



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 30 NOVEMBER 2017 AT 7.30pm

PRESENT: Cllr P Cook (Chair), Cllr D Crump, Cllr R Solts, Cllr M Nash, Cllr M Ouzman, Cllr S Devi, Cllr C Hathaway, Cllr K Barnes.

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Councillor J Hale and three members of the public.

209/17 **APOLOGIES AND ANNOUNCEMENTS**

Apologies Cllr P McDonagh (work) were noted and accepted by Council. It was also noted that County Councillor Gordon had sent her apologies.

210/17 **DECLARATIONS OF INTEREST**

None declared at this point.

211/17 **QUESTIONS FROM THE PUBLIC**

A resident stated that the litter situation in the bus shelter at the Post Office had improved.

Another question raised about the parking and issues with parking on common land. It was confirmed that due to unexpected work coming into the Parish that the consultation period would be extended. Full details of the consultation would be sent out early in the New Year. Any person with evidence of rights or an interest concerning land in or around Colney Heath Common should make their evidence available to the Council during the consultation and a meeting with residents would follow in 2018.

Grass cutting issues, questions regarding the absence of the fair and matters concerning bollards were raised. The fair chose not to come to Colney Heath this year but made no further contact regarding why. The bollards and grass cutting were contractual matters and any issues would be addressed by the Council when review contracts.

ACTION: Clerk

212/17 **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

a) Minutes of 2 November

Proposed Councillor Solts

Seconded Councillor Ouzman

The minutes were signed as a true and accurate record. Council requested that it be minuted that the deadline for any items to be placed on the agenda must be with the Clerk on the Friday prior to the meeting. The deadlines for the remainder of the financial year 2017/18 will be as follows:

Friday 5th January (11th January meeting)

Friday 26th January (1st February meeting)

Friday 23rd February (1st March meeting)

b) Matters Arising – report was noted by Council.



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213/17

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – CC J Hale. The A414 Longabout work to improve signage and to install LED signs has been delayed until Q4 (Jan-Mar 2018) Speed devices mentioned in previous meetings are still scheduled to be installed.

It was confirmed by Council that the Tyttenhanger Quarry AL4 0RY Lafarge planning application would be decided by officers.

The Agrivert planning application was discussed and it was discussed that this would require a formulated response from a number of Councillors local to the application and Cllrs Ouzman, Nash and Crump were delegated to respond on behalf of the Council. There were some questions asked that CC Hale would investigate and confirm.

ACTION: Cllrs Ouzman, Nash and Crump

The County Transport Plan and Minerals Plans were discussed and there would be strong comments from some areas of the Parish. Considerable time over the past couple of days had been taken up by issues concerning the Smallford pits/community park borehole works. This matter was ongoing.

- b) CC Gordon – in her absence Cllr Cook reported on a meeting with County Highways Officer Phil King. The planned Highfield Lane traffic surveys are planned for December. An additional traffic survey will be undertaken on Highfield Park Drive. Mr King had identified footway issues which would be included in the HLB for 18/19.
- c) District Councillors – No District Councillors present
- d) Police & Crime Report – It was noted that there was a new PCSO recruited for the Parish and the officer Abbie Proctor was currently undertaking mentor training for 5 weeks.
- e) Highfield Park Trust (HPT) – It was noted that HPT needed some funding for their pathways in and around the park. It was suggested that S106 monies could be allocated and this would be investigated by the Clerk and HPT.

ACTION: Clerk

214/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council reiterated it is not the Planning Authority, 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.
Cllr Crump raised the Oaklands housing appeal and that the project will now go ahead and be part of the Local Plan.
- b) A map was presented to show the dedication of the footpath in Tyttenhanger. Council confirmed that the sealing of documents was noted in Standing Orders but minimum two Councillors and the Proper Officer should sign the dedication.
- c) Enforcement – There had been no update despite chasing therefore no report produced for this meeting.



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215/17

FINANCE, AUDIT & GOVERNANCE

a) Cllr Solts went through the recommendations of the Finance & Governance working Party meeting 23 November 2017 and these were noted and accepted.

- Financial Regulations required review and copies of these including the recommendations for changes in the form of a report were handed to members to consider in detail over the festive period.
- It was agreed that a nominal ledger detailing every payment for every month would be available at each Full Council meeting. The Clerk had prepared and it was made available to all members.
- It was unanimously **RESOLVED** to close the 3rd NatWest bank account known as 'the common account' and ringfence the money to be spent on Colney Heath Common. It was further **RESOLVED** unanimously that the Environment Working Party would look to plan to spend this money, the failed grant for the information boards was one possible project mentioned.

ACTION: Clerk & Environment WP

b) The bank reconciliation and bank statements were approved by members and were signed by Cllrs Solts and Ouzman.

c) Quotes and Donations – The Clerk presented quotes for dead alder trees and willows some 46 trees that required removal and/or pollarding, total cost £6400. The Council **RESOLVED** not to accept the quote and seek advice from Hertfordshire & Middlesex Wildlife Trust HMWT. There was also a health and safety issue raised by the contractor concerning the willow trees at the side of the village hall and the three dead trees should be removed. It was **RESOLVED** unanimously that the Environment Working Party would assess this work and if necessary works could be arranged.

ACTION: Clerk & Environment WP

d) BACS payments numbers 0231 to 0254 and the Veolia, BT direct debits, Savills standing order, bank charges and ICO data protection register renewal were presented, approved and signed by Cllr Solts & Cllr Hathaway and payments were proposed by Cllr Nash and seconded by Cllr Crump. The Clerk requested delegated authority to prepare a December payment run for the following invoices should they be received; Channel Telecom, Peter Fleming, CP Associates, G Stayton, HAPTC, Debenhams Ottaway, KG Tree Care, Herts Full Stop, P Scott and Enfield Brass Band. It was unanimously **RESOLVED** that the Clerk could prepare the payments in the usual way and these would be retrospectively approved at the January meeting providing signatories had an email scanned copy of the invoice prior to approval.

e) The internal audit report was presented. Council noted and accepted the contents of the report and would like thanks to be noted to the Clerk and Finance Officer for their efforts with improvements on financial systems

APC



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leading to a good interim internal audit. There were a number of items which Council would like to question including the sending of the audit and these will be raised in a letter.

ACTION: Clerk & Chair F&G WP

- f) The Clerk presented the draft budget for 2018/19 along with the year to date figures from the office budget system. It was suggested and agreed that the documents be taken away and looked at in more detail with a view to comments being brought to the January Full Council meeting where the budget would be agreed and Precept decision made.

ACTION: All Councillors

216/17

ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS **ENVIRONMENT WORKING PARTY**

Cllr Crump advised that there had not been a meeting. It was anticipated that a meeting would be held involving the Clerk in early January. It was requested an email be sent to Oaklands College thanking them for cutting the grass recently.

ACTION: Clerk

Cllr Crump mentioned a possible Parish co-ordinated event for Sustainable St Albans which is taking place 25-29 April. This would be discussed further at the next Environment WP meeting.

Volunteers with spades were being requested to join the Common Ranger and Cllr Crump removing hawthorn. It was also requested that ongoing works on the Common be checked and any updates reported to Council.

ACTION: Clerk

217/17

BUILDINGS **BUILDINGS & ASSETS WORKING PARTY**

The action points from the first meeting held 14 October 2017 were noted by Council.

High Street Pavilion

A letter reconfirming Council's previous resolution has been sent – action ongoing.

Roestock Park Hut

Girlguiding UK have requested to leave the hut and with no lease this cannot be challenged, they have confirmed in writing they do not wish to consider a lease on the building or land. The Scout Association wish to continue negotiations with a lease in their sole name on the building and land. Legal advice is being sought and due to declaration of conflict a new legal advisor being sourced.

Village Hall Council

A letter has been received and due to legal process members were advised to take this matter into closed session.

218/17

LEGAL MATTERS

Due to ongoing legal processes it was not possible to comment on the ongoing cases in public session.



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219/17

HR WORKING PARTY

All matters raised in the meeting of the HR Working Party held 23rd November 2017 were confidential involving staff and therefore members agreed that these would not be discussed in public session.

220/17

PARISH ADMINISTRATION

a) Clerk Report

- The Clerk asked members to note that any question on the Clerk's overtime would not be discussed in public session.
- Official complaint received from SADC Health & Safety Compliance Dept regarding Roestock Park, matter dealt with quickly and satisfactorily and new equipment was installed end of November. Criminal damaged occurred 30th November, caught on camera and was reported to police.
- Clerk is booked onto a risk management seminar organised by Zurich in late January (free place).
- Christmas lunch is next week, apologies had been given on behalf of the Chair. Cllr Crump and Ouzman would be attending.
- Supporting a local resident who complained of idling at the school in the village – SADC involved with their no idling campaign.
- Complaints regarding borehole installation works in the Community Park ongoing and CC Hale has already reported.

b) Correspondence Report

No report this month

c) Communications Report

A draft format is being looked at but nothing further to report at the moment.

d) HR Matters

The HR and Finance Working Party met on Thursday 23rd November 2017 at 7.30pm in the Community Room, Colney Heath Village Hall, Colney Heath and its recommendations would be considered in closed session.

221/17

ANY OTHER BUSINESS

None raised

222/17

The Council **RESOLVED** under the Public Bodies (Admission to Meetings) Act 1960 the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

A comfort break was taken at 21.10pm and standing orders were suspended. The meeting resumed at 21.20pm



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CLOSED SESSION

Meeting ended at 10.22pm

[Handwritten signature]
11/01/2017