



# LONDON COLNEY PARISH COUNCIL

To: All Councillors

9th October 2024

You are hereby summoned to attend an Parish Council Meeting of **LONDON COLNEY PARISH COUNCIL** to be held on **TUESDAY 15th OCTOBER 2024 at 7.00PM** at **CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU** for the purposes of transacting the following business:



**Jane Johnstone**  
CEO/RFO

## AGENDA

	<b>Page No</b>
<b>1. APOLOGIES</b> To receive and accept apologies for absence.	1
<b>2. DECLARATIONS OF INTEREST</b> Members are reminded of their obligations to declare interests in accordance with the Code of Conduct 2022. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct. a) To receive member's declarations of interest in items on the agenda. b) To consider any requests for dispensations	1
<b>3. QUESTION TIME</b> Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting. Any issues raised during the public session should relate to the remit of the meeting. No resolution for action can be taken unless already identified on the agenda. A record of public participation shall not be included in the Minutes. The public question time shall not exceed 15 minutes unless by resolution to suspend standing orders or at the discretion of the Chairman. If a member of public wishes to share a document with council, these documents must be submitted to <a href="mailto:ceo@londoncolney-pc.gov.uk">ceo@londoncolney-pc.gov.uk</a> by noon on the day of the meeting.	1
<b>4. COUNCILLORS ON OTHER AUTHORITIES</b> To receive a written or verbal report from Councillors on other authorities	2
<b>5. COMMUNITY SAFETY REPORT</b> To receive a report on community safety.	
<b>6. MINUTES OF LAST MEETING</b> Three sets of minutes to be approved due to two EXTRA ORDINARY meetings being held since the last official Full Council Meeting. 18 <sup>th</sup> JUNE 2024 – Last Full Council Meeting 26 <sup>th</sup> JUNE 2024 – Extra Ordinary Meeting 29 <sup>th</sup> JULY 2024 - Extra Ordinary Meeting	3-6 7-8 9

<b>7.</b>	<b>NOTICE OF CONCLUSION OF AUDIT YEAR END MARCH 2024</b>	
	<i>For review only, to be passed to Finance and General Purposes Committee on 26<sup>th</sup> November 2024</i>	
	Notice of Conclusion of Audit	10
	AGAR - Section 1 - Declaration	11
	AGAR – Section 2 - Balances	12
	AGAR – Section 3 – External audit report	13
<b>8.</b>	<b>CHAIRMAN’S REPORT</b>	
<b>9.</b>	<b>COMMITTEE MEETINGS</b>	
	To receive the minutes of the following committee meetings and to ratify any recommendations:	
<b>9.1</b>	<b>Environment &amp; Neighbourhood Committee – 12th September 2024</b>	14-16
	<b>It was resolved to:</b>	
	Do a two-page spread in the next magazine covering litter, dog mess and fly tipping	
	Refer to the Finance and General Purposes committee for £750 for a defibrillator for Shenley Playing Field	
	Replace a memorial bench that was previously vandalised	
	To look at the council waste collection contract for more sustainable recycling	
	To do a proposal for Section 106 funding for a disabled swing in CCC and MW	
<b>9.2</b>	<b>Finance &amp; General Purposes Committee – 17th September 2024</b>	17-18
	<b>It was resolved to:</b>	
	Investigate the office and Library income and have them separate on the finance report to help portion the cost of repairs	
	Invite Doodle bugs into the Finance and General Purposes committee meeting to discuss their grant application	
	Set up and send out dates for a Budget Working party	
	To accommodate from 2024/25 budget £750 for a defibrillator for Shenley Playing Field	
<b>9.3</b>	<b>Events &amp; Community Committee – 26th September 2024</b>	19-20
	<b>It was resolved to:</b>	
	Put on and create a subcommittee for a Village Day on Saturday 9 <sup>th</sup> August 2025	
	Put on and create a subcommittee for a London Colney Pride on 23 <sup>rd</sup> August 2025	
	To check the Morris Way Playing Field deeds for the sale of alcohol onsite	
<b>9.4</b>	<b>Planning Committee – 14<sup>th</sup> August and 4<sup>th</sup> September 2024</b>	
	<b>14<sup>th</sup> August 2024 it was resolved to:</b>	21-22
	Object and call in planning application 5/2024/1292 a single story dwelling adjacent to 34 to 51 Hardwick Place	
	<b>4<sup>th</sup> September 2024 it was resolved to:</b>	23-24
	Object and call in planning application 5/2023/1337 single story extension and roof lantern at 8 Boyes Crescent, Napsbury	
	Object and call in planning application 5/2024/1370 9 new dwellings to the rear of 28 to 34 North Cottages	
<b>10.</b>	<b>WORKING PARTIES</b>	
<b>10.1</b>	<b>Building and Premises Working Party – 5th September 2024</b>	
<b>11.</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 3rd December 2024	



## LONDON COLNEY PARISH COUNCIL

### MINUTES OF ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 18 JUNE 2024, 7PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Cllrs T Lillico (Chairman), R Prowse (Vice Chairman), V Hopcroft, K Mugele, L Needham, P Thoree, D Winstone and L Winstone

**IN ATTENDANCE:** J Johnstone, CEO, N Webb – SADC, M Hobday – SADC, L Casling – Grounds and Maintenance Manager

#### 15/24. APOLOGIES

Councillor K Loud

#### 16/24. DECLARATIONS OF INTEREST

There were no declarations of interest declared on items on this agenda.

#### 17/24. QUESTION TIME

There were no questions raised.

#### 18/24. COUNCILLORS ON OTHER AUTHORITIES

Cllr Lillico reported that Cllr E Turnbull had introduced Project Oculus to him. Cllr Hobday further added that the project could offer town/parish councils a fly tipping camera if the town/parish council contributes £120 towards the equipment. There is currently a trial at Wheathampstead. The Environment and Neighbourhood Officer for LCPC is already in discussion with SADC officers about a camera at White Horse Lane so this might be a good fit. There are currently open issues about how receipts from fines might be shared.

Cllr Lillico reported on the new Mayor of St Albans Town City and District Council being Jamie Day and Jenny Murry is deputy Mayor.

#### 19/24. COMMUNITY SAFETY REPORT

There were no PCO or police in attendance.

#### 20/24. MINUTES

The minutes of the meeting held on 15 May 2024 were received. An adjustment to be made to 6/24 to read:

*Newly elected London Colney District Councillors (Labour) – The SADC would like to express a wish to work in collaboration with London Colney Parish Councillors, especially on the St Albans and Hertsmere Local Plans. There were no reports from Councillors on other authorities.*

It was **RESOLVED** to:

***Adopt the minutes as a true record of the meeting once the above adjustment was made.***

**21/24. MATTERS ARISING FROM THE MINUTES NOT APPEARING ON THE AGENDA FOR INFORMATION ONLY**

None to report

**22/24. CHAIR'S REPORT AND URGENT ITEMS (FOR INFORMATION ONLY)**

The Chair had no urgent items to report.

**23/24. COMMITTEE MEETINGS**

**23/24.1 Environment & Neighbourhood Committee – 28 May 2024**

There were no recommendations.

**23/24.2 Human Resources Committee – 4<sup>th</sup> June 2024**

There were no recommendations.

**23/24.3 Finance and General Purposes Committee – 11<sup>th</sup> June 2024**

There were no recommendations.

**23/24.4 Events and Community committee – 11th June 2024**

There were no recommendations.

**24/24 WORKING PARTIES**

**24/24.1 Building and Premises Working Party – 6<sup>th</sup> June 2024**

Looking at the Caledon Community Centre roof and decoration. Due to the cost, there is a funding stream being looked at for community centre capital projects. There have been 3 leaks in the library roof. The Shenley Playing Field pavilion requires quotes to redo the cladding.

**24/24.2 Neighbourhood Plan and Rights of Way (RoW) Working Party – 13<sup>th</sup> June 2024**

There are two RoW projects moving forward. Cllrs K Loud and V Winstone are working with statements for the Broad Lakes and Napsbury Paths. Expert advice is being sought.

The Neighbourhood plan will be discussed at the strategy day on Wednesday 26<sup>th</sup> June 2024.

**25/24. STRATEGY WORKSHOP DAY**

All Councillors are invited to attend on Wednesday 26th June from 9am till 4pm – agenda to follow and lunch will be provided for staff and councillors.

**26/24. ANY OTHER BUSINESS**

## **26/24.1 Cllr N Webb – The hearing between Park Street and the Freight terminal**

Cllr N Webb told of the hearing on 11<sup>th</sup> June 2024. Cllrs T Smith and N Webb have been working on the case for a long period of time. The original barrister who lodged the case in September 2023 decided they no longer wanted to proceed with the case. At the same time the defence grounds from HCC and Segro slipped in a witness statement that they had found 8 boxes of documents relating to Radlett Airfield. The problem was the Defendant (HCC) was the custodian of the documents and these were not released to Cllrs N Webb and T Smith until 14th May. Other evidence including important documents relating to the land in question from mid-1984 to mid-1988 for HCC planning committee were missing which included all the decision making and authorisation documentation. Throughout July and August 2023 Cllrs T Smith and N Webb were trying to locate the documents with no success. The issue that they were investigating was why/how the land was bought by HCC from the Handley Page Receiver/ Redland in 1985/2006. It was mentioned that the land should have been protected as the Council intended under the 1906 Open Spaces Act, which would have made it a Statutory Trust, and establishing this could prevent development of the site. HCC, as Defendant, argued that it was acquired under the 1972 Local Government Act which allowed the land to be sold for development. However, there is no documentary evidence for this claim. Out of the 8 missing boxes, the Cllrs first saw half the boxes on 14<sup>th</sup> May 2024 and the first skeleton argument document was to be submitted to the court by 21<sup>st</sup> May 2024. In the documentation there seemed to be conflicting evidence regarding the sale and use of the land. One problem was that Estate Officers appeared to work with developers without knowledge and authorisation of Councillors, who were totally opposed to the SRFI and fought two public inquiries against it. The covenants on the land which should have protected the land were bought by Lafarge Redland (now Tarmac) in 2000, which meant that Tarmac had total control over development of the land, not HCC, which owned the land from 2006. As there were thousands of documents the Cllrs asked for an adjournment to give them time to process the documents. This was refused. Cllrs Webb and Smith then had a choice to either drop the case or proceed on their own without a barrister. The Cllrs felt they owed it to the people that had given funds to fight the case. The judge ruled that the land was farmed during the period and therefore was not Open Space. Due to the outcome of the case, the Cllrs were unsure if the case should be appealed, however a solicitor is still looking at the transcripts and a decision will be made once these are fully considered.

LCPC Cllrs would like to publicly thank Cllrs N Webb and T Smith on all their hard work and dedication around this case.

**26/24.2** JJO presented the final version of LCPC annual meeting agenda, this was **RESOLVED**.

**26/24.3** JJO asked permission for a LCPC Cllr Whatsapp group to be set up to keep Cllrs informed of meeting venues etc – this was **RESOLVED**

**26/24.4** JJO gave notice that an emergency Finance and General Purposes Committee meeting will be held directly after the Strategy Day on Wednesday 26<sup>th</sup> June 2024 as the 2023/24 AGAR, audit and finance documentation were to be presented and approved before 30th June 2024. This will be followed by a Council meeting for the final approval of the documentation for presentation on the website for the public.

## **27/24. DATE OF NEXT MEETING**

15<sup>th</sup> October 2024

The meeting closed at 19.45.

Signed .....

Date .....



## LONDON COLNEY PARISH COUNCIL

### MINUTES OF EXTRA ORDINARY COUNCIL MEETING HELD ON WEDNESDAY 26 JUNE 2024, 4.40PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Cllrs T Lillico (Chairman), R Prowse (Vice Chairman), V Hopcroft, K Mugele, L Needham, P Thoree, K Loud, D Winstone and L Winstone

**IN ATTENDANCE:** J Johnstone, CEO

**28/24. APOLOGIES**

No apologies were received

**29/24. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on items on this agenda.

**30/24. QUESTION TIME**

There were no questions raised.

**31/24. COUNCILLORS ON OTHER AUTHORITIES**

Nothing to report at this meeting.

**32/24. MINUTES OF LAST MEETING**

These are still to be prepared

**33/24. NOTICE OF CONCLUSION OF AUDIT MARCH 2023**

At the end of finance year 2022/23 there should have been a NOTICE OF CONCLUSION OF AUDIT published on the website with section 3 of the AGAR report completed by the external auditors. To finalise 2022/23 accounts, the Notice must be passed through the Finance and Full Council meetings and published on the website. As this was not completed, it is being presented to Finance and General Purpose Committee today.

It was **RESOLVED** for approval.

**34/24. 2023/24 INTERNAL AUDIT REPORT - MULBERRY**

The internal audit was presented to the committee. It was noted that the only cause for concern was the Notice Of Conclusion from 2022/23 was not passed through the council for approval and presented on the website for the public.

It was **RESOLVED** for approval.

**35/24. FINAL ACCOUNTS 2023/24**

The final account documentation was presented to the Finance and General Purpose committee.  
It was **RESOLVED** for approval.

**36/24. SIT ON MOWER PROPOSAL**

To look at the proposal document producing the options of a new sit on mower for the grounds team as the 20-year-old mower is past its life. There was a 4<sup>th</sup> option as the first three presented problems. The Grounds staff were looking at a £12,000 mower the same speed and model as the existing mower but completely refurbished. This is the preferred option for the team. The finance options were discussed. It was resolved that the finance team would be presented with a 7-year payback on the full cost of option 4. This would be approved in principle via email and ratified at the next full meeting on 17<sup>th</sup> September 2024.  
It was **RESOLVED** to await more information via email for ratification at the next Council Meeting.

**37/24. DATE OF NEXT MEETING**

15<sup>th</sup> October 2024

The meeting closed at 16.45.

Signed .....

Date .....





**LONDON COLNEY PARISH COUNCIL**

**MINUTES OF EXTRA ORDINARY COUNCIL MEETING HELD ON  
WEDNESDAY 29 JULY 2024, 5.00PM  
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Cllrs R Prowse (Vice Chairman), K Mugele, D Winstone and L Winstone

**IN ATTENDANCE:** J Johnstone, CEO

**38/24. APOLOGIES**

Cllrs T Lillico (Chairman), V Hopcroft, L Needham, K Loud and P Thoree

**39/24. DECLARATIONS OF INTEREST**

There were no declarations of interest declared on items on this agenda.

**40/24. SIT ON MOWER PROPOSAL**

Following on from the Extra Ordinary Council Meeting on 26<sup>th</sup> June 2024 it was resolved to produce a further finance option via email to the councillors. This was then going to be resolved in September 2024 but the need for a sit on mower is urgent, so this meeting was called to resolve this issue only.

A concern was raised over the life of the second hand sit on mower.

The grounds team would like all vehicles to have annual services which should prolong the life of the machinery. This has not happened in the past.

It was **RESOLVED** to seek the approval of the Secretary of State for Levelling Up, Housing and Community to apply for a PWLB loan of £12,000 over the borrowing terms of 7 years for the sit on mower. The annual repayments will be £1,948.40 paid from the annual earmarked "New Vehicle" budget (started in 2024/25 budget).

It is not intended to increase the council tax precept for the purpose of the loan repayments

**41/24. DATE OF NEXT MEETING**

15<sup>th</sup> October 2024

The meeting closed at 17.06.

Signed .....

Date .....

# LONDON COLNEY PARISH COUNCIL

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>London Colney Parish Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of [AUTHORITY NAME] on application to:</p> <p>(a) Jane Johnstone, CEO/RFO for London Colney Parish Council Caledon Community Centre, Caledon Road, London Colney, AL2 1PU</p> <p>(b) Monday to Friday 9am to 4pm</p> <hr/> <hr/>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £2.00 (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Jane Johnstone</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 2<sup>nd</sup> October 2024</p>	<p>(e) Insert the date of placing of the notice</p>

# Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

## LONDON COLNEY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		*Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2024

and recorded as minute reference:

35/24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No
✓	

<https://www.londoncolney-pc.gov.uk/>

## Section 2 – Accounting Statements 2023/24 for

### LONDON COLNEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	327,864	248,341	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	300,668	315,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	120,706	121,237	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	193,356	215,139	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	307,541	251,060	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	248,341	218,379	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	237,028	145,531	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,071,341	2,468,462	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.  
Signed by Responsible Financial Officer before being presented to the authority for approval

Date

26/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2024

as recorded in minute reference:

35/24

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

London Colney Parish Council – HT0071

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, 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.

Information has come to our attention from the internal auditor highlighting the fact that the 2022/23 Notice of conclusion of audit and external auditor report and certificate were not published on the authority’s website by the dates specified in the Accounts and Audit Regulations 2015.

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

We have raised queries on the accounting treatment of income in advance of receipt and creditors. The council are in the process of fully reconciling these items.

### 3 External auditor certificate 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

24/09/2024



## LONDON COLNEY PARISH COUNCIL

**MINUTES OF THE ENVIRONMENT & NEIGHBOURHOOD COMMITTEE HELD THURSDAY 12 SEPTEMBER 2024, AT 7.00PM, CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU**

**PRESENT:** Councillors Liz Winstone (Chairman), Keith Loud, Karl Mugele, Rob Prowse (ex-officio) and Liz Needham

**ATTENDANCE:** Matt Fisher (Environment & Neighbourhood Officer)  
Leigh Casling (Grounds and Maintenance Manager)  
Jane Johnstone (CEO)

**1. APOLOGIES**

Apologies received from T Lillico

**2. NOTIFICATION OF SUBSTITUTIONS**

No substitutions needed

**3. DECLARATION OF INTERESTS**

There were no declarations of interest.

**4. MINUTES**

The minutes of the meeting held on 28th May were approved as a true record of the meeting.

**5. REPORT TO COMMITTEE – Grounds Maintenance**

Members received the Grounds Maintenance Report.

**5.1.1 Staffing**

There has been some staff sickness and holidays and RW has left the grounds team. A temporary position has been advertised to fill 16 hours a week and SR has gone from 3 days to 4 days. Interviews are being held next week.

**5.1.2 Vehicles**

In recent months all the grounds vehicles had broken down. The truck is now running. The large van is due to go to the garage tomorrow. It was recalled last year and the repair made then has now broken again and so is going back for a diagnostic and repair.

The new mower has been delivered and is a good investment and value for money for the grounds team.

*The council thanked the Grounds and Maintenance team for their continued efforts and commitment to their job during challenging times.*

**5.1.3 Allotments**

The allotments are the grounds staff priority. As there is a lot of work to be caught up on.

**ACTION** - Need to arrange the councillor inspection of allotments and the allotment holders meeting once the grounds staff have cleared both allotments up.

**5.1.4 Morris Way Playing Field.**

The Splash Park is closing this weekend.

**5.1.5 Shenley Playing Field.**

The benches are now becoming one of the team's priorities for repair.

**5.1.6 Napsbury Sports Ground**

The cricket square has been renovated and put to bed for the winter season.

**5.1.7 Grounds and Maintenance Team's priorities**

- Tidy up the allotments before the annual allotment meeting
- Straighten up the bus shelter on the High Street
- Look at the village sign so it can be reinstated on Telford Bridge
- Repair and replace the benches in Shenley Lane playing field

**5.2 REPORT TO COMMITTEE – Environment and Neighbourhood Officer**

Matt ran through his report.

**5.2.1 Walsingham Way and Lowbell Lake Projects**

Walsingham Way and Lowbell Lakes are both going into phase 2 of the projects.

**5.2.2 Litter Picking**

Litter pick will start back after having the summer off, aiming for once a month. Dog fouling and fly tipping is a big problem, and a discussion was had around the effect it has on the village.

**ACTION** – It is planned to have a 2-page spread in the next magazine covering these issues and how the community can help to keep London Colney clean

**5.2.3 Defibrillator**

It was agreed to put a defibrillator in Shenley Lane Playing Field if the parish council has funding for ½. MF is applying for funding for the other half.

**ACTION** – Refer to Finance and General Purposes for funding for ½ a defibrillator.

**5.2.4 Sergo**

MF, JJ, Cllr Hopcroft and Cllr Loud visited the Sergo site and spoke to a few key stake holders from Sergo regarding the larger plan and how it will affect London Colney and the surrounding areas.

**6. MEMORIAL BENCH APPLICATION FORM**

It was passed to put a memorial bench in Lowbell Lakes to replace the damaged bench. It will be in a different position to avoid any further damage to the new bench.

**7. LITTER BINS**

It was discussed that keeping recycling and general waste separate was very difficult and the waste collection contractors tend to dispose of all waste as general to save any contamination.

**ACTION** - It was agreed to look at the waste collection contractor for better recycling.

**8. ANY OTHER BUSINESS**

8.1 Equipment for special needs children – There is some section 106 funding available for CCC and Morris Way Playing Field,

**ACTION** – Do a proposal for the next finance and General Purposes meeting to be approved to send to SADC re Section 106

8.2 Village Sign – as discussed item 5.1.7 above - Grounds and Maintenance Team's priorities

8.3 Missing Bench on Lowbell Lane – As discussed item 6 above

**9. DATE OF NEXT MEETING - 12 November 2024 – 7pm MORRIS WAY**

Meeting ended 20:12

Signed: ..... Date: .....





## LONDON COLNEY PARISH COUNCIL

### MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING TUESDAY 17th SEPTEMBER 2024, 4.00PM SPORTS PAVILION, WHITE HORSE LANE, LONDON COLNEY AL2 1JW

**PRESENT:** Councillors Needham, Hopcroft and Loud

Cllr Prowse and Lillico (ex officio)

**IN ATTENDANCE:** Jane Johnstone, CEO

**1. APOLOGIES**

No apologies were received

**2. NOTIFICATION OF SUBSTITUTES**

No Substitutes

**3. DECLARATIONS OF INTEREST**

Cllr L Needham declared an interest from agenda item 8 as she is the accountant of the company applying for a grant.

**4. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting held on 26<sup>th</sup> June 2024 were received as a true record of the meeting.

**5. INSURANCE**

**Information only** - We paid £8,732.71 to Zurich last year as part of a 3-year deal. We are due to pay £9,782.68 from 1<sup>st</sup> October 2024. This is an increase of 12%

**6. SIT ON MOWER APPROVAL**

**Information only** - An extra Council meeting was scheduled on 29<sup>th</sup> July to approve the loan for the new mower. The mower has now arrived, and the paperwork has been completed to release the funds into the Parish Council bank account.

**7. QUARTER 1 ACCOUNTS 2024/25**

Q1 accounts were agreed with the addition of a new management accounts document for quick reference

It was **RESOLVED** to investigate the library and office income for the Caledon Community Centre are separated on the income and expenditure report for future analysis and to help portion the cost of repairs to the building in the future.

**8. GRANT APPLICATION FORM - Doodlebugs**

Doodlebugs possibly submitted a grant application just after May 2023.

It was **RESOLVED** to check the records for a previous application and make a comparison. This can be done via email to the Finance and General Purposes Committee.

It was also **RESOLVED** to invite Doodlebugs in for the next meeting to answer councillor questions.



**9. BUDGET 2025/26 WORKING PARTY**

It was **RESOLVED** to set up a working party with Cllrs Needham, Lillico and Prowse. JJo will send out dates to start these meetings so the draft budget is complete by 26<sup>th</sup> November 2024.

**10. AOB**

- 10.1 Defibrillator, referred to F & GP from Environment and Neighbourhood committee. It was **RESOLVED** to accommodate the expenditure of £750 from the 2024/25 budget for a defibrillator for Shenley Lane Playing Fields.
- 10.2 Letting parking, referred to by Cllr VH and JJo, this should be referred to Events and Community Committee instead.

**10. DATE OF NEXT MEETING**

Tuesday 26<sup>th</sup> November 2024 at 7.00 in the Caledon Community Centre.

The meeting closed at 19.26.

Signed: ..... Date: .....



## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE EVENTS AND COMMUNITY COMMITTEE

TUESDAY 26th SEPTEMBER 2024, 7.00PM

CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, HERTS,  
AL2 1PU

**PRESENT:** Cllrs Hopcroft (Chairman), Mugele, L Needham, D Winstone and L Winstone

Cllr Prowse and Lillico (ex officio)

**IN ATTENDANCE:** S Penny, Events & Community Administrator and J Johnstone, CEO/RFO

**1. APOLOGIES**

No Apologies were received.

**2. NOTIFICATIONS OF SUBSTITUTES**

None.

**3. DECLARATION INTEREST**

There were no declarations on any item on the agenda.

**4. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on Thursday 18<sup>th</sup> April were received as a true record of the meeting.

**5. EVENTS 2024**

Events and Community Officer produced a report with detail of upcoming events

**Halloween Party**

- 20 out of the 60 tickets sold to date

**Fireworks**

- Safety advisory group has come back OK for fireworks 2024
- 300 out of 4200 tickets sold to date
- Scouts will not attend as volunteers this year – extra 20 volunteers are needed for the event

**Remembrance Parade**

- The line up and event meeting was held last night – good meeting

**Swing to King**

- 100 tickets available, £8.50 each with staff and lunch club volunteers given a complimentary ticket

**Christmas Lights Switch On**

- The scouts could be assisting in this event for the first year

**Christmas Biscuits**

- Fox Burton have agreed to give 250 boxes of biscuits, the boxes that are not used can go to the food bank

**Magazine**

- There is a delay in the Autumn issue delivery due to the deliverer being sick

**Christmas Wreath making**

- The regular wreath maker has had to canceled and we are looking for someone to stand in to keep this event going

**Summer Event – Village Day 2025**

- It was **RESOLVED** to happen on 9<sup>th</sup> August 2025
- It was **RESOLVED** to create a working party consisting of Cllrs L Winstone, V Hopcroft, Karl Mugele and L Needham
- It was **RESOLVED** to send out working party dates for the subcommittee to meet for the Village Day 2025

**6. ANY OTHER BUSINESS**

**6.1 London Colney Pride 2025**

- Following on from Watford Pride event in August 2024, is there a need for something in London Colney 2025?
- Cllrs **RESOLVED** that a pride event would be a good idea in London Colney
- It was **RESOLVED** to hold it on 23<sup>rd</sup> August 2025
- It was **RESOLVED** that Cllr L Needham will talk to Clive Duffy
- It was **RESOLVED** that a subcommittee will be formed

**6.2 Hirers parking on the booking forms**

- Hirers parking is covered in section 5 and 6 of the Hirer's terms and conditions document

**6.3 Alcohol Sales at Morris Way**

- It was mentioned that in the past LCPC had informed London Colney Cricket Club (LCCC) that they were not able to sell alcohol on the Morris Way site. This could affect future events in Morris Way.
- It was **RESOLVED** to check the Morris Way Playing Field covenants for alcohol sales before proceeding with major events on Morris Way Playing Field.

**8. DATE OF NEXT MEETING**

The next Events and Community meeting will take place on Thursday 24<sup>th</sup> October 2024

The meeting closed at 19.41.

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 14 AUGUST 2024, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors Liz Needham (Chairman), Tony Lillico, Dave Winstone, Vicki Hopcroft, Karl Mugele, Keith Loud and Liz Winstone

**IN ATTENDANCE:** Jane Johnstone (CEO)  
4 members of the public

#### 1. APOLOGIES

None

#### 2. NOTIFICATION OF SUBSTITUTES

None

#### 3. DECLARATION OF INTEREST

Councillor Tony Lillico declared his role as a district councillor on St Albans City and District Council as he may be called to assist in the final decisions at district level.

#### 4. PUBLIC PARTICIPATION

Four members of the public were present to speak about item 5.2 on the agenda. Cllr Needham allowed each member of the public 3 minutes to express opinions.

#### 5. PLANING APPLICATIONS

- 5.1 5/2023/1383 - Replacement windows and doors (resubmission following withdrawal of 5/2022/2949, AMENDED PLANS) at 33 High Street London Colney Hertfordshire AL2 1RE

The committee agreed no objection to this planning application.

- 5.2 5/2024/1292 - Construction of one single storey dwelling with amenity space and parking at the parking areas adjacent 34 to 51 Hardwicke Place London Colney Hertfordshire

The 4 members of the public had comments regarding this planning application on parking, restricting already narrow roads, lack of visibility for traffic, future problems for emergency services access.

**Object** – Committee members considered that the proposed development would not be in keeping with existing blocks, a loss of residential parking, a possible overdevelopment of the site and the amenities for existing residents thereby contravening policies 40,42,69,70 and 74.

It was **RESOLVED** unanimously this planning application is to be called in to SADC. LCPC will support the district councillors call in on this planning application.

- 5.3 Intention of submitting a planning application - Residential development of nine units comprising two flats, six semi-detached houses and one detached house, together with associated landscaping and parking (resubmission following refusal of 5/2021/2336 and 5/2022/2163) at land to rear of 28 To 34 North Cottages Napsbury St Albans Hertfordshire

**Object** –Concerns are raised re the overdevelopment of the site and narrow access to the site for refuse and emergency vehicles.

It was **RESOLVED** by committee members to agree in principle to call in this application on the same grounds as application reference 5/2022/2163.

It was also **RESOLVED** to look at this application in detail at the next planning committee meeting on 4<sup>th</sup> September at 7pm to discuss this when the Cllrs have had an opportunity to study this further.

**6. ANY OTHER BUSINESS**

6.1 Boyles Crescent – planning application for an extension and solar panels  
It was **RESOLVED** to follow up at the next meeting on 4<sup>th</sup> September due to lack of information before the meeting.

6.2 Perham Way – SADC issued an enforcement notice due to retrospective planning to convert a garage into a dwelling.  
It was **RESOLVED** unanimously by Cllrs to support the enforcement notice.

**7. DATE OF NEXT MEETING**

Wednesday 4<sup>th</sup> September 2024 at 7.00pm

Signed .....

Date .....

## LONDON COLNEY PARISH COUNCIL

### MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON WEDNESDAY 4 SEPTEMBER 2024, 7.00PM CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY AL2 1PU

**PRESENT:** Councillors Liz Needham (Chairman), Tony Lillico, Dave Winstone, Vicki Hopcroft, Karl Mugele, Keith Loud, Pok Thoree and Liz Winstone

**IN ATTENDANCE:** Jane Johnstone (CEO)  
1 member of the public  
Cllr Nuala Webb

#### 1. APOLOGIES

None

#### 2. NOTIFICATION OF SUBSTITUTES

None

#### 3. DECLARATION OF INTEREST

Councillor Tony Lillico declared his role as a district councillor on St Albans City and District Council as he may be called to assist in the final decisions at district level.

Councillor Vicki Hopcroft declared an interest as a resident close to a planning application to be discussed today.

#### 4. MINUTES OF PREVIOUS MEETING

Investigate the recording from planning committee meeting on 14<sup>th</sup> August 2024 as Cllrs and clerk misunderstood the minutes relating to agenda item 5.3. The minutes from 14<sup>th</sup> August to be updated and re-issued.

#### 5. PUBLIC PARTICIPATION

One member of the public was present to speak about agenda item 6.1. Cllr Needham them 3 minutes to express their opinion.

#### 6. PLANING APPLICATIONS

##### 6.1 5/2023/1337 - Single storey rear extension with roof lantern, to include solar panels to the rear roof slope, rooflight windows to the front roof slope, a flue pipe to the rear wall, and alterations to openings at 8 Boyes Crescent London Colney Hertfordshire AL2 1UB

The member of public objected on this application with the following comments: It will disturb the unique architecture of the street scenes as the houses are visible from the front and the back. Napsbury is a conservation area. There are 145 town houses in Napsbury, and no extensions have been granted, if this is granted it will set a precedent. The planned extension could damage the roots of a nearby tree with a CPO.

**Object** – Committee members considered that the proposed extension would not be in keeping with existing blocks.

It was unanimously **RESOLVED** this planning application is to be called in to SADC. LCPC will support the district councillors call in. St Albans District Local plan policies 69 and 70 and National Planning Policy Framework paragraph 205.

**6.2** 5/2024/1370 - Permission in Principle - Development of 9 dwellings with associated parking and landscaping (resubmission following refusal of 5/2022/2163) at land to rear of 28 To 34 North Cottages Napsbury St Albans Hertfordshire

**Object** –Concerns are raised re the overdevelopment of the site and narrow access to the site for refuse and emergency vehicles. Highways have recommended that planning permission is refused as the proposal fails to comply with design standards and safe access of the site.

It was unanimously **RESOLVED** to call in this application on the same grounds as application reference 5/2022/2163. St Albans District Local plan policies 1,69,70 and 139 and National Planning Policy Framework paragraphs 142,143 and 205.

**7. ANY OTHER BUSINESS**

None

**8. DATE OF NEXT MEETING**

To be arranged when needed

Signed .....

Date .....