



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA

Village Office
83 High Street
Colney Heath
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Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH VILLAGE HALL, COLNEY HEATH, ON THURSDAY 11 MAY 2017 AT 7.30pm

PRESENT: Cllr P Cook, Cllr D Crump, Cllr M Nash, Cllr C Hathaway, Cllr M Ouzman, Cllr R Solts, Cllr S Devi (arrived 7.42pm)

OFFICERS: L Chaplin (Clerk), M Maddock & M Gilbert

PUBLIC: County Cllr D Gordon, District Cllr C Brazier & two members of the public.

95/17 **CHAIRMAN**

Cllr D Crump proposed Cllr P Cook for the position of Chairman. Cllr R Solts seconded this proposal. It was unanimously **RESOLVED** that Cllr P Cook is elected Chairman for the ensuing Council year. The new Chairman signed the Declaration of Office.

96/17 **VICE CHAIRMAN**

Cllr P Cook proposed Cllr D Crump for the position of Vice Chairman. Cllr C Hathaway and Cllr R Solts seconded this proposal. It was unanimously **RESOLVED** that Cllr D Crump is elected Vice Chairman for the ensuing Council year. The Vice Chairman signed the Declaration of Office.

97/17 **APOLOGIES AND ANNOUNCEMENTS**

Apologies from Cllr K Barnes and Cllr P McDonagh were discussed, noted and accepted by Council.

It was reported by the Clerk that it was likely that Council would be required to enter closed session at the end of this meeting.

Cllr M Nash reported that an invitation had been received from Tarmac to the Hertfordshire County Show at the weekend.

98/17 **DECLARATIONS OF INTEREST**

Nothing that has not been noted on office held documents. Members had been sent and asked to review their register of interests and amend where necessary. Cllr Cook will update his register – all other Councillors present confirmed there had been no changes and Cllrs Barnes and McDonagh would be requested to check theirs.

ACTION: Clerk, Cllr McDonagh & Cllr Barnes

99/17 **QUESTIONS FROM THE PUBLIC**

No questions.

(Cllr Devi arrived)

100/17 **REPORTS FROM COUNTY, DISTRICT COUNCILLORS AND EXTERNAL BODIES**

County Cllr D Gordon – Due to boundary changes the new seat encompasses only the Highfield area of the Parish (as well as London Colney).



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Cllr D Gordon had an email from former Cllr Gowens regarding the shop area in Highfield, which will be passed to relevant District Cllr. Cllr R Solts raised the issue of Highfield Park Road and roundabout area not being well maintained and also the issue of potholes. County Councillor Gordon responded that highways have looked into this and should continue to be contacted. .

District Cllr C Brazier – Glinwells mentioned they wanted to move from the site and potentially sell to developers. District Cllrs C Brazier and J Day were requested to sign off on the usage of S106 monies, Roestock Park, Smallford Park/Four Horseshoes Field. There was another discussion over playgrounds currently under the care of Highfield Park Trust. DC Brazier had reservations about the location of the park and stated the road is very busy.

Highfield Park Trust (HPT) - It was again reported that the Clerk was awaiting a proposal from HPT with regards the undertaking of the recreation area transfer, a meeting has been scheduled in June to try and facilitate this further.

Smallford Works - There has been a request from Nick Voss to meet to discuss an in principle decision to develop the site when closed. The Clerk reported that Mr Voss has been asked to put a proposal for this site to the office and then a meeting could be arranged with Councillors.

101/17

APPOINT LEAD MEMBER TO COMMITTEES, WORKING PARTIES & OUTSIDE BODIES

Cllr M Nash proposes that the Lead of the Environment Working Party is automatically involved in the Finance Working Party due to the relative spend on environmental issues. **RESOLVED** that the Lead of the Environment Working is an automatic member of the Finance Working Party.

RESOLVED that there would be no planning working party set up but that an Emergency Council Meeting would be held to discuss the planning application for Tollgate Farm in lieu of a Planning Committee or Working Party. It was noted that there might be a need to hold a planning meeting in August.

RESOLVED that the following members will sit on the Environment Working Group – Cllr D Crump, Cllr K Barnes, Cllr C Hathaway, Cllr M Ouzman and Cllr M Nash. Cllr Crump would lead the group as Chair.

RESOLVED that the following members will sit on Finance & Governance Working Group – Cllr R Solts, Cllr D Crump, Cllr P McDonagh, Cllr C Hathaway, and Cllr P Cook. Cllr Solts would lead the group as Chair.

RESOLVED that the following members will sit on HR Committee – Cllr R Solts, Cllr P McDonagh, and Cllr P Cook. Cllr Solts would lead the group as Chair.



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For the purposes of procedure, should any grievance or disciplinary issue come through the HR Committee Cllr Cook as Chair of CHPC shall not take part to oversee any potential appeal.

RESOLVED that the following members will sit on Building and Assets Working Group – Cllr M Nash, Cllr C Hathaway, Cllr S Devi, Cllr M Ouzman, and Cllr Peter Cook. Cllr Nash would lead the group as Chair.

RESOLVED that the following members will sit on the Communications Working Group – Cllr M Ouzman, Cllr C Hathaway, and Cllr S Devi. Cllr Ouzman would lead this group as Chair.

RESOLVED that the following members will sit on the sub-committee that focuses on the Recreation Ground and Pavilion – Cllr P Cook, Cllr C Hathaway and Cllr R Solts.

RESOLVED that the following member will represent the council at the Colney Heath Twinning Association – Cllr S Devi.

RESOLVED that the following member will represent the council at the Charles Morris Hall Committee – Cllr K Barnes.

RESOLVED that the following member will represent the council at Highfield Park Trust – Cllr K Barnes.

RESOLVED that the following members will represent the council at LaFarge/Tarmac meetings – Cllr M Nash & Cllr Crump.

RESOLVED that the following members will represent the council at the Colney Heath Village Hall Committee – Cllr M Nash & Cllr M Ouzman.

RESOLVED that the following members will represent the council on the Neighbourhood Plan Group – Cllr P Cook, Cllr M Nash, and Cllr D Crump.

RESOLVED that the following member will represent the council at meetings on fly grazing – Cllr S Devi.

102/17

COUNCIL DOCUMENTATION

On the recommendation of the Clerk, council **RESOLVED** to defer the review of Standing Orders until first reviewed by the Internal Auditors next month.

The Code of Conduct was deferred until the next meeting.

The Staff Handbook would be looked at first by the next HR Committee meeting.



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103/17

MEETING DATES 2017/18

Clerk notes the need for an additional full council meeting before the 30th June additional to dates already noted. **RESOLVED** to hold an additional meeting on the 29th of June. **RESOLVED** to plan a potential meeting in August if needed. **RESOLVED** to adopt meeting dates which were slightly amended and document to be placed on website.

ACTION: Clerk

104/17

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) The Chair Cllr P Cook signed minutes with any amendments made by hand noting the following changes:

- Page 156 – amendment from 21.25pm to 9.25pm
- Page 160 – 17/91 removed 'at the next Finance' and replace with 'by a Council'

The minutes were proposed by Cllr M Nash and seconded by Cllr R Solts, the minutes were then initialled on each page and signed by Cllr P Cook as a true and accurate record.

b) Matters Arising Report

The report was discussed and the following issues were raised:

It was reported that the play area at Smallford was suspected to be at the end of its life and deemed dangerous it was **RESOLVED** to give the Clerk power to act on any recommendations from the ROSPA regarding any of the play areas in the Parish.

ACTION: Clerk

Documents for Malcolms Pond had been located and this will now be part of an investigation of the Buildings & Assets Working Party. This matter will be added to the matters arising report.

ACTION: Clerk

105/17

FINANCE

- a) The bank statements and finance report were submitted to members in advance and there were no questions regarding it's content from members.
- b) It was **RESOLVED** to renew Risk Management membership with Zurich, the Council's insurance provider.
- c) The BACS payments numbered 0004 – 0040 were submitted with appropriate invoices for scrutiny and authorisation. The invoices and approval slips including the master sheet were signed by Cllr Solts & Cllr Crump and then countersigned by the RFO. The Clerk confirmed that Cllr P Cook is now an authorised signatory for invoices and on the bankline system for online payments. It was **RESOLVED** to remind staff to submit a time sheet and that payment of wages are dependent on a submitted time sheet. Cllr M Nash abstains from giving a view to avoid potential conflict or view of conflict.

ACTION: Clerk



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Metro Bank have been approached to discuss the movement of some of the Council's reserve funds into a separate account ensuring fidelity and ensuring the FCIS cover. It was **RESOLVED** to transfer up to the recommended £85k into a new Metro Bank Account in St Peter's Street, St Albans.

ACTION: Clerk

- d) Allotment Rent Increase – it was **RESOLVED** to freeze rent for the year 2017/18 with view to review and present a rent increase in the year 2018/19 in line with market value.

ACTION: Clerk

RAEZ *HL Moller*

- e) Item was recommended to be moved into closed session.
- f) CHPC Ear Marked Reserves 2017/18 – the ear marked reserves were presented to the full council. It was **RESOLVED** that the Finance and Governance Working Group would meet to discuss current treasury arrangements and earmark reserves.

ACTION: Cllr R Solts

- g) Internal Audit preparation, the Clerk presented a list of documents the Internal Auditors had requested, its contents were noted by the Council. It was reported that the only document the Council did not hold was a list of S137 payments.

106/17

LEGAL MATTERS

The Legal Report prepared by the Clerk was discussed and accepted. The following comments were noted:

- Heathside – works are suspended and it was suggested that a CHPC marker be placed at a later date
- Home Farm R.o.W this would be tabled at the Emergency Planning meeting to be held 22 May 2017.

107/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

It was **RESOLVED** to call an Emergency Meeting on the 22nd May and to defer all issues of planning to that meeting. It was agreed that the landowner of Tollgate Farm, the local residents, the Neighbourhood Plan Steering Group all be invited to attend.

ACTION: Clerk

RAEZ



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108/17

ENVIRONMENT

- a) It was **RESOLVED** to delegate scope of works for bollards to secure the common and other public areas to the Environment WP.

ACTION: Clerk

Beating the Bounds – booked Village Hall committee room for after the event. Poster is on the website. It was **RESOLVED** that a small budget of £50 would be spent on refreshments by Cllr Nash.

109/17

HR WORKING PARTY

It was **RESOLVED** that matters should be discussed in closed session.

110/17

PARISH ADMINISTRATION

CLERK REPORT

- a) The report was accepted and the following comments were noted:
the Traveller incursion had taken 36 hours of office time with 37.5 hours of overtime worked by the Clerk for the month of May. Timesheet approved and signed by Cllr Cook.

PARISH COMMUNICATIONS

- b) There was a question from a member of the public concerning the Chronicle. It was stated by the Chair Cllr Cook that the Chronicle was on hold pending a review by the council as to the communication strategy going forward.

ACTION: Clerk

111/17

ANY OTHER BUSINESS

None

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

There was a short comfort break from 10.05pm – 10.10pm

112/17

CLOSED SESSION MEETING

Meeting ended at 11pm

[Handwritten signature] 22/06/17