



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 CHARLES MORRIS HALL, TYTTENHANGER ON THURSDAY 7 SEPTEMBER 2017 AT 7.30pm

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

OFFICERS: L Chaplin (Clerk)

PUBLIC: Sgt R Arnott, County Councillor J Hale, District Cllr C Brazier and six members of the public.

169/17 APOLOGIES AND ANNOUNCEMENTS

Apologies from Cllr S Devi, Cllr C Hathaway, and Cllr Barnes were noted and accepted by Council. It was also noted that County Councillor Gordon had sent her apologies.

170/17 DECLARATIONS OF INTEREST

None declared.

171/17 QUESTIONS FROM THE PUBLIC

Although members of the public were in attendance and asked by the Chairman if they wished to speak or ask any questions, none were raised at this point.

172/17 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 10 August 2017

Proposed Councillor Crump

Seconded Councillor Nash

The minutes were signed as a true and accurate record with the following amendments made:

- deleted the word 'one' after the word public in 4th line of page 1
- in questions raised with Icen 163/17 it was suggested that the paragraph be expanded – the Chairman read the proposed paragraph change and this was accepted and expanded as stated, the questions were also separated
- 165/17 remove the word 'extensive';
- 167/17 added after in perpetuity added 'nil rent'; remove individuals name and insert role

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

The following was noted and updated.

- Request to add Fredericks Wood issues to Matters Arising report

ACTION: Clerk

- 143/17d) Cllr Crump raised the issue of the Tyttenhanger play area and whether any progress had been made yet. The Clerk reported that the Brandon Mews S106 proposal to be drafted and put to District Councillors prior to being submitted to SADC.

• **ACTION: Clerk**

PAZ



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- 152/17d Cllr Nash updated the members on the meeting where the petition was presented to HCC. The outcome was good and it appears that the planning phase will be in 2018/19 and the implementation phase will be in 2019/20 subject to budget. County Councillor Hale explained that additional safety measures will be in place over the next few weeks. The Chair thanked all involved in the petition with special thanks to Councillor Nash.

173/17

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – CC J Hale gave advance warning concerning the local minerals plan coming in December and due for response Jan/Feb. Also reported on a meeting with Smallford Residents Association and Jersey Farm residents to discuss highways. Offer to meet interested local parish councillors to discuss highways matters for Colney Heath. Cllrs Crump, Nash and Ouzman were interested in a meeting and the Clerk would assist in organising this.

ACTION: Clerk

County Councillors – CC D Gordon sent a message to be read in her absence which the Clerk read as follows "I have met with my Highways Officer, Phil King last Friday and have asked him to put in place a Speed and Volume survey in Highfield Lane. This will be funded through my Highways Locality Budget"

- b) District Councillors – DC Brazier reported regarding 300 houses proposed to be built in Colney Heath Lane including Smallford Works. The Parish Council are aware and have held in principle meetings with developers. The matter would initially be considered as part of the Neighbourhood Plan DC Brazier has received a complaint about the posts on the Common and will pass the complaint to the Clerk.

A notice for amendment of rights of way that needs to be displayed on a public noticeboard, members were asked where it should be displayed and it was suggested to put on the website and the noticeboard in the High Street by the bus stop near the post office.

DC Brazier reported that there was a health and safety issue with the scaffolding erected at the football club – it was erected for filming matches for the FA Cup. A ladder had been left overnight and he had advised the football club that this was dangerous and should cease.

- c) Police & Crime Report – Sgt Rory Arnott spoke about crime in St Albans and stated that Colney Heath parish was the best ward he reported on. Cllr Nash raised the issue of a replacement PC or PCSO. Unfortunately, no PC would be allocated specifically for the Parish. Adverts for new PCSO were out and it is hoped that training of new cadets would commence soon. Cllr Nash also chased information on the Priority Planning Committee, the next meeting is to be held on 14th September and the venue is back to the St Albans Fire



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Station. Sgt Arnott will ensure that paperwork is sent out to interested parties.

- d) Highfield Park Trust – no report available or received. The Chair confirmed that the new Trust office build was out to tender. Cllr McDonagh would like to see information on the building and disruption plan. The Chair offered to circulate the most recent email from the Trust Chair to all Councillors.

174/17

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council would like to make it clear and reiterated that they are not a planning authority and are merely a consultee

- a) All applications were noted and no comments would be made on any application on behalf of the Council with the exception of those stated below:

5/2017/2118 East Lodge. The Council wished to object for reasons of green belt & ensure same foot print.

5/2017/2368 Fredericks Wood. The Council wished to object due to ongoing and historic access issues. Cllr Ouzman raised complaints he had received from local residents concerning the development and activities on Fredericks Wood. The Chair asked that any complaints or representations from residents be sent to the Clerk and these could be taken forward or passed on as necessary. It was agreed that words would be circulated for approval.

The objection was submitted as follows: The Parish Council was not notified of this application, as landowner of part of the site. It is disappointing the applicant has not clarified their legal ownership as they are aware the plan submitted with the application (5/2015/0274) for which permission was granted was incorrect. The Parish Council is the legal owner of the road frontage within the red lined area shown as owned by the applicant. The applicant owns the area coloured green with the remainder (white) being the Parish Council's land. It should be noted by the District Council that the Parish Council has not granted the applicant the legal right to cross its land. The Parish Council has had a number of complaints from residents in the locality. In particular they comment that the site entrance seems to be extremely large for the tree felling permitted. They have also expressed concern to Councillors that the noise and dust created by the applicant's activities on site which they think appear to be significantly more than necessary for the tree felling plans. Many are concerned at the slow replanting following the removal of this ancient plantation

DC Brazier and CC Hale left the meeting at 8.10pm.

- b) Enforcement – The Clerk confirmed that Martin Westwood at SADC had been chased but there was no update on enforcements from last month. Cllr



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Nash would like an enforcement report and update on the enforcements raised in her last email to SADC.

ACTION: Clerk

175/17

FINANCE

- a) The bank and reconciliation with bank statements were approved by members and the balance sheet was signed by the Chair and RFO. The members questioned the opening of the bank account. There were difficulties in opening the Metro bank account due to having no constitution. HAPTC have recommended Unity bank. It was recommended that the £85k now be transferred to a new account with Unity bank. This was proposed by Cllr Cllr McDonagh and seconded by Cllr Solts. This was **RESOLVED** unanimously subject to the FSA and correct governance.
- b) Quotes and Donations – recommendation from Clerk to donate £100 to the air ambulance due to the fact that the air ambulance landed in the parish this week. **RESOLVED** unanimously.
- c) Grant Application 2017/18 CHVHC – Cllr Solts presented the grant application for the 3rd party contribution of 10% of gent's toilet improvements. This was discussed and the background was noted.
Cllr Crump proposed
Cllr Solts seconded
This grant was unanimously **RESOLVED**.
The Clerk and the Chair will be arranging to meet with two members of the CHVHC in mid-October to discuss the arrangements for the Village Office moving forward. This was **RESOLVED** unanimously.
- d) BACS payments numbers 0146 to 0169 and the Veolia, BT direct debits, Public Works Loan Board, E-ON and bank charges were presented, approved and signed by Cllr Crump & Solts and payments were proposed by Cllr Nash and seconded by Cllr McDonagh.
- e) The internal audit plan quarterly update presented by the Clerk was reviewed and accepted by Council. The BDO audit response had a number of questions regarding staff salaries both current and previous staff therefore this would be further discussed in closed session.
- f) Budget for Q1 was presented and accepted. The format was agreed however the Chair asked that for Q2 has a forecast outturn is included. Review of the cost lines might be required.
- g) The FOI response was presented and the Clerk advised would be sent tomorrow subject to members comments. There were no comments or changes to be made on the draft prepared by the Clerk with the exception of one typo where quite was changed to quiet. Going forward members would like to review the charges and costs of answering FOI's.
- h) Business & Risk Assessment 2017/18 – this was deferred to closed session as it would be discussed alongside the BDO audit report



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176/17

ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS

a) ENVIRONMENT WORKING PARTY

Cllr Crump advised that the report would be submitted in this format going forward. This way items can be reviewed much like the matters arising report.

The matter of responsibility for noticeboards was raised and because of the need to review, replace and possibly relocate the current boards it was decided that these would be put on the agenda for the Buildings and Assets Working Party. Cllr Nash said that without the terms of reference being drafted and agreed that it would be difficult to hold a meeting. The Clerk will look at these and aim to help.

ACTION: Clerk

Dog Waste – Cllr Crump raised the issues of signage. It was **RESOLVED** that the Clerk could spend up to £500 on dog waste signs for the parish. The location and style of these to be decided.

ACTION: Clerk

Cllr Nash would like the specification of the bollard work at the post office checked as she believes that 4 lockable posts should have been installed and not 2.

ACTION: Clerk

An update on the Four Horsehoes field is due and the grass is very long and requires cutting. The college has been notified and emailed on a number of occasions. The Clerk is disappointed that she is not being copied email routinely and has raised this with both the Chairman of the Council, the Smallford Residents Association and Oaklands College. Cllr Cook raised the issue of the widening of the road and junction at the site and that Council should write to Highways at the County Council offering to assist with the junction improvements.

Roestock Park MUGA application has been submitted and will not be decided on until 2018. Tarmac changed the process slightly and did not require the named contractor at this stage to consider the application. The Clerk advised that due to the potential costs there must be a tender exercise to comply with EU procurement regulations. The Clerk was asked to write the brief for the tender, and commented that as long as this tender was to be commenced in 2018 after the precept decision because for the procurement and tendering exercise to be compliant it would take large amount of her time. Cllr Crump wanted to know that regardless of the outcome of the application for funding that this project would go ahead and would EMR be used? It was agreed that whole life costs would need to be considered as part of a wider business case and these would have to be researched as part of the procurement investigation and project plan.

ACTION: Clerk



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b) OPEN SPACES WORKS

The Clerk reported that phase 1 of the works had been completed for the Common. A number of pieces of correspondence from members of the public had been received concerning access across the Common but no evidence as requested at the last meeting. The members of the public in attendance had brought with them evidence this evening.

A request for a wayleave was presented by the Clerk with a recommendation to decline the application for lack of evidence. Mr Wales was in attendance and stated that he had evidence. The Chairman explained that evidence should be submitted at the office or sent to the Clerk. The residents were there largely to support one resident who was unable to make the meeting and who had a claim on the access path between properties on the High Street in Colney Heath. No evidence had been received to prove legal title to this access path. The Council would only be able to discuss and resolve matters if legal evidence was presented. A possible check list could be produced naming documents needed by Council, however this could only be prepared in conjunction with knowing what the residents were requesting.

The meeting was suspended at 21.40pm for a comfort break and to have discussions with residents.

The meeting resumed at 21.59pm

Works on the Common with the hawthorn had been completed and the cows and goats had been placed on the Common again. Unfortunately, the goats escaped so further gate and fence works is required this will include installing stretchers on the fences. Cllr Nash will speak with the shepherd as to costs.

ACTION: Cllr Nash/Clerk

The Clerk raised the request from the Parish Gardener for £395 for winter bedding. This was discussed at length including a number of budget concerns. It was **RESOLVED** that £250 would be budgeted for the winter bedding for 2017.

c) BUILDINGS

High Street Pavilion

The email received from the football club was discussed and the Council noted the lean trading mentioned in 2011. It was agreed that the Clerk send a letter concerning the matter with the minutes noted from 2011 and 2012 asking for bank statements for the period to consider the request further. The letter should contain the Council's disappointment at the scaffolding tower being erected without the football club seeking permission. The letter should also clarify that the Old Air Raid Shelter should be cleared of all items within 30 days so that the Clerk can make arrangements to secure the door with possible temporary boarding.



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Roestock Park Hut

The asbestos survey was noted and will be placed on the website. It was agreed that Cllr Nash and/or the Clerk would attend and liaise with the new committee tasked with running the hut. The Council requested a structural survey be undertaken this was previously resolved but held due to questions of ownership, rateable value and information on business rates to be able to provide a rent figure.

Charles Morris Hall

Issues were reported with regards the access to be able to cut the grass by the grass contractors. The access was once again blocked by a caravan and trailer. The Clerk would notify Debenhams Ottaway.

There was an ongoing issue regarding the football net on the field behind CMH. It was alleged that it was broken by the grass cutting contractors, however it was also alleged that this net was already old and broken. It was **RESOLVED** that £50 would be spent on the purchase of a new goal net for CMH.

ACTION: Clerk

Colney Heath Village Hall Council

It was agreed that a response would be drafted to all 4 letters sent by CHVHC and include the grant application response. It was noted that the Charity Commission had responded saying they assumed CHVHC was the legal owner.

ACTION: Clerk

The Clerk advised members that the meeting time had exceeded three hours. This was noted by members.

178/17

REVIEW OF PARISH OFFICE & FEASIBILITY STUDY

The scope and requirements for the new office were accepted, additions made were to add considerations for mobile phone signal and internet connectivity and speed. This report would now be passed to the Buildings and Assets working party and possibly then onto a project manager or architect.

179/17

PARISH ADMINISTRATION

a) Clerk Report

The Old Folks Christmas Party was discussed and as this is already in the allocation for this year it was **RESOLVED** that the Council would support this event again with up to £500.

It was suggested by the Clerk that £500 be provided to Highfield Park Trust to assist in the organisation of a Christmas event on behalf of the CHPC. This was **RESOLVED** unanimously.

Business Risk & Risk Assessment Review 2017/18



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The Clerk handed out a risk assessment template, an example of a completed risk assessment asking members to bring their comments to the next meeting.

There was also a draft of the major incident and emergency plan which was handed out for comments. The disaster recovery plan will need to be drafted and attached as part of the parish response.

Finally, a Common and Furzefield Policy was drafted and handed out for comment.

ACTION: Clerk

The Clerk overtime was 17 hours. Cllr Solts asked that the 17 hours be explained. The Clerk briefly gave a review of what the extra hours were used for. Cllr McDonagh asked that the hours worked on exceptional ('non routine') matters be highlighted including during standard hours so that members are aware of the volume of work on resolving the backlog of historical work.

The overtime was noted and approved by Council.

b) Correspondence Report

- Thank you letters and emails regarding the Clerk's responses and the tree works in Roestock Park and contractor – emailed the contractor with feedback
- Details of the Civic Service 15th October 2017 – emailed to members
- Complaint from resident in Firwood Avenue – passed to SADC
- Request for audited accounts – email advising not received and will send at a later date
- Offer of Project Griffin training, will await date and notify members to gauge interest at that point
- Confirmation of cows return
- Request to remove the wooden bollards – responded to say they will probably be cut down shorter
- details of Data Protection changes – Clerk attending course
- Notification of SADALC meeting 19th September – Chair Cllr Cook attending
- Reminder that OOH number for SADC has changed
- Resident letter offering to assist with NP – email passed to MF and Chair

180/17

ANY OTHER BUSINESS

None raised

181/17

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



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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.

182/17

CLOSED SESSION MEETING

Meeting ended at 11.25pm

Handwritten signature: Peter Todd
08/10/2017