



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
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Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT CHARLES MORRIS HALL, TYTTENHANGER ON THURSDAY 2 NOVEMBER 2017 AT 7.30pm

PRESENT: Cllr P Cook (Chair), Cllr D Crump, Cllr R Solts, Cllr M Nash, Cllr M Ouzman (7.31pm), Cllr S Devi (7.32pm).

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Councillor D Gordon, M Rawlins – Neighbourhood Plan Project Officer (NPPO) (voluntary), and three members of the public, one of whom was under 18.

197/17 APOLOGIES AND ANNOUNCEMENTS

Apologies from Cllr C Hathaway (illness), Cllr P McDonagh (illness) and Cllr Barnes (holiday) were noted and accepted by Council. It was also noted that County Councillor Hale had sent his apologies.

198/17 DECLARATIONS OF INTEREST

None declared.

199/17 QUESTIONS FROM THE PUBLIC

A young resident who attended a Council meeting previously in the year spoke about the money she had raised which now totalled over £1,000. The Council were very impressed with the efforts of the young lady and thanked her on behalf of the Parish. It was agreed that the Clerk and Finance Officer would work together and commence a project to install a piece of new equipment into Roestock Park. This would include dates for a cake sale and cheque presentation with Sainsburys.

ACTION: Clerk & Finance Officer

The young lady and her mum left the meeting at 7.43pm

200/17 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 5 October

Proposed Councillor Crump

Seconded Councillor Nash

The minutes were signed as a true and accurate record with the following amendments made:

- Addition of the word (voluntary) in the role of the Neighbourhood Plan Project Officer listed in public attendance page 207.

It was noted that the Village Hall Council had sent correspondence dated 9 October regarding minutes and item 167/17. The comment was noted. The members who attended the meeting in question confirmed the Minutes accurately reflected what was said.

- b) Matters Arising Report – the report was presented and accepted
The following was noted and updated.



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- S106 meeting for all parties has been requested by the Clerk as there are now three parties who have requested the Brandon Mews money and there has been no response or opinion from District Councillors.

ACTION: Clerk

- It was confirmed by the Clerk that the risk analysis and insurance details for the CMH bonfire event had been received by the Parish Office.

201/17

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – CC D Gordon. There have unfortunately been delays with the installation of the speed indicator device in Hill End Lane however this was due now to be installed in December. A speed and volume study is still scheduled for Highfield Park Drive but the 2nd study location was the subject of some debate. CC Gordon had funded the study and suggested that the Chair of the Council meet on site with a representative of County Highways P King.

ACTION: Chair

County Councillors – CC J Hale had sent an email update and this was read to the members and contents noted

- b) District Councillors – No District Councillors present
c) Police & Crime Report – Nothing presented
d) Highfield Park Trust – Nothing presented

202/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council would like to make it clear and reiterated that they are not a planning authority and are merely a consultee

- a) All applications listed on the agenda were noted and no comments would be made on any application on behalf of the Council with the exception of those stated below:

5/2017/2826 Hobbs Close. The Council wished to check the comments previously and if required make the same comment.

6/2017/2340 Tollgate Farm. The Council wished to make comments again on this application. Comments were submitted as follows: *Members remain concerned about Highways and traffic matters particularly during construction and the possible impact on Colney Heath Village. It is requested again that a replanting scheme post removal is agreed at least in principle and is a condition if permission is granted. It has been stated that during the construction of the hardstanding, based on conservative estimates, it is anticipated that 30 vehicle movements a day. Please note that the Parish Council would like all HGV Routing to be discussed and the route confirmed with the Highways Authority through the CTMP which has been proposed as a condition. Members noted that some statutory consultees previously raised issues, it is disappointing to*



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note that one such consultee Hertfordshire Fire Service is not listed as a consultee. Members would request that the issue with the water supply and matters in relation to a possible fire have been resolved satisfactorily and in conjunction with the advice of the Fire Service.

- b) Enforcement – The report was noted and accepted. Cllr Nash would like it noted that an incorrect address was given. The correct details for this enforcement issue would be sent to the Clerk.

ACTION: Cllr Nash

203/17

NEIGHBOURHOOD PLAN

- a) Hertsme Planning for Growth consultation – the papers presented by the NPPO were noted and discussed.

Delegated authority was **RESOLVED** and agreed unanimously to allow members Cllr Nash, Cllr Crump, Cllr Cook and the CHNPSG (Colney Heath Neighbourhood Plan Steering Group) to meet and discuss the consultation and discuss comments/questions to be submitted on behalf of the Parish Council. The timetable produced by the NPPO was also approved.

It was **RESOLVED** and agreed unanimously to decline the invitation from Campaign for Colney on reasons of political involvement and the focus would be on London Colney Village.

It was **RESOLVED** and agreed unanimously to hold a public meeting as soon as practically possible where the focus would be on the residents of Colney Heath.

ACTION: Clerk

CC Gordon left the meeting at 8.07pm

204/17

FINANCE

- a) The bank and reconciliation with bank statements were approved by members and were signed by Cllrs Solts and Ouzman. Queries raised were on the monthly costs of TBS hygiene and rural payment agency income. The Clerk stated that from next month all payments over £500 would be listed on the website and that this was a requirement of the Transparency Code.
- b) Quotes and Donations – The Clerk presented the yearly support costs from Rialtas and requested that they be booked for year-end closedown 2017/18. It was **RESOLVED** that Rialtas should be booked to perform year end closedown. The Clerk advised that a demonstration of software for the asset register was being carried out this week, comments noted on the recent BDO external audit were discussed and it was **RESOLVED** to purchase the software to assist with the updating of the asset register.
- c) BACS payments numbers 0203 to 0230 and the Veolia, BT direct debits, Savills standing order and bank charges were presented, approved and signed by Cllr Ouzman & Solts and payments were proposed by Cllr Nash and seconded by Cllr Crump. Cllr Solts would like the VAT claim of items purchased by staff through expenses to be revisited and offered to write a letter to the VAT office to clarify the Council's request. The internal auditor would also be asked for an opinion/clarification.



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ACTION: Clerk, Finance Officer & Cllr Solts

*A comfort break was taken at 8.50pm and standing orders were suspended
The meeting resumed at 9pm*

- d) The internal audit plan quarterly update presented by the Clerk was reviewed and accepted by Council. Members noted that the internal auditors were due to visit and report on Monday 13th November.
- e) Budget for Q2 was presented, it was felt that there was not enough information against the figures and that members would require more drilling down into the reasons why overspend/underspend had or was occurring. It was agreed that the format and contents of future quarterly reports would be discussed at the next Finance & Governance Working Party and recommendations reported to the next Full Council meeting.

ACTION: Clerk & F/Gov WP

205/17

ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS

a) ENVIRONMENT WORKING PARTY

Cllr Crump advised that there had been a working party meeting on Monday 30th October attended by himself and Cllr Nash. A report had been circulated to all members. The key points requiring funding were as follows:

- KD Bench – recommendation for £500 for placement
- £500 for byelaw signs to include order of signs and placement
- Smallford Dog Walk £1000 for order and placement of lockable bollards
- Sleepshyde waste bin - £200 for installation
- Roestock Park – prune apple tree, acceptance of quote
- Acceptance and approval of Council of the payment to Tarmac of £1920 should the grant application be approved for the £17,000 MUGA application
- A lockable bollard to secure the area of Gloucester Park from access and vehicles £500

The above recommendations including funds up to £3,000 was **RESOLVED** and unanimously approved, delegated authority was given to the Clerk to approve and commence works on all of the above as soon as practically possible. The amount of £1920 for Tarmac was noted and should the application be successful it should be noted that this payment has been **RESOLVED** and unanimously agreed this will be confirmed in writing with the supplementary questions received by the office.

ACTION: Clerk

Grass Cutting Contract – Environment WP were happy with the work of the contract this year and would be content to agree to a Year 2 contract being awarded subject to a review of the costs by the Finance Working Party. The awarded of the contract subject to this review was **RESOLVED** and unanimously approved. It was noted that despite best efforts by the grass



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contractor to fix the post the fix was not up to the standard required by the Council and that this should be restored to the condition it was before the damage occurred or a new post should be installed and the grass contractor charged the costs.

ACTION: Clerk

b) BUILDINGS

High Street Pavilion

It was reported by the Clerk that an insurance claim had been made to Zurich by the Football Club and that they had been made aware of the £250 excess in this matter. Other matters were ongoing.

Roestock Park Hut

The report from the full structural survey was received. **RESOLVED** and unanimously agreed that the lease be placed on hold and a feasibility study be looked at and discussed by the Building & Assets Working Party who would bring recommendations back to Full Council. It was requested by Cllr Ouzman that particular onus be placed on the action required on Page 7 as a matter of urgency. The Clerk would advise the leaseholders of the situation and the report would be shared with the group committee of the hut.

ACTION: Clerk

206/17

LEGAL MATTERS

High Street/Common Land – it was **RESOLVED** and unanimously agreed that the proposed consultation period would be extended until end January 2018 to allow wider publicity to all residents in any newsletter. A meeting would then be organised and with interested parties to make a final resolution.

207/17

PARISH ADMINISTRATION

a) Clerk Report

The Clerk overtime was 20.5 hours. Cllr Solts asked that the hours be explained. The Clerk briefly gave a review of what the extra hours were used for this month. There was a useful discussion on social media and it was agreed that the Communications WP would look at this and how matters would be reported to Council.

ACTION: Clerk/Comms WP

The Clerk asked members to consider the following items for discussion in future meetings noted now due to budget implications:

- WW1 Beacon – The Clerk would like the Council to consider a joint event in the Parish with Highfield Park Trust (HPT) or having two events one in HPT and one in CH village.
- Larks in the Parks 2018 – meeting attended at SADC with DC Brazier. Council is requested to consider their support for this event, funding and staff input for 2018.
- CCTV – The Clerk and Cllr Solts had attended Project Griffin training in counter-terrorism. The Council may need to consider its emergency plan and the use of CCTV in the Parish especially on its buildings and assets with regard to lone working and security.



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- Data Protection/GDPR – in May 2018 there will be a change in regulations requiring a DPO to be assigned and data sets to be assessed and data stored effectively, efficiently, confidentially and for no longer than necessary. The Clerk and Finance Officer have attended the training on this and more information will come from HAPTC.

ACTION: Clerk

The Clerk asked members to note that the two statutory leave days for 2017/18 would be Wednesday 27th & Thursday 28th December. All staff would be advised of this with their wage slips issued 24th November 2017. Members were also asked to note that the Parish Office would be closed from 12 noon Thursday 21st December and will reopen at 9am on Tuesday 2nd January 2018.

b) Correspondence Report

The correspondence report was noted and accepted

- Items 1 – 4 were noted and no further comments were required.
- Item 5 – apologies and wreath to be taken to SADC by Chair. Cllr Crump will be attending St Mark's service, wreath to be delivered prior to service.

ACTION: Clerk

c) Communications Report

Website data was presented and contents noted. It is hoped to get a Comms WP meeting to discuss an early New Year publication from the Parish Council.

ACTION: Clerk/Cllr Ouzman

d) HR Matters

It was reported that there is an HR Working Party and a Finance & Governance Working Party on Thursday 23rd November 2017 at 7.30pm to be held in the Community Room, Colney Heath Village Hall, Colney Heath

208/17

ANY OTHER BUSINESS

None raised

Meeting ended at 10.05pm

John H. G. L.
30/11/2017