

COLNEY HEATH PARISH COUNCIL

The Parish Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk



MINUTES OF THE COLNEY HEATH FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON THURSDAY 11 FEBRUARY 2016 at 7.45pm

Present: Cllr M Nash (Chair), Cllr D Crump, Cllr P Cook, Cllr C Hathaway, Cllr P McDonagh, Cllr R Solts

Temporary Parish Clerk: Ms H Rook

Other Attendees: Cllr Dreda Gordon

Members of the Public: 2

1956 APOLOGIES, ANNOUNCEMENTS

Apologies received from Cllr Kevin Barnes and Cllr Chris Thorpe

1957 DECLARATIONS OF INTEREST

Cllr Nash declared an interest as the wife of the Ranger of the Common.

1958 APPROVAL OF FULL COUNCIL MINUTES of 21 JANUARY 2016

To accept and sign the minutes of the Full Council meeting of 21 January 2016

Proposed:- Cllr Hathaway

Seconded:- Cllr Solts

It was **RESOLVED** that the minutes of the Full Council Meeting held on 21 January 2016 be approved, with a correction on the first page (**Ms** Rook (Temporary Parish Clerk), and not Mr Rook), as a true and correct record and signed and the correction initialled by the Chairman. The approved minutes will be posted on the Parish Council website.

Action HR

1959 MATTERS ARISING FROM THE ABOVE MINUTES

Members reviewed the notes of the meeting with Mr Justin Woodhouse, The Concrete Consultancy 2000 Ltd, held immediately prior to the January 2016 Parish Council meeting. No further correspondence has been received from Mr Woodhouse and we await his response.

Grant applications – to be reviewed at the March Full Council Meeting. Advise Charles Morris Hall (CMH) to go ahead with their proposed planning application and not to let the Council hold them up. Review the CMH parish facility proposal at the March Full Council Meeting.

Action HR

1960 PARISH WEB SITE

Google Audience Overview Report noted. During the period 1-31 January 2016 - 518 Sessions, 385 Users, 1,382 Page Views and an average Session Duration of 2:67 minutes.

Remove 'Important Announcement' on the Home Page detailing the passing of Mr John Dean.

Standing Orders, Financial Regulations and Code of Conduct to be uploaded as soon as web administrator returns from holiday.

Action HR

CHPC48

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Information on recruitment to be on Home Page with a link to the recruitment pack.

Action PM

Revamp/Update of website on hold until permanent Parish Clerk recruited.

FINANCE

1961 FINANCE REPORT

The Finance Report was noted and Nat West Bank Reconciliations at 31 January 2016 verified and signed off. Bank reconciliations will be approved by Full Council on a quarterly basis.

Action HR

The Income & Expenditure and Budget Monitoring reports were noted.

The following quotes were reviewed:

Jeff Skidmore Agricultural Ltd – works at Furze Field (5 February 2016)

Members **RESOLVED** to approve the quotation subject to checking the Council's Standing Orders and Financial Regulations in respect of 'Specialist Services'. The consequences of not going ahead would be greater in the longer term and part of the cost will be refunded by way of a grant.

Action PM/MN

Rialtas Business Solutions Ltd – year end accounts preparation (5 February 2016)

Members **RESOLVED** to approve the year end close down fee subject to the mileage allowance (2 x Swindon-Colney Heath x 2 days) being agreed in advance, and the Locum Clerk authorised to accept the terms on behalf of the Council.

Action HR

An inventory of all work/maintenance to be logged.

Action HR

1962 APPROVAL OF CHEQUES & OTHER PAYMENTS JANUARY 2016

Proposed: Cllr Hathaway

Seconded: Cllr McDonagh

Members **RESOLVED** to approve the January schedule of cheques & payments totalling £14,012.26 and cheques were signed. Members **RESOLVED** to transfer £15,000 from reserve to current account to cover expenditure.

1963 FREEDOM OF INFORMATION

The draft Freedom of Information Statement was reviewed. Under the Freedom of Information Act 2000 there is a statutory requirement of Colney Heath Parish Council to provide certain records. The list of records was reviewed and members noted that several items are either under review, require updating or are a work in progress.

Contact HAPTC as to whether Part II Minutes are a Statutory Requirement under FOI and also the limitations as to time/cost.

Action HR

A reply to the ongoing Freedom of Information request was sent on 1 February 2016 and no further requests have been received.

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1964 SECTION 106 MONIES

Members reviewed the SADC Section 106 Quarterly Update (February 2016) and List of Contributions Uncommitted, Committed or Part Spent showing a figure of £41,711 received under S106 for Colney Heath and nil spent or committed.

A previous list received from SADC by email on 17 June 2015 shows £64,211.38 S106 funds available to Colney Heath.

Clerk to arrange a meeting with Planning Officers/S106 Committee/Ward Councillors to establish level of funds available and timescales.

Possible projects – play areas at Highfield, parish office facility

Action HR/MN/DC

1965 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

Defer – Terms of Reference to be drawn up.

Action HR

PLANNING

1966 PLANNING LISTS-APPLICATIONS-RECOMMENDATIONS & REFUSALS

The Chairman reminded members and the public that the Parish Council is a public consultee on planning applications, not a decision maker.

Members reviewed the list of Planning Applications received since the January meeting.

5/2015/3488 – Land Adjacent The Cock, 18 High Street, Colney Heath – *Object - application is seeking to benefit from non-compliance with previous application (site not landscaped) and is not a brownfield site as stated in application. Proposal does not reflect the Neighbourhood Plan emerging for the village where resident's views are to maintain open vistas through the village and prevent ribbon development. This proposal would close an open vista and would be the start of ribbon development in the village.*

Action MN/PC/HR

5/2016/0186 – 45 Tyttenhanger Green, St Albans – *Object – the proposed development is in a Green Belt settlement and should comply with Green Belt Policy. No very special circumstances have been demonstrated.*

Action HR

5/2015/3211 – West Lodge, Hill End Lane – Construction of Visitor/Reception Centre – Noted members disappointed they did not see this planning application at consultation stage.

PL/0755/16 – Establishment of a new quarry on land at the former Hatfield Aerodrome including new access onto the A1057, aggregate processing plant, concrete batching plant and other ancillary features, together with the importing of inert fill materials for the restoration of the minerals working at Land at Hatfield Aerodrome, off Hatfield Road.

Smallford resident's concerns noted (highways/traffic management, noise, pollution, ecological, possibility of unexploded bombs, re-instatement of land). The site is one of the county councils preferred sites for minerals extraction and is contained in its Minerals Plan. Cllr Crump to work on an initial response & circulate. Comments due by 25 February 2016.

Action DC

Members noted the list of decisions since the January meeting.

To receive update (if any) on meeting with Justin Woodhouse (The Concrete Consultancy 2000 Ltd) – see item 1959.

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1967 CURRENT PINS APPEALS -REFUSALS & ENFORCEMENT MATTERS

The following appeals were noted:- 5/2015/2553 7 Cranwell Close, AL4 0SH;
5/15/1088 & 5/14/1107 East Lodge, Oaklands Lane, Smallford - withdrawn
5/2015/0664 Radio Nurseries & 54 Oaklands Lane

1968 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

Neighbourhood Plan – the Steering Group will reconvene in March 2016. Book 2 places on HAPTC Neighbourhood Planning Training Session Wed 17 Feb 2016 for Cllr Cook and Mr Mike Rawlins.

Write to Mr Jeff Lewis to thank him for acting as Project Manager and for his work and efforts and ask him to return the Neighbourhood Plan paperwork to the Parish Office.

Action HR

Members noted the notes of the meeting with Cllr Chris Brazier on the SLP held immediately prior to the January Parish Council meeting. Representations to be made to SADC by 19 February 2016 to include – more equal distribution of gypsy and traveller sites, Highfield Park does not meet the Green Belt criteria and should be removed from the Green Belt, the impact of proposed 1,000 new homes on the Oaklands site – very little information on infrastructure, possibility of some housing quota being taken up on the rail freight terminal site and the door should be left open to reduce the number of new homes on the Oaklands site; some of the Hemel Hempstead site is referred to as a reserve area – there should be some flexibility in phasing if another site becomes available (no reference to phasing).

Clerk to draft an initial response and circulate to Cllrs Crump and Cook.

Action HR/DC/PC

1969 PARISH REPORTS AVAILABLE

The parish reports from Parish Ranger, Parish Gardener and Closed Graveyard Keeper were noted.

1970 HIGHWAYS GENERAL REPORT

Cutmore Drive is scheduled as part of Colas Ltd sweeping programme. Following this it will be re-inspected as part of a county wide inspection programme where all sites will be checked and any defects found will be rectified.

Temporary Closing and Temporary Waiting Restrictions in Wilkins Green Lane, Smallford for 2 days during period 7-11 March for highways maintenance works

ENVIRONMENT PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

1971 COMMON LAND, RECREATION AND PUBLIC OPEN SPACES

Overgrown hedges on Common/Scholars Court – 2 quotes still required

Installation of Memorial Bench – defer

Horseshoe Field Smallford future management – Oaklands College have offered to plough the field in Spring/Oaklands College Design Competition to be organised in Autumn. Need map of boundary.

Action DC

Warren Farm Track – several incidents of fly-tipping in the last 3 weeks including sofa, pine wardrobe, builders' yard bags of rubbish, remnants of a blocked paved drive/patio, willow tree, dishwasher and lino. PC Andrew Shepherd has inspected but no clues to suggest where the material has come from, therefore no further lines of enquiry. SADC contacted to remove the rubbish.

Consider CCTV – Cllr Gordon offered to help fund; or gating the access (? Pedestrian/horse access). Locate Wayleave document.

Action HR

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Recreation – ask Parish Ranger to check on play areas. Check bin at Sleapsyde play area.

Action MN

Noted only one noticeboard in Highfield (opposite Spa shop) – more noticeboards needed on land at Highfield Park.

Action HR

1972 ALLOTMENTS REPORT

No report

1973 BUILDINGS

No report

1974 COMMUNITY REPORTS

HIGHFIELD PARK TRUST – no report

COMMUNITY BUS – Cllr Thorpe organising weekly passenger list, new system working well. The new driver is a great asset and the 10 seater bus is regularly carrying 8 or 9 passengers who are still very thankful for the service. New step required (£35) as rubber mat on existing one loose and could be a slip hazard.

VILLAGE HALL COMMITTEE-COUNCIL MEMBERS- appoint representative to VHC – ask Cllr Thorpe

Action HR

TREASURE TOTS - report from the Treasure Tots Manager noted. Numbers of children are increasing (total 23 children on roll) with 19 children on Tuesday morning and 18 children on Wednesday morning. Two bank/temporary staff required on Tuesday morning and one on Wednesday morning. Three permanent staff are sufficient to cover Monday, Thursday and Friday. Numbers for September 2016 – it is expected that 4 children will be staying on for the new academic year. Additional report on Treasure Tots in Part II.

CHARLES MORRIS HALL COMMITTEE – next committee meeting Tuesday 16 February 2016

ADMINISTRATION- INFORMATION- CORRESPONDENCE & REPORTING

1975 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

HAPTC End of Year Finance Training – 9th March – Cllr Crump to attend

1976 INVITED REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

Report from Cllr Chris Brazier advising a bid will be made for funding that will allow grass crating to be put under the grass to allow vehicles to park on verges in Wistlea Crescent, Colney Heath – could take up to 12 months. Currently in design stage (harden surface of verge and improvements to footpath) to be funded from Cllr Dreda Gordon's highways locality budget.

Longabout Trail Report – Alan Lusted has sent a report advising the report is in the final stages and will be completed by March 2016.

Blocked gully reported opposite the shops in Russet Drive – not part of gully dig-out programme but report on highways fault reporting system.

Action HR

Horses on Smallford Pits – limited to 30 horses and 10 foals. Cllr Gordon will be attending a meeting to draw up conditions and will forward a copy to the parish council.

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1977 CORRESPONDENCE

Brett Group – Brett Aggregates planning application submitted for mineral extraction at Hatfield Aerodrome – correspondence noted, see item 1966

Iceni Engagement: Housing and Infrastructure Survey – noted. Not a matter relating to parish council

Resident of Roestock Lane to refer highways matters to Herts County Council; dog fouling & litter to SADC. Parish Warden to check on “overflowing” village rubbish bins.

Action HR

1978 PARISH MATTERS OFFICE & CHRONICLE

Noted that following anomalies uncovered, members agreed at the January 2016 Council meeting (Part II) that advice should be sought from Hertfordshire Constabulary. Hertfordshire Constabulary have confirmed that the Parish Council were correct in bringing this matter to their attention and they are now reviewing the matter.

Chronicle recruitment of new Editor, continue in Part II.

1979 EVENTS

“Clean for the Queen” Litter picking 4th-6th March 2016 Smallford Station Car Park

Larks in Parks 2016 – Cllr Chris Brazier to organise, budget confirmed

Action HR

Beating the Bounds/Rogation – date confirmed as Sunday 8 May 2016. Book Community Room for refreshments in the afternoon

Action HR

1980 CRIME ISSUES

Report from PC Andrew Sheppard – Fly-tipping operation to be carried out in the near future in conjunction with SADC and Trading Standards using SMART water.

1981 PUBLIC QUESTIONS

Resident comments on planning application/Land at Hatfield Aerodrome noted at item 1966

1982 MEMBERS QUESTIONS OR LATE MATTERS

None

1983 DATE OF NEXT MEETING

The next Parish Council Meeting to be held on **Wednesday 9 March 2016** at 7.45pm Colney Heath Village Hall.

SIGNED
CHAIR

DATE

9/3/16

CHPC53