

## HARPENDEN RURAL PARISH COUNCIL HERTFORDSHIRE

Minutes of a meeting of the Annual Meeting of the Parish Council held in St Mary's Church Hall, on Monday 20 May 2019 starting at 7.30pm

Present: Parish Councillors Barrett (Chairman), Mrs Ayres and Mrs Bell  
Also in attendance: Andrew Reading (Parish Clerk) and Mr Clive Randall

### 1. Result of the uncontested election held on 2 May 2019

The Clerk reported that the following individuals had been elected unopposed to the Parish Council:

Councillor Mrs P Ayres  
Councillor Mr P Barrett  
Councillor Mrs P Bell  
Councillor J Holder

The Clerk said that acceptance of office forms had already been signed by Councillors Barrett and Mrs Ayres. Councillor Mrs Bell completed an acceptance of office and the Chairman undertook to get a similar form signed by Councillor Holder as soon as possible.\*

\* Signed on 21 May together with a new Register of Interests form.

### 2. Appointment of Chairman

It was RESOLVED that Councillor Barrett be appointed Chairman of the Parish Council for the ensuing year.

### 3. Appointment of Vice-Chairman

It was RESOLVED that Councillor Mrs Ayres be appointed Vice-Chairman of the Parish Council for the ensuing year.

### 4. Declarations of Interest

No interests were declared.

### 5. Minutes

The minutes of the meeting held on 20 March 2019 were approved.

6. Matters Arising

**Minute 4 - Matters Arising**

The Clerk said that the quarterly Standing Order to T P Jones and Co for payroll services had been set up, as had a standing order to pay the £1 annual peppercorn rent for common land.

**Minute 10 - Trees on triangle of common land**

The Clerk said that he hadn't yet contacted the District Council's Trees and Woodlands officer about inspecting the trees on the Common, but would do so in the coming weeks.

7. Certificate of Exemption from a Limited Assurance Review

The Clerk said that it was not necessary for the Parish Council to undergo a limited assurance review by P K Littlejohn LLP, external auditors, as long as the Parish Council certified itself as exempt. There were a number of requirements for exemption, the main one being that both income and expenditure in year were less than £25,000. All requirements were met by the Parish Council. In addition, the Parish Council had to comply with the Transparency Code for small authorities by publishing certain financial information, including the Exemption Certificate, on the Parish Council website by 1 July 2019.

It was RESOLVED that the Chairman and Parish Clerk sign a Certificate of Exemption for submission to P K Littlejohn LLP, the External auditors.

8. Annual Governance Statement 2018/19

The Parish Council considered the Annual Governance Statement 2018/19. Each section of the Statement was reviewed and it was agreed that each section should be marked 'yes' apart from point 9 which was not applicable.

It was RESOLVED that the Annual Governance Statement 2018/19 be approved and signed by the Chairman and Parish Clerk

9. Accounting Statements 2018/19

The Parish Council considered the 2018/19 draft financial statements and noted that the Audit of the Accounts had taken place the previous week. Having appointed Alex Sage, who lived locally, to undertake the internal auditor meant that it had been possible to conclude the audit prior to the approval of the Income and Expenditure Accounts and that the process had been much more efficient than in previous years. Mr Sage had undertaken the work pro bono. No specific issues had been raised by Mr Sage in the Audit report although he had recommended that the Parish Council should spend some time during the year focussing on specific risks as part of its risk management exercise.

It was RESOLVED that

- (i) the Accounts of Harpenden Rural Parish Council for the year ended 31 March 2019 be approved and that the Chairman be authorised to sign the Receipts and Payments Accounts and Section 2 of the Annual Governance and Accountability Return.

- (ii) The Clerk be authorised to spend up to the budgeted amount of £40, for a gift of wine for Mr Sage

10. Cheque Authorisations and review of expenditure

The Parish Council noted that expenditure to date during the financial year totalled £444 against budgeted income of £5,000. The following cheques were approved and authorised.

	Cheque	Description	£
(i)	100615	TBS Hygiene Dog waste collection Jan to March 2019	82.68
(ii)	100616	Open Spaces Society subscription 2019/20	45.00
(iii)	100617	HAPTC subscription 2019/20	293.60
(iv)	100618	HAPTC - Copy of Good Councillor guide	4.00
(v)	100619	Zurich Municipal Insurance premium 2019/20	334.05
(vi)	100620	St Nicholas PCC Room hire	10.00

11. St Albans District Plan Update

The Chairman said that public consultation on the St Albans City and District Plan, which set out the overall development strategy for the period to 2036, had now ended and that it had now been submitted to the Secretary of State. Examination of the Plan would take place over the summer, and the intention was that it would be adopted in the Spring of 2020.

12. London Luton Airport expansion

The Clerk said that St Albans City and District Council had raised no objections to a scoping application relating to the proposed expansion of London Luton Airport. A public consultation exercise of the proposal to expand the airport would take place in the autumn.

13. Insurance Renewal 2019/20

The Clerk reported that Zurich Municipal had submitted their renewal quote for the Parish Council's insurance. The price was to all intents and purposes, unchanged from the previous year and the cover provided was unchanged.

It was RESOLVED that the Insurance Renewal quote from Zurich municipal be accepted.

14. Application for an incinerator plant at East Hyde

The Parish Council noted that no planning application for the proposed incinerator plant had been received so far.

15. Planning applications and decisions to May 2019

The Parish Council considered a list of planning applications and decisions to May 2019. The most significant application was for the change of use of former agricultural buildings to five dwellings at Turners Hall Farm.

16. Tony Newby Ricci

It was RESOLVED that Tony Newby-Ricci be removed from the Parish Council bank mandate. The Clerk said that he would provide the Chairman with the contact details of the relevant person/section at Barclays Bank.

17. Co-option to the Parish Council

The Chairman reported that he had discussed the vacancy on the Parish Council with Clive Randall, and that he in turn was willing to be co-opted. The Parish Council considered the matter and RESOLVED that Mr Randall be co-opted until the next Parish elections in May 2023.

Mr Randall left the meeting during the discussion on this item. On returning to the Parish Council meeting, Mr Randall completed and signed a declaration of office form. The Chairman said that he would put together a list of contact details for the Clerk and Parish Councillors.

18. Date of next meeting

It was agreed that the next meeting be held on Monday 16<sup>th</sup> September 2019.

There being no other business the meeting ended at 8.30 pm

Clerk to the Council

Chairman