cllr Morrish also updated the meeting on the latest on the Village / Neighbourhood Plan. It had been suggested to him that the project should begin as a Parish Plan and then convert later to a Neighbourhood Plan, which he recommended to the Council, and which was agreed.



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23.2 The Parish Paths Partnership

23.2.1 Cllr Morrish reported that he had applied for a grant for this year to install a further village map lectern near the Toby Carvery and to replace the fence on the permissive path at Whippendell Bottom, for which a quote had already been received.

23.3 Kings Langley Community Association (Cllrs Collins and Rogers)

23.3.1 There was no further report as there had not been another meeting.

23.4 Others

23.4.1 There were none.

24. High Street Surgeries

25.1 There would be a surgery on the 19th May (not previously scheduled) to coincide with the High Street market. The next scheduled surgery was set for the 16th June.

25. Other Matters

25.1 Kings Langley Allotments and Gardens Association (KLAGA).

25.1.1 This matter had been dealt with above, see minute 14.1.

25.2 General Data Protection Regulations (GDPR)

25.2.1 Several papers had been issued with the agenda and were introduced by the Clerk. Members were asked to consider:

- a) The appointment of the Council's Data Protection Officer
- b) The Data Protection Audit
- c) A Data Protection Policy, Register and other documents

25.2.2 Cllr Anderson proposed that the Clerk be appointed the Council's Data Protection Officer, although it was noted that this approach was being questioned and that some authorities had made independent appointments. This recommendation was agreed and reluctantly accepted by the Clerk. The Clerk's main concern was the amount of work involved in meeting the requirements. He added that there will be a bare minimum set up by the implementation date (25th June).

25.2.3 Cllr Jackson recommended that the Clerk checked the file sharing controls of the Council's Microsoft Cloud IT arrangements.

26. Any Other Business.

26.1 Presentation to Dave Smith of the Kings Langley Jazz Club.

26.1.1 The Clerk had circulated an invitation from Graham Prentice of the Kings Langley Jazz Club to present an award to Dave Smith who had been organising the band meetings at the Kings Langley Services Club for the past 30 years. The presentation evening coincided with the next meeting of the Council's Planning and Licensing Committee, and although Cllr Button would not be able to present the award, Cllr Angiolini was more than happy to do so.

Meeting closed.

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