



KINGS LANGLEY PARISH COUNCIL

MINUTES of the Virtual Meeting of the Council held on Tuesday 2nd June 2020.

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

Also Present: Mr Paul Dunham, Clerk to the Council; County Cllr Richard Roberts.

1. Apologies for Absence.

1.1 None.

2. Declarations of Interest.

2.1 None.

3. Public Participation.

3.1 None.

4. Police Matters and Other Services.

4.1 PCSO Ian Martin was unable to attend the meeting but had provided information on recorded crimes for March, April and May, as follows:

March 2020 – 3 crimes

Reported Crime	Incidence	Details
Damage or Destroy < £5k	1	Rockliffe Avenue – damage to gate
Drug related	2	Watford Road – cannabis Riverside Close - cannabis
Total	3	

April 2020 – 6 crimes

Reported Crime	Incidence	Details
Theft from motor vehicle	1	Hempstead Road – number plates
Theft - other	2	Sunderland’s Yard – trailers broken into Shendish – charity box stolen
Drug related	1	Cricket Club car park – cannabis
Other crimes	2	Phaselswood – interfere with motor vehicle (van on-site entered, nothing taken Willow Edge – theft by finding (laptop taken that was left by recycling bins in error)
Total	6	



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May 2020 – 5 crimes

Reported Crime	Incidence	Details
Burglary – other	1	Christchurch Baptist Church – details currently unknown
Theft from motor vehicle	2	Sunderland’s Yard – diesel taken from lorries Water Lane – transit van broken into, wallet & dashcam taken
Theft of motor vehicle	1	Methodist Church – dumper truck
Theft from shop	1	Texaco
Total	5	

4.1.1 Cumulative and average data was also provided.

4.1.2 There had been 11 recorded crimes in the previous month (February).

4.1.3 The reports were noted.

4.2 Neighbourhood Watch.

4.2.1 No report.

4.2.2 “OWL” Communications.

4.2.2.1 No further reports.

4.3 Other Related Matters.

4.3.1 Cllr Hubberstey raised his concerns that now that the carwash adjacent to Moore’s had re-opened, parking on the yellow lines opposite had also returned, and that if not nipped in the bud, would get worse and send the wrong message. Cllrs Anderson and Johnson were asked to raise this with the Borough.

5. Hertfordshire County Council Matters (1).

5.1 General Matters

5.1.1 No update.

5.2 Highways Matters.

5.2.1 Cllr Roberts did not have anything specific to report but was happy to answer questions, except that he had been involved with trying to resolve the issue of smelly sewers in the High Street.

5.2.1.1 Cllr Hubberstey had noticed that there were signs at Apsley2 restricting access to the towpath. Cllr Roberts undertook to raise this. Cllr Roberts added that there had been action across Hertfordshire to increase and improve public access.

5.2.1.2 Cllr Johnson asked Cllr Roberts if there was any information on the use of the former youth club building, to which he responded that he thought he had reported back to the Council that the building had been passed to the property department at Hertfordshire County Council for disposal, adding that there were known issues with asbestos in the building. Cllr Hubberstey felt that with there being an expected space shortage post COVID-19 it was important to attempt to identify as many properties as possible that could be utilised. Cllr Morrish felt that the building might still serve as a community asset. Cllr Roberts responded that much would depend on the development market. Cllr Anderson reminded the meeting that the History Society would still be interested in the building. Cllr Roberts undertook to make further enquiries, suggesting that an on-site visit might be useful too.



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6. Minutes of Previous Meeting(s) - 5th May 2020.

6.1 Cllr Johnson pointed out a misspelling of “Gaywood”. This was amended and initialled on the signed version and would be changed on the published version. Subject to this amendment, it was proposed, seconded and RESOLVED that

The minutes of the meeting held on 5th May 2020 be adopted as a true record.

6.2 The Chair then signed the Minutes.

7. Matters Arising.

7.1 None.

8. Reports.

8.1 Standing Committees.

8.1.1 Planning & Licensing Committee.

8.1.1.1 The minutes of the meeting held on 21st January and 4th February were adopted as a true record.

8.2 Chair’s Reports.

8.2.1 None.

8.3 Reports from Chairs of other Committees / Groups.

8.3.1 None

8.4 Clerk’s Report / Action List.

8.4.1 The Clerk reported that he had been busy producing the documents and reports required for the Council audit for 2019-20, as was evident later on the agenda.

8.5 Village Warden’s Activities, Priorities and Planning.

8.5.1 The warden and Cllr Johnson had been working their way around the village garden digging and weeding. The Clerk had been organising the deliveries of summer bedding and the planting of the High Street troughs with Sunnyside and the warden for the following week.

8.5.2 Cllr McLean enquired who was responsible for the bed at the bottom of Rucklers Lane. The Clerk and Cllr Anderson responded that Dacorum Borough Council had recently assumed that role.

9. Finance Matters

9.1 Schedule of Payments for May 2020.

9.1.1 It was proposed, seconded and RESOLVED:

That the payment schedule for May 2020 in the sum of £11,896.09 be approved, and that the Clerk be authorised to issue the appropriate payments.

9.1.2 The Chair then signed the schedule of payments.



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9.2 Examination and signing of the Council's Bank Account Statements (as at 30th April 2020).

9.2.1 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 the above date were:

Current Account:	£5,000.00
Reserve Account:	£190,603.91
NS&I Investment Account:	£45,537.47

9.3 Income and Expenditure Statements 2019-20.

9.3.1 Members considered and noted the reports as at 30th March 2020, which had been provided with the agenda, and the statement to that effect, was signed by the Chair. The Clerk added that these reports formed part of the Internal Audit, as did items 9.4 to 9.8 that followed.

9.4 Accounts 2019-20 - Virements and Fund Transfers.

9.4.1 It was proposed, seconded and **RESOLVED:**

That the following list of Virements and Fund Transfers be made, subject to audit, for the year ended 31st March 2020:

	Budget	Proposed	Notes
	£	£	
EXPENDITURE			
Transfer to Achiet-le-G T Fund	500.00		Is saving required anymore?
Transfer to Projects Fund	490.00	490.00	
ADMINISTRATION			
Transfer to Elections Fund	1,000.00	1,300.00	One-off increase caused by DBC late charge.
Transfer to IT Fund	500.00	500.00	
CHARTER COURT COSTS			
Transfer to Charter Court Fund	2,500.00		Suspend saving as not needed.
CHRISTMAS FESTIVAL			
Transfer to Christmas Lights Fund	750.00		Suspend saving as not needed.
CONCURRENT SERVICES			
Transfer to Warden Van Fund	1,500.00	1,500.00	
Transfer to Concurrent Maintenance Fund	3,500.00	3,500.00	
Revenue Sub-Total	10,740.00	7,290.00	
BALANCES			
Transfer to Self-Insurance Fund		1,000.00	Need one-off increase to fund.
Transfer to Projects Fund		800.00	Redistributing surplus.



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ELECTIONS FUND			
Transfer to Concurrent Maintenance Fund		4,000.00	May 19 uncontested & money needed re Trees.
Funds Sub-Total	0.00	5,800.00	
Total	10,740.00	13,090.00	

9.5 Community Infrastructure Levy (CIL) – Receipts and Allocations Report to 31st March 2020.

It was then proposed, seconded and **RESOLVED:**

That the report of Community Infrastructure Levy Receipts and Allocations be approved, as follows:

Dates		Receipts	Payments	
		£	£	
	Pre 2017-18	243.60	2,495.00	Balance -£2,251.40
2017-18				
04/07/17	High Street Defibrillator (Installation)		40.00	Nearly whole cost met by donation-in-kind.
27/10/17	44 High Street	4,027.50		
27/10/17	77A Watford Road	2,967.30		
12/01/18	The Pound (Complete Replacement)		3,032.81	
28/02/18	The Pound (Complete Replacement)		1,170.00	
2018-19				
03/04/18	The Pound (Complete Replacement)		2,150.00	Net of Tesco grant of 1,000.
20/09/18	Cycling Strategy		1,000.00	Net of C\ClIr Roberts 16/17 grant of 750.
12/10/18	Highways Signage (Rucklers Lane)		92.85	
02/11/18	R/O 45 Watford Road	5,482.41		
14/12/18	Village Clock (Major Repairs)		859.00	
14/12/18	Parish Plan		3.00	Net of C\ClIr Roberts grant of 1,000.
17/12/18	Parish Plan		140.00	
08/01/19	Parish Plan		140.00	
01/02/19	Parish Plan		299.57	
05/02/19	Parish Plan		140.00	
20/02/19	Parish Plan		200.00	



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2019-20				
12/04/19	101/103 Langley Hill	4,281.55		
29/05/19	Giant Sundial		117.00	
20/06/19	Parish Plans		192.00	
27/08/19	Parish Plans - Groundwork Trust Grant	6,325.00		
01/11/19	Parish Plans		46.98	
20/11/19	Giant Sundial		320.00	
26/11/19	Parish Plans		850.00	
02/12/19	Parish Plans		6.99	
03/03/20	Giant Sundial		152.50	
23/03/20	Parish Plans		3,200.00	
Totals		23,327.36	16,647.70	Balance £6,679.66

9.6 Asset Register as at March 2020

9.6.1 The Clerk informed Members where amendments had been made to the register, which were highlighted on the document, and reminded Members that the Council had to maintain an asset value for the accounts and audit, and a separate value for insurance / replacement purposes. He added that the main change to the register was a reduction relating to the disposal of the Council's old server and its associated UPS (Uninterrupted Power Supply) unit.

9.6.1.1 Cllr Hubberstey asked what method / rate the Council used for depreciation of its assets, but the Clerk responded that it did not as it was more concerned with replacement values. Cllr Anderson added that it was traditional in local government to have a renewals fund for this purpose instead.

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

9.7 Annual Risk Assessment and Management (for the period 1st April 2019 to 31st March 2020). Enclosed (amendments shown in bold italics).

9.7.1 The Accounts and Audit (Amendment) (England) Regulations 2006 require the Council to review its risks and to minute that it has done so. The Clerk highlighted the main amendments, (which were shown in bold italics in the report), in particular relating to the loss of key staff as a result of the current Covid-19 crisis and to change the requirement for a tree safety audit from 1 year to 3 years. Cllr Anderson questioned whether the latter point could simply refer to the audit carried out in 2019 as a management plan. The Clerk responded that the audit would require a lot of work to convert into a management plan, especially as the Council had implemented most of its recommendations during the year, but that he would investigate. It was then:

Proposed, seconded and **RESOLVED** that:

That the Annual Risk Assessment and Management (for the period 1st April 2019 to 31st March 2020) review had been satisfactorily completed.

9.8. Review of the Effectiveness of Internal Audit and Control Systems 2019-20.

9.8.1 The Clerk reminded Members of the many items of information provided throughout the year which contribute towards the relevant controls the Council needed to observe, complemented by those performed by Cllr Anderson and the Council's



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Internal Auditor. Members considered the requirements of the above and,

It was proposed, seconded and RESOLVED that:

- a) The review of the effectiveness of the Council's Internal Auditor had been satisfactorily carried out
- b) The review of the Council's control systems had been satisfactorily carried out and that it was adequate, robust and efficient.

9.9 Leisure Group Website & Directory – request for funding (enclosed with the agenda)

9.9.1 Cllr Hubberstey introduced this item, which was for a year's cost for an Office 365 email address and website hosting for the Kings Langley Links Directory amounting to £81.60. This was agreed.

10. Dacorum Borough Council and Hertfordshire County Council Matters.

10.1 Dacorum Borough Council.

10.1.1 Cllrs Anderson and Johnson – Reports and members' questions

10.1.2 Cllr Johnson reported that business was beginning to start up again with one of the most important considerations being the Climate Change Strategy Report.

10.1.3 Cllr McLean asked whether every service was now back working, to which Cllr Anderson responded that this was largely the case, although there was still some additional home-working, adding that services like refuse collections had been working all the way through. The Clerk was asked to let the Borough (Craig Thorpe) know how appreciative Members were of the efforts made in this area.

10.1.4 Cllr Hubberstey reported that there was an issue with foxes and rats in the Ridgeway Close area, with the foxes, which appear to be living on the land leading to the railway bridge, invading the refuse bins, which are then attracting rats. Cllr Anderson suggested that the Clerk could contact the Environmental Health (ECB) team at the Borough to ask if they could put pressure on the landowner to deal with the foxes.

Cllr Roberts gave his apologies and left the meeting at this point.

10.1.5 Cllr Rogers advised that he had been informed that "Extinction Rebellion" was attempting to set-up a "Citizens Assembly" locally.

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

10.2.1 Cllr Colins reported that there was an excessive amount of gravel on the footpath between Hempstead Road and Havelock / Belham Road. He was advised that as this was a path for which the County was responsible, he should have raised it with Cllr Roberts, under item 5, above. However, it would be better still to raise it with Herts Highways direct.

10.2.2 It was agreed that this item (10.2) would be removed from future agendas.

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

11.1 Parish / Neighbourhood Plan Reports.

11.1.1 Cllr Morrish advised Members on the seven steps / phases of the development of the plan, as follows:



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- Step 1: Designating neighbourhood area and if appropriate neighbourhood forum Relevant body (completed)
- Step 2: Preparing a draft neighbourhood plan, adding that part of this would include a focus on the 60 green spaces that had been identified
- Step 3: Pre-submission publicity and consultation
- Step 4: Submission of a neighbourhood plan or Order proposal to the local planning authority
- Step 5: Independent Examination
- Step 6: Referendum
- Step 7: Bringing the neighbourhood plan into force

11.1.2 Parish Plan – Environment Group (Cllr Button).

No update, but Cllr Button will organise a meeting soon.

11.1.3 Parish Plan – Leisure Group (Cllr Hubberstey).

Cllr Hubberstey would be organising a meeting soon; however, he was a little concerned that the groups were acting in silos although several of their activities and interests overlapped; was there a case for the steering group to be resurrected?

11.1.4 Parish Plan – Transport Group (Cllr McLean).

A copy of the ARUP “Public Realm Strategy” (High Street / Transport) report had been made available to Members in printed form and on-line.

Cllr McLean introduced the item, stating that he wished to give the report only a brief airing at this stage, as he felt that Members needed more time to read and digest it, but then to have a separate meeting to discuss it fully, having prepared comments and ideas in an orderly manner, with a view to taking them back to ARUP.

Members propounded many initial thoughts and comments, but it was generally agreed that this was such an important matter that the Council should be in agreement, focus on the main issues, involve Hertfordshire County Council’s Andrew Freeman and Cllr Roberts, especially vis-à-vis the County’s own Transport Plan, have an understanding of costs, and that all Members should be given the opportunity to meet directly with ARUP.

Cllr McLean undertook to liaise with the Clerk to organise the meeting, which it was suggested, could be after a normal planning meeting.

Cllr Hubberstey pointed out that if the Council wanted ARUP to do more, it would probably have to pay more.

11.2 Geographical Areas Reports

11.2.1 Abbots Rise area (Cllr Angiolini)

Cllr Angiolini reported that he enjoyed regular visits of foxes and badgers to his garden and felt that those mentioned in 10.1.4, above, should not be “dealt with” in any way because, after all, we do live in the country.

11.2.2 The Common, Vicarage Lane / Langley Hill / Great Park (Cllr Button)

All ok.

11.2.3 Hempstead Road areas (Cllr Collins)

All ok apart from the issue mentioned in 10.2.1, above.

11.2.4 Blackwell Road area (Cllr De Silva)

All ok.

11.2.5 London Road area (Cllr Hubberstey)

The West One hedge needed cutting back again, but, understandably, this should not be done during the nesting season.



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11.2.6 Watford Road and Coniston Road areas (Cllr Johnson)

All ok.

11.2.7 Rucklers area (Cllr Morrish)

Work on the new houses (replacing the garages) had started.

11.2.8 High Street area (Cllr Rogers)

Retailers will be re-opening soon and should be given every encouragement so to do and welcomed back. Cllr Collins added that he would continue to be very cautious and was unlikely to visit the High Street soon.

11.3 Village Garden (Cllr Johnson).

11.3.1 Cllr Johnson reported that John Baily had donated a further three rose bushes and that new bed had been dug to accommodate them. Dave Hunt had donated 20 maples, some of which could be planted in the garden, replacing those plants that we have an excess of, and further thoughts will be given to where the others will go. Some Members suggested the land opposite the football club, but Cllr Anderson advised caution because of underground services, adding that this was also true of the bottom of Abbots Rise, where he would love to see some planting, because of gas pipes there.

11.4 Litter picks.

11.4.1 Cllr Johnson advised that he planned to restart these at the end of the month (28th), adding that he did not think that social distancing would be an issue.

11.5 Other items.

11.5.1 Human Sundial. Cllr Johnson reported that he was receiving reassuring emails from Osborne's that they would be ready to do the works when it was safe. Cllr Rogers asked if anyone knew why the scaffolding had reappeared on the M25 viaduct.

12. Kings Langley Parish Council Representatives on Outside Bodies.

12.1 The Kings Langley Community Benefit Society (KLCBS) (Cllr Morrish).

12.1.1 No report.

12.2 Parish Paths Partnership (PPP).

12.2.1 Cllr Morrish advised that there would not be anything this year.

12.3 Kings Langley Community Association.

12.3.1 The centre was not open but had received a £10,000 grant.

12.4 Others.

12.4.1 Dacorum Environmental Forum

No report.

13. High Street Surgeries.

13.1 No report. It was not considered safe to hold a surgery.



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14. Other Matters.

14.1 Christmas Lights Event update.

14.1.1 The Clerk reported that, despite being reminded, Hertfordshire County Council still had not sent the requirements and application documents for the licences for erecting the displays. The Clerk reminded the meeting that it had agreed that, as a minimum, the displays would be put up, but to decide if the event was to go ahead at the end of August (effectively, its meeting on 1st September).

14.2. Village Market & High Street.

14.2.1 Cllr Hubberstey reported a nervousness amongst retailers about returning to the High Street and wondered if there was anything the Council could do.

Cllr Morrish advised that consideration was being given the market returning, but that the safety logistics of doing it in the High Street were proving very difficult, and he wondered whether the Council would allow it in the village garden, where safety restrictions would be much easier to manage. Members were happy to endorse that but regretted that it would not be in the High Street, but also wondered whether Green Park might be a feasible venue. Cllr Morrish added that the probable re-start would be in July. Cllr McLean suggested that it might be possible to utilise some parking spaces so that it could still be in the High Street.

15. Any Other Business.

15.1 Cllr Hubberstey expressed his shock at the amount of yellow paint that had appeared on the roads (for parking restrictions).

15.2 Cllr Morrish reported that Blue Court was on the market for £1.5m. He felt that it would make a very nice community amenity to include the Council's offices.

Meeting closed at 9.45pm.