



COLNEY HEATH PARISH COUNCIL

Clerk to the Parish Council

Parish Office

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MINUTES OF THE COLNEY HEATH FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON THURSDAY 3 DECEMBER 2015 at 7.45pm

Present: Cllr M Nash (Chair), Cllr K Barnes, Cllr P Cook, Cllr D Crump, Cllr C Hathaway, Cllr P McDonagh, Cllr C Thorpe

Temporary Parish Clerk: Ms H Rook

Other Attendees: None

Members of the Public: None

1888 APOLOGIES

Apologies received from Cllr Russell Solts and Cllr Dreda Gordon.

1889 DECLARATIONS OF INTERESTS

Register of Members Interests Forms received from Cllrs Crump and Barnes. Email form again to Cllrs for completion and return no later than 10 Dec. Completed forms will be available on SADC and CHPC websites.

Action MN, PC, CH, PM, RS, CT

Cllr Nash declared an interest as the wife of the Ranger of the Common.

1890 APPROVE MINUTES OF THE FULL COUNCIL MEETING HELD ON 11 November 2015

Proposed by Cllr Barnes

Seconded by Cllr Crump

It was **RESOLVED** that the minutes of the Full Council Meeting held on 11 November 2015 be approved as a true and correct record and signed by the Chairman. The approved minutes will be posted on the Parish Council website.

Action HR/KPM

1891 MATTERS ARISING

- Minutes Action Point Log – work in progress, to be updated for Jan meeting.

Action HR/KPM

- Audit Action Plan and Activity Log – progress reviewed and noted.

Action HR

- Maintenance Log/Works Programme – work in progress, to be updated for Jan meeting

Action HR/KPM

- Insurance – Treasure Tots Pre-School noted on the policy with Zurich Insurance.

1892 STANDING ORDERS AND FINANCIAL REGULATIONS

- Standing Orders - Review and adopt at Jan meeting.
- Financial Regulations – NALC Model Document reviewed and values set. Members **RESOLVED** to adopt the Financial Regulations as amended. Financial Regulations to be posted on website.

Action HR

1893 CODE OF CONDUCT

Members **RESOLVED** to adopt The Code of Conduct circulated prior to the meeting. Code of Conduct to be posted on website.

Action HR

1894 PARISH COUNCIL WEBSITE

Google Audience Overview Report noted. During the period 1-30 November - 357 Sessions, 253 Users, 984 Page Views and an average Session Duration of 2:76 minutes.

1895 FINANCE REPORT

The Finance Report, I&E Report and Budget Monitoring report were noted.

Members considered NALC Procurement of Audit for Smaller Authorities paper and **RESOLVED** not to opt out.

Pension Stating Date – January 2016.

Action HR

Asset register - currently being reviewed and updated.

Action PC/KPM

Grant applications – several applications have been received and will be reviewed as part of the budgeting process on 10 December.

Action All

1896 APPROVAL OF CHEQUES AND OTHER PAYMENTS

Members **RESOLVED** to approve the December schedule of cheques & payments totalling £9,498.27 and cheques were signed. Members **RESOLVED** to transfer £10,000 from reserve to current account to cover expenditure.

1897 SECTION 106 MONIES

Defer.

1898 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

Defer until a full review of committees and terms of reference has been carried out.



PLANNING

1899 PLANNING LISTS – APPLICATIONS – RECOMMENDATIONS & REFUSALS

A list of planning applications (13/11/15-2/12/15) was noted.

A list of Decisions since November meeting was noted.

5/2015/3024 Wickes Building Supplies – Advertisement consent for Display of Internally Illuminated Totem Sign and Three Non-Illuminated Banner Signs. *Comment CHPC supports Highways recommendation that planning consent should not be granted.*

Action KPM

A weekly list of new applications to be compiled each Monday morning to include hyperlink and consultation end date.

Action KPM

1900 CURRENT PINS APPEALS – REFUSALS AND ENFORCEMENT MATTERS

PINS Appeal – 5/2015/0594 – 20 Maslen Road, St Albans – Permission granted.

1901 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

SLP available for public consultation from 8 January 2016 for 6 weeks. Ask Cllr Brazier to attend January meeting to report.

Action KPM

1902 PARISH REPORTS

Monthly reports for November from the Parish Warden, Ranger and Parish Gardener were received and noted.

1903 HIGHWAYS

Update from Cllr Gordon on Longabout Trial - a checked and approved report should be available during January. The final recommendations will include the provision of a permanent set of signals at the High Street connection to the A414 at the centre of the junction. If this recommendation is accepted Herts CC will need to decide how best to fund. This location is no. 14 in the current list of hazardous sites within the county.

ENVIRONMENT PUBLIC OPEN SPACES – ALLOTMENTS & BUILDINGS

1904 ALLOTMENTS COMMITTEE REPORT

Allotments – grass strimming and hedge cutting in progress. Water tap turned off. Report of recent theft of heavy duty pegs securing membrane to keep weeds down. Grant application received for security fencing to be reviewed at budget meeting.

1905 COMMON LAND RECREATION AREAS & PUBLIC OPEN SPACES

Common land requirements of Natural England/Higher Level Stewardship Agreement noted.

Action CN

Overgrown hedges/trees on Common land/Scholars Court – 2 further quotes needed. Consider replanting with native species instead of laurel

Action MN

Water Voles – Cllr Crump attended meeting of Herts & Middx Wildlife Trust. Water voles are extinct in many Herts counties due to being eaten by brown rats, foxes and mink.

CHPC34



HMWT are monitoring the Colne for signs of voles and mink in several places including Colney Heath. Common Ranger to liaise with HMWT to enquire as to possibility of hosting a mink trap as a number are already stationed along the Colne.

Action CN

Installation of second memorial bench – defer

Horseshoes Field Smallford future management – Oaklands College to fix meeting with Horticulture Coordinator re: Design Competition.

Action DC/KB

CHFC Pavilion/pitch areas – Ball stop netting/removal of trees proposals noted. No TPOs or Conservation area affecting trees so permission from SADC not required.

Warren Track – reported and noted that works on the PC owned track by ECS Group had ceased at the request of the PC and a meeting will be arranged to discuss the next steps.

Action RP/MN

A tree has fallen into the River Colne downstream about 40 yards from Church Lane bridge causing a blockage and an alder tree has fallen in a pool next to the bridge. Report to EA.

Action KPM

1906 COMMUNITY REPORTS

HIGHFIELD PARK TRUST

Highfield Play Areas – defer.

COMMUNITY BUS

Report from Cllr Thorpe noted.

VILLAGE HALL COMMITTEE

No report.

TREASURE TOTS

Report from the manager received and noted. Further consideration to be given in Part II. Members **RESOLVED** to appoint Mr Denis Horner onto the Treasure Tots Committee.

ADMINISTRATION INFORMATION CORRESPONDENCE AND REPORTING

1907 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

Urban & Potential Small Scale Green Belt Changes and Housing Capacity meeting SADC – 17 December – Cllrs MN, DC, PC and Mr M Rawlins

1908 REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

No reports.

1909 CORRESPONDENCE

Naming suggestion for new residential development on site of former Chester Nursery, Oaklands Lane, Smallford (Jove Gardens)

Twinning Association Newsletter – Christmas Dinner 5 December

Freedom of Information Request from local resident

1910 PARISH MATTERS OFFICE & CHRONICLE

Members **RESOLVED** to close Parish Office during Christmas period from 12 noon Tuesday 22 December 2015 until Fri 1 January 2016 inclusive.

CHPC35



Research other parish councils to see who edits/prints/distributes Parish Paper in each area.

Action KPM

1911 EVENTS

Community Xmas Lunch – Fri 11th December 2015 – Members to help with set up at Church Hall prior to 10th Dec budget meeting. Cllrs Crump and Hathaway to help on the 11th with serving lunch.

Action All

Mayor's Carol Concert Sun 13th December at 4pm War Memorial St Peters Street, St Albans
Larks in the Parks 2016 – defer

Beating the Bounds/Rogation Sunday 1st May 2016 - TBC

1912 HERTFORDSHIRE CONSTABULARY UPDATE

No report.

1913 PUBLIC QUESTIONS

No questions.

1914 MEMBERS QUESTIONS OR LATE MATTERS

Mayor's Pride Awards 2016 – Nominations to be received by 15th January 2016. Members
RESOLVED to nominate Dennis Horner.

Action MN

1915 DATE OF NEXT MEETING

NB. Note Date Changes - The next Full Parish Council meeting will be held on Thursday 21 January 2016 at Charles Morris Hall.

February meeting – Thursday 11 February 2016

March meeting – Wednesday 9 March 2016

Update website and noticeboards with date changes.

Action KPM

The meeting closed at 11.30pm

SIGNED
CHAIRMAN



DATE

21/01/2016

