

Watford Rural Parish Council

Serving the Community since 1894

Parish Council Offices

Oxhey Drive, South Oxhey, Watford, Hertfordshire WD19 7SB
Telephone 0208 4280449 Email admin@watfordrpc.co.uk



10th May 2019

To Members of the Parish Council,

Councillors: Valerie Coltman (Outgoing Chairperson), Angela Arnold, Kirsty Barnes, Donna Duncan, Ann Grant, Brigid Kelly, Joan King, Pamela King, Stephen King, Sean McCluskey, Ronan MacManus, Michael Revan, Alison Scarth, Mandy Shumake, William Waite

The ANNUAL PARISH COUNCIL MEETING will be held at the above address on **Wednesday 15th May at 7.00pm** when your presence is summoned for transacting the business outlined below.

If you haven't already done so, please come 10 minutes earlier to sign your Declaration of Office.

The press and public are welcome to attend the meeting.

Gareth Williams
Clerk to the Council

AGENDA

- 1) **ELECTION OF CHAIRMAN**
To receive proposals for the Office of Chairman of the Council and elect for the year 2019/2020
- 2) **ACCEPTANCE OF OFFICE**
To receive the Declaration of Acceptance of Office by the Chairman. To be duly signed by the Chairman and countersigned by Clerk as Principal Officer of the Council.
- 3) **ELECTION OF VICE-CHAIRMAN**
To receive proposals for the Office of Vice-Chairman of the Council and elect for the year 2019/2020
- 4) **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- 5) **PUBLIC PARTICIPATION**
To note if any members of the public have requested to speak at this meeting, in accordance with the Parish Council's Public Speaking Arrangements.
- 6) **POLICE MATTERS**
To receive a report from the Local Safer Neighbourhood Team.
- 7) **TO CONFIRM THE MINUTES OF THE MEETING HELD ON**
 - a) Annual General Meeting – 6th May 2018

b) Full Council Meeting 3rd April 2019

8) ELECTION OF COMMITTEES

To confirm the membership of the following committees:

Finance & Administration (8) NB Need to elect Chairperson for signatory purposes

Events (8)

Human Resources (8)

Complaints (8)

9) TO CONFIRM THE DATES, TIMES & VENUES OF THE COUNCIL MEETINGS

(See Enclosed)

10) TO APPOINT COUNCIL REPRESENTATION ON OUTSIDE BODIES AND ORGANISATIONS FOR THE FORTHCOMING YEAR

(See Enclosed)

11) DIRECT DEBITS, BACS & AUTHORISED SIGNATORIES

a) To approve by resolution the use of Direct Debits payments for the following payments:

Three Rivers District Council

The Co-operative Bank

Virtual Business Source

XLN

EDF Energy

Garage Rental

Credit Card

Payroll

Telephone & Broadband

Utilities NB May remove

b) To approve by resolution the use of BACS payments for the following regular payments:

i) TBS Hygiene – Dog Bin Waste Collection

ii) Officer Salaries

iii) HMRC contributions monthly

iv) Pension Contributions monthly

v) Hertfordshire Gardens – Land Maintenance

vi) BDO & Auditing Solutions – Audit payments

vii) Herts Police – Community Support Officer

viii) Supplier of Christmas Lights -TBC

ix) Herts County Council – School Crossing Patrol

x) Print Shop – Parish Council Newsletter

xi) Utilities Bills (Castle Water & EDF Energy)

xii) Harrisons Packaging – Dog Bags

xiii) South Oxhey Radio Taxis – Monthly fares

xiv) Peter Ridley Waste Systems – Caddy Liners

xv) Futurelink Network Services – IT Support

xvi) Herts Full Stop – Stationery & Cleaning

xvii) Tesco – Lunch Club Food

xviii) Complete Fire Protection – Fire Alarm

xix) Croxley Alarms – Security Alarm

xx) Ricoh – Photocopier/Printer

xxi) D2D Distribution – Newsletter Delivery

xxii) Wheelie Washers – Bin Cleaning

xxiii) Brixtons – Funday Rides

xxiv) ROSPA – Park Inspections

xxv) Remmer Print – Funday Printing

xxvi) Newsquest – Funday Advertising

12) SUBSCRIPTIONS & CORPORATE MEMBERSHIPS

To approve by resolution the continuation of the following memberships/subscriptions. (Circa costs):

HAPTC/NALC

£2,134.03

Parish Online Mapping

£353

Society of Local Councils (SLCC)

£282.00

Local Council Advisory Service (LCAS)	£95
Open Spaces Society	£45.00
Campaign to Protect Rural England	£36.00
Information Commissioners Office	£35.00
Community Development Agency (CDA Herts)	£35.00
Which Magazine	£108.25

- 13) **TO RECEIVE A REPORT ON AGREED ACTIONS FROM THE LAST MEETING**
Pertaining to previous minutes. Not covered by Agenda items

- 14) **TO CONSIDER PLANNING/LICENCE APPLICATIONS**
To review the following Planning applications:

19/0658/RSP	19/0701/FUL
19/0659/FUL	19/0709/FUL
19/0661/RSP	19/0740/FUL
19/0662/RSP	19/0741/CLPD
19/0665/FUL	19/0742/FUL
19/0679/DIS	19/0768/CLPD
19/0684/TPO	19/0769/CLPD
19/0685/PDE	19/0774/CLPD
19/0688/FUL	

- 15) **SOUTH OXHEY INITIATIVE**
Receive Updates

- 16) **CORRESPONDENCE TO CONSIDER**
- a) Carpenters park Horticultural Society – request for Autumn Show Sponsorship
 - b) Seafarers UK – request to fly the red ensign to raise awareness for the Merchant navy
 - c) Police enquiry re. Books of condolence.

- 17) **FINANCE & ADMINISTRATION**
- a) Approve March Accounts
 - b) Review Standing Orders 2019-2020
 - c) Review Financial Regulations 2019-2020
 - d) Review Financial & Management Risk Assessment 2019-2020
 - e) To consider and recommend the Annual Return (section 1) for year ending 31st March 2018
 - f) To consider and recommend the Annual Return (section 2) for year ending 31st March 2018
 - g) Consider Mid-Year Internal Audit Report 2018/2019

- 18) **CHAIRPERSONS REPORT**
Receive update from the Chairperson.

- 19) **EXCLUSIONS OF THE PRESS & PUBLIC**
- a) Resolve to exclude the Press & Public under the provisions of **Section 1 of the Public Bodies (Admission to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972** due to the confidential nature of the business transacted. Namely:

- b) Recommendation from the Finance & Administration committee for Essential User Car Allowance to be given to the Clerk/RFO role.
- c) Pottery Teacher request for redundancy update

19) ANY OTHER BUSINESS TO CONSIDER

20) CLOSE OF BUSINESS