

COLNEY HEATH PARISH COUNCIL

The Parish Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS
Tel: 01727 825314 Email:



MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, COLNEY HEATH ON THURSDAY 3 NOVEMBER 2016 AT 7.45pm

PRESENT: Cllr P Cook (Chair), Cllr R Solts, Cllr M Nash, Cllr P McDonagh, Cllr D Crump (from 7.40),
Ms L Chaplin - Clerk

OTHER ATTENDEES: District Cllr C Brazier (until 8.00)

16/165 APOLOGIES

Apologies have been received from Councillor Hathaway, Councillor Barnes & County Councillor Dreda Gordon.

16/166 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.
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

16/167 QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS

None

16/168 APPROVAL OF FULL COUNCIL MINUTES of THURSDAY 6 OCTOBER 2016

The minutes of the Meeting of the Parish Council meeting held on Thursday 6 October 2016 were accepted and approved with an amendment to 16/134 second I placed in Cllr Thorpe.

Proposed:- Cllr R Solts

Seconded:- Cllr M Nash

16/169 MATTERS ARISING FROM THE ABOVE MINUTES

16/136 – Street Lights in Fellowes Lane/Hall Gardens – Members asked the Clerk to ask SADC to keep the lights on until at least midnight – The Clerk had spoken to SADC and was assured that this was the case, the Clerk drove around the area on 18th October at 11.40pm and all streetlights were on.

16/137 – Flytipping – Clerk had reported this again to SADC.

16/140 – Standing Orders – this document had been amended as resolved and website updated.

16/143 – Quotes – Lawnmower has been received, the Access storage contract will commence on 09/11/16.

16/145 – Disciplinary & Grievance Procedures – The Clerk confirmed these were adopted earlier this year, however they required review in December 2016.

16/147 – Item 7384 TBS Hygiene Ltd - The invoice had been checked and resubmitted for payment.

16/148 – 67 High Street – Solicitors have been advised.

16/150 – Staff Contracts – 4/5 staff will sign contracts next week with minor agreed changes.

16/140 Neighbourhood Plan

A court case relating to Hensfield in Horsham had their Neighbourhood Plan quashed due to a lack of transparent objective process. The judgement was a 27 page

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document with the reasons why. This has been passed to the St Albans District Council Planning Policy team who were unaware of the detailed judgement. The Chair thanked Cllr Nash for his persistence in ensuring the Neighbourhood Plan needed consistent and objective decision making – particularly on sites promoted for development.

16/170

REPORTS FROM EXTERNAL BODIES COUNTY COUNCILLOR

Councillor Gordon could not attend but sent her report by email - I met recently with HCC Officers Lindsay Lucas and Alan Lusted regarding the A414 Longabout. They advised that the technical report on the traffic lights trial was complete and they would be publishing an abridged version for members of the public before Christmas. The whole report will of course also be in the public domain. I asked if they would attend a Parish Council Meeting in the New Year as the issue is of such huge public interest. They agreed to this.

DISTRICT COUNCILLORS

Roehyde Farm. Cllr Brazier handed over a report he had acquired which was written for Goodmans to develop the site which he said forms part of "public consultation". Cllr Brazier advised the property was not in the Parish and he thought part of the Welwyn Hatfield Local Plan.

Cllr Nash was concerned regarding the boundaries of the property and believed that most of this project was in the Parish.

CHPC have not been included in the consultation or made aware of the document.

Members noted the site is not included for employment in the St Albans' Strategic or Detailed Local Plan

It was RESOLVED that the Clerk should write a letter on behalf of the Council to Goodmans requesting a copy of the paperwork for the consultation regarding this development and to be included in all future correspondence.

ACTION: Clerk

Highfield. Members noted that Cllr Brazier also advised he had received some complaints from Parishioners in Highfield that there were a number of 'businesses' being run from garages such as car fixing and respraying although it was unclear whether this was merely a hobby or a business.

Nuckies Farm. District enforcement matters were proceeding slowly, a caravan in Roestock Lane and a new caravan which was now on site at 42 Tollgate Road was a new enforcement matter.

Other matters raised were parking tickets issued at Wistlea Crescent and the lack of a dog waste bin at the end of Roestock Lane which Councillor Nash pointed out was in a different Parish.

POLICE & CRIME REPORT

The Council received and noted the report.

HIGHFIELD PARK TRUST

An invitation had been sent to all Councillors to attend the 20th Anniversary celebration on Saturday 12th November. The invitation would be forwarded to all Councillors so they can reply individually.

ACTION: Clerk

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FINANCE & GOVERNANCE

16/171

FINANCE

The Clerk presented bank statements from August 2016 – November 2nd 2016. The Clerk is booked onto training 15th November for Omega.

16/172

APPROVAL OF CHEQUES & PAYMENTS – OCTOBER 2016

Item 7423 – The Pension Regulator fine was queried by members, it was RESOLVED that this would be paid but advice would be sought from Clive Payne HR Consultant as to any action the Council could take regarding this fine.

ACTION: Clerk

16/173

COMMUNITY BUS

Cllr Nash presented information from the charity which hires the bus to the Council. In the event of a minor accident, not claimed on the insurance, they would ask for a contribution of up to £500, the excess in the insurance policy. It was RESOLVED that the Community Bus should continue and the contract be signed including this amendment. It was also RESOLVED that 3 drivers should undertake driver training at a cost of £75 each.

ACTION: Cllr Nash & Clerk

16/174

FINANCE RESOLUTIONS

HAPTC – It was RESOLVED to renew the HAPTC subscription of £1,076.23

STAFF – It was RESOLVED all staff spending had to have Clerk approval a letter would be sent to all staff advising of this.

VILLAGE HALL – A bill had been received from 2015 for a year's worth of electricity. The Clerk had rejected to pay this bill due to lack of information, it was RESOLVED more information would be required before this bill could be presented for payment.

SADC Business Rates – Initial bill had not been received or paid and a demand had been received. Letter to James Blake asking for leniency in this case and also clarification of what has been paid for the last 5 years.

ACTION: Clerk

GOVERNANCE

16/175

HEALTH & SAFETY STATEMENT

This was to be signed by the Clerk. It was RESOLVED that a first aid box, health and safety poster and accident book all be purchased before the statement be signed.

ACTION: Clerk

16/176

TRANSPARENCY CODE

There appeared to be numbering issues in the document. The document will be published as adopted as of 3rd November 2016 and would be reviewed as part of the December review.

ACTION: Clerk

16/177

FOI POLICY

The document will be published as adopted as of 3rd November 2016 and would be reviewed as part of the December review.

ACTION: Clerk

16/178

MODEL SCHEME OF PUBLICATION

The document will be published as adopted as of 3rd November 2016 and would be reviewed as part of the December review.

ACTION: Clerk

16/179

COMPLAINTS PROCEDURE

CHC U&P&E

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Remove the word formal from 3(a). The document will then be published as adopted as of 3rd November 2016 and would be reviewed as part of the December review.

ACTION: Clerk

16/180

GOVERNANCE PLAN

The Council thanked the Clerk and Governance/Compliance Officer for the hard work that has gone into preparing the papers and getting the governance documents up to date.

PLANNING

16/181

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

To review Planning Applications since October meeting.

PL/0755/16 – Airfield Gravel application – comments of the PC objection had been submitted.

Minutes of the Tyttenhanger Liaison Committee 25 Oct 2016 were noted and Cllr Nash reported that Mike Pendock of Tarmac would be keen to hear proposals for resurfacing projects within our Parish that require funding.

ACTION: Env. WP & Clerk

Cllr Nash asked if the Clerk has had any notification of the Agrivert Liaison meetings. No emails had been received. The Clerk was asked to contact Agrivert and asked to be copied back into the circulation of these meeting dates.

ACTION: Clerk

ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

16/182

ENVIRONMENT WORKING PARTY REPORT

The three part report presented to Council was noted. It was RESOLVED that High priority action should be taken in line with the report especially in the areas of the parks and benches and that a budget of £6k would be allocated initially and this work would be arranged and agreed through the Clerk with the Environment Working Party.

ACTION: Env. WP & Clerk

Members supported the principle of the report as a basis for management of the open spaces and requests the Clerk and Environment WP to progress costing and more detailed plans for the actions identified to produce a programme of work. Once the programme is agreed the frequency of reporting to Council would be agreed on actions completed and future programmes of works to resolve new issues.

ACTION: Env. WP & Clerk

Cllrs Crump and Nash mentioned the tendering of the grass cutting contract was a priority to ensure a contract is in place by the end of March 2017

ACTION: Env. WP & Clerk

Members thanked Cllrs Crump and Nash for their hard work getting a good comprehensive document together.

CHPC 19 LAEC

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16/183 BUILDINGS

The buildings working party should be set up as soon as possible to discuss leases of all buildings possibly in November. Cllr Nash would like the issue of the Old Air Shelter discussed as it is in need of repair and she believes there is merit in making the building more useable for the Parish Councils storage needs.

ACTION: Clerk

16/184

High Street Pavilion - Colney Heath Football Club – A draft letter was presented and comments made... The letter will be redrafted, contractor would be paid and all other matters would be discussed at the buildings working party meeting.

ACTION: Cllr Cook & Clerk

ADMINISTRATION – CORRESPONDENCE & REPORTING

16/185

CLERK REPORT

Items were noted elsewhere in meeting.

16/186

CORRESPONDENCE

Letter from Mrs Bonfather – requesting help for the Old People's Club also on other Parish matters such as the bus service and the GP surgery. The Clerk will respond and check what is required, confirm the continuation and funding for the Community Bus and include an invitation to the Parish Christmas Lunch.

ACTION: Clerk

16/187

Hog Roast at Charles Morris Hall request – this was agreed to be approved subject to the requirements of public liability insurance, completed risk assessment and food hygiene certificates.

ACTION: Clerk

16/188

PARISH COMMUNICATIONS WEBSITE

There was a quote received for a new website – this would be tabled for another meeting to get two other quotes before discussing change the website.

16/189

EVENTS

Fireworks Display Charles Morris Hall & Roestock Lane Scout Hut – These events would be taking place this year but the Clerk would ensure that next year a policy would be written with clear instructions of what documentation is to be provided by who and when before permission is given for firework displays on PC land.

ACTION: Clerk

Colney Heath OAP's Christmas Lunch – booking forms and posters printed and this event is being run in conjunction with St Mark's Church, 6 December. It was RESOLVED that Cllr Crump would attend on behalf of CHPC.

Remembrance Sunday – 2 x wreaths have been ordered and will be delivered before next Friday. Cllr Crump will be attending the service at St Mark's Church. The PC had been missed from the Mayoral email, however there were no Councillors available to attend the Clerk will make arrangements to deliver the wreath to SADC to ensure it is laid on PC behalf.

ACTION: Clerk

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Police priority setting group – the next meeting is December 15th. ~~16~~ was RESOLVED that Cllr Nash would attend as a representative of CHPC.

Meeting Hertfordshire's Challenges - an event for Hertfordshire leaders on 1st December. Cllr Nash said she may attend.

16/190 MEMBERS QUESTIONS OR URGENT MATTERS

Cllr Nash raised the vacancies for the two Councillors. Mr Ouzman has advised her he has heard nothing from the Office regarding his interest. The Clerk would check that she wrote to him and also check with the other interested person Mrs Susan Devi to see if they were still interested in the Councillor vacancies.

ACTION: Clerk

16/191 It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

16/195 DATE OF NEXT & FUTURE MEETINGS

The next **Parish Council Meeting** to be held on Thursday 8 December 2016 at 7.30pm in Colney Heath Village Hall.

12th January 2017

2nd February 2017

9th March 2017

6th April 2017

27th April 2017 - Annual Parish Meeting

11th May 2017 - Annual Meeting of the Parish Council - Election of Chair & appointment of Committees

Meeting ended at 10.17pm

CHPC 122 LAEC