



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
Hertfordshire AL4 0NS

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 1 FEBRUARY 2018 AT 7.30pm

PRESENT: Cllr P Cook (Chair), Cllr D Crump (Vice Chair), Cllr R Solts, Cllr M Nash, Cllr M Ouzman, Cllr Cllr K Barnes, Cllr C Hathaway.

OFFICERS: L Chaplin (Clerk)

PUBLIC: District Councillor C Brazier from (7.41pm) and two members of the public.

14/18 APOLOGIES AND ANNOUNCEMENTS

Apologies received from Cllr P McDonagh (work) and Cllr S Devi (illness) were noted and accepted by Council. It was also noted that County Councillors Hale and Gordon and County District Councillor Day had sent apologies. They had discussed or emailed matters to members or the Clerk to be reported later on their behalf.

15/18 DECLARATIONS OF INTEREST

None declared at this point.

16/18 QUESTIONS FROM THE PUBLIC

Two residents came to clarify opening hours of the parish offices. It was confirmed that the Alban Park Office was open every Wednesday, Thursday and Friday from 9.30am – 12.30pm outside of this time it is best to book an appointment or call ahead. The office at the Village Hall is open by prior appointment for the Clerk or members are happy to meet with any resident.

The residents said they had received a letter regarding an allotment which they have been given notice on despite having not held an allotment for a number of years. The Chair apologised for the lack of up to date record keeping from previous years, acknowledged the history discussed and thanked the residents for raising the issues and for their hard work whilst the allotments were in use. Options were being sought for the land after the allotments had been cleared.

17/18 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 11 January

Proposed Councillor Nash

Seconded Councillor Crump

The minutes were agreed by all members as a true and accurate record and a copy including each page was signed by the Chairman.

b) Matters Arising – report was noted by Council. **03/18 Tyttenhanger bus shelter.** A suggestion to consider other funding to fund the offer of a volunteer group to fix the bus shelter will be considered by the Env WP.

Action: Clerk & Env WP

172/17b Fredericks Wood. both Cllr Solts & Hathaway raised concerns about the use of this access. It was made clear by all members that the action should be swift and firm as the land noted on the title as the 'ransom strip' was subject to a an agreement which was previously discussed but never agreed. Council solicitors were still awaiting confirmation as to costs



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
Hertfordshire AL4 0NS

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

from the other party and solicitors would be chased. This matter was discussed and linked in discussions with items 196/17 & 211/17 relating to the land title which was being pushed forward. It was also noted by Council that due to registration of the land that the consultation with any owners or interested parties with rights to cross or use 'common land' were on hold subject to completion of land registry documents being received.

205/17 Grass cutting contract review meeting. This will be arranged with the grass contractors. It was **unanimously RESOLVED** that Council were content with the second fix of the damaged posts after sufficient inspection by members of staff and Councillors from Env WP.

Action: Clerk

18/18

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – County Councillors Hale & Gordon had sent emails or spoken with members and these matters were read out and noted by members.
- b) District Councillors – DC Brazier spoke about 3 land owners that have approached him to put their land in the 'call for sites'. These are Colney Heath Lane, Smallford Works and a retirement village in Roestock Lane, Colney Heath Village. He commented that SADC were only interested in areas where 500 or more could be built. There were a number of comments from concerned members, however it was noted that until there is information in the public domain the Parish Council would not be able to comment. There was a question to the District Councillor concerning the rail freight terminal but the District Councillor was unaware of any news. Police & Crime Report – The Council noted the update article presented with information on new PCSO and her visit to Highfield Park and the YMCA.
- c) Highfield Park Trust (HPT) – Cllr Barnes gave a verbal update on the Trust building work being carried out and issues being raised.

19/18

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council reiterates it is not the Planning Authority, merely a consultee.

- a) All applications listed on the agenda were noted and the following comments would be made:
 - **5/2017/3670** – Council will be making the same comment as with the previous application that this is not an appropriate area for a residential development.
- b) Enforcement matters were discussed with particular attention to the Roehyde and Ballito field sites. It was noted that ongoing action was being taken by SADC but that due to understaffing in the enforcement department that constant nudging from the Parish Council would be required on these matters to ensure that the appropriate actions agreed were being carried out in a timely manner. It was also thought that the enforcement department at Welwyn and Hatfield should be contacted regarding Roehyde.

Action: Clerk & Cllr Nash



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
Hertfordshire AL4 0NS

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

- c) Local Plan Update – the leaflet which was being delivered to many homes by the NPSG group members was noted by the members. The meetings to be held on Monday 5th Smallford Rugby Club, Tuesday 6th Trestle and Thursday 8th Colney Heath School.

20/18

FINANCE, AUDIT & GOVERNANCE

- a) The Council noted GDPR information and quotations from two different providers. It was **unanimously RESOLVED** that delegated authority be given to the Finance & Governance WP to take this matter forward with a more in depth look at the implications for General Data Protection Regulation (GDPR) and the Parish Council.

ACTION: Clerk

- b) The BACS payment for the February payment run 8 February 2018 were presented, the invoices were inspected and signed by Cllr Solts and Hathaway. The payments 0285 – 0305 and 3 direct debits for BT, Veolia and bank charges were proposed by Cllr Barnes and seconded by Cllr Crump. There was one query on invoice 0305 which was answered with reference to the invoice.
- c) Q3 report and predicted outturn were noted by Council and this was discussed in more detail. Questions were asked concerning EMR and these would be clearer in the end of year report as to allocated project amounts and remaining EMR. It was noted that the full amounts of EMR had yet to be transferred.

ACTION: Clerk

- d) It was agreed that the Finance & Governance WP would review the proposed changes to the Financial Regulations and provide recommendations for changes to the next meeting. Cllr Nash wanted to ensure that all processes were now being followed, this concern will be followed up at the next WP meeting.

ACTION: Clerk & F&G WP

It was previously resolved to open a Metro Bank account and transfer £85,000 into this account to meet FSA rules. The account was now open and it was **unanimously RESOLVED** to transfer the £85,000 in three transactions from the reserve account to the current account to allow a cheque to be written by two different signatories for the transfer of the funds. A cheque was raised and this was signed by Cllr Crump and Cllr Nash and will be banked next week. Cllr Solts would like two things noted – that more signatories are required and set up on the Metro bank account and secondly that he has access to the account on his app but it is a viewing window and he has no online power. Council noted.

21/18

ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS **ENVIRONMENT WORKING PARTY**

- a) The updated environment worklists were noted by Council and the following issues were raised and discussed:
- Roestock Park MUGA** – It was **unanimously RESOLVED** to use Groundworks Hertfordshire to prepare the tender and process up to the contract management point where the Parish Council would like to



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
Hertfordshire AL4 0NS

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

reserve the right to oversee the project at that point. The total costs were quoted as £5200 however up to the project management part the costs would be just under £3000.

The 'Wild about our Common' event was moving ahead with a number of organisations approached and becoming involved. There would be further updates to follow.

Environment Working Party meeting It was hoped that this could be held before the next Council meeting.

Action: Clerk

b) Park Corner Works

It was **unanimously RESOLVED** to allow the Environment WP to lead on the discussions when meeting the contractors prior to works commencing. It was proposed by Cllr Cook and seconded by Cllr Ouzman that the Parish Council reject the offer made of storage and that the Clerk and the Environment WP be asked to take the action now mentioned at the agreed amount discussed this was **unanimously RESOLVED**. It was **unanimously RESOLVED** that should Cllr Crump was given the power to cease and desist works that are deemed to be not in the agreed plan when any meeting takes place.

ACTION: Clerk & Env WP

22/18

BUILDINGS

BUILDINGS & ASSETS WORKING PARTY

High Street Pavilion

Members noted the letter received and asked the Clerk to respond with the matters discussed. A meeting should be arranged between Councillors and the CHFC representatives. Cllr Nash raised concerns over the Old Air raid Shelter and this would need further and ongoing discussion.

Action: Clerk

Roestock Park Hut

Legal advice is being sought as reported. It was suggested and **unanimously RESOLVED** that a commercial valuation of the building was sought whilst Council are waiting for the legal outcome.

Action: Clerk

Village Hall Council

No response received to date on heads of terms, thanks to VHC for the no charge for meeting 14/11 noted by Council when checking invoicing.

23/18

LEGAL MATTERS

Due to ongoing legal processes it was not possible to comment on the ongoing cases in public session.

24/18

PARISH ADMINISTRATION

a) Clerk Report

- Closed Graveyard requires attention/grass cutting
This matter required urgent temporary addressing and it was agreed that if the Church had a temporary arrangement in place the Parish Council would look at providing some funding for this. A longer term proposal was being sought with possible LG Act intervention.



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
Hertfordshire AL4 0NS

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

- Broadband Tyttenhanger query to be passed to County Councillor and local MP
- Meeting Herts Challenges Q & A
Copies of the handouts from 30 Nov handed to all members
- Larks in the Parks Mtg 2018
A new volunteer co-ordinator applied to the advert via the website and also attended the first meeting in January. Natalie West would be assisting the Parish Council event for 2018. Members thanked Chris Brazier for his previous involvement.

Action: Clerk

- Comments regarding allotments – this would be passed to the Env WP
- PKF Littlejohn External Auditor webinar available
- District Council election confirmation 3 May 2018
- Civic Banquet & Ball 9th March 2018
- Tree down at Church removed by churchwarden
- Restoration of Community Park – it was **unanimously RESOLVED** to allow the Environment WP to oversee this proposal and the associated works on behalf of the Parish Council. It was proposed by Cllr Crump that information on the lease renewal should be sought with a view to renewal of the lease which expires in April 2018. The Clerk will commence this work

Action: Clerk

- S106 money has been allocated to CHPC £21,866.98 but must be shared with HPT pathway restoration. It was **unanimously RESOLVED** that £11,027 be allocated to the Tyttenhanger Park redevelopment project and the remainder to HPT pathway project.
- Two letters from the Land Registry were noted as being received but would be discussed in closed session as they were part of an ongoing legal process.

b) Communications Report

It had not been possible to get any further with a newsletter or publication at the moment. It was hoped that the Communications WP and the Clerk would be able to get at least one meeting scheduled for this last quarter of the year to prepare a plan for the new financial year.

Action: Clerk

25/18 ANY OTHER BUSINESS

None raised

- 26/18 The Council **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

Public meeting ended at 9.10pm and two members of the public and DC Brazier left the meeting, a comfort break was taken by members and standing orders were suspended.

01/02/2018 *[Signature]*



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
Hertfordshire AL4 0NS

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

CLOSED SESSION

Commenced at 9.21pm

Meeting ended at 10.35pm

[Signature] 01/03/2018