



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 20 JULY 2017 AT 7.30pm

PRESENT: Cllr P Cook (Chair), Cllr D Crump, Cllr R Solts, Cllr M Nash, Cllr M Ouzman,

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Cllr J Hale, District Cllr C Brazier and four members of the public one of which was noted to be under 18.

148/17 **APOLOGIES AND ANNOUNCEMENTS**

Apologies from Cllr S Devi, Cllr C Hathaway. Cllr K Barnes, Cllr McDonagh were noted and accepted by Council. County Cllr D Gordon also sent her apologies.

149/17 **DECLARATIONS OF INTEREST**

Cllr Solts declared an interest as an invoice presented to Council was for the SMART whiteboard. Cllr Cook declared an interest on any item involving Hertsmere BC.

150/17 **QUESTIONS FROM THE PUBLIC**

A letter had been received from a young parishioner and she had been invited to address the meeting. The young lady spoke very concisely on the contents of her letter and spoke of her disappointment at the park provision in Roestock Park especially for teenagers. She handed in a presentation she had completed which included some ideas for items and included photographs to evidence her findings. The Councillors asked a number of questions and the Chairman then thanked the young lady for her attendance and explained some of the restraints with regards to budgets for the parish and that the council were looking into funding a MUGA (Multi Use Games Area) there was a question as to whether wooden play equipment or that in keeping with the Common could be installed. A thank you letter to the young lady would be sent and the Environment WP would be asked to look at a draft.

ACTION: Environment WP & Clerk

Two members of the public left the meeting, one being under the age of 18

151/17 **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

a) Minutes of 22 May 2017

Proposed by Councillor Nash

Seconded by Councillor Ouzman

The minutes were signed as a true and accurate record there were no amendments. 143/17b) and RESOLVED to remove Japanese Knotweed was added. It was noted that any email correspondence with regards to the minutes and making changes to resolutions would need to be raised in person by a member.

b) Matters Arising Report – the report and its content were noted. Councillor Crump proposed that the name change of the Parish Council be changed



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from High priority to Low Priority proposal seconded by Cllr Ouzman and a vote was held 2 votes for, 2 votes against and 1 abstention. A second proposal was made that it be moved from High to Medium and again a vote was held 2 votes for and 2 votes against with 1 abstention. Cllr Solts proposed and it was agreed that the Chair would not use his casting vote on this occasion and that this matter would be discussed at the next review of matters arising in September.

ACTION: Report to be updated – Clerk

152/17

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

a) County Update

1. County Councillor Hale acknowledged that Roehyde issues had been raised through enforcement and an update should be sent soon.
2. Speed of traffic from Station Road and other areas in Smallford have been reported as an issue, highways had carried out checks and some locality budget has been allocated to SID 'speed indicator devices' for this year.
3. The footway on the college side near Oaklands was reported to have flooding issues again and the locality budget would not stretch to the whole length but the worst part would be looked at.
4. There is a small amount of locality budget from highways left for the Colney Heath, Sleepshyde and Smallford areas so if there are any small projects that could benefit this information should be passed to CC Hale.
5. Likewise, in the locality budget for leisure if there are any small groups requiring or if the parish council are looking for funding below £2k then speak to CC Hale.
6. It was reported to CC Hale that a lot of shrubbery needs cutting back as some areas are not passable with a pram safely on the paths. There is no regular checking done on this – it relies on residents to report in the highways portal. CC Hale stated that reporting it and getting an automated email with a reference number would mean he would find it easier to chase.
7. Any issues on roadworks, illegible signage continue to report issues to both County Councillors.

b) District Update

1. The press release with regards the court ruling on the SLP should be sent out tomorrow. SADC decided to go back to neighbouring authorities and ask what they should do next.
2. As Ward Councillor had been contacted regarding grass verges and the lack of cutting, DC Brazier was giving support by chasing.
3. Smallford works had a planning for housing which will be put in and that the site would be accessed from the Alban Way.
4. Larks in the Parks was a sunny day, lots of people attended and was a success. People wanted another one there however DC Brazier

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reported that the Parish Council might like to take this on themselves next year. DC Brazier would advise the Clerk of the planning meeting date. It would be in January and is based on the demographics of certain areas. Cllr Solts raised issues of governance and the lack of documentation provided to satisfy Parish Councillors regarding risk and safety assessments. The Clerk reported that SDAC had advised they had seen the documentation and copies could be obtained from DC Brazier but these documents had still not been received. Cllr Crump and Cllr Ouzman had both been in attendance and Cllr Crump thanked DC Brazier for his efforts in organising the event.

c) **Police & Crime Report**

A police report on crime in July was circulated and noted by Council. It was noted that the ASB (anti-social behaviour) figures were not available at the time of sending the report.

There was some debate as to whether the Council should comment on this consultation, CC Hale also gave some insight into the background of this issue. After an exchange of views the Chairman stated he would prefer the Parish Council remained neutral in this matter and Cllr Solts stated he did not feel qualified to comment. Cllr Nash was asked to make a personal representation.

d) **Herts CC/Highways**

A414 plans were reviewed and the Councillors would like to comment that they are grateful for the plans but what they really want is to get to the final plan quickly being the installed traffic lights as recommended in the report.

ACTION: Clerk

The A414 petition will be presented to HCC on 5th September and it was agreed Cllr Nash would be liaising with both District and County Councillors as both would get an opportunity to speak and co-ordination will ensure no important points are missed and points are not repeated.

ACTION: Cllr Nash

e) **Highfield Park Trust**

Nothing to report

153/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

a) Only the following applications were noted:

5/2017/1949 same comment to be repeated

6/2017/0702/MAJ was noted as rejected.

Sight lines on Hatfield Road with signage again becoming a safety issue.

Documents were handed out by a landowner attending the Council meeting regarding a proposal for a development – it was proposed and agreed that the plans would be looked at by the NP steering group as part of the

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Neighbourhood Plan with any developments or questions to be returned to Council.

- b) Enforcement – no update
- c) Neighbourhood Plan – there was a question as whether to push on or wait. It was agreed that the full impact of would need to be discussed with the NP steering group as clarity was needed on SLA and court decision.

CC Hale and two members of the public left the meeting

154/17

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

- a) It was noted that there should be an Environment WP meeting during the Summer.
- b) Roestock Park gates and maintenance would be covered by the S106 monies.
- c) It was **RESOLVED** that subject to works on the damaged tree in Smallford Park that the sycamore tree work in Roestock Park be carried out by the same contractor as the quote from the two tree companies were very different in price comparison. Quotes would be seen by the Environment WP.

ACTION: Clerk

BUILDINGS

- d) The buildings report was noted and accepted with the following comments and actions:
 - **Charles Morris Hall** – strimming of the park was reported to be an issue and this was carried out by the grass contractors.
 - **CHFC** – reconfirm matters in writing regarding full repairing lease both inside and out. Rent to be paid as per lease and reattach Brasier Freeth advice. Any works carried out need to be notified in writing.
ACTION: Clerk
 - **Old Air Raid Shelter** – the survey was noted and raised issues regarding the safety of the electricity supply. Council noted Cllr Ouzman who raised the concerns. It was **RESOLVED** to make safe or to switch off the electricity as soon as possible.
ACTION: Clerk
 - **Roestock Park Hut** – it was agreed that the building should be insured by the lease holders. It was **RESOLVED** to issue a new lease after the S25 had been carried out. Issues raised concerning gas and electrical condition reports and a gas safety certificate as all tenants should be treated consistently. British Standards fire alarms should be installed and checked regularly.

Cllr Brazier left the meeting

It was agreed that there would be a comfort break, standing orders were suspended and the recording was stopped for a period of 10 minutes. Recording was continued at 9.40pm and standing orders were resumed.



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- **Village Hall** – it was noted that 3 letters/emails were received 17th/18th & 19th July it was too late for these to be circulated to members for comment and inclusion in the latest meeting, a small group would look at the information and draft a response with a possible suggestion of a face to face meeting before September and that any further proposals would be prepared for Full Council discussion at 7th September meeting – it was agreed that the Finance WP might be best placed to meet with a number of representatives of the CHVHC

ACTION: Clerk

155/17

FINANCE

- a) The balance sheet was presented and signed by the Chairman and RFO, bank statements were presented to Council and accepted.
- b) The website quotes were discussed and a presentation of a Word Press site was shown on the whiteboard. It was **RESOLVED** that £1400 would be spent developing a new website. It was also agreed that a new accounts package should be looked at possibly Zero with a view to making a change at the beginning of the next financial year.

ACTION: Clerk

- c) BACS payments numbers 0095 to 0126 and the Veolia and BT direct debits invoices were presented, approved and signed by Cllr Solts & Crump and payments were proposed by Cllr Nash and seconded by Cllr Ouzman.
- d) The BDO letter and audit paperwork was submitted for review, minor changes were made and this would be sent to BDO tomorrow to meet 24 July 2017 deadline.

ACTION: Clerk

156/17

LEGAL MATTERS

The report on legal matters in the Parish was noted and accepted.

157/17

HR WORKING PARTY

The minutes of the HR working party were discussed.

The terms of reference were **RESOLVED** to be adopted and will be placed on the website.

ACTION: Clerk

Due to the contents of the remainder of the business discussed and it being about staff matters and salaries it was proposed and agreed that future items should be discussed in closed session.

158/17

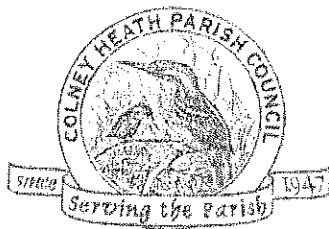
PARISH ADMINISTRATION

a) Clerk Report

The Clerk gave a verbal report. The Clerk overtime hours of 23 were noted and approved.

It was raised that all old copies of the Chronicle should be put onto the new website

ACTION: Clerk



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b) Correspondence Report

- Letter received from a parishioner regarding voting and boundaries, a comprehensive response was received from SADC and the Clerk will be responding shortly.

ACTION: Clerk

- A request for a presentation to be shown to Council on the proposals for Smallford works would be deferred to a future meeting.

ACTION: Clerk

- There was a request for a bouncy castle which came in late from St Mark's, this was later withdrawn.
- It was noted that the request for office space had been sent to Oaklands college and there was no room available.
- The Mayor's Office had asked Councils to save the date of Sunday 15th October for the Civic Service, Cllr Cook asked for a copy of the email to be sent to him.

ACTION: Clerk

- An email had been received regarding the M25 animal killer and posters to be placed on the website. Council noted.

ACTION: Clerk

- There have been a number of map requests from both NP and Smallford residents. A record to be kept of all maps requested and sent.

ACTION: Clerk

c) Parish Communication Report

This will be deferred until after the first meeting of the Communications Working Party.

159/17

ANY OTHER BUSINESS

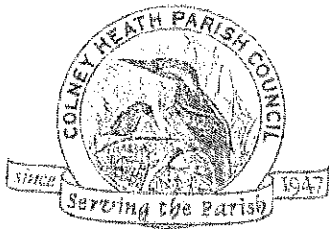
None raised

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. The items to be discussed were in regards to staff and HR matters.

160/17

CLOSED SESSION

ATER



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Meeting ended at 11.05pm

Reluctant
10/08/2017

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CHPC MINUTES 20 JULY 2017 Chairman.....*AE*.....CHPC 193