



Edmund de Langley  
&  
Isabella de Castilla

# KINGS LANGLEY PARISH COUNCIL

## **MINUTES of the Annual Meeting of the Council held virtually on Tuesday 4<sup>th</sup> May 2021.**

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

Also Present: Paul Dunham, Clerk to the Council; Carol Lingwood (Alexandra Road), Cath Dickins (Hempstead Road), Debbi James-Saunders (Jubilee Walk).

The Clerk informed the meeting that the recently appointed Village Warden had joined the meeting to “meet” Members. Cllr Button welcomed him. Paul responded by thanking the Council for appointing him, adding that he was really excited by the role and looking forward to challenges presented by it. He gave a brief recount of his first day, which had been quite varied, particularly the weather. He was welcomed by the rest of the Members.

The Chair also announced that Cllr Hubberstey had tendered his resignation today. He wished to place on record his thanks for the work Cllr Hubberstey had done for the Parish Council.

### 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 Anderson 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 continued 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 There were none outstanding. NOTE: this item is normally only relevant in election years.

### 4. Election of Vice-Chair.

4.1 It was proposed by Cllr Anderson and seconded by Cllr Morrish, and RESOLVED:  
That Cllr Angiolini be appointed Vice-Chair of the Council for the forthcoming year.

4.2 Cllr Angiolini thanked his fellow Councillors for their continued support.



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## 5. Apologies for Absence.

5.1 Cllr Hubberstey had resigned. All remaining Members were present.

## 6. Declarations of Interest

6.1 There were none.

## 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.  
It was agreed that the Clerk would contact The Hertfordshire Association of Parish and Town Councils (HAPTC) to ask if they would come to one of our meetings to talk about the organisation and its work.
- 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). (TIK had been superseded by Kings Langley Community Benefit Society (KLCBS)) – Cllr Morrish.

7.2 Members also considered whether they wished to nominate representatives, and if so, whom, to the following:

- a) Kings Langley and District Residents' Association - Cllrs Johnson and Rogers (current members) nominated.
- b) The Village News Committee - Cllrs Johnson was nominated.

## 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 all Members of the Council would be appointed to serve on the Committee in accordance with Kings Langley Parish Council Standing Orders until the next Annual Meeting of the Council, but that the standing members would be Cllrs Anderson, Angiolini, Button, De Silva, Johnson, McLean and Rogers



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- d) That Cllr Angiolini (proposed by Cllr Anderson, seconded by Cllr Johnson) 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 Johnson seconded by Cllr Angiolini) 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.
- 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 These included correspondence from the Council's Solicitor confirming that (on behalf of the Council) 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. There were not available to the Chair because of the current restrictions, but he undertook to inspect them on the Council's behalf at a later date.

10.1.1 Cllr Rogers asked if all Members could inspect the leases. It was confirmed that this is the case, although not a requirement.

## 11. Additional Working Groups

11.1 It was agreed that any working groups would be appointed as and when required.

## 12. Joint Kings Langley Parish Council / Community Action Dacorum / 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.



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### 13. Village Gardens' Competition.

13.1 Cllr Angiolini confirmed that the judging for the competition would be on Saturday 31<sup>st</sup> July. He added that this date had been agreed with Terry Simmonds, and that Flowerhouse would again be the sponsors. It was anticipated that with the proposed lifting of Covid restrictions, the competition would be run as normal.

13.2 It was agreed that the organisers should be Cllrs Angiolini and Johnson.

13.3 In response to a question from a Carol Lingwood, Cllr Angiolini confirmed that the allotments would be judged on the same day.

### 14. Public Participation.

14.1 Those present did not speak at this time.

### 15. Police Matters and Other Services.

15.1 Crime Reports.

15.1.1 PCSO Martin was unable to be present, but had provided details of the 3 recorded crimes for April 2021. It had not been possible to circulate his report with the agenda, but it had been forwarded or copied to Members.

15.2 Any Other Police or Neighbourhood Watch Matters.

15.2.1 None.

### 16. Hertfordshire County Council Matters (County Councillor Roberts)

16.1 General Matters

16.1.1 Cllr Roberts was not present.

16.2 Updates on Highways matters (Cllrs Button / Cllr Roberts)

16.2.1 There were no reports.

### 17. Minutes of Previous Meetings of the Council (6<sup>th</sup> April 2021).

17.1 It was proposed, seconded and RESOLVED:

That the minutes of the meetings held on 6<sup>th</sup> April 2021 be adopted as a true record.

17.2 The Chair then signed the minutes

### 18. Matters Arising

18.1 None.



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## 19. Reports

### 19.1 Standing Committees

19.1.1 Planning & Licensing Committee meeting(s) minutes of 16<sup>th</sup> March and 6<sup>th</sup> April 2021 for adoption.

It was proposed, seconded and RESOLVED:

That the minutes of the Planning & Licensing Committee meetings of 16th March and 6th April 2021 be adopted as a true record.

### 19.2 Chair's Report.

19.2.1 No recorded report.

### 19.3 Reports from the Chairs of other committees / groups.

19.3.1 None.

### 19.4 Clerk's Report / Actions List.

19.4.1 The Clerk reported that he had been working on the end of year accounts, in particular the reconciliation that is required between the Council's records and those needed for the External Audit, and the Balance Sheet.

### 19.5 Village Warden's Activities, Priorities and Planning

19.5.1 No recorded report.

## 20. Financial Matters

20.1 Schedule of Payments for March (additions / corrections) and April 2021.

20.1.1 It was proposed, seconded and RESOLVED:

That the list of accounts for March 2019 (additions / corrections) in the sum of £781.00 and April 2021 in the sum of £10,936.54 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 31<sup>st</sup> March 2021).

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 31<sup>st</sup> March 2021 were:

Current Account:	£5,000.00
Reserve Account:	£74,370.95
NS&I Investment Account:	£45,865.32

20.3 Income and Expenditure Statements 2020/21.

20.3.1 Members considered and noted the reports as at 31<sup>st</sup> March 2021, which had been provided with the agenda, and the statement to that effect, was signed by the Chair.



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20.3.2 Cllr Rogers asked whether it was possible to improve the clarity of these reports by, for example, removing all zeroes from the income summary, not showing pence and shading alternate rows. The Clerk responded that he was obliged to report the full value including pence, he would remove the zero display from the income summary and introduce grid lines to improve horizontal clarity.

20.4 Examination and signing of the Council's Bank Reconciliation Statement (as at 31st March 2021).

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 Accounts 2020-21 - Virements and Fund Transfers.

20.6.1 To pass a resolution to approve the above.

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

That the following list of Virements and Fund Transfers be made, subject to audit, for the year ended 31st March 2021:

	2020-21	2020-21	Notes
	Budget	Proposed	
	£	£	
<b>EXPENDITURE</b>			
Transfer to Achiet-le-G T Fund	500.00	0.00	Nothing happening at the moment.
Transfer to Projects Fund	1,500.00	1,500.00	
<b>ADMINISTRATION</b>			
Transfer to Elections Fund	1,000.00	1,000.00	
Transfer to IT Fund	500.00	500.00	
<b>CHARTER COURT COSTS</b>			
Transfer to Charter Court Fund	2,500.00	2,500.00	
<b>CHRISTMAS FESTIVAL</b>			
Transfer to Christmas Lights Fund	500.00	0.00	Saving not required this year.
<b>CONCURRENT SERVICES</b>			
Transfer to Warden Van Fund	1,500.00	1,500.00	
Transfer to Concurrent Maintenance Fund	7,500.00	7,500.00	
<b>Revenue Sub-Total</b>	<b>15,500.00</b>	<b>14,500.00</b>	
<b>BALANCES</b>			
Transfer to Self Insurance Fund	0.00	500.00	Need one more one-off increase to round fund.



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Transfer to Projects Fund	0.00	6,500.00	Redistributing surplus.
<b>Funds Sub-Total</b>	<b>0.00</b>	<b>7,000.00</b>	
<b>Total</b>	<b>15,500.00</b>	<b>21,500.00</b>	

## 20.7 Community Infrastructure Levy (CIL)

20.7.1 To pass a resolution to approve the CIL Receipts and Allocations Report to 31<sup>st</sup> March 2021. The report covered the period from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021.

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

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

		Receipts	Expenditure	
		£	£	
	<b>Pre 2018-19 Balance</b>	7,238.40	-6,737.81	Balance: 500.59
<b>2018-19</b>				
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\Cllr 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 - Website & Questionnaire		-3.00	Net of C\Cllr Roberts grant of 1,000.
17/12/18	Parish Plan - Social Media		-140.00	
08/01/19	Parish Plan - Social Media		-140.00	
01/02/19	Parish Plan - Posters/Banners Production		-299.57	
05/02/19	Parish Plan - Social Media		-140.00	
20/02/19	Parish Plan - Posters/Banners Design		-200.00	
<b>2019-20</b>				
12/04/19	101/103 Langley Hill	4,281.55		
29/05/19	Giant Sundial - Planning Application		0.00	Net of Carnival Club 19/20 grant of 200 & C\Cllr Roberts 19/20 grant of 300.
20/06/19	Parish Plan - Posters/Banners Production		-192.00	
01/11/19	Parish Plan - Website		-46.98	



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20/11/19	Giant Sundial - Stones		0.00	Net of Carnival Club 19/20 grant of 200 & C\ClIr Roberts 19/20 grant of 300.
26/11/19	Parish Plan - Consultancy		0.00	Net of Groundwork Trust grant 6325.
02/12/19	Parish Plan - Website		-6.99	
03/03/20	Giant Sundial - Sign		-89.50	Net of Carnival Club 19/20 grant of 200 & C\ClIr Roberts 19/20 grant of 300.
23/03/20	Parish Plan - Consultancy		0.00	Net of Groundwork Trust grant 6325.
<b>2020-21</b>				
30/04/20	High Street/Transport Study		-4,980.00	
06/05/20	Parish Plan - Repayment of Unspent Grant		0.00	Net of returning Groundwork Trust unspent grant 6325-4050=2275.
21/05/20	Parish Plan - Eco Study		-50.00	
20/06/20	Parish Plan - Contacts Website		-81.60	
12/10/20	Parish Plan - Website		-475.00	
13/10/20	Laurels, Shendish	1,900.10		
21/10/20	Parish Plan - Drone Footage		-125.00	
21/10/20	Highways Signage (Rucklers Lane)		-96.00	
04/11/20	Parish Plan - Consultancy		0.00	Net of Groundwork Trust grant 4950.
16/11/20	Parish Plan - Website		-475.00	
23/11/20	Parish Plan - Website		-6.99	
26/11/20	Parish Plan - Website		-46.98	
23/03/21	Parish Plan - Consultancy		0.00	Net of Groundwork Trust grant 4950 (leaves 950 o/s).
<b>Totals</b>		<b>18,902.46</b>	<b>-18,434.27</b>	Balance: 468.19

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

21.1 Dacorum Borough Council

21.1.1 Cllr Johnson reported that there had been a low-key full Council meeting at which the annual reports of the three scrutiny committees were presented.

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

22.1 Parish / Neighbourhood Plan Reports.

22.1.1 Neighbourhood Plan.  
No recorded report.





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## 22.1.2 Parish Plan – Environment Group (Cllr Button).

No recorded report.

## 22.1.3 Parish Plan – Leisure Group

There was no report following the resignation of Cllr Hubberstey. There were no volunteers to Chair the Group at the meeting; it was agreed to decide this issue at the next Leisure Group meeting on 17th May. The Group's decision would need to be ratified by the Parish Council.

## 22.1.4 Parish Plan – Transport Group (Cllr McLean).

No recorded report.

## 22.2 Geographical Areas Reports

Unless shown otherwise there were no recorded reports for the following.

### 22.2.1 Abbots Rise area (Cllr Angiolini).

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

### 22.2.3 Hempstead Road areas (Cllr Collins).

Cllr Collins reported an increase in littering along Hempstead Road.

### 22.2.4 Blackwell Road area (Cllr De Silva).

### 22.2.5 London Road area.

### 22.2.6 Watford Road and Coniston Road areas (Cllr Johnson).

Cllr Johnson reported that the problems with construction traffic attempting to use Common Lane during the start and finish of the school day has been resolved by the contractors placing a banksman at the junction with Hempstead Road to stop traffic at these times.

### 22.2.7 Rucklers area (Cllr Morrish).

### 22.2.8 High Street area (Cllr Rogers).

Cllr Rogers reported that the High Street shops were looking forward to the further lifting of restrictions on 17<sup>th</sup> May and encouraged everyone to support our local businesses.

## 22.3 Village Garden

Cllr Johnson reported that some spring plants had been ordered to add more colour throughout the year.

## 22.4. Litter Picks.

### 22.4.1 The next litter pick is scheduled for 30<sup>th</sup> May.

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

### 23.1 Kings Langley Community Benefit Society

No recorded report.

## 24. Council Surgeries

### 24.1 The next surgery would be on the 15<sup>th</sup> May and would be held alongside the market in the Village Garden.



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## 25. Other Matters

25.1 Public / quorate only meetings / Hybrid meetings - Audio / Visual arrangements.

25.1.1 Cllr Anderson explained that the Government had not extended beyond the 6<sup>th</sup> May the Emergency Powers which allowed councils to hold virtual meetings, despite legal challenges; after that date Council's will be required to meet in-person. He explained further that the alternative options are:

- a) To have in-person quorate meetings, immediately after the actual meetings to ratify all its decisions legal technicality; or
- b) To delegate the Council's powers to The Clerk. This would be a legal means for The Clerk to implement the Council's decisions as normal, but with the full powers of the Council, in conjunction with The Chair. And that, in practice, nothing would change.

There was some debate about this and further clarification provided. It was then proposed, seconded and **RESOLVED** that option b should be adopted and that this decision be reviewed at the Council's September meeting.

This was agreed with one abstention.

## 26. Any Other Business.

26.1 The discussion concerning the felling of trees at Rectory Farm was continued from the earlier Planning and Licencing Committee meeting. The discussion also involved the members of the public. In conclusion, Cllrs Rogers and Collins, accompanied by the Warden, would visit the site at 8am the following morning to speak to the contractors and to ascertain the nature and extent of the works.

26.2 It was noted that the revised date for the carnival was 18/9/21.

Meeting closed at 9:31pm