



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 COLNEY HEATH VILLAGE HALL, COLNEY HEATH, ON THURSDAY 6 APRIL 2017 AT 7.30pm

PRESENT: Cllr P Cook - Chair, Cllr D Crump – Vice Chair (from 7.36pm), Cllr M Nash, Cllr C Hathaway, Cllr K Barnes, Cllr S Devi, Cllr M Ouzman (from 7.33pm), Cllr R Solts & Cllr P McDonagh.

OFFICERS: L Chaplin (Clerk), M Maddock & M Gilbert

PUBLIC: County Cllr Gordon (from 7.59pm – 21.25pm item 90/17), District Cllr J Day & four members of the public

17/83 APOLOGIES
Not required

17/84 DECLARATIONS OF INTEREST
None other than those previously declared and on registers

17/85 QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS
There were two members of the public who asked about the progress of the Council investigation into the track at the rear of the High Street. Some residents believe they have an agreement in place but no paperwork can be located to support this. The track is reported to be dangerous and Councillors questioned whether it should be closed if dangerous. It was **RESOLVED** that a brief be written to obtain quotes from solicitors to give advice. One resident handed paperwork over to the Clerk and the Clerk will contact the solicitor and request a copy of the file from June 2010.

ACTION: Clerk

17/85 APPROVAL OF FULL COUNCIL MINUTES – 2 MARCH 2017
Minutes were signed by the Chair Cllr Peter Cook with any amendments made by hand. The minutes were proposed by Cllr Hathaway and seconded by Cllr Devi.

17/86 MATTERS ARISING FROM THE ABOVE MINUTES
The matters arising report was noted and accepted.

Internal Audit 2016/17 - The Clerk reported that 3 companies were approached to quote for internal audit two from St Albans and one from Kent. The two from St Albans quoted approx. £2k and couldn't fit in a meeting until early May. The Chairman had met the internal auditor from Kent County Council after the quote had been received. It was **RESOLVED** that Kent County Council should be instructed to complete the internal audit for 2016/17. The Clerk to circulate details of the fixed fee quote to members.

Access onto Common by vehicles – further debate about the bye-laws of the Common and possible encroachment from other areas onto the Common.



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Councillors felt the need to establish legal rights of passing over Common Land with a vehicle and after this was established to discuss the contravening of the bye-laws as these were clear and should be reinforced which is something that has lapsed. The Clerk will seek wider advice on access to the Common as part of the brief being prepared for item raised in public questions 17/85 above.

S106 monies – It was raised by District Cllr Day that he felt the S106 money from the Brandon Mews development should be spent closer to that area to benefit the children in those houses. The Councillors supported the comments made by the District Councillor but explained that due to the timescales and the guidance given by SADC that the money was allocated by the Parish in the area that it was felt most required the work. It was noted that the Trestle play park was part of Highfield Park Trust land. The Council noted that there should be a clearer understanding of the timings and allocation of S106 money.

Arlington S106 – Ellenbrook Park Preservation Trust (EPPT) – The Clerk had attended a meeting with Goodmans and needed a volunteer to attend the first meeting of the EPPT of 11 members allocated to run the Trust and the 1.7million S106 money index linked and ringfenced from Hatfield Business Park. Cllr Crump volunteered to be named as the member although this could be reviewed in the Parish Annual Meeting in May.

ACTION: Clerk

Amendments to Standing Orders & Recording Meeting Policy – this was tabled and deferred until the next meeting so that members could consider the documents further.

ACTION: Clerk

Personal Email Use – this was seen as a wider issue and the issue should include use of personal mobiles and other electronic devices. The Clerk was asked to check the guidance on what Councillors should and should not send from their personal email. It was noted that Councillors Devi & McDonagh would like to be involved in future discussions on these matters.

ACTION: Clerk

17/87

POLICE & CRIME REPORT

None submitted.

17/88

REPORTS FROM EXTERNAL BODIES

County Councillor Gordon

It was noted that from the next Full Council Meeting there would be two County Councillors who may attend the meeting due to boundary changes. The Clerk mentioned that the candidates' names would be posted on the website and that all CHPC members would receive an email advising of all the candidates standing in the elections on 4th May 2017.

ACTION: Clerk



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District Councillor Gordon expressed her thanks to those who organised the Longabout meeting last month. She thanked Chairman Peter Cook for not only chairing the meeting, putting the minds of those HCC officers who attended at rest but for also the diplomatic and calm manner in which he chaired it. She believed it was a productive meeting. The petition would be debated at County level having reached the required number of signatures. Councillor Nash reported that a member of the audience from the meeting had come forward to lead a letter writing campaign and she will pass details to the Clerk.

ACTION: Cllr Nash

The flygrazing conference organised by Lynn Myland is attended by a variety of organisations including HCC and the RSPCA it would be beneficial if a representative could attend from the Parish Council. The meeting would be in the day during May. The Clerk will contact Lynn Myland and get details to circulate.

ACTION: Clerk

District Councillor Report

Cllr Jamie Day wanted to know if the Parish Council had been approached by a developer regarding Smallford works. The Council confirmed they had received an email in the last week but at the moment had not responded however a presentation could be made to the Parish Council in July/August.

17/89

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The planning report was discussed. A 'No comment' response was listed on a number of applications. Those applications requiring comment were as follows:

5/2017/0634 – Radio Nurseries – The Council felt that there is a need for more 2/3 and less 3/4 bedroom houses in line with the Housing Vision report to SADC Planning Policy Committee of June 2015. See more detail under the pre application at Beaumont school below. Members believed there is an increase in the number of dwellings against the previous application on the site. It was noted affordable housing would be in line with current SADC policy. These comments are to be submitted early next week.

ACTION: Clerk

5/2017/0605 - Glinwells – It was noted that this application had been called in by District Cllr Brazier. It was agreed the Council should be represented at the Committee if it is to be debated.

Mike Rawlins, project manager of the Neighbourhood Plan gave an overview of the energy centre proposed for the Glinwell site. It is expected to run at night during the winter to grow fruit and vegetables. It was noted the recommended night noise levels should be a maximum of 35 decibels and the noise expected would be 70 decibels 10m from the unit. Councillors felt that the energy centre could be sited better away from the residential area. Members agreed the



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Council should object to the application on the grounds mentioned. The comment would also include reconsideration would be made if the applicant presented details that ameliorated the noise

5/2017/0786 – High Street, former car park – Councillors agreed to reiterate comments made on previous applications including that the proposal would be overdevelopment of the site within the Metropolitan Green Belt and would impact on the street scene.

5/2017/0771 – Newfield Way – It was requested that District Cllr Day look at this as there had been similar projects in the local area where permission had been granted by officers, without cases being heard at Committee, which permitted front extensions which had an adverse impact on the street scene. Cllr Day was asked to provide his comment for Council to consider.

ACTION: Clerk

The Pre-Application of the Beaumont School Development – PRE/2017/0081A draft objection wording was read by the Chair and the principle of the objection of dwelling mix that did not reflect local residents' needs and lack of green space was supported by all Councillors. This would be submitted by the Clerk.

ACTION: Clerk

NEIGHBOURHOOD PLAN

A report prepared by Mike Rawlins, NP Project Manager was noted and accepted. The steering group sought members views on the format of the final report. The question of physical copies was raised and it was noted that copies would need to be available for public inspection in the Parish Office and in places such as libraries. The Planning Consultant with expertise of Neighbourhood Plans would need to be in place towards the end of 2018. It was noted that the Steering Group would require an amount of money to cover costs. A brief would be written and an estimate of costs would be submitted to allow the Parish Council to debate and budget for the amount next year. Members agreed the principle of employing a copywriter.

ACTION: Cllr Cook/M.Rawlins

The Chairman welcomed Matthew Maddock and Michele Gilbert both new members of staff Matthew joined the Council as Administrative Assistant on Tuesday 20th March and Michele will be the Finance Officer from Tuesday 19th April 2017.

17/90

ENVIRONMENT

The worklists and updates were noted and would be considered at the next meeting of the Environment Working Party (EWP) to be convened in the next couple of weeks.

It was **RESOLVED** to delegate to the EWP: the decision regarding the summer bedding plants for the Parish Gardener but that this should not exceed £350;

FAEZ



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the damage to lawns by a tree in Roestock Park., the new quotes from Jeff Skidmore for a new gate and new posts to the EWP.
It was noted that the action on Smallford Park should be changed from low to high.

ACTION: Clerk

It was **RESOLVED** that the ROSPA Play area inspections should be booked for May but that the Parish Council would not pay for the Highfield Park Trust inspections, however the inspections could be carried out on the same day to save costs. Cllr Barnes agreed to speak with HPT and discuss the ROSPA inspections.

ACTION: Cllr Barnes & Clerk

A minutes silence was held at 9.33pm in memory of those who died in the Westminster attack on 22 March 2017 including PC Keith Palmer whose badge number was 933.

BUILDINGS REPORT

The buildings report was noted and accepted.

17/91

FINANCE

Members were issued current bank statements with the cashbook from all three Nat West accounts.

It was **RESOLVED** that £20,000 be transferred from the Reserve account to the Current account. It was **RESOLVED** that the Clerk and Finance Officer will transfer funds as required and seek approval from two Councillors and report this in the future Finance Reports.

It was **RESOLVED** that the Clerk could pay the statutory payments such as the HMRC, Pension and staff salaries by authorising and using one other Councillor. Other regular payments should also be considered and this should be discussed at the next Finance Working Party meeting.

RAZ. by a Council

The following queries were raised to be investigated by the Clerk:

The installation of the new bin on the Warren Farm track, it will need revisiting as it is at a very strange angle and the pedal is still not working.

The cost of the parking space and meeting room hire costs should be billed quarterly by A&L at Alban Park.

ACTION: Clerk

The BACS payments as listed in the schedule were proposed by Cllr McDonagh and seconded by Cllr Crump. The replacement bankline card and PIN number for Cllr Nash had arrived and was handed over.

External Audit of 2016/17 The Council were asked to note that the paperwork from BDO had arrived. The submission date was set at 24th July and this was



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the latest date available. The dates for the exercise of public rights would be reported at the next meeting.

ACTION: Clerk

HIGHFIELD PARK TRUST – GRANT APPLICATION 2017/18

The grant application from was debated and it was **RESOLVED** in accordance with its power under Section 137 of the Local Government Act 1972 to approve this grant award it would be attached to the spreadsheet. The expenditure is, in the opinion of the Council in the interests of the area and inhabitants and will benefit then in a nature commensurate with the grant awarded.

QUOTES & PAYMENTS

Allotments

Quotes had been sought from a number of companies, most companies were too busy or would not quote based on the state of the area and amount of work required. It was **RESOLVED** to accept the GP Garden Services proposal to complete the work as soon as possible and get the allotments returned to a state where they could be let out and the annual rent could be collected. A maintenance agreement would need to be put in place – this would require further resolution once the initial works had been completed.

Cllr Crump asked that allotment holders are to set up a management committee or something similar.

ACTION: Clerk

New Photocopier

A report summarising the quotes received was presented and accepted. It was **RESOLVED** to obtain a further lease agreement for a refurbished machine that collated, stapled and included hole punching. The Clerk should ensure the contract was circulated to the Finance WP before signing and that price per copy be checked.

ACTION: Clerk

Payment of invoices to Colney Heath Village Hall

It was **RESOLVED** that the Clerk would respond in writing to the Chairman of the Village Hall Committee on the following matters:

1. The Parish Council resolved to pay the bill of £550.56 relating to the utility bills of 2015. That the Council do not recognise there is a document giving the Parish Council the power to pay future bills. The 30% calculation previously agreed will be paid until 31st August 2016 when the Council no longer owned Treasure Tots Pre-School. From 1st September 2016 will pay proportionally based on the floor space of the office. Future payments would need to be in the form of a grant. A grant application form and the policy should be sent with the letter.
2. The use of office equipment during Clerk working hours is not considered a correct use of public money as stated in 1997 and is to be terminated with immediate effect.



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3. Notice be given on the use of the Community Room and the Parish Council would cease to retain the room on a daily basis from 31st December 2017.
4. There should be clarity on the free use by the Council due to it part funding the extended part of the building which included the office and the community room.

ACTION: Clerk

17/92

LEGAL MATTERS

The Legal Report prepared by the Clerk was discussed and accepted.

It was **RESOLVED** to accept the solicitors advise and proceed as drafted on land at Charles Morris Hall for both the grant of the Licence and proceeding to the Lands Tribunal on the respective matters. It was noted that the residents of had been invited to attend to discuss the length of the licence but had not attended this evening.

It was **RESOLVED** that the letter from Wellers Hedley should be responded to by the Clerk and this be deferred until Parish paperwork could be located. The area has been maintained for over 30 years and there may be a lease held in historical papers.

It was **RESOLVED** that £3,000 be allocated to the budget for the illegal access onto Parish owned land at Fredericks Wood.

It should be noted that Councillor Devi was absent from the meeting room on a comfort break when the resolutions above were discussed.

ACTION: Clerk

ADMINISTRATION – CORRESPONDENCE & REPORTING

17/93

CLERK REPORT

The Clerk presented a written report to Council.

Clerk Hours – It was noted that the Clerk had worked a total of 24.5 hours extra were worked in March. It was **RESOLVED** that this would be paid in April rather than taken as time in lieu.

Staff April Salary Increase – The report prepared by the Clerk was noted. It was **RESOLVED** that a 1% increase in salary should be applied to all staff in post from 1st April 2017.

Councillor Nash was asked to leave the meeting temporarily due to her interest in the matters to be discussed. It was **RESOLVED** that the Clerk should prepare a spreadsheet on actions required and this would be discussed at an HR meeting to be arranged before the end of April.

Matters of holiday entitlement raised will also be taken to the HR meeting with recommendations to the Parish Council at next meeting.

ACTION: Clerk

Brush Cutter – It was **RESOLVED** that a brush cutter be purchased by the Common Ranger for work on the hawthorn. The Clerk should ensure that



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appropriate safety equipment should be purchased by the Parish Council and any training necessary should be carried out.

ACTION: Clerk

PARISH COMMUNICATIONS

Newsletter – The newsletter has been printed and all Councillors were given a copy. Only one Councillor had received a copy through their own door

17/94

ANY OTHER BUSINESS

Cllr Crump asked of the outcome for the Grass Cutting Tender to be reported. Ricky Tyler Landscapes have been awarded the contract and a letter confirming this has been sent to both the preferred contractor and also the two other contractors. The contract will be sent out next week.

ACTION: Clerk

DATE OF NEXT & FUTURE MEETINGS

It was noted that the **Annual Parish Meeting** of the Electorate will be held on Thursday 27th April at Charles Morris Hall, Tyttenhanger starting at 7.30pm.

It was noted that the **Parish Annual Meeting** will be held Thursday 11th May in the Community Room, Colney Heath Village Hall, Colney Heath starting at 7.30pm.

The meeting was closed by the Chairman at 11.12pm

John Enoch 11/05/2017