

Colney Heath Parish Council



Clerk to The Parish Council

Parish Office

83 High Street

Colney Heath

Herts. AL4 0NS

Tel : 01727 825314

Fax : 01727 825327

Email:

colney2heath@btconnect.com

MINUTES OF THE COLNEY HEATH FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON WEDNESDAY 11TH NOVEMBER 2015 at 7.45pm

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

Temporary Parish Clerk: Ms H Rook

Other Attendees: County Cllr D Gordon

Members of the Public: 0

1852 APOLOGIES

Apologies received from Cllr Thorpe.

1853 DECLARATIONS OF INTERESTS

Register of Members Interests Forms will be completed and returned at December meeting once clarification has been sought from SADC on disclosure of partner's interest.

Action All

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

1854 APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 14TH OCTOBER 2015

Proposed by Cllr Hathaway

Seconded by Cllr Barnes

It was **RESOLVED** that the minutes of the Full Council Meeting held on Thursday 14th October 2015 be approved as a true and correct record and signed by the Chairman. The approved minutes will be posted on the Parish Council website.

Action HR

1855 MATTERS ARISING

HAPTC form to receive email copies of agenda and minutes signed by all Councillors.

The activity log of Minute Action Points was reviewed and separate open and closed logs will be maintained. Both logs will be circulated on a monthly basis.

Action HR

Cllr Barnes to complete Additional Party Form/Bank Mandate and provide proof of identity/address to Nat West to be added as an authorised signatory.

Action KB

Insurance – Members/Officials Indemnity and Public Liability confirmed. Horseshoes Field and Recreation Grounds covered under Public Liability. Review insurance cover for Treasure Tots Pre-School.

Action HR

Winter Salt Bins locations – Roestock Lane/Hall Gardens, Park Lane, Parish Office, Tyttenhanger and Warren Farm. None in Highfield – check with Highfield Trust if required.

Action KB

Salt will be stored at Warren Farm and salt bins topped up where necessary.

Action RP

PWLB – 15 year loan from 17 February 2009 at 3.430% interest. Early repayment terms available – change on a daily basis.

Christmas Charity Donation – deferred to allow the parish office to concentrate on essential tasks.

Fly-grazing at Smallford Pits – a meeting is being arranged with representatives from the travelling community to discuss removal of the horses and if no action taken the horse bailiffs will be instructed to take action.

1856 ANNUAL RETURN YEAR ENDED 31 MARCH 2015

The Action/Activity Plans were reviewed and progress will continue to be monitored on a monthly basis.

Action HR

1857 STANDING ORDERS AND FINANCIAL REGULATIONS

Model documents will be reviewed by Members and amendments/approval considered at the December meeting.

Action All

1858 CODE OF CONDUCT

The Model document will be reviewed by Members and approved at the December meeting.

Action All

1859 PARISH COUNCIL WEBSITE

The Google Audience Overview Report was noted. During the period 1-31 October there has been 383 Sessions, 305 Users, 1,055 Page Views and an average Session Duration of 2:75 minutes.

1860 FINANCE REPORT

The Finance Report, I&E Report and Budget Monitoring report were noted.

Members **RESOLVED** to approve the data entry services of RBS for 1 day in early December.

Action HR

Members **RESOLVED** to make no changes to CHPC Scheme of Members' Allowances for 2016/17.

Members **RESOLVED** that the Treasure Tots banking arrangement be maintained with Santander and the authorised signatories in the current mandate be changed as follows: Removal of the following authorised signatories: Mr D Horner, Mr J Dean, Mrs K Parker-Mead.

Addition of the following authorised signatories: Cllr M Nash, Cllr D Crump, Cllr C Hathaway. The current mandate will continue as amended.



1861 APPROVAL OF CHEQUES AND OTHER PAYMENTS

Members **RESOLVED** to approve the November schedule of cheques & payments totalling £11,655.34 and cheques were signed.

1862 SECTION 106 MONIES

Defer.

1863 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

Defer until a full review of committees and terms of reference has been carried out.

PLANNING

1864 PLANNING LISTS – APPLICATIONS – RECOMMENDATIONS & REFUSALS

A list of planning applications (15/10/15-6/11/15) was noted.

A list of Decisions since October meeting was noted.

1865 CURRENT PINS APPEALS – REFUSALS AND ENFORCEMENT MATTERS

PINS Appeal – 5/2015/0594 – 20 Maslen Road, St Albans – Pending.

1866 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

Cllrs Nash and Cook have met with the project manager. Further consideration to the proposals will be given in Part II.

Steering Group meeting scheduled for 3 November 2015 - postponed.

HAPTC Neighbourhood Plan Workshop (1 of 3) Training – 4th November 2015 PC to attend.

1867 THE BARLEY MOW

See Appendix (1) Note of Meeting with Armstrong Rigg Planning Consultants.

1868 PARISH REPORTS

Monthly reports for October from the Parish Warden, Ranger , Parish Gardener and churchyard groundsman were received and noted.

A maintenance log/works programme to include issues raised by Environment staff to be introduced and reviewed monthly.

Action HR

Parish Warden to receive a copy of Playground Inspection Report & to take photos of playground surfaces for review at January meeting.

Action HR/RP

1869 HIGHWAYS

Toucan Crossing on Highfield Lane is up and running and the contribution by the Parish Council has been paid, Members wish to express their gratitude to Cllr Gordon for her campaigning and support.

The Longabout Trial Report not yet available.

Action DG

The Press Release thanking Tarmac for the resurfacing of the track to the side of Colney Heath Primary School off the High Street was noted.



ENVIRONMENT PUBLIC OPEN SPACES – ALLOTMENTS & BUILDINGS

1870 LEAD MEMBER & ALLOTMENTS COMMITTEE REPORT

Three quotes for grass strimming and hedge cutting were considered and Members **RESOLVED** to approve the quote from John O'Connor.

Action KPM/HR

1871 COMMON LAND RECREATION AREAS & PUBLIC OPEN SPACES

Installation of second memorial bench – defer

Horseshoes Field Smallford future management – Oaklands College have confirmed their commitment where possible to get involved in the development with opportunities for students to gain work experience around a long-term sustainable project and development of a community asset. The scope of the College's involvement could be (1) Horticulture: Design Competition; (2) Construction & Carpentry: Furniture Design and Creation; (3) Landmark: Maintenance. Members **RESOLVED** to approve the first step, the Design Competition, to develop a plan for future use of the site. The Environment Committee will progress discussions with Oaklands College.

Action DC/KB

CHFC Pavilion/pitch areas – defer

Overgrown hedges/trees on Common land/Scholars Court – 3 quotes needed to remove 3 leylandi and laurel hedge. New laurel hedge to be planted at expense of Scholars Court residents to be maintained on SC side by residents and Common side by PC.

Action KPM

1872 COMMUNITY REPORTS

HIGHFIELD PARK TRUST

Highfield Play Areas – defer.

Cllr Barnes gave details of a proposed planning application for a community facility in the park. The proposal is for a visitor/reception centre to include housing the Trust's offices.

COMMUNITY BUS

Report from Cllr Thorpe received and noted. Drivers are still needed, especially for 26th November.

VILLAGE HALL COMMITTEE

Minutes of CHVH Council Meeting held on 15th September 2015 received and noted.

TREASURE TOTS

Report from the manager/deputy manager received and noted. Further consideration to be given in Part II.

ADMINISTRATION INFORMATION CORRESPONDENCE AND REPORTING

1873 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

The Councillor as an Employer – 12th Nov – Cllrs Nash, Crump & McDonagh

Action MN/DC/PM

1874 REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

Cllr Gordon suggested Ian Hollinrake attends CHPC meeting early in the New Year to discuss Highways Locality Budget – arrange through Cllr Gordon for Jan or Feb PC meeting. PC to have list of priorities.

Action HR

Proposals for a new sand and gravel quarry on southern half of the former Hatfield Aerodrome/Ellenbrook – Cllr Brazier has asked for CHPC comments.

CHPC27



1875 CORRESPONDENCE

Urban and Potential Small Scale Green Belt Changes and Housing Capacity – SADC suggest a meeting with Members w/c 14 December – details noted and response required. Members to advise availability.

Action All

FOI request regarding legal costs spent determining ownership of Village Hall.

Action MN

1876 PARISH MATTERS OFFICE & CHRONICLE

Dave Rodway has resigned after 18 years as Editor of the Chronicle. He has offered to prepare a job description (editing, printing, distribution). Find out who does this work in other parishes.

Action KPM/HR

1877 EVENTS – COMMUNITY XMAS LUNCH & LARKS IN THE PARKS 2016

Community Xmas Lunch – Fri 11th December 2015 – Members to help with set up at Church Hall prior to 10th Dec budget meeting. Cllrs Crump and Hathaway to help on the 11th with serving lunch.

Action All

Larks in the Parks – defer.

1878 HERTFORDSHIRE CONSTABULARY UPDATE

No report.

1879 PUBLIC QUESTIONS

No questions.

1880 MEMBERS QUESTIONS OR LATE MATTERS

Section of metal fence by Pearce recycling/Alban Way needs replacing.

1881 DATE OF NEXT MEETING

The next Full Parish Council meeting will be held on Thursday 3rd December at Colney Heath Village Hall.

The meeting closed at 11.45pm

SIGNED

CHAIRMAN



DATE

3/12/15