

COLNEY HEATH PARISH COUNCIL

The Parish 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 21 JANUARY 2016 AT 7.45PM

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

Temporary Parish Clerk: Mr H Rook

Other Attendees: None

Members of the Public: None

1921 APOLOGIES, ANNOUNCEMENTS

Apologies received from Cllr Kevin Barnes, Cllr Chris Thorpe and District Cllr Dreda Gordon.
The resignation of the Deputy Clerk was noted.

1922 DECLARATIONS OF INTEREST

Register of Members' Interest Forms received from all members and will be uploaded to SADC and CHPC websites.

Action HR

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

1923 APPROVAL OF FULL COUNCIL MINUTES of 3 DECEMBER 2015

Proposed by Cllr Solts

Seconded by Cllr Cook

It was **RESOLVED** that the minutes of the Full Council Meeting held on 3 December 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

1924 MATTERS ARISING FROM THE ABOVE MINUTES

Minutes Action Point Log – work in progress

Audit Action Plan and Activity Log – work in progress

Maintenance Log/Works Programme – work in progress

Action HR

1925 STANDING ORDERS

Proposed by Cllr McDonagh

Seconded by Cllr Cook

It was **RESOLVED** to approve the Model Standing Orders subject to amending to Colney Heath Parish Council Standing Orders. The approved Standing Orders will be posted on the Parish Council website.

Action HR

1926 PARISH WEB SITE

Google Audience Overview Report noted. During period 1-31 December – 256 sessions, 208 users, 683 page views and an average session duration of 2:67 minutes.

CHPC40

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FINANCE

1927 FINANCE REPORT

The January 2016 Finance Report, Income & Expenditure Report 2015/16, Interim Internal Audit Report 2015/15 and draft Assets Register 2015 were noted.

Nat West Bank Mandate

Members **RESOLVED** that Kimberley Parker-Mead be removed as Administrator on Bankline and Authorised Signatory on the current Nat West mandate for all Colney Heath Parish Council bank accounts and the current mandate continue as amended. The mandate form was completed and signed by two authorised signatories and will be forwarded to Nat West St Albans branch.

Action HR

Members **RESOLVED** that Cllr Crump be added as an Administrator on Bankline.

Action MN/HR

Check that Cllr Barnes is now an authorised signatory on all Council Nat West accounts.

Action HR

Interim Internal Audit Report 2015/16

The report prepared by Stuart Pollard, Auditing Solutions Ltd, following his visit to the parish office on 16 December 2015 was noted together with the recommendations in the Action Plan. Members noted that the email letter attached to the Audit Report was addressed to the Locum Clerk at the previous Clerk's home address in Sarratt. This has already been brought to the attention of Auditing Solutions and their records have now been corrected. A hard copy of the report has not been sent directly to the Chairman although this had been requested in a previous meeting with Stuart Pollard. It is not anticipated that a 2nd Interim visit will be necessary and a date for the final visit for 2015/16 will be agreed to follow the RBS visit to close down the year end accounts. Auditing Solutions will be asked to change the date on their report to the date the report is prepared rather than the date the report read.

Action HR

Members noted the further requests received for information under Freedom of Information and a response will be sent advising that the Internal Audit Reports (Interim and Final) 2014/15 had not been presented to Council prior to the Locum Clerk's appointment and members were not aware of any irregularities until the reports were uncovered and forwarded to members in early October 2015.

Action HR

The Council's Freedom of Information Policy will be reviewed at the February 2016 Parish Council Meeting.

Action HR

1928 APPROVAL OF CHEQUES & OTHER PAYMENTS JANUARY 2016

Members **RESOLVED** to approve the January 2016 schedule of cheques & payments totalling £18,508.46 and cheques were signed excluding chq no. 7198 to CHVHC (hire of the community room) and a formal invoice will be requested. Members **RESOLVED** to approve the transfer of £20,000 from reserve to current account to cover expenditure.

1929 GRANT APPLICATIONS 2016/17 & DONATIONS

Peter Scott, Chair Charles Morris Hall Committee, joined the meeting to give a presentation on the 2016/17 grant application by CMH Committee.

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The Committee have applied for a capital grant of £8,000 (possibly spread over 2 years) to assist in funding proposed building/refurbishment works at the hall. The timescale for the project is the first 2 weeks of August 2016 and the total budget is expected to be £45,000 net of VAT.

Cllr Solts enquired as to whether, as Custodian Trustees of the land on which the Charles Morris Hall is built, is there an opportunity for the Parish Council to build a parish facility alongside the proposed building works to enhance community facilities. Peter Scott will put forward the idea to the CMH committee and report back. Peter Scott then left the meeting.

Members **RESOLVED** to approve a total grant budget for 2016/17 of £10,000.
Individual grant applications will be considered at the March meeting.

Charity donation in lieu of Christmas biscuits will be considered later in the year.

1930 BUDGET AND PRECEPT REQUEST FOR 2016-17

Members reviewed the draft budget proposals for 2016-17 and considered amendments to reduce expenditure for the forth-coming year. The skills mix required for the parish office was reviewed and the deputy clerk post removed from the budget. The 5 year plan was extended to 7 years and the budget adjusted accordingly. In conclusion, members **RESOLVED** to approve the 2016-17 budget figures as per the attached Appendix (1).

Proposed by Cllr Cook

Seconded by Cllr Solts

Members **RESOLVED** to set the 2016-17 Precept at £173,000 (one hundred and seventy three thousand pounds) plus £18,159 Local Council Tax Support Grant and the Locum Clerk will inform SADC by Friday 29 January 2016.

Action HR

1931 SECTION 106 MONIES

Defer until February meeting.

1932 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

Defer

PLANNING

1933 PLANNING LISTS-APPLICATIONS-RECOMMENDATIONS & REFUSALS

A list of planning applications (3/12/15-20/1/15) were noted.

5/2015/3549 – Nuckies Farm, Coursers Road, Colney Heath – Retention of use of land as a residential Gypsy Caravan Site, including the stationing of 3 caravans for residential use of which no more than 2 are static Caravans/Mobile Homes – *Object – MN to consider wording and circulate*

Action MN

A list of decisions since December meeting was noted.

1934 CURRENT PINS APPEALS -REFUSALS & ENFORCEMENT MATTERS

5/15/1088 & 5/14/1107 East Lodge, Oaklands Lane, Smallford – Appeal lodged

5/2015/0664 Radio Nurseries & 54 Oaklands Lane – Appeal lodged

CHPC42

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1935 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

Members **RESOLVED** to appoint Mike Rawlins to run the Neighbourhood Plan project on a voluntary basis. The Steering Groups and Oaklands College students will be asked to help with writing/proof reading the plan.

Purpose & Terms of Reference and Register of Members' Interests form for the Steering Group were reviewed and agreed in principle.

A Neighbourhood Plan enquiry has been received from Cunningham Residents Association and details of UH talk, Jeff Lewis contact details and HAPTC have been forwarded.

Cllr Brazier gave a presentation on the SLP immediately prior to the Parish Council meeting (see attached meeting notes). A copy of the SLP is available in the parish office. Due to staff shortages, residents wishing to review the SLP will be asked to make an appointment. Representations can be made online at www.stalbans.gov.uk/slp no later than 5pm on 19 February 2016.

1936 PARISH REPORTS AVAILABLE

Monthly report sheets from the Parish Ranger, Parish Gardener and Graveyard keeper were received and noted.

1937 HIGHWAYS GENERAL REPORT

Longabout Report still awaited.

Gulley Dig Out Programme – the following locations have been nominated:

High Street, Colney Heath on bend south of river

High Street, Colney Heath near junction with Eastern side of Wistlea Crescent

Colney Heath Lane near junction A414 North Orbital Road.

ENVIRONMENT PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

1938 COMMON LAND, RECREATION AND PUBLIC OPEN SPACES

Overgrown hedges on Common/Scholars Court – one quote obtained, need 2 more

Action MN/HR

Installation of Memorial Bench – defer

Horseshoe Field Smallford future management – Oaklands College Design Competition ongoing

Warren Farm Track – need to locate wayleave document. Fly-tipping along the Track – report to SADC and Police.

Action HR

Dumping of Spoil – Smallford Lane

Dumping of Dog Waste – 14 bags in Coursers Road & Dog Fouling in lane by Council office/Common.

Freshwater Habitats Trust are setting up a volunteer monitoring scheme "Thames Water for Wildlife" and have selected a 1km grid square next to Colney Heath to survey for Great Crested Newts using eDNA samples.

Fallen trees at Church Lane removed by EA from River Colne in December 2015.

1939 ALLOTMENTS REPORT

Initial grass cut and hedge cut back completed in December 2015.

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Subsequent grass cuts (8) Mar – Oct 2016 and hedge cut/tidy – one quote obtained, need 2 more

Action HR

1940 BUILDINGS

No report

1941 COMMUNITY REPORTS

HIGHFIELD PARK TRUST

The Trust has contacted the parish office to ask if any new councillors would like a guided walk around the park to contact the Trust office (01727 847242).

COMMUNITY BUS

Bus is running well with new phone number to book places (01727 823191). The rota is covered for the next 6 months. Posters to be put up on noticeboards. Cuts to 304 Centrebus service may encourage more residents to use community bus.

Action HR

VILLAGE HALL COMMITTEE-COUNCIL MEMBERS

Appoint representative to VHC - defer

TREASURE TOTS

No report

CHARLES MORRIS HALL

Booking for 4 June 2016 requires erection of large gazebo on the field behind the Hall.

ADMINISTRATION- INFORMATION- CORRESPONDENCE & REPORTING

1942 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

Urban & Potential Small Scale Green Belt Changes & Housing Capacity meeting SADC 17th Dec attended by Cllrs Nash, Crump, Cook

1943 INVITED REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

The Hertfordshire Smallford Lane (Peggy's Path), Smallford, Cycle Track Order 2015 has now been confirmed as unopposed and will come into effect on 14 January 2016.

Reduction in bus service – Cllr Gordon has been in touch with the Network Planner.

1944 CORRESPONDENCE

None to report.

1945 PARISH MATTERS OFFICE & CHRONICLE

Following the Deputy Clerk's resignation on 31 December 2015, her final day will be 19 January 2016. Chronicle recruitment of new Editor - ongoing

1946 EVENTS

Larks in Park 2016 – Cllr Brazier to organise. Budget of £1,000 approved.

Beating the Bounds/Rogation Sunday 1st May 2016 TBC

1947 CRIME ISSUES

No report

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A handwritten signature in black ink, appearing to be 'M. S.', is located in the bottom right corner of the page.

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1948 PUBLIC QUESTIONS

No questions

1949 MEMBERS QUESTIONS OR LATE MATTERS

No late matters

1950 DATE OF NEXT MEETING

The next Parish Council Meeting to be held on Thursday 11 February 2016 at 7.45pm at Colney Heath Village Hall.

The meeting closed at 11.45pm

SIGNED

CHAIRMAN

DATE

11/02/2016

CHPC45