

COLNEY HEATH PARISH COUNCIL

The Parish Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT THE VILLAGE HALL, COLNEY HEATH ON THURSDAY 6 OCTOBER 2016 AT 7.45pm

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

OTHER ATTENDEES: District Cllr C Brazier, PCSO Andrews PC Kirby

ABSENT: Cllr P McDonagh

16/134 **APOLOGIES**

Apologies have been received from County Councillor Dreda Gordon. The Council noted the resignation of Cllr C Thorpe emailed 24 September 2016 and resigned with immediate effect. MAE

16/135 **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, Cllr Solts declared an interest in a quote that maybe discussed concerning a new wifi connection.
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

16/136 **QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS**

PCSO Michaela Andrews & PC Ben Kirby reported that a number of motorbikes and motocross vehicles were being spotted around the Parish and especially at Highfield Park near the Home farm entrance, gates have been put up there but this has not deterred them.

In August there had been some damage and interference to a motor vehicle. Residents in Colney Heath village especially those around Fellowes Lane and Hall Gardens had requested that the street lights remain on until 12 midnight instead of going off at the 11pm current time.

ACTION: Clerk

It was confirmed that there had been two burglaries in the past couple of months. A leaflet which will be being distributed with the Safer Neighbourhoods information leaflet was presented to Council. The officer confirmed that residents should be advised to sign up to a free neighbourhood watch scheme but that this often required participation, if residents wanted a regular neighbourhood bulleting then the OWL service would be something many would find useful. This service was being endorsed by the Police, this can be signed up for by either phone or email, details will be posted on the CHPC website. The recent leaflet issued by Colney Heath Watch was discussed and the Clerk had invited a representative to attend the Council meeting or to present a report but no response had been received.

ACTION: Clerk

PC Leanne Mitchell will be the new Community Officer, however we would not see her for a few weeks as she continues with her recertification courses. PCSO Andrews will introduce her as soon as she can. Thanks were passed again for the officers' attendance and they left the meeting to return to duty.



16/137

REPORT FROM DISTRICT COUNCILLORS

5/2016/2918 Nuckies Farm Coursers Road Colney Heath Retention of use of land as a residential Gypsy caravan site, (resubmission following invalid application 5/2015/3549)

Cllr Brazier reported serious issues with the closure of Coursers Road this week after the delivery of a large mobile home to Nuckies Farm. District Councillors have received a number of complaints and phonecalls from angry residents. The Parish Office received one email and 4 telephone calls complaining about the situation.

The Parish Council noted the matter is under consultation until 26 October. Cllr Crump and Cllr Nash to draft a response on behalf of the Council to include some historical pictures and previous issues raised. The Clerk reported this matter to SADC and Gavin Treen is the enforcement officer and the reference is CMP/2016/00318.

ACTION: Cllr Crump & Cllr Nash

5/2016/2717 and 2718 Trampoline Park Unit 1 Alban Park Hatfield Road, St Albans Variation of condition 4 (opening hours) of permission 5/2016/1290

Cllr Brazier mentioned he was dealing with the concerns of local residents. Any comments from the Council would be passed through Cllr Nash.

ACTION: Cllr Nash (if required)

Flytipping in the area was increasing and areas of concern were top of Roestock Lane, St Mark's Church and Warren Farm track. A larger plan would be required on a site by site basis. The Council noted the comments made by District Cllr Brazier on flytipping.

ACTION: Clerk & Environment WP

Trees – Cllr Brazier pointed out that trees that grow too large and block light out are the responsibility of the landowner. However if these are specific trees like Oak trees they require an Application for Tree Works through St Albans District Council. All tree decisions are listed as a separate document on the St Albans District Council planning portal. <http://www.stalbans.gov.uk/planning/applicationsdecisionsandappeals/>

16/138

APPROVAL OF FULL COUNCIL MINUTES of THURSDAY 7 JULY 2016

The minutes of the Meeting of the Parish Council meeting held on Thursday 8 September 2016 were accepted and approved with an amendment to 16/122 space inserted between words 'Council agreed, and 16/123 where a capital A was changed to a lower case a.

Proposed:- Cllr C Hathaway

Seconded:- Cllr D Crump

16/139

MATTERS ARISING FROM THE ABOVE MINUTES

Item 16/109 – Fire Station - Cllr Nash reported she had made contact with Chris Bigland of the Fire Service and no planning documents would be prepared without consultation of the Council.

16/112 – Roestock Park – It was noted that a proposal was awaited from Lewis Hart. It would be considered once the proposal had been received.

16/115 – BT Contracts – this matter will be deferred for the time being until the office equipment had been upgraded and usage reviewed.

16/116 – Planning – It was agreed that all comments made on behalf of the Council would be circulated to all members prior to the day of the Parish Council meeting.

AEZ

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Queens Head Container & Roestock Lane mobile home – Enforcement Officers have been chased the Clerk, awaiting responses.

16/118 – Speeding – Speed Indication Devices – awaiting response. Members to advise on possible locations that would benefit.

16/119 – Transfer of Highfield Park Play areas – Once a formal proposal is received from Highfield Park Trust the proposal would be considered.

16/122 – Community Bus – the contract has an insurance excess and Cllr Nash has asked how much this would be and whether the amount can be capped.

16/124 – Tyttenhanger Bridge – this matter is ongoing.

16/140

STANDING ORDERS AMENDMENT

A proposal was made at the last meeting to amend Standing Orders for the Council meetings to start at 7.30pm instead of 7.45pm and for the length of meeting to be no more than 3 hours maximum (10.30pm). It was RESOLVED that Standing Orders would be changed.

ACTION: Clerk

16/141

NEIGHBOURHOOD PLAN

Mike Rawlins the Project Officer report was presented. There had still been no papers or previous documentation held by Jeff Lewis returned back to the Council. It was agreed that a final letter would be drafted and sent to Mr Lewis. If no further response was received then the matter would be handed to a solicitor.

ACTION: Cllr Solts & Clerk

FINANCE & GOVERNANCE

16/142

FINANCE REPORT

The Clerk presented the Finance Report and thanked Cllr Nash as the balances were obtained through her online banking access. The next input session from Rialtas would be booked 1st November and a request for some reports would be made. The Clerk will be booked onto training during November for Omega.

16/143

QUOTES

- The quote received for a second wifi for hirers of the hall will be tabled at the next meeting.
- The lawnmower used by Tony Bralant is broken as previously discussed. It can be fixed for £204.57 or a new replacement model for £350. It was RESOLVED to get a new mower.
- Quotes for Access were Big Yellow, Watford - £1,023.00. Magenta, St Albans - £975.00 and Access Self Storage, St Albans - £553.34. It was RESOLVED that the cheapest quote was also more convenient as it was located in Ashley Road. The Clerk will organise the contract from next month and make arrangements to hire a van to move the paperwork, which mainly relates to Treasure Tots.

ACTION: Clerk

16/144

GOVERNANCE REPORT

The paper on Committee Structures was noted and we will use the Environment Working Party as a prototype for others. The notes from the recent Environment Working Party set up meeting were reviewed as were the draft Terms of Reference. Cllr Crump will lead the WP, Cllr Nash, Cllr Hathaway & Cllr Barnes would also be invited. The first meeting will be set up soon and the task of drawing up a list of



items that need attention along with a possible budget request would be presented at either November or December meetings.

16/145 PROCEDURES FOR REVIEW

Disciplinary & Grievance Procedures – Councillors believed that these had been presented at a previous meeting and had been RESOLVED and adopted. This would need to be checked.

ACTION: Clerk.

16/146 PROCUREMENT LEGISLATION UPDATE

Paper was reviewed by Council and update noted.

16/147 APPROVAL OF CHEQUES & PAYMENTS AUGUST & SEPTEMBER 2016

The monthly payments schedule was circulated at the meeting.

Item 7384

It was RESOLVED that as the invoice had been double counted and a credit note issued TBS Hygiene would be asked to represent a correct invoice before payment would be approved.

ACTION: Clerk.

Subject to the above reviews the cheques were approved and signed.

Proposed: Cllr D Crump

Seconded: Cllr M Nash

PLANNING

16/148 LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

To review Planning Applications since September meeting.

The Clerk asked if the process of comments could be confirmed. Cllr Nash would enter all comments through the SADC portal and go into the office to show the Clerk the process.

Coursers Road Access – ongoing matters now being dealt with by Jonathan Foy at Debenhams Ottaway. Hugh Craddock of Open Spaces had offered advice if one of the Councillors wanted to call him.

67 High Street – The current owners to be referred to the Commons Registration.

ACTION: Clerk

16/149 HIGHWAYS GENERAL REPORT

A414 Longabout Signal Trial – Alan Lusted had emailed to say the report was still being finalised but *'I can confirm that the report does conclude the signals trial was successful and recommends that the permanent signals scheme is put forward for funding. Hertfordshire County Council will need to look into additional funding from sources other than just the Casualty Reduction budget, and the progression of the scheme would be considered in conjunction with other works along the A414 corridor. Therefore we are currently unable to provide a timescale for the signals scheme, however the report also concludes that there are some additional casualty reduction works that could be put forward for funding in advance of the main scheme.'* Further information would be passed through once received.



ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

16/150

ENVIRONMENT STAFF - PARISH REPORTS

Council noted the reports. In future the staff reports would be passed to the Environment Working Party for action. It was noted also that all Environment staff had been sent two copies of their draft terms of employment contract and job descriptions. The consultation period will end 24 October 2016.

ACTION: Clerk

16/151

BUILDINGS

High Street Pavilion - Colney Heath Football Club – the insurance matter is still ongoing as the Council may not lend money to a profit making organisation. Information would be needed from the loss adjuster to decide why the claim was rejected. The lease of the pavilion with CH Football Club should be checked and a letter should be sent to the Football Club regarding the repayment of the monies spent repairing the shower facilities.

ACTION: Clerk

It was suggested that a Buildings Working Party be set up to discuss all the Council assets and renegotiation of leases & contracts, this would include Colney Heath Football Club, Old Air Raid Shelter, Land at Roestock Park Scout Hut and all rent negotiations. Cllr Cook, Cllr Solts & Cllr Hathaway expressed an interest in being involved in this.

ACTION: Clerk

16/152

COMMUNITY REPORTS

Highfield Park Trust – Apple Day went very well last week. There is a history event which is ticket only 4th November. 20th Birthday celebrations also happening 12th November.

Community Bus – Cllr Nash reported under matters arising. The Clerk advised the missing invoices from last year had been located and had now been paid.

Village Hall Management Committee (VHMC) – The Land Registry document was noted and a letter should be sent to the Official Register of Charities and copied to the Land Registry to confirm that as current Custodian Trustees the Parish Council should be consulted and advised on possible new arrangements in advance of any decision being made. An accident happened outside the Village Hall, this will need to be forwarded to VHMC and the suggestion for changes dealt with by them.

ACTION: Clerk

ADMINISTRATION – CORRESPONDENCE & REPORTING

16/153

CLERK REPORT

Items were noted elsewhere in meeting.

16/154

CORRESPONDENCE

The Zurich insurance renewal had been received and would be reviewed by Cllr P Cook & Cllr R Solts. The renewal needed action by 14th November.

ACTION: Cllr Cook, Cllr Solts & Clerk

St Albans District Council have been contacted regarding the two vacancies in the Council. The first vacancy can remain as a co-opted vacancy, however the vacant

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post that Cllr Thorpe has left will need to be advertised from 30th September – 14th October. Should ten of the electorate express a wish in writing then a by-election can be called. Alex Berry of SADC will confirm if any such requests have been received. After this point the vacancy may then be co-opted.

16/155 PARISH COMMUNICATIONS – this item was tabled for the November meeting

16/156 EVENTS

Parish Conference – 11 October, Cllr Cook, Clerk & Mike Rawlins would be attending.

Community Flood Warden Drop in Session – 19 October date noted

Councillor Code of Conduct Training - 1st November date noted and the Chair asked all Councillors to make sure they attended this session if possible.

Fireworks Display Charles Morris Hall & Roestock Lane Scout Hut – Council requested copies of Public Liability Insurance, qualifications for firework setters and details of risk assessments carried out before permission was given.

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.

ACTION: Clerk

16/157 MEMBERS QUESTIONS OR URGENT MATTERS

None raised

16/158 ITEMS RAISED FOR NEXT MEETING

It was RESOLVED that the following would be on the put on the agenda of the November meeting:

a) Proposal of name change of CHPC – paper was noted and further paper to be prepared

b) Internal Audit Report action report – to revisit audit reports both internal and external and review progress

c) Wifi for VH users - to review need for Parish Council to provide wifi to external users.

d) Consultation for Herts Transport Vision 2050 – for Council to decide whether they would like to respond to survey and the consultation.

16/159 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.

16/164 DATE OF NEXT MEETING

The next **Parish Council Meeting** to be held on Thursday 3 November 2016 at 7.30pm in Colney Heath Village Hall.

Meeting ended at 10.26pm

Handwritten signature
03/11/2016