



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 5 OCTOBER 2017 AT 7.30pm

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

OFFICERS: L Chaplin (Clerk)

PUBLIC: Mike Rawlins (Neighbourhood Plan Project Officer), County Councillor John Hale, and three members of the public.

183/17 APOLOGIES AND ANNOUNCEMENTS

Apologies from Cllr C Hathaway were received and noted. It was also noted that County Councillor Gordon and District Councillor Brazier had sent their apologies.

184/17 DECLARATIONS OF INTEREST

None declared.

185/17 QUESTIONS FROM THE PUBLIC

Questions raised *with responses in bold italics* included:

- "was the absence of the fair because of the new bollards"
the fair chose on this occasion not to attend this Summer the reason is unknown
- "damage, litter and the behaviour of children and teenagers around the village especially the bus shelters is getting out of control, with items being thrown at passing vehicles, request for signs in bus shelters"
the Safer Neighbourhood Team have been informed and would urge residents to call 101 for non-emergency calls unless the public is in danger and then a 999 call should be made. The team require full description of those involved to enable to take action. The point about signs in bus shelters would be discussed by the next Environment Working Party
- "ownership of land in Colney Heath and around Colney Heath Common"
the Parish Council will have a consultation period where those residents with a claim on any land bordering or within the Colney Heath Common should produce evidence either by making an appointment with the Parish Office or attending the Parish Council solicitors, arrangements have been made with Debenhams Ottaway, St Peters Street, St Albans for all documents to be verified and copied. The consultation period will end in January 2018 where a final decision will be made by Full Council.
- A resident raised highways issues in Roestock Lane – these were passed to County Councillor Hale who will contact the resident directly.
- Details of the A414 petition were requested, Cllr Nash gave an overview of the situation to date.

The three members of the public left the meeting at 7.49pm



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186/17

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 7 September 2017

Cllr Ouzman left the room 7.51pm returned 7.52pm

The minutes were signed as a true and accurate record.

Proposed Councillor McDonagh

Seconded Councillor Solts

b) Matters Arising Report – the report was presented and accepted

The following was noted and updated.

- 105/17 The Metro bank account which was previously resolved should be revisited now that Metro Bank management have got in touch with new information. The Clerk will liaise with the Finance Officer and deal with what is required to open the account and transfer the funds as resolved.

ACTION: Clerk/Finance Officer

- 173/17 The Clerk is in contact with County Councillor Hale to arrange a meeting with Colney Heath Ward Councillors to discuss highways matters and it is hoped that this meeting will have been held by next Full Council meeting.

ACTION: Clerk

187/17

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – John Hale discussed the minerals plan and indicated that there would be significant aspects for Smallford residents. A copy of the plan would be shared.

188/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council reaffirmed it is not the a planning authority, only a consultee

- a) All applications were noted and no comments would be made on any application on behalf of the Council with the exception 5/2017/2232 & 5/2017/2392 which the Council had commented on previously and would be repeating the same comments.
- b) Enforcement – The Clerk advised members that Martin Westwood at SADC had been chased but there was no update on enforcements from last month.

Cllr Solts declared an interest in the Roehyde site as he has clients located here. County Councillor Hale has been chasing enforcement but nothing further to report.

189/17

NEIGHBOURHOOD PLAN UPDATE

Two reports were presented by Project Officer, Mike Rawlins. These were noted and accepted.



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There is a joint meeting of the Parish Council and the Neighbourhood Plan Steering Group scheduled for Wednesday 11th October at 7.30pm to be held in the Community Room, Colney Heath Village Hall. It is anticipated that completion of the NP would be 2020. There would be more demand placed on this Parish than some others.

It was **RESOLVED** that the recent consultation received from Hertsmere would be looked at in more detail at the meeting of October 11th.

Mike Rawlins and CC Hale left the meeting at 8.55pm

190/17

FINANCE, AUDIT & GOVERNANCE

- a) The bank and reconciliation with bank statements for August 2017 were approved by members, signed by two Councillors and the balance sheet was signed by the Chair and RFO.
- b) Quotes and Donations – recommendation from Clerk to purchase one wreath from the Royal British Legion for the Remembrance services in November – the cost of the wreath was £17 however as this was a donation and no VAT was charged by the RBL it was resolved that one wreath be purchased for £25, this was different to last year as one wreath remains in the Village Parish Office. **RESOLVED** unanimously.
- c) BACS payments numbers 0170 to 0202 and the Veolia, BT direct debits, E-ON and bank charges were presented, approved and signed by Cllr Barnes & Solts and payments were proposed by Cllr McDonagh and seconded by Cllr Crump.
- d) The terms of reference for the Buildings and Assets Working Party were **RESOLVED** unanimously and adopted.
- e) The terms of reference for the Communications Working Party were **RESOLVED** unanimously and adopted.
- f) The risk assessment template was **RESOLVED** unanimously and adopted. It was noted that the Clerk was drafting a Health & Safety Review which would be presented to Council, Council would like to bring in an expert should the report recommend or require this.

The meeting and Standing Orders were: suspended at 9.25pm for refreshments and a comfort break and resumed at 9.35pm.

191/17

ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS

a) ENVIRONMENT WORKING PARTY

Cllr Crump advised that there had been no meeting but that it was hoped to have one before the next Full Council meeting in November. Items to be discussed would include the noticeboards, review of the grass cutting contract, the gas pipe and lack of communication.

b) BUILDINGS

High Street Pavilion

A response to the letter sent by the Clerk on behalf of Council had been received and was discussed.

It was **RESOLVED** unanimously that a letter be sent before action be drafted by the Clerk in conjunction with Councillors Cook and Solts. This should include all points such as the lease and rent, the use of the air raid shelter



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and options for payment, insurance and grass cutting. Cllrs Ouzman and Devi requested a copy of a letter discussed regarding grants.

ACTION: Clerk

192/17

LEGAL MATTERS

- a) A verbal update was given on matters within the Parish
- b) 3YS52333 – Adverse Possession Claim, it was proposed that an updating opinion from Counsel Justin Kitson be obtained. The cost required would be estimated at £5k. This amount was proposed by Cllr Barnes and seconded by Cllr Solts and **RESOLVED** unanimously. The Clerk would try to obtain a price for this work as soon as possible.
- c) HD549112 – B2-1 application for title. This matter was discussed and it was **RESOLVED** unanimously to object to the application at this stage.

The Clerk advised members that the meeting time had exceeded three hours. This was noted by members. It should be noted that the agenda had a numbering error and 193/17 was omitted so the minutes have been correctly numbered and the following report was presented as 194/17 but is numbered in the minutes as 193/17

193/17

PARISH ADMINISTRATION

a) Clerk Report

The Clerk overtime was 15.5 hours. The Clerk was asked to consider extra resources and more support as part of the budget cycle and whether additional resource was needed within the office. Cllr Ouzman proposed and Cllr McDonagh seconded and **RESOLVED** unanimously this to be part of the budget discussion.

The overtime was noted and approved by Council.

b) Correspondence Report

The correspondence report was received and noted. The BDO Audit letter and contents noting the qualified audit were noted and the reasons for the qualified audit that included risk assessments, asset register and operation of a pre-school without the power to do so were all discussed. The contents and reports would be published on the website. The Council requested that the insurance company be contacted regarding a professional negligence claim and that this be progressed.

ACTION: Clerk

Item 2 – Scheme of Members Allowances. It is not the intention of the Council to introduce a Scheme of Members Allowances. The payment of the Chairman's Allowance has been made for 2017/18 and this will be the only allowance that will be paid going forward.

Item 4 – It was noted that the resident who had sent in documents requesting a wayleave had not provided enough evidence for Council to make a decision. The consultation period for the High Street would be announced and all evidence would need to be produced during this period.

Item 7 – The Chairman requested a copy of the email from the resident to be sent to him.

ACTION: Clerk



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Item 10 – It was **RESOLVED** unanimously that the document be reviewed by the Environment Working Party at their next meeting.

ACTION: Env WP

Item 11 – It was **RESOLVED** unanimously that the same amount of salt be ordered but it be considered that at least half of the salt be distributed within locations throughout the Parish for ease of distribution.

ACTION: Clerk

Item 12 – It was **RESOLVED** unanimously that the event at CMH be allowed to proceed as long as a copy of the PL insurance and risk assessment checked and held in the office prior to the event.

ACTION: Clerk

The Chair, Cllr Cook, stated that a grievance has been raised by a member of staff and in line with CHPC's Grievance Procedure the grievance was sent to the Chair of HR & Finance WP, who immediately declared a conflict of interest and has not been subsequently involved. As such Cllrs Cook and McDonagh, the other two members of the WP, have been dealing with the matter with appropriate support from the Council's HR adviser.

194/17

ANY OTHER BUSINESS

The Clerk raised the issue of Winter Salt and requested approval to purchase a salt bin to be located in Highfield as there were no salt bins in the Parish across the A414. This was **RESOLVED** unanimously with the location to be determined by the Environment WP.

ACTION: Clerk/Env WP

195/17

The Council **RESOLVED** that 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.

The business to be transacted involves financial and staffing issues regarding members of current staff and previous members of staff including those still alive and deceased.



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196/17

CLOSED SESSION MEETING

Meeting ended at 11.10pm