

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT CHARLES MORRIS HALL, TYTTENHANGER, ON THURSDAY 12 JANUARY 2017 AT 7.30pm

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

OTHER ATTENDEES: County Cllr D Gordon, District Cllr C Brazier, L Chaplin (Clerk)

17/01 APOLOGIES

Apologies have been received from Councillor Barnes,

17/02 DECLARATIONS OF INTEREST

- a) To receive declarations of interest from Councillors on items the agenda
Cllr Nash declared she is married to the Common Ranger.
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

17/03 QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS

None

17/04 APPROVAL OF FULL COUNCIL MINUTES THURSDAY 8 DECEMBER 2016

The minutes of the Meeting of the Parish Council meeting held on Thursday 8 December 2016 were accepted and approved.

Proposed:- Cllr R Solts

Seconded:- Cllr D Crump

17/05 MATTERS ARISING FROM THE ABOVE MINUTES

16/200 – Community Bus – Debbie Fulwell, the volunteer co-ordinator, would like to see the contract. This will be emailed to her and a meeting set up to discuss training. **ACTION: Clerk**

16/204 – SADC Business Rates – No response received to the letter sent in December, District Cllr Brazier said he would make enquiries on behalf of CHPC.

16/206 – Holiday Pay – It is tax return month and Hardcastle Blake are exceptionally busy this month but a quote for this has been requested.

16/207 – Internal Audit – As part of the governance review it was agreed that the Council would prepare a small tender with the intention to appoint a new internal auditor. Best practice states that internal auditors should be changed every 5 years. **ACTION: Cllr Cook & Cllr McDonagh**

16/208 – Governance Paperwork – all documents drafted to be emailed to Cllr McDonagh for review. **ACTION: Clerk**

17/06 REPORTS FROM EXTERNAL BODIES COUNTY COUNCILLOR

Councillor Gordon reported that the A414 Longabout report was due on 13 January 2017 and she would forward a copy to the Clerk for circulation to

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



members as soon as she received it. Cllr Nash commented that the petition suggested at the last meeting had been written and submitted to HCC for approval.

Cllr Gordon told the Council that the Flygrazing Forum December 2nd 2016 in which Lynn Myland reported that St Albans were 2nd highest in the number of horses been flygrazed.

County Council Planning Meeting 25 January Gravel extraction at former 'Hatfield Aerodrome' 5/2016/3720 – Cllr Gordon would be attending and Cllr Crump also confirmed his attendance on behalf of CHPC. Smallford residents have been asked for their concerns and the Parish Council response was sent by email. The same response was sent to the County. The response on 5/2016/3720 to be checked.

ACTION: Clerk

DISTRICT COUNCILLORS

Cllr Brazier had received a letter from a Colney Heath Lane resident regarding their residential property and provided it to the Council for their response. Cllr Nash would look at the contents and formulate a response on behalf of the Council. The Clerk would scan and send to Cllr Nash.

ACTION: Clerk, then Cllr Nash

Roehyde Farm - Cllr Brazier could not find any notifications locally. The matter was ongoing and would be opposed. It was suggested that the Parish write formally to District Cllr Gordon regarding building in the Parish

Action: Clerk to send letter once drafted.

Cllr Crump asked Cllr Brazier to check the status of any surplus s106 monies for CHPC which could be used to improve and update the Parish recreation ground. Cllr Brazier agreed to check this

Action: District Cllr Brazier

It was suggested that an FOI request be submitted to SADC from the Parish Council if Cllr Brazier could not get satisfactory response.

District Cllr Brazier left the meeting at 8pm.

17/07

POLICE & CRIME REPORT

Parish crime figures received for December 2016 were circulated.

Flytipping seems to be on the increase within the Parish and across the District. The Clerk continues to report to Nigel Collyer at SADC and the dedicated email address provided. SADC inspect the rubbish to decide what to remove.

It was noted if they won't remove and then alternative arrangements need to be made. Flytipping is high on the Police agenda as well as a project to stop people using mobile phones whilst driving across the County.

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



The dates of the 2017 Police Priorities Setting Forum meetings are Tuesday 14th March, Monday 19th June and Thursday 14th September. It is the intention to hold these at the St Albans Police Station in the Civic Centre from 18.30pm.

PLANNING

17/08

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

To review Planning Applications since December meeting.

Balitto Field 5/2016/3521 – The application required clarification on: the details of a greenhouse to be demolished; a shop. After discussion it was agreed that the Council would object to this planning proposal and include the Smallford Residents Association comments. The Council sought a restriction that the shop should sell only its own produce and remain “closely associated with agriculture”. There also need to be adequate arrangements and clarity about drainage and water with regards to flooding.

The Council **RESOLVED** to delegate the response to Cllrs Nash, Crump and Cook to produce a response.

ACTION: Cllrs Nash, Crump, Cook

17/09

ENFORCEMENTS

It was agreed that an update on all outstanding enforcements would be listed at every Council meeting. The Clerk would maintain the list and chase regularly each month. Cllr Nash would need to let the Clerk know what is currently outstanding with any reference numbers and case officers.

ACTION: Cllr Nash then Clerk

17/10

HIGHWAYS REPORT

Clerk asked Council to note the report from Hertfordshire Traffic & Transport Data Report. Some Members expressed a wish to see the full report. The Clerk will scan and send to all Members.

Action: Clerk

ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

17/11

ENVIRONMENT WORKING PARTY UPDATE

Horseshoe Field - meeting with Oaklands College staff and students and local residents held 14 December; Crump and Barnes attended. Separate report provided to Council. Awaiting design proposal/s from students.

Common; issues reported regularly by Ranger and in latest monthly Ranger report provided to Parish Office; introduced action sheet as attachment to Common Ranger monthly report to assist keeping track of actions. It was suggested that a volunteer day might need to be organised for removal of hawthorn off the Warren.

Recreation & Play Areas - Cllr Crump and Cllr Nash met sales representative of a major supplier of childrens play equipment on 12/1/17 and had detailed discussions about redeveloping facilities at Roestock Park. Sales person was also introduced to Clerk to facilitate future communications. Agreed company

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



would provide quotation and plan for provision of multigames area for teenagers on the existing hard rink site (estimate cost ~£30k) and replacement of U11 play equipment (estimated cost ~£45k). Plans will be used as basis for consultation with interested groups e.g. Guides, Scouts, Brownies, Rainbows and residents to define objective and to seek partial funding or in kind support. A brief overview given to sales representative about our other play areas (High St, Smallford, Sleafshyde, Tyttenhanger, Gloucester Park) which also require programme of modernisation.

Other Issues – Church Lane Access – Access to the land off Church Lane, next to J Day owned land. It was suggested a gate be installed so access can be gained for repairs and maintenance to Parish owned land. Action for the gate would be discussed further by the Environment Working Party. Cllr Cook asked for details as to the legal boundary and what was on the title deeds.

Action: Clerk

17/12

ALLOTMENTS – It has been difficult to get quotes for work on the allotments with some contractors being very busy. Cllr Gordon advised speaking with London Colney Parish as they have a rotavator which they may hire out or even have someone who would do the work.

Action: Clerk

17/13

GRASS CUTTING CONTRACT – Documents were circulated consisting of: Part 1a covering the cutting of the recreational and park areas and 1b which covered the Common with a map attached. There were three other management and governance documents to be completed. Cllr Nash will send section 1b and map to Natural England for comment and to make them aware as we have stewardship on the Common.

Action: Cllr Nash

The document to be sent out requires a matrix for sifting and marking the tenders to be prepared. Any comments on the documents or the grading of tenders should be passed to the Clerk. The Chair passed on the huge thanks of the Council to Cllrs Crump and Nash for all their hard work in preparing the documents. The final tender to be sent out w/c 23rd/30th January 2017.

Action: Clerk

17/14

BUILDINGS

COLNEY HEATH PAVILLION - FOOTBALL CLUB

A letter of response was received from CHPC and Council suggested a separate meeting should be arranged with the CHFC. Councillors Cook, Solts and Hathaway will attend the meeting and the Clerk will check available dates with the Football Club. Matters to discuss would include sub-letting, the payment of rent in line with the agreement in the signed lease and the use of the Air Raid Shelter.

Action: Clerk

Telephone complaint received from a resident regarding the damage by cars on a Saturday and Sunday reversing their cars into their fence. It was replaced 3 times last year. The resident has tried to discuss this with CHFC but has

HAEC

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



received little support. It was also commented that the floodlights are often on later in the evening than agreed and this should be more strictly adhered to as it is a residential area. It was agreed that the car parking issue will be raised at the meeting with the CHFC. The floodlight timing agreement was unknown at this stage and this would require further investigation.

Action: Clerk

17/15

GUIDE & SCOUT HUT

Email received regarding more storage for equipment from the District Commissioner of The Colneys who has made a request to put a storage container within the boundary of the land at the Guide & Scout Hut. The following questions were asked by members – what colour is the container, the size of the container and exactly where would it be located and subject to receiving the appropriate planning consent the Council RESOLVED they would agree in principle to the request at this time.

Action: Clerk

17/16

AIR RAID SHELTER

Cllr Nash raised the issue of use of the Air Raid Shelter to store Parish archives in or as a Parish asset. It is currently used by the Football Club to store and charge lawnmowers. The Council pays the electricity to the building. It was agreed a feasibility study should be carried out on the possible use of the building and how much it would cost to repair. It was unknown whether the building was listed. District Councillor Gordon suggested the conservation team at SADC would be best placed to answer this.

Action: Clerk

ADMINISTRATION – CORRESPONDENCE & REPORTING

17/17

CORRESPONDENCE & EVENTS

Village Hall Committee - Emails have been received from the Committee Chairman regarding the Village Hall post box. The matter was discussed by members and it was unanimously RESOLVED that the Council agreed with the police investigation that there was no case to answer and that the post box was not secure. The Clerk and Parish Office staff did not have sole access to the post and no further comment or action was required. A response to be sent by the Chairman.

Action: Chair – Cllr Cook

North Mymms Civic Service – Invitations received to attend at St. Mary's Church on 19th February. No members present were available to attend.

Action: Clerk

17/18

COMMUNICATIONS

New Website – Our current website provider has provided a quote and presented the Clerk with a new WordPress version of the website. The quote is to be considered at the next meeting with a view to launching the new website within the next 6 months.

Action: Clerk

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



17/19 EVENTS

Larks in the Parks 2017 - Mr Brazier advised that the date for Larks in the Parks was Sunday 2nd July 2017 and he would be happy to represent CHPC at the meetings for this.

FINANCE & GOVERNANCE

17/20 APPROVAL OF CHEQUES & PAYMENTS – JANUARY 2017

The Bank statements for the two Nat West accounts were presented. The payment schedule for January was presented and unanimously approved.

17/21 BUDGET REVIEW 2016/17

Papers were circulated and due to the extensive content of the paperwork it was agreed a Full Council meeting would be held on Thursday 19th January at 8pm to review the current and predicted budgets and to make a decision regarding the Precept for 2017/18. Cllr McDonagh asked for an overall "one page" summary document to be produced in addition.

Action: Clerk

17/22 GRANTS

A number of applicants have come forward asking for application forms for grants, until the Council has approved the budget for next year this process cannot commence. The grant application policy and application are being redrafted by the Clerk and will be presented at the budget meeting 19th January. Cllr Brazier had mentioned that monies from the grant allocation be given to could be used for the St Mark's Church clock. The Clerk will send a grant application form to St. Mark's Church to apply for a grant for 2017/18.

Action: Clerk

17/23 HR Meeting – an HR meeting will be held on Thursday 19th January. Topics for discussion would include outcome of meeting with Parish Ranger, return to work interview, issue of contracts to all staff. The resignation of the Governance Assistant needs further discussion in detail regarding job content and salaries for both the Finance Assistant and the Admin Assistant.

ACTION: Clerk

17/24 Alban Park Office – It was RESOLVED to ~~take~~ ^{rent} the Alban Park office until 31 December 2017. It was noted 3 months' notice is required if the licence is not extended. Members approved the costs of the new phone contract, three handsets and the move of the printer/copier.

It was agreed that the Council should seek an alternative long term solution. Cllr Crump would like to see a feasibility study looking at all buildings and possible alternatives including getting a qualified person to look at what we can and cannot use in the Parish as office space/buildings.

ACTION: Cllr Cook & Clerk

AEZ

COLNEY HEATH PARISH COUNCIL

Colney Heath Village Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



17/25

DATE OF NEXT & FUTURE MEETINGS

The next **Parish Council Meeting** to be held on Thursday 19 January 2017 at 8pm in Colney Heath Village Hall, Colney Heath.

Future Meetings - 2017

Full Council - 9th February, 7.30pm at Colney Heath Village Hall

Full Council - 9th March, 7.30pm at Charles Morris Hall, Tyttenhanger

Full Council - 6th April, 7.30pm at Colney Heath Village Hall

Annual Parish Meeting - 27th April, 7.30pm at Charles Morris Hall

Annual Meeting of the Parish Council - 11th May 2017 - Election of Chair & appointment of Committees – Venue to be confirmed.

Meeting ended at 9.50pm

A handwritten signature in blue ink, appearing to be 'P. K. A. Z.', is written on the page.