



## COLNEY HEATH PARISH COUNCIL

Alban Park Office  
Windfall House, D1, The Courtyard  
Alban Park, St Albans  
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Village Office  
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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT CHARLES MORRIS HALL, TYTTENHANGER, ON THURSDAY 29 JUNE 2017 AT 7.30pm

**PRESENT:** Cllr P Cook (Chair), Cllr K Barnes, Cllr M Nash, Cllr M Ouzman, Cllr P McDonagh

**OFFICERS:** L Chaplin (Clerk)

**PUBLIC:** County Cllr d Gordon and one member of the public

#### 136/17 **APOLOGIES AND ANNOUNCEMENTS**

Apologies from Cllr D Crump, Cllr R Solts, Cllr S Devi & Cllr C Hathaway were noted and accepted by Council.

#### 137/17 **DECLARATIONS OF INTEREST**

None declared.

#### 138/17 **QUESTIONS FROM THE PUBLIC**

Issue raised by the member of the public regarding the play area at Tyttenhanger. The area was subject to ongoing action from a recent ROSPA report and a quote would be discussed later in the meeting.

The second question was on access to the grass area behind Charles Morris Hall and this would be raised with the contractors again by the Clerk.

**ACTION:** Clerk

#### 139/17 **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

a) Minutes of 22 May 2017

Proposed by Councillor Nash

Seconded by Councillor McDonagh

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

b) Matters Arising Report – the report and its content were noted. Councillor Nash stated she had received an information email from County Councillor John Hale regarding Roehyde but had not had chance to read or forward as she had only just received. She would provide a copy to the Clerk

**ACTION:** Cllr Nash

#### 140/17 **REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES**

##### a) **County Update**

1. County Councillor Gordon reported on her meeting with Highfield Park Trust and that she had given £500 from her locality budget for a bench. She had also visited with the YMCA and had a tour including the astroturf facility where £500 had been given from her locality budget for literature to promote the new improved facilities.
2. £5k from highways budget had been allocated to a speed indicator device for Hill End Lane. Parish Councillors welcomed this measure as speeding in the Parish is an issue often raised, there were a



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number of other areas that would benefit from these devices but limited funds available and the price stopped them being widely available to all areas and roads. Councillors raised the issue of unreadable signage for road closures. Councillors also requested scope of the works for BR6201000/39569 which stated 8 days from 10/7-18/7.

### b) **District Update**

No District Councillors present and no report presented.

### c) **Police & Crime Report**

A police report on crime in June was circulated and noted by Council. Councillors requested a more wider view of the monthly and yearly statistics for the Parish including trends. Councillors also raised concerns about the lack of a dedicated Parish PC/PCSO. It was noted that Cllr Hathaway had attended the most recent police priorities meeting and she may have an update. It was agreed to wait for this report and that the Clerk would email again to the Safer Neighbourhood Team and considering writing a letter should no response be forthcoming.

**ACTION: Clerk**

### d) **Herts CC/Highways**

Covered in County Update

### e) **Highfield Park Trust**

Nothing to report

141/17

## **RENAMING OF THE PARISH COUNCIL**

Councillor Peter Cook had presented a paper and requested that Council resolved to commenced the process to change the name of the Parish Council. After lengthy discussion it was **RESOLVED** unanimously that the process should be investigated and commenced to rename the Council as Highfield & Colney Heath Parish Council.

Proposed – Cllr Cook

Seconded – Cllr Barnes

The Clerk will get in contact with Alex Berry of SADC and research next steps to report back to Council at next meeting.

**ACTION: Clerk**

142/17

## **PLANNING**

### **LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS**

a) The planning report was debated and the following applications were noted 5/20171494, 5/2017/0873, 5/2017/1524, TP/2017/0309 with no comments on behalf of Council to be made. It was **RESOLVED** unanimously that all planning applications to be discussed by Full Council would be listed on the meeting agenda from 20 July 2017.

**ACTION: Clerk**

*ATZ*



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143/17

### ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS

#### ENVIRONMENT WORKING PARTY

- a) It was noted that a meeting of the Environment Party was held 19<sup>th</sup> June 2017 and there were 3 main topics of business.

**The terms of reference** were noted and agreed. These would be added to the website.

**Allotments** A proposal was submitted to look at the feasibility of the current allotment provision. The Clerk was asked to research the legal requirements, how many plots were vacant and the availability of plots at Highfield Park/Hixberry Lane.

**The bollards for the Colney Heath Common** was discussed. All bidders were considered. Members unanimously agreed for dark green hooped bollards to be installed. All bidders who provided these were considered, and a comparison document was produced and considered by Council. It was **RESOLVED** unanimously that the preferred bidder for the bollards was ABC Fencing of Coursers Farm this was determined due to the high specification and the cheapest quote represented best value for money.

Proposed by Councillor Cook

Seconded by Councillor Nash

Letters to all residents notifying them of works to the Common would need to be sent once the date for commencement and completion was obtained.

- b) **The tree works for Smallford & Roestock Park** were to be delegated to Environment Working Party and quotes would be obtained to determine the budget required. The works to Tyttenhanger bus shelter as reported by the Common Ranger would be discussed initially by the Environment Working Party. *and RESOLVED to remove Japanese Knotweed.*
- c) **The gates at Roestock Park** need urgent attention, a quote was reviewed by Council and it was **RESOLVED** unanimously that a gate Option 2 in the quote would be installed and the funds would be allocated from the S106 monies.
- d) A quote for the remedial works at **Charles Morris Hall** Tyttenhanger play area as recommended in the ROSPA report was unexpectedly high. It was **RESOLVED** unanimously that the previous S106 proposal for the Brandon Mews allocation be withdrawn and a new proposal be drawn up to include the works and the remaining monies to provide more equipment at Trestle for teenagers where Highfield Park Trust had obtained a grant but required further funds to complete the play area.

The remainder of the quotes for remedial works were **RESOLVED** unanimously as follows:

**Smallford Park** – this work is essential as the park has not had a ROSPA inspection before and this has highlighted the issues and the park being High risk which is why the park was closed. Works to be booked in asap and fund through EMR.

**Roestock Park** – commence with works and fund through remaining S106 monies.

*MAZ*



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*Sleapshyde Park* – the Environment Working Party to be asked to look at the scope of work on this quote.

**ACTION: Clerk**

### BUILDINGS

- e) The buildings report was noted and accepted with the following comments and actions:
- **Charles Morris Hall** – the damage to the football net needs to be addressed by the grass contractor.
  - **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.
  - **Old Air Raid Shelter** – await full survey and discuss potential use and action at next meeting.
  - **Roestock Park Hut** – **RESOLVED** to go ahead with asbestos survey as a matter of urgency and also the full survey for commercial purposes. Noted SADC advice and **RESOLVED** to proceed on that basis.
  - **Village Hall** – New information regarding the invoice not being just for gas and electricity has been received from the Chairman of the VHC. The invoice should be returned as it is incorrect. Response on fair proportion is still required from the Village Hall Committee and the position of the Council on this invoice remains unchanged.

**ACTION: Clerk**

144/17

### FINANCE

- a) No BACS payments were presented.
- b) The Q1 finance report was noted, however it was felt it was too early to produce this report and it was **RESOLVED** unanimously that the quarterly report should be presented to Full Council in the first meeting after the quarter end.
- It was **RESOLVED** unanimously that Council would like the internal audit progress to be reported quarterly.
- The Clerk requested a Parish Council bank card to be used for purchasing items making it easier to reclaim VAT. It was **RESOLVED** unanimously that paperwork should be presented to the next meeting and for P11D rules to be checked.
- c) Q1 expenditure details were presented Councillors asked if more of an executive summary could be produced and variance report with narrative. It was agreed that the Omega system be checked for the one page report that Cllr Cook believes was promised by Rialtas when the system was set up.

**ACTION: Clerk & Cllr Cook**

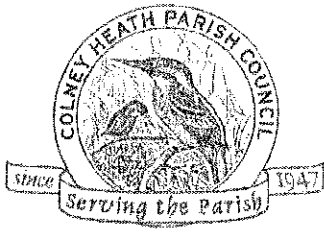
145/17

### LEGAL MATTERS

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

- It was agreed that the Clerk would write to Jonathan Foy requesting assistance in obtaining the historic paperwork regarding advice on the High Street from 2010/11 as previous emails to DO had not been successful.

*Handwritten signature: RTER*



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### ACTION: Clerk

- The papers on Fredericks Wood need to be passed to all Councillors for update. Councillor Cook will review papers with Clerk and update will be circulated in advance of next meeting.

### ACTION: Cllr Cook

146/17

## PARISH ADMINISTRATION

### a) Clerk Report

The Clerk report was noted and accepted. The Clerk overtime hours of 21.5 were noted and approved.

- Larks in the Parks** It was further noted that no paperwork had been received regarding Larks in the Parks. The Clerk was asked to write to the organiser at St Albans District Council and request advice on what would happen if the documents were not received.

### ACTION: Clerk & Finance WP

- b) **Correspondence Report** included in Clerk Report. It was suggested that the Parish Council support a local group called St Albans Rocks, it was **RESOLVED** unanimously that the Parish Council would support this initiative in its open spaces and on the Common, the rules of painting and varnishing the rocks should be adhered to so as to protect the environment.

### ACTION: Clerk

### c) Parish Communication Report

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

147/17

## ANY OTHER BUSINESS

- Ethos/Mission Statement** – Councillor McDonagh would like to see a document produced that includes a mission statement or ethos of the Parish Council. The Clerk reported that she had recently attended a course of business plans and actions plans and would be drafting something over the Summer for presentation to Council hopefully in the Autumn.
- Date change of July meeting** – it was noted that some Councillors were on holiday on 20<sup>th</sup> July so it was suggested that the meeting date change to 27<sup>th</sup> July 2017. An email requesting availability would be sent to all members.

### ACTION: Clerk

Meeting ended at 10.30pm

*Handwritten signature: K. E. Cook*

*Handwritten date: 20/07/2017*

*Handwritten signature: A. E. Z.*