



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA

Village Office
83 High Street
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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 22 JUNE 2017 AT 7.30pm

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

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Cllr J Hale & District Cllr C Brazier (until 7.55pm)

120/17 **APOLOGIES AND ANNOUNCEMENTS**

Apologies from Cllr S Devi & Cllr C Hathaway were noted and accepted by Council.

121/17 **DECLARATIONS OF INTEREST**

None declared.

122/17 **QUESTIONS FROM THE PUBLIC**

No questions.

123/17 **REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES**

County Update – County Councillor Hale reported that he had attended a meeting regarding that A414 Longabout improvements and requested an update on matters and progress. He was disappointed that the interim plans for measures had just been drafted. It was noted that the Longabout was no. 2 on the priority list and the benefits of the timing of the submission to County of the e-petition was discussed. It was recommended that Council wait until September and present to the Highways Panel 5th September 2017. Members asked if they could be circulated copies of the current plans.

ACTION: Clerk

It was reported that there is no weed control carried out in Colney Heath Parish, any problem areas that needed attention should be reported to CC Hale. Council noted that CC Hale is a member of the Development Control Committee and a panel member on the Waste Management Panel.

Cllr Nash raised the matter of Roehyde Farm and its use as a waste transfer station, enforcement have been chased through both St Albans District and Welwyn Hatfield District Council. CC Hale was asked if he could find out anything further regarding the status of this development.

District Update – District Councillor Brazier reported that due to Mayor making there had not been any other meetings to date. The primary focus of the District was on Larks in the Parks on 3rd July 2017 and this year focus would be in Roestock Park. It was **RESOLVED** that a figure of no more than £500 would be allocated to the event and invoices expected would be for the brass band and for face painting. These would be submitted and paid by BACS.



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Proposed by: Councillor Nash

Seconded by: Councillor Barnes

A safety review at Roestock Park was being held at 7pm on 27th June 2017. Documents had been sent to the Clerk from St Albans District Council but there were some public liability insurance and food hygiene certificates required for good governance. DBS checks for volunteers were also queried and this would be checked with the central organiser by the Clerk.

ACTION: Clerk

b) POLICE & CRIME REPORT

The Safer Neighbourhood Team had been chased again for an update on an allocated PC or PCSO for the Colney Heath Parish but no response had been received and subsequently no report was available.

124/17

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 11 May 2017

Proposed by Councillor Solts

Seconded by Councillor Nash

The minutes were signed as a true and accurate record subject to two handwritten amendments.

b) Minutes of 22 May 2017

Proposed by Councillor Nash

Seconded by Councillor Barnes

The minutes were signed as a true and accurate record there were no amendments.

c) Matters Arising Report – it was agreed that due to time constraints this report would be updated and addressed in full at the meeting next week (29th June 2017)

125/17

FINANCE

a) The bank accounts balances & bank reconciliation report was received and accepted the balance sheet was signed by the Chairman and RFO.

b) *Photocopier* - It was discussed that the new photocopier could be purchased or obtained by hire purchase and that with interest this would cost £800 over the 3 year period. It was therefore debated and RESOLVED that the photocopier would be purchased and would be listed as an asset of the CHPC.

Proposed by Councillor Barnes

Seconded by Councillor McDonagh

New Office PC - It was noted that the office PC was nearly 6 years old and a new model would soon be required. It was RESOLVED that delegated authority be given to the Clerk, Councillor Solts and Councillor Barnes to obtain a new solid state PC/Laptop for the office and new screen the budget would be no more than £1000 and should represent value for money.

c) The BACS payments numbered 0041 – 0094, 2 direct debits and bank charges as listed were submitted with appropriate invoices for scrutiny and authorisation.

HAZ



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Proposed by Councillor Barnes

Seconded by Councillor McDonagh

The invoices and approval slips including the master sheet were signed by Cllr Solts & Cllr Crump and then countersigned by the RFO.

- d) It was noted that the identity documents were now with Metro Bank for the new account. It was **RESOLVED** £85k would be transferred to the new account from the Nat West reserve account. The payment would be set up by the Clerk and then authorisation would be by Cllrs Solts and Cook.

ACTION: Clerk

126/17

INTERNAL AUDIT 2016/17

The report from Kent County Council auditors was reviewed by Councillor McDonagh and a report was circulated with ten recommendations. It was noted that the period covered in the report was not entirely when the new permanent Clerk was in post and changes have already been implemented. A letter to accompany the information sent to BDO would be drafted by the Finance Committee in conjunction with comments from the Clerk/RFO and submitted to members for final approval at Full Council 20th July 2017.

ACTION: Clerk & Finance WP

127/17

EFFECTIVENESS OF INTERNAL CONTROLS

It is a requirement of the Accounts and Audit Regulations 2015 that the Council must ensure it has a sound system of Internal Control (regulation 3). Each financial year the Council must conduct a review of the Effective of Internal Control. It was noted that the internal controls of CHPC had improved and continued to be robust, improvements can always be implemented, the processes were being looked at after the internal auditors' report and it was noted that the processes adopted are not overly complex. These should be reviewed again in September when the internal auditors come to carry out an interim audit. The processes adopted are not overly complex. It was also noted that the Business Risk Register reviewed and adopted in March 2016 should be updated before interim internal audit in September.

ACTION: Clerk & Finance WP

It was also noted that a response should be chased from the previous internal auditor to the correspondence sent in April. Action would need to be taken to cover costs and discussions maybe needed with the Council insurance company on this matter.

ACTION: Cllr Cook & Clerk

128/17

ANNUAL RETURN FOR THE YEAR ENDING MARCH 2017 ANNUAL GOVERNANCE STATEMENT 2016/17

The exceptions in the internal audit report were discussed and debated and the decisions on the responses to questions 1-8 in section Section 1 of the Annual Governance Statement for submission to BDO were agreed as YES responses with the exception of Questions 2 & 6 which were to have NO responses



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submitted. The Annual Governance statement was completed in accordance with the unanimous agreement of those members present and signed and dated by both the Chairman Cllr Cook and the RFO Lisa Chaplin. Members noted that a robust written response would accompany the document to be sent to BDO, this would include factual inaccuracies and explanations as to action have been or that will be taken in order to improve and address weaknesses as noted in 126/17 to be presented to Full Council in July.

ACTION: Clerk & Finance WP

129/17 **ACCOUNTING STATEMENTS 2016/17**

Members reviewed the Annual Accounting Statements 2016/17 (Section 2 of the Annual Return for the year ending March 2017) and **RESOLVED** that the statement of Accounts for 2016/17 be approved and was signed and dated by the Chairman Cllr Cook and RFO Lisa Chaplin.

A full explanation of significant variance for each box where there is an increase or decrease, which is greater than £100 and where the % increase or decrease is greater than 10% will be prepared by the Clerk and will accompany the return to BDO.

ACTION: Clerk

130/17 **ANNUAL INTERNAL AUDIT REPORT 2016/17**

Page 5 of the Annual Return was completed by Amanda Palmer of Kent County Council and the exceptions and responses were noted in the report submitted at 126/17. A copy of the internal audit report would accompany the BDO return.

ACTION: Clerk

131/17 **INTERMEDIATE REVIEW QUESTIONNAIRE 2016/17**

The responses to the Intermediate Review Questionnaire (IRQ) were discussed and noted. The form was completed and the documents would be attached to the questionnaire as required. The document would be signed by the Clerk/RFO once all documents had been collated and prepared – these would be presented to Full Council 20th July 2017.

ACTION: Clerk

132/17 **APPENDIX 1-6 Review**

The appendices were discussed and responses noted, full complete set of signed documentation will be produced to Full Council on 20th July 2017. Members noted that the period of Exercise of Public Rights commences on Monday 3rd July for a period of 30 working days and ends Friday 11th August, a statement detailing the Exercise of Public Rights will be published on the website.

ACTION: Clerk

133/17 **PLANNING – LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS**

a) The planning report was debated and the following comments should be made:

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5/2017/1510 – The Council are disappointed to note that the original condition is not being carried and feel that the archaeological survey is important.

5/2017/1494 – this would be deferred until next meeting 29th June, so Councillors could have an opportunity to visit the site and view the plans.

5/217/0873 – comments were made on this and it was noted this was a resubmission, this would be deferred to the next meeting for comment and to review changes to the proposals.

134/17

ANY OTHER BUSINESS

- a) **Community Bus** – a request had come from the Bus Co-ordinator to hire the bus at a cost of £90 for test purposes. This amount was **RESOLVED** thanks and best wishes should be sent to Karen Kingsbury for her test.

ACTION: Clerk

- b) **County, Parish & Town Partnership Mtg** – spaces still available for the meeting on Monday 3rd July if any Councillors would like to attend.

- c) **Members security** – it was noted that a constituent had attended the home of Cllr Cook on Fathers Day, the matter had been distressing to his family and it was debated as to whether Councillor contact points including the public notification of their home addresses should be on the website. It was debated and **RESOLVED** that all Councillor addresses be removed, phone numbers could remain and the new email address councillors@colneyheathparishcouncil.gov.uk be used for contacting councillors directly. It was also noted that the lone worker policy should be reviewed by the HR Committee.

ACTION: Clerk

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.

CLOSED SESSION MEETING

Meeting ended at 10.20pm