

Colney Heath Parish Council



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Minutes of the Colney Heath Parish Council meeting held at the Charles Morris Hall, Tyttenhanger Green on Thursday September 10 2015 at 7.45pm.

Present: - Cllr M Nash (Chair) Cllr D Crump (Vice Chair) Cllr K Barnes, Cllr P Cook, Cllr C Hathaway, Cllr P McDonagh, Cllr C Thorpe.

Temporary Minutes Clerk: Mrs C Shepperson

County Member attending: Cllr D Gordon

Other Attendees: PC A Shepherd and Mr J Lewis

Members of the Public: 2

1786 APOLOGIES & ANNOUNCEMENTS

Apologies: Cllr R Solts, Kim Parker-Mead.

A minutes silence was held in memory of the late Clerk Mr John Dean.

1787 DECLARATIONS

There were no Declarations of Interest.

1788 APPROVAL OF FULL COUNCIL MINUTES OF 2 JULY 2015

It was agreed that approval of the July minutes was not possible as the notes of the late Clerk had not yet been found. As the temporary minutes were incomplete it was decided to defer acceptance until the next meeting following a search for the original notes.

ACTION for K P-M & HR

1789 MATTERS ARISING FROM THE MINUTES

All Councillors agreed to receive email copies of minutes and agenda and to sign the HAPTC form at the next meeting if they have not already done so. Members would like a hard copy available to pick up from the office or at the meeting.

It was noted that Councillors would like to receive the previous minutes and meeting agenda no later than a week prior to the full Council meeting.

ACTION for K P-M & HR

It was agreed that all matters concerning the appointment of a Locum Clerk would be considered in Part II. Her appointment was agreed in Part II.

It was proposed that the Working Party for Appointment of a Permanent Clerk should consist of the Chair, Vice Chair, Cllr McDonagh and Cllr Solts. This was agreed subject to the Chair contacting Cllr Solts to confirm that he was happy to serve.

ACTION for MN

1790 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

It was agreed to leave this for the next Full Council meeting.

ACTION for HR

CHPC05

1791 PARISH WEBSITE

The Deputy Clerk had sent out information about the number of hits. Members would like to see the site updated for minutes, agenda & meeting dates. **ACTION for HR**

1792 FINANCE

There are no cheques for approval and the Deputy Clerk was not able to produce a Finance Report. This will be a high priority for the Locum Clerk. **ACTION for HR**

The Deputy Clerk has not had time to provide the auditors with the past minutes they requested for the previous years' audit. This will be a high priority for the Locum Clerk. **ACTION for HR**

The finance software training arranged for the Clerk and Deputy Clerk was cancelled following the death of John Dean. It will be a priority for the Locum and Deputy Clerk to attend. If training can be done promptly, members felt that it might be quicker to enter the data for this financial year straight on to the new system. Councillors would like to be informed when the training will take place, so that they have the option to attend some of the sessions. **ACTION for K P-M & HR**

1793 SECTION 106 MONIES

It was agreed to defer detailed discussion until it was ascertained from SADC precise details about the monies including any restrictions on what it could be spent on and the timescale for use. This information could then be incorporated in a review of the five year plan. Jeff Lewis thought that some money was allocated specifically to Smallford. **ACTION for K P-M & HR**

1794 NEW CHEQUE SIGNATORIES

Cllrs Nash and Solts are now able to sign and Cllr Barnes' authorisation is pending. Past Councillors names have been deleted. **ACTION KB**

1795 PLANNING – GENERAL REPORT

The lead member had not had time to produce a Planning Report for this meeting. Items on the list were discussed.

The meeting considered the best response to SADC if the Parish Council did not want to offer objections to a particular application. The Chair agreed to take this up with a SADC planning officer to find out the best way to record a neutral response. **ACTION MN**

1796 PLANNING LISTS: APPLICATIONS, RECOMMENDATIONS & REFUSALS

5/2015/1820 – Formula One Autocentre,

5/2015/2321, 5/2015/2330 – both for Wickes

Cllr Cook informed the meeting about some applications which were of previous concern.

He commented on the three applications received for Acrewood Way. He reminded Councillors that they had raised concerns about the impact of extra Advertisement hoardings in the Hatfield Road area, especially if these were to be illuminated at night. He would like to check if the Clerk had previously written to the District Council or District Councillors on this matter and whether the Parish Council had received a response. If not he requested that the Parish Council should write again. **ACTION for K P-M & HR (consult RS & PC)**

5/2015/2376 – 2 Housefield Way, St Albans (Councillor declaration, see below)

Cllr Crump has met the applicant socially and declared that he would not comment on this application. He also declared an interest in 5/2015/2150 – 7 Smallford Lane. He lived close by and told the meeting he would be unable to comment.

CHPC06



Concerns were raised about a retrospective application for erection of a garden shed. There have already been extensions to this property and the shed has the exterior appearance of a residential building. The Parish Council thought that as the external appearance of the building did not look like a shed it could be intended as a separate dwelling. They decided to ask SADC that if they were minded to approve this application, that they would apply conditions to prevent the building from being used for this purpose.

ACTION for K P-M & HR

1797 CURRENT PINS APPEALS, REFUSALS & ENFORCEMENT MATTERS

The members noted with satisfaction that the proposal for an incinerator in South Hatfield had received final refusal.

1798 DRAFT RAIL STRATEGY

This consultation has ended and it was therefore too late to comment.

1799 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

The Project Manager, Jeff Lewis told the meeting that his Neighbourhood Plan Report shows the way forward and that format was laid down for the crucial stage of deciding the policies to include as the core of the document, which would take a further two years to complete. All Councillors may attend Neighbourhood Plan Steering Group meetings if they wish.

1800 PUBLIC QUESTIONS

There were no public questions.

1801 PARISH REPORTS AVAILABLE

There were no comments on this item.

1802 HIGHWAYS GENERAL REPORT

County Councillor 'Dreda Gordon addressed the meeting. She reported that speeding data had been collected on Tollgate Road and measures were being looked at by HCC. Smallford Residents' Association had requested speeding data on Smallford bridge and this is in hand.

Work on the crossing at Highfield is due to start in October. It had been delayed by one objection. A senior officer has now looked at the points raised and HCC rebuttals provided and decided that the greater good was to be served by going ahead with the project.

Mr Ian Hollinrake may attend the next Parish Council meeting to address members on this issue. Cllr Gordon said that the Parish Council could help to inform local residents of the implication of the works (road closures etc.).

Cllr Gordon also reported that the data collected in the Longabout trial was difficult to collate and process. The Report is due in mid-September. The Parish Council resolved to write to the Trial Manager, Mr Alan Lusted, for an update and confirmation of when the Report is due. This letter was to be copied to St Albans MP Anne Main.

ACTION for K P-M & HR

The Chair reported that Lafarge are now improving their record for removing fly grazing on their land, but the HCC, a large local landowner, is proving less successful. She expressed the view that the Parish Council needed to know HCC plans for removing fly grazing from Smallford Pit and their proposals for further use of the land. It was decided that the Parish Council would write to the HCC Cabinet member for Estates for clarification of these issues as the Estates Department had been very slow to respond in the past. Copy to Cllr Gordon.

ACTION for K P-M & HR

CHPC07



1803 ENVIRONMENT & PUBLIC OPEN SPACES – ALLOTMENTS & BUILDINGS

Jeff Lewis said that District Cllr Brazier had informed him that money has been allocated for improvements to the Alban Way over the next two years and will include renovation of the car park at Station Road.

1804 GYPSY, TRAVELLER & TRAVELLING SHOW PEOPLE ACCOMMODATION NEEDS ASSESSMENT (GTANA) FOR STRATEGIC AND DETAILED LOCAL PLANS

The Council thought that, whilst the area around the Barley Mow site was owned by HCC and therefore had the potential to be extended, this would certainly not be acceptable. The Council agreed that their response to the document would be that as the St Albans District has already made a good provision of traveller sites and Colney Heath Parish in particular has 20% or more of Hertfordshire's travellers, that areas elsewhere in the County should take responsibility for further provision. The Parish Council are not in favour of any extensions to existing sites in the Parish.

ACTION for K P-M & HR

1805 COMMON LAND, RECREATION & PUBLIC OPEN SPACES

Cllr Cook spoke about a Football Club lease that he had located, relating to use of the senior pitch. He will look into this further.

ACTION for PC

Savills, the trustees of the Tyttenhanger Estates, are relaying a pipe on the Warren/Furze Field and have agreed to our use of a standpipe during the six weeks of cattle grazing. The contractor will be the same person who is already mowing the main Common and he is aware of conservation sensitive areas.

As cattle grazing has not yet started the Warren will need another cut at the Council's expense. This is due shortly.

Members recorded their thanks to Cllr Nash, for her hard work in ensuring that the Parish Council did not lose the stewardship money during the difficult time following the death of the Clerk. The meeting was informed that the Common Ranger has cleared the poisonous ragwort from the areas of the main Common being used for hay.

Two carved memorial benches have been donated for placement on the Common and are currently stored with Royce Paxton. The Parish Council will bear the installation and ongoing maintenance costs, which will include cutting vegetation, siting of bins etc. and will be around £1,000.

The proposed sites for the benches were agreed as follows:-

Site 1 – on the site of the previous bench, near Coursers Road, where it would afford good views.

Site 2 – opposite the former Cock PH, near the bus shelter facing the Common where it will be clearly visible and less likely to be vandalised.

However, it was decided that, although the sites were agreed in principle, firm cost implications for installation and maintenance would be considered at a meeting before proceeding. It was decided that the Parish Council should write to the donor suggesting the two sites, which hopefully will be acceptable.

ACTION for K P-M & HR

The Council decided to ask Jeff Lewis to liaise with the lead member on the Environment Committee, Cllr Crump, to see what Oaklands College can offer for the Horseshoes site. Cllr Barnes also agreed to attend a meeting with Oaklands to look at plans, which members hoped would be grant aided and also not incur a high maintenance cost. It was suggested that the site should contain a memorial of some sort for the late John Dean.

ACTION for JL, DC & KB



The Council resolved that the boundary of the site will be mapped by GPS .

ACTION for HR (Consult PC)

The Council requested that documents concerning the purchase of this site should be available at the next meeting (these may be in Part Two minutes from 2009/2010).

ACTION for K P-M & HR (Consult PC)

1806 COMMUNITY REPORTS

Highfield Trust – Cllr Barnes reported that it had been a busy year and a successful fete and Country Fair had been held. The next event will be the Apple Day on 4th October 2 – 4pm.

Community Bus – Cllr Thorpe reported that they needed volunteers. There had been a health and safety issue with the step to the bus, which required attention. County Cllr Gordon said that if Health and Safety issues jeopardise volunteers or public, then an application via the internet or through herself could be made to the Localities Budget.

ACTION for CT

Village Hall Committee – It was agreed to let the Village Hall Committee go ahead with re-grading the type one aggregate in the Village Hall car park.

Treasure Tots – There are currently only 16 children on the roll. As funding is calculated on the previous year's numbers a funding problem may arise next year and the current financial position needs monitoring with members informed about reserves.

ACTION for HR

The report from the manager could not be collected for the meeting but a verbal report was given. It raised a request from a staff member to bring a one year old to the sessions (Currently Treasure Tots is for children over two years). As there would be additional costs, training etc. it was decided not to agree this.

ACTION for HR and Manager

The Chair suggested that an advertising banner be obtained to display outside the Hall while Treasure Tots were in session to attract more children to join. This was agreed.

ACTION for MN & Treasure Tots Manager

1807 ADMINISTRATION, INFORMATION & REPORTING

Nothing received.

1808 MEMBERS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

Tarmac/Lafarge liaison 8 September - The meeting was attended by Cllrs Cook & Nash.

Tarmac/Lafarge own the track by the village school & said that they hope to repair the surface in early October.

Aggravert Liaison 15 September - Cllr Cook is to attend.

HAPTC training - The Council as an Employer 17 September - Cllrs Crump, McDonagh & Nash to attend.

1809 INVITED REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

County Cllr Gordon had already addressed the meeting under item 1802.

1810 CORRESPONDENCE

The Chair reported that a Freedom of Information request received two months ago had not yet had a response. The letter asked who owned the land on which the Fair was held and how much they paid to rent it. They also commented that the presence of the Fair caused more local burglaries.

It is in the public domain that the land is owned by the Parish Council. The local Police Officer looked at the relevant crime statistics and there was no evidence of increased crime when the Fair was present. The Parish Council wished to find out if they need to disclose the amount of rent charged. It was decided to ask the Clerk to look into that matter and to reply to the correspondent on all three matters appropriately.

ACTION for HR



1811 PARISH MATTERS, OFFICE & CHRONICLE

The Council decided that due to current commitments it was unfortunately unable to formally attend the Alban Way celebrations planned for 16 and 18 October, although Councillors may do so personally. It was noted that the Council had contributed by paying for the Public Liability Insurance.

Early thinking for the Spring Chronicle will be discussed at next meeting

ACTION for HR

January pension changes - it was decided this would be referred to the Locum Clerk, who is already dealing with similar matters for other councils.

ACTION for HR

1812 EVENTS, COMMUNITY XMAS LUNCH & LARKS IN THE PARK 2016

Community Xmas Lunch is Friday 11 December 2015, St Mark's Parish Centre.

Larks in the Park 2016 – there is no current organiser. Discussion was deferred to next meeting.



ACTION for HR

1813 CRIME ISSUES (taken earlier in the meeting)

The local Police Officer ~~Mr~~ Shepherd reported that his unit is now established in the St Albans offices. His line manager is Scott Curran. A PCSO will be starting next week for Colney Heath Parish.

There has been an issue with loose horses on the A414. Officers have intervened and captured the animals, they are held pending being claimed by the owners.

There has been local speeding and this has been subject to enforcement (see also Agenda Item 1802).

There has been local fly tipping in areas such as Roestock Lane, Hixberry Lane and the Warren Farm track. The police have had one successful prosecution in the local area. The Chair will ask the Clerk and Ranger to report fly tipping even when this is on CHPC land.

ACTION for K P-M & HR, Councillors & Common Ranger

The Chair reported that there has been regular dumping of bags of dog excreta by the bin on the Common which had to be disposed of at Parish expense. PC Shepherd agreed to look into the costs of surveillance or a camera and also requested that any witnesses should provide information, such as vehicle registration of offender.

Although PC Shepherd confirmed that antisocial activity locally was low, he was aware that there had been a spate of vehicle related crime and garage thefts in the Bullens Green area. A man had been arrested in relation to vehicle theft.

County Councillor Gordon told the meeting that landowners now had more powers against fly grazing and Lafarge was being proactive in this.

1814 MEMBERS QUESTIONS OR LATE MATTERS

None.

1815 DATE OF NEXT MEETING

Dates were agreed as follows:-

Wednesday 14 October 2015

Wednesday 11 November 2015

3 and 10 December 2015 (as previously agreed).



Meeting closed at 10.00pm

Signed
CHAIRMAN COLNEY HEATH PARISH COUNCIL

Date 14th Dec '15