



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 2 MARCH 2017 AT 7.30pm

PRESENT: Cllr P Cook - Chair, Cllr D Crump – Vice Chair, Cllr M Nash, Cllr C Hathaway, Cllr K Barnes, Cllr S Devi & Cllr M Ouzman.

OFFICERS: L Chaplin (Clerk)

PUBLIC: District Cllr C Brazier & one member of the public

17/61 **APOLOGIES**

Apologies have been received and accepted from Cllr R Solts & Cllr P McDonagh.

17/62 **RECORDING OF MEETINGS**

Councillor Nash raised the issue of recording the Council meeting.

Councillor Hathaway entered the meeting at 7.35pm *J. C. Crump 7.40pm*

It was **RESOLVED** that meetings would be audio recorded however Standing Orders must be amended and a draft protocol for the recording of meetings should be submitted for Council approval in April.

ACTION: Clerk

17/63 **DECLARATIONS OF INTEREST**

a) To receive declarations of interest from Councillors on items the agenda
Cllr Nash declared she is married to the Common Ranger.

17/64 **QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS**

None

17/65 **APPROVAL OF FULL COUNCIL MINUTES - 9 FEBRUARY 2017**

The Chairman welcomed Councillors Devi & Ouzman to their first Council meeting. Minutes were signed by the Chair Cllr Peter Cook with any amendments made by hand. The minutes were proposed by Cllr Hathaway and seconded by Cllr Nash.

17/66 **MATTERS ARISING FROM THE ABOVE MINUTES**

To receive matters arising from the above minutes not on the Agenda.
The Clerk produced a matters arising report which accompanied the minutes.
The matters arising report was discussed and updated.

It was **RESOLVED** not to conduct an interim internal audit and that a tender should be prepared for an internal auditor for the 2017/18 financial year. This resolution was proposed by Cllr Nash and seconded by Cllr Barnes.

17/67 **REPORTS FROM EXTERNAL BODIES**

District Councillor Report

District Cllr Chris Brazier reported that there were a number of secondary school allocation issues involving 9 families, some of these may progress to appeal if they did not get one of their 4 choices.

RATE



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There had been a query regarding the 305 bus route. The new timetable was shared by District Cllr Brazier and members were reassured that Smallford would be served by this bus route.

17/68 **Police & Crime Report**

There was no crime report issued for February. There was a discussion about the recent report of stone throwing at vehicles on Colney Heath Lane and the A414. The police have advised they are investigating. There was a report of vehicle crime in Bullens Green Lane.

17/69 **Highfield Park Trust**

The Clerk had approached the Trust management regarding a proposal for the Parish Council to take over the Trust owned play areas. The Clerk would circulate once received.

ACTION: Clerk

The Parish Council Chair had been approached to discuss the funding options for the new building through the Public Works Loan Board. The Trust were advised that the Parish Council could neither borrow or lend money, the recovery of VAT for third parties was also not allowed under PC governance rules.

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

17/70 **Planning**

A list of all planning applications was circulated to members since the last meeting. It was reported that the Ballito Field application had been withdrawn, thanks were given to Cllr Crump for his wording within the submission. It was highlighted that other issues with enforcement possibly needed raising regarding the Glinwell site. Cllr Nash will write a draft of the possible issues and circulate.

ACTION: Cllr Nash

17/71 **Enforcements**

Gas pipe on the Common – an email was received 2 March 2017 and the Council are advised that there is no easy engineering solution to replace the existing main and work will be carried out the Environment Agency to come up with the best possible solution due to the sensitive nature of the site. The latest idea is to temporarily “dam” the watercourse and install the pipe under the water bed but this still needs to be agreed with the Environment Agency. If this is the agreed method of installation then this work would be best carried out in the summer months when the water levels are at their lowest. A meeting will need to be arranged and the Parish Council are welcome to attend.



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There was no update on Nuckies Farm or the container at the property which used to be the Queens Head public house. Cllr Nash will chase an update on Roehyde Farm. It was pointed out that the landowner of Roehyde Farm may have negotiated terms with Hertfordshire County Council. Cllr Nash would write to HCC for an update.

ACTION: Cllr Nash

Councillor Nash is looking to hand all enforcements and chasing of these back to the Parish Office and will look to do this by the next meeting.

ACTION: Cllr Nash

District Councillor Brazier reported that the Gypsy & Traveller review would establish whether an enforcement would be needed or actioned for caravans in the future. There is no timetable for the review or publication of the report.

17/72

HIGHWAYS REPORT

The public meeting has been moved to Colney Heath school due to increased numbers wanting to attend.

It was reported that some signs were in need of replacement and these had been reported – Smallford Lane and Edison Close. District Councillor Brazier offered to chase these. The Clerk will send an email to remind the District Councillor of the details.

ACTION: Clerk

District Cllr Brazier left the meeting at 8.10pm

ENVIRONMENT

17/73

ENVIRONMENT WORKING PARTY

It was noted that due to the moving of the meeting forward by one week that staff reports had not all been received. When all received, these would be forwarded to the members of the Environment Working Party.

ACTION: Clerk

An update of the Common working plan was issued. Cllr Ouzman raised the issue of dog waste and those not cleaning up their dogs mess. Possibly larger or more dog waste bins were required. It was agreed that the Environment Working Party would discuss these in more detail and report back to full Council with a proposal if required. Cllr Ouzman will also join as a member of the Environment Working Party.

ACTION: Clerk will add to working plan.

17/74

BUILDINGS

The monthly buildings report was submitted.

High Street Pavilion – Colney Heath Football Club

A meeting was held with members of the CHFC, Cllr Solts, Cllr Cook & Cllr Hathaway. Draft notes were issued to members. It was agreed that Cllr Nash would ask Tarmac for a copy of the agreement for access rights through the car park and what was owned.

ACTION: Cllr Nash



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The Clerk was asked to confirm with the Parish Council insurers that both dry rot and wet of the wooden structure of the pavilion was covered as it was a full repairing lease. The building should be inspected at least once and possibly twice a year by members of the Council.

ACTION: Clerk

Old Air Raid Shelter

It was **RESOLVED** to remove the supply of the electricity in the Old Air Raid Shelter. This would be reconnected at a later date if needed by the Parish Council. It was **RESOLVED** to have a survey on the building to assess works required.

ACTION: Clerk

Colney Heath Village Hall Committee

It was agreed to obtain the Land Registry documents, what the title is and what it means. Cllr Ouzman offered to attend the CHVHC meetings with Cllr Nash.

ACTION: Clerk

FINANCE

17/75

Members were issued current bank statements from both the Reserve and Current accounts. Balance sheet and accounts up to end February were noted and signed by Chairman.

It was **RESOLVED** that Rialtas would attend the office on 3rd April 2017 to close down March and for a further visit 19th April 2017 for 2016/17 year end.

It was **RESOLVED** that £15,000 be transferred from the Reserve account to the Current account.

It was noted that the VAT return had not been completed in February and that this would be done as part of the closure of the year end when the new finance assistant had started in post.

It was noted that there was an issue in the BACS payments and this had been spotted quickly and changed. It was **RESOLVED** that another signatory was needed and that Cllr Cook would become a signatory.

It was **RESOLVED** that the use of petty cash be removed.

ACTION: Clerk

17/76

QUOTES

Post redirection

It was **RESOLVED** that the Parish Office post be redirected for a period of 6 months.

New Photocopier

The current photocopier is nearing the end of its 5 years lease and will need to be renewed. The Clerk has been advised that when purchased in 2012 the copier was already second hand and that there it needs to be updated. A quote has been obtained from the current provider and two other quotes will be obtained. The lease expires in May 2017.



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Skimming of land behind High Street next to Village Hall

Two quotes were obtained however given that Open Spaces had advised against carrying out work it was **RESOLVED** to review with insurers the Council's public liability of pedestrian use.

It was **RESOLVED** that works could not be arranged until Members had been advised on the legal status of the Common and the Council's legal responsibilities. It was agreed to ask the Open Spaces Society for details of specialist lawyers from whom quotes could be obtained to give the Council advice.

ACTION: Clerk

ADMINISTRATION – CORRESPONDENCE & REPORTING

17/77

GRASS CUTTING TENDERS

A report was submitted by the Clerk. Shortlist was reached and of those it was agreed that a questionnaire be sent regarding contracts and insurance. Deadline for the submission of these would be Monday 13 March 2017.

It was **RESOLVED**, that as the next Council meeting is to be held on April 6th and the contract is to start by April 1st the Environment Committee would review the final proposal and make a recommendation on the preferred bidder. The recommendation would be circulated to all Members and if a majority supported the recommendation the Clerk was given delegated authority to let the contract. It was agreed that Peter Whittaker & Sons be contacted regarding a one off price to cut and bale the Common.

ACTION: Clerk

17/78

GRANT APPLICATIONS

A report was submitted by the Clerk of the applications. It was **RESOLVED** that the grants would be given twice a year.

There were 6 applications received and these were discussed in depth. It was **RESOLVED** in accordance with its power under Section 137 of the Local Government Act 1972 to approve grant awards as per attached Grant Report. The expenditure is, in the opinion of the Council in the interests of the area and inhabitants and will benefit them in a nature commensurate with the grant awarded. The parties both successful and unsuccessful would be advised of the outcome by letter to be sent in early April. Payments would be made by BACS after the 11th May Council meeting.

ACTION: Clerk

17/79

CLERK REPORT

The Clerk presented a written report to Council.

Recruitment – It was **RESOLVED** to offer employment to the candidate recommended by the Clerk after the interviews held Thursday 2 March 2017 for the post of Administrative Assistant. Further interviews to be held Tuesday 7 March for the post of Finance Assistant and it was **RESOLVED** that the recommendation to offer employment be sent to Chair and Vice-Chair who were



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given delegated authority to agree an appointment which would be reported to the next Full Council meeting

ACTION: Clerk

A414 Longabout Meeting - The Chair would like the Clerk to ask the School Head Teacher what the implications would be of more than 120 people attending the meeting next week.

ACTION: Clerk

Clerk Hours – It was noted that the Clerk would be on Annual Leave on Thursday 16th & Friday 17th March 2017. A total of 12 hours extra were worked in February a significant reduction on last month.

Correspondence – the correspondence was noted in the Clerk's report. It was **RESOLVED** to give permission to SADC Life 1 to use Roestock Park on Monday 3rd & Monday 10th April from 12-2pm for the Easter Play in the Parks. It was noted that the Clerk will respond to the resident complaint regarding the state of the village and list of issues giving advice on who to contact and report matters to Highways, SADC & HCC.

ACTION: Clerk

17/80

PARISH COMMUNICATIONS

Newsletter – A copy of the newsletter was issued to all members, the telephone number of the Parish Office should be added. Other changes were suggested and made. Distribution would be in conjunction with the Neighbourhood Plan newsletter. It was **RESOLVED** that the production and distribution would be paid for by the Parish Council budget on communication.

MEMBERS QUESTIONS OR URGENT MATTERS

17/81

Communication with Members by email - Cllr Devi raised the use of personal email address and asked that this be discussed in more detail and the possible use of all members having .gov.uk emails. Cllr Cook suggested that a Communications group take this forward along with other matters of future communication.

ACTION: Clerk

17/82

DATE OF NEXT & FUTURE MEETINGS

It was noted that the next **Parish Council Meeting** to be held on Thursday 6th April in the Community Room, Colney Heath Village Hall, Colney Heath.

The meeting was closed by the Chairman at 10.25pm