

Colney Heath Parish Council



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MINUTES OF THE COLNEY HEATH FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON WEDNESDAY 14TH OCTOBER 2015 at 7.45pm

Present: Cllr M Nash (Chair), Cllr K Barnes, Cllr C Hathaway, Cllr P McDonagh, Cllr C Thorpe

Temporary Parish Clerk: Ms H Rook

Other Attendees: PC A Shepherd

Members of the Public: 4

Members agreed to move Agenda items 1844 and 1845 to the start of the meeting but they will be reported in numerical order in the minutes.

1816 APOLOGIES

Apologies received from Cllrs Cook, Crump and Solts; and County Cllr Gordon.

1817 DECLARATIONS OF INTERESTS

Cllr Nash declared an interest as the wife of the Common Ranger and as a friend of the September meeting Minute Taker.

1818 APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 2ND July 2015

Proposed by Cllr M Nash

Seconded by Cllr McDonagh

It was **RESOLVED** that the minutes of the Full Council Meeting held on Thursday 2nd July 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

1819 APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 10TH September 2015

Proposed by Cllr Barnes

Seconded by Cllr P McDonagh

It was **RESOLVED** that the minutes of the Full Council Meeting held on Thursday 10th September 2015 be approved, with a small amendment under item 1813, as a true and correct record and signed by the Chairman. The approved minutes will be posted on the Parish Council website.

Action HR

1820 MATTERS ARISING

HAPTC form to receive email copies of agenda and minutes signed by all Members present at the meeting.

Locum Clerk contract of employment to be signed in Part II.

Cllr Solts has agreed to Lead Working Party for appointment of permanent clerk.

Cllr Barnes still to be verified as a signature on Nat West Bank Mandate.

Action KB

Keep Action Points in Minutes and maintain a Log.

Action HR

Planning applications where Council has no comment, PC to continue with "No Comment" to SADC.

Action K.P-M

1821 ANNUAL RETURN YEAR ENDED 31 MARCH 2015

The Conclusion of Audit has been received from the External Auditor BDO and the Annual Return for the year ended 31 March 2015 was presented to the Council. Members **RESOLVED** to approve and accept the Annual Return. The Issues Arising Report from the Audit was presented to the Council together with the Internal Audit Report (Final) 2014-15. An Action Plan and Activity Log will be prepared to include all the issues reported in both the External and Internal Audits and this Plan will be reviewed on a monthly basis at Full Council Meetings to track progress. The Notice of Conclusion of Audit has been publically displayed from 6TH October for 14 days.

Action HR

1822 PARISH COUNCIL WEBSITE

The Google Audience Overview Report was noted. During the period 1-30 September there has been 339 Sessions, 272 Users, 1,075 Page Views and an average Session Duration of 1:51 minutes. The website has been updated with the Minutes of Meetings up to May 2015 and the June, July and September approved Minutes will now be uploaded. Check Councillors details on Website.

Action HR

1823 INSURANCE

The Renewal Terms and Policy Schedule circulated prior to the meeting were reviewed and Members noted the Council entered into a Long Term (3 year) Agreement with Zurich Insurance in 2014. The Council is responsible for insuring the fencing and communal areas (pathways and hedges) at the Gloucester Park Allotments and the individual plot holders could insure their own plots via an Allotment Association Insurance. Check with Zurich (i) Councillors are included for Errors and Omissions/Professional Liability Insurance; (ii) Horseshoes Field & Recreation Grounds covered by public liability; (iii) Asset Register (when updated) needs attaching to Policy Schedule.

Members **RESOLVED** to approve the renewal including the above amendments/additions (when available).

Action HR



1824 WINTER SALT

Members **RESOLVED** to apply for 34 x 25kg bags of Winter Salt to be delivered to Warren Farm. Ask Royce Paxton to provide a list of all Salt Bins in the parish.

Action HR

1825 FINANCE REPORT

The Finance Report circulated prior to the meeting was reviewed and the Bank Balances noted. Check if the Capital Reserve Account is funds held for the Common.

Action HR

The I&E report was reviewed as against the 2015-16 budget. A separate budget monitoring report will be prepared on a quarterly basis.

Action HR

Check what the PWLB Loan is for, interest rates and amount outstanding.

Action HR

Check what the EON Unmetered Electricity Supply is for.

Action HR

The new finance software (Omega) has been installed on the office computer and 2 laptops. Training will commence on Monday 19th October for 3 full days. Members agreed to postpone the Assistant/Deputy Clerk's training and the parish office will be kept open. The parish office will close from 1pm on Wednesday 21st October until Friday 30th October inclusive while the Assistant/Deputy Clerk is away on holiday.

The Treasure Tots I&E Account for the year ended 31 March 2015 and the period April to July 2015 had been circulated prior to the meeting and was noted.

1826 APPROVAL OF CHEQUES AND OTHER PAYMENTS

Members **RESOLVED** to approve the October schedule of cheques & payments and cheques were signed. As Cllr Nash was the only verified signature on the Bank Mandate present at the meeting, Cllr Crump, Cook or Solts will be asked to counter sign the cheques next week.

The grass cutting of Colney Heath is the first of 2 invoices (part paid by a grant). The grass was cut too late to have any value for hay and will be cut earlier next year. A monthly schedule of works and maintenance will be prepared to include what the Council needs to maintain and when.

Action HR

1827 SECTION 106 MONIES

Defer

1828 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

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

1829 CHRISTMAS BISCUITS

Cllr Nash presented a report/survey to the meeting on Gifts, Services or Events for senior citizens provided by some Hertfordshire parishes. Members agreed to postpone the Christmas Biscuits for senior citizens this year and a message will be printed in The Chronicle.

Action MN

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke extending to the right.

Members will revisit a seasonable charitable donation (suggestions: Age UK, Alzheimer's Society, donations to a Food Bank) at the November meeting and consider sending Christmas Cards/letters to previous recipients.

PLANNING

1830 PLANNING LISTS – APPLICATIONS – RECOMMENDATIONS & REFUSALS

A list of planning applications (11/9/15-6/10/15) circulated prior to the meeting was reviewed.

5/2015/2553 7 Cranwell Close, AL4 0SH – Comment – *CHPC would like to see a consistent approach to applications such as this that will change the Highfield Street scene.*

All other applications on list – No Comment.

Action K.P-M

A list of Decisions since September was noted.

1831 CURRENT PINS APPEALS – REFUSALS AND ENFORCEMENT MATTERS

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

The following enforcement matters were brought to the attention of the Council:-

- The Day's Stone Yard – Site visit by SADC Enforcement (David Elmore)
- Red container on the former Queens Head car park, High St CH – if it has wheels it becomes a moveable structure and doesn't need a planning application – Site visit by SADC Enforcement (David Elmore)
- Hatfield Road Banners – Enforcement have done a site visit, if the banners have retrospective application or have gone to Appeal, Planning can do nothing while the applications are processed

1832 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

Cllrs Nash and Cook have met with the project manager and have asked for his proposals for renewal of his contract.

Steering Group meeting - 3rd November 2015 noted.

HAPTC Neighbourhood Planning Training – 4th November 2015 noted.

Community Resource Planning correspondence noted.

County Cllr Brazier joined the meeting. SADC Strategic Local Plan will go to Full Council on 2nd December for approval. The public Consultation Period will start on 8th January 2016 for 13 weeks.

1833 THE BARLEY MOW

Geoff Armstrong, Armstrong Rigg Planning, who is working with the owners of BML would like to meet with the Council to discuss a planning application for the site for 8 dwellings to replace the house and scaffolding yard (but not the stables).

Members agreed to invite Geoff Armstrong to a meeting immediately prior to the next Full Council Meeting – 7.30pm on Wednesday 11th November for 15 minutes.

Members noted the site is located along a narrow lane, no street lights or footpath.

Action HR/K.P-M



1834 PARISH REPORTS

Monthly reports for September from the Parish Warden, Ranger and Parish Gardener, circulated prior to the meeting, were received and noted.

Ask Parish Warden to advise on condition of play area surfaces.

Action HR/K.P-M

Quotation for removal of Asbestos from Warren Farm approach from Justin Holmes Asbestos Collect for £170+VAT was approved by the Council.

Action K.P-M

1835 HIGHWAYS

The next SADC Highways Liaison Meeting will be held on 15th October 2015. Cllr Cook to attend.

Action PC

Highfield Crossing – work commenced on 5th October, for 6-8 weeks, & press release sent to Herts Ad & Review.

The Longabout Trial Report is due at the end of the month, however, Alan Lusted has advised the report will recommend that the most effective casualty reduction measures for this junction should include permanent traffic signals at the centre of the junction along with some minor remodelling of the junction layout to cope with the expected future growth in traffic expected along the A414.

ENVIRONMENT PUBLIC OPEN SPACES – ALLOTMENTS & BUILDINGS

1836 LEAD MEMBER & ALLOTMENTS COMMITTEE REPORT

Members agreed to serve tenants of Plots 2, 4 and 15 with a non-cultivation notice in accordance with the Tenancy Agreement. Vacant plots to be offered to the waiting list held by SADC in January 2016 to ensure they are taken by the start of the growing season.

Action K.P-M/HR

R. Paxton has submitted 2 quotes for strimming paths and peripheral areas (i) cut back; (ii) cut back and remove grass. Council to obtain 2 alternative quotes.

Action K.P-M/HR

Water tap to be turned off at end October 2015 until end March 2016.

Action KB

Plot holders to take steps to formalise Allotments Association, possibly affiliate with another association in St Albans.

Action Allotment Plot Holders

Improvements to security to be considered – lock on small gate. Insurance – see Item 1823.

1837 COMMON LAND RECREATION AREAS & PUBLIC OPEN SPACES

Installation of second memorial bench (R Paxton quote) – defer

Horseshoes Field Smallford future management – defer

CHFC Pavilion/pitch areas – defer

Water pipe to serve Warren Farm – contractor will contact Parish Office before works begin.

Overgrown hedges/trees on Common land – a resident has requested that an overgrown laurel hedge and an elderflower tree blocking light to Scholars Court be reduced in size and maintained to improve light levels.

Action MN



Track to CHFC – Members **RESOLVED** to send a letter of thanks to Tarmac Lafarge for a really good job and issue a press release to Herts Ad & Review. Tarmac have paid to resurface an area next to Colney Heath School, which will make it much safer for parents to drop their children off.

Action MN

1838 COMMUNITY REPORTS

HIGHFIELD PARK TRUST

A successful Apple Day was held on 4th October.

COMMUNITY BUS

The mini bus stop requires replacement – SADC are funding and Salpi/Daylight Club are organising.

TREASURE TOTS

Reports from the manager and deputy manager, circulated prior to the meeting, were received and noted. Staff meeting to be arranged.

Action MN

The TT AGM is overdue and must be held as soon as possible to approve the 2014-15 Annual Accounts and make any necessary amendments to the Bank Mandate.

Action MN/K.P-M

ADMINISTRATION INFORMATION CORRESPONDENCE AND REPORTING

1839 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

Lafarge Meeting – Tues 8th Sept – attended by Cllr Cook

Agrivert Meeting – 15th Sept – minutes received and noted

Code of Conduct Training – 7th Oct – Cllr Cook to report at Nov meeting

Action PC

Basic Finance for Councils Training – 21st Oct

Agrivert next Meeting – 10th Nov

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

Action MN/DC/PM

1840 REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

No report.

1841 CORRESPONDENCE

Freedom of Information request – information regarding Amer Fair fee provided.

Brett Aggregates – re: proposal for a new sand and gravel quarry at Hatfield Aerodrome. A full Environmental Impact Assessment is being undertaken in preparation for the submission of a planning application in Nov/Dec. They will be holding a public exhibition on Wed 28th October at Club House, St Albans Rugby Club 12-8pm.

1842 PARISH MATTERS OFFICE & CHRONICLE

January pension changes – defer until Nov



1843 EVENTS – COMMUNITY XMAS LUNCH & LARKS IN THE PARKS 2016

Community Xmas Lunch – Fri 11th December 2015 – can Cllrs help with setting up tables on 10th Dec prior to Budget meeting? Or help on the day?

Action All

Larks in the Parks – meeting January 2016 – let the parish office know if you would like to help run this event.

1844 HERTFORDSHIRE CONSTABULARY UPDATE

PC Shepherd noted that stray horses, believed to be owned by the travelling community, were a continuing problem. The Rural Support Team/Horse Watch have been called to Highfield Park and Oaklands fields but have not yet been able to catch the horses. There were reports of speeding cars along Colney Heath High Street and Tollgate Road during the day time and PC Shepherd will arrange a session with the speed board/speed gun. The Air Ambulance had been called to an accident on the A414 Longabout.

1845 PUBLIC QUESTIONS

The mirror needs replacing at the junction of Station Road and Springfield Road.

The hedges and verges need cutting along Springfield Road and Wilkins Green Terrace.

The Wilkins Green Terrace 'Dead End Sign' needs replacing.

Highfield Lane/Cranwell Close side – verges and hedges need cutting

Action HR/Highways

1846 MEMBERS QUESTIONS OR LATE MATTERS

None

1847 DATE OF NEXT MEETING

The next Full Parish Council meeting will be held on Wednesday 11th November at Colney Heath Village Hall.

The meeting closed at 10.45pm

SIGNED

CHAIRMAN



DATE

11/11/15