

COLNEY HEATH PARISH COUNCIL

The Parish 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 THE VILLAGE HALL, COLNEY HEATH ON THURSDAY 8 DECEMBER 2016 AT 7.30pm

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

OTHER ATTENDEES: County Cllr D Gordon, District Cllr C Brazier, L Chaplin (Clerk)

16/196 APOLOGIES

Apologies have been received from Councillor McDonagh,

16/197 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

16/198 QUESTIONS FROM THE PUBLIC & GUEST SPEAKERS

None

16/199 APPROVAL OF FULL COUNCIL MINUTES of THURSDAY 3 NOVEMBER 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 16/193 extension was changed to time extension.

Proposed:- Cllr D Crump

Seconded:- Cllr M Nash

16/200 MATTERS ARISING FROM THE ABOVE MINUTES

16/137 – Flytipping – Cllr Nash will be attending the next Police Priorities Forum to enquire what action is being taken to deal with flytipping. The most recent incident reported had leaflets containing name and addresses. These were sent to the local PCSO but the Council are unsure of what action has been taken. Cllr Nash will ask and report back.

16/140 – Neighbourhood Plan – Cllr Cook advised that County Cllr Derrick Ashley had presented Herts County Council Transport 2050 vision to SADC Planning Policy Committee of 15 November. The Parish Council's response was discussed at the NP Steering Group by Cllrs Nash, Crump & Cook and the points to consider will be discussed by 14 Dec. Cllr Brazier raised that Working with Mike Rawlins PM of the N/Plan comments would be put into a collaborative style and submitted. Also a newsletter had been produced which still needs some input like a map. Cllr Nash had received a quote from Watford Lasers A4 folded – A5 £214.00 for 2,250 could get another quote if need and would need to discuss distribution. Council **RESOLVED** that production of the newsletter should go ahead for production and distribution with a budget of £500. The website needs updating for the N/Plan or a new website or link is required.

ACTION: Cllr Nash

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16/170 – Roehyde Farm – Cllr Nash could not find any planning notices. Cllr Nash has written to Enforcement in both Welwyn Hatfield and SADC areas awaits a response.

16/170 – Highfield – It was noted that Highfield Park Trust had its 20th Anniversary celebrations and despite the weather Cllr Barnes and Cllr Cook attended and said the event was a success.

16/173 – The Community Bus – The contract requested appears to be merely a booking form and has quite strict guidelines which need to be looked at in some detail.

ACTION: Cllr Nash, Clerk & Bus Co-ordinator

The bus was raised and it was pointed out that there had been only one driver since June, although 3 others had come forward for training and this was to be progressed. Cllr Gordon suggested an honorarium be allocated to the bus co-ordinator if members felt that this would assist supporting the service and that she would match fund the honorarium up to £500. Debbie Fulwell is the current co-ordinator. The Council RESOLVED to match fund with District Councillor Gordon and that a funding application would be completed in the New Year ASAP.

ACTION: Cllr Nash & Clerk

16/182 – Environment Plan – this will be covered further in the agenda but an update that the grass cutting contract will be written shortly for circulation and will be in two parts A & B and can be tendered for each part or a combination.

16/189 – Firework Displays – There was an incident at Verulamium this year and SADC will be sending out further information and risk assessments plus lessons to learn from displays for next year. Council to note.

16/189 – Parish Christmas Lunch – event went very well all went smoothly and flowers were given to the Chef and main helper. Cllr Nash organised a lot of things for the day. 50 attendees £250 banked and all cheques paid out. Formal thank you to the Church.

ACTION: Clerk

16/189 – Remembrance Sunday – Cllr Crump laid wreath on behalf of CHPC and all went smoothly.

POLICE & CRIME REPORT

Cllr Nash will be attending the next Police Priority Setting Group and Cllr Hathaway has expressed an interest in knowing when these meetings are so she can attend if available. Cllr Nash will arrange to have Cllr Hathaway added to attendee list.

ACTION: Cllr Nash

16/201

REPORTS FROM EXTERNAL BODIES COUNTY COUNCILLOR

Councillor Gordon had nothing further to report on the Longabout, as the technical report was reported to have been completed and they were trying to produce a report for those not technically minded. Cllr Gordon will continue to chase as although the lights were recommended there was no funding stream for the work.

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District Cllr Gordon suggested an online petition as if you get 1000 signatures, it has to be heard at HCC meeting. Cllr Nash will set this up with wordsmithing from Cllr Crump.

ACTION: Cllr Crump & Cllr Nash

There was a question regarding lighting in Roestock Park and both Cllr Gordon and Cllr Brazier confirmed the lights belonged to CHPC, they were the same as the ones on Russet Drive. No further funding for a drop kerb at Barley Mow Lane – it was agreed to add to the list of Parish priorities. The accident outside the Village Hall should be logged with the Village Hall if a new drop kerb is required.

DISTRICT COUNCILLORS

Cllr Brazier reported on a matter concerning Watford Rural who are losing Carpenders Park to Hertsmere. Cllr Cook stated that the Boundaries Commission had made clear recommendations. Cllr Brazier had sent a letter stating that they were happy for Colney Heath to remain in the St Albans District.

It was noted that as part of the District Council's draft SLP the appointed Planning Inspector held an initial hearing on 26 October 2016 and he sent the Council his conclusions on 28 November. In his letter, he concluded the Council had not met its duty to co-operate with neighbouring planning authorities while drawing up the SLP.

PLANNING

16/202

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

To review Planning Applications since November meeting.

Hatfield Quarry – Cemex closing 2020 but will continue to use the conveyor belt – a map was shown. The Council RESOLVED to agree in principle with Cllr Nash, Cook & Crump and that they would produce a response by 15th December 2016.

ACTION: Cllr Cook, Nash, Crump

16/203

BT PHONEBOX CONSULTATION

The removal of the 4 Parish BT phoneboxes was discussed. It was RESOLVED that the Council had no further comment to make regarding the removal of the telephone boxes. Nil response to be submitted.

ACTION: Clerk

Cllr Brazier left the meeting at 8.28pm

FINANCE & GOVERNANCE

16/204

APPROVAL OF CHEQUES & PAYMENTS – DECEMBER 2016

Signed by Cllr Crump & Cllr Solts. The matter of business rates was raised and it was RESOLVED to pay the outstanding summons from the District Council and to ask for the summons amount to be returned. A letter had been written by Chair Cllr Cook and a response was awaited.

ACTION: Clerk

16/205

HMRC

There has been an issue reported by the HMRC that there is an underpayment and an overpayment of PAYE/NI for the years 2013/14, 2014/15, 2015/16 & 2016/17 this will require some extensive fact finding in the archives and with the help of Lisa

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Douglas at Hardcastle Blake we should be able to get what the HMRC is demanding. A further report will follow once the facts have been located.

- 16/206** **Calculation of Holiday Pay** – One of the only payroll functions that has not yet been outsourced is that of holiday and this should be done by Hardcastle Blake and entered onto wage slips. A quote would be obtained to see how much this would cost with the current administration of the wages.

ACTION: Clerk

- 16/207** **External Auditor** – Council noted that HAPTC have once again appointed BDO as the recommended external auditor and that no internal auditor has been appointed.

ACTION: Cllr Nash & Clerk

16/208 **GOVERNANCE DOCUMENTS**

All documents to be posted on the website and email copies to be sent to Cllr McDonagh for review.

ACTION: Clerk

Debbie Marsh to be thanked on behalf of Council for all her hard work in pulling together all of the Governance documents in such quick time. She will now assist the Clerk in the streamlining of the Finance systems.

ACTION: Clerk

ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

16/209 **PLAY PARKS**

It was agreed to get quotes from Wicksteed and other previous suppliers to look at replacing the play equipment in all park areas. Cllr Nash had identified a potential supplier for the play park and this was Thomsons of Cruse Hill. Purchase would need to be made and work carried out by Park Warden.

ACTION: Clerk

- 16/210** **Scout Hut Lease** – The Scout Hut were chasing their lease. Cllr Cook commented that due to type of lease they would be getting it was just a case of renegotiating the terms and this would be done at a later date.

ADMINISTRATION – CORRESPONDENCE & REPORTING

16/211 **CLERK REPORT**

Parish Office Opening hours details will be posted onto the website. There will be a review of Communications in the New Year including a possible new website.

16/212 **CORRESPONDENCE**

Letter from Mr Herren was discussed, regarding Highfield Park residents and what the CHPC brings to that part of the Community. It was agreed to formally invite Mr Herren to February 2017 meeting.

ACTION: Clerk

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16/213

MEMBERS QUESTIONS OR URGENT MATTERS

Vacancies for two Councillors - Contact had been made with both interested prospective Councillors. There is a formal process to be followed and reported back to next meeting.

ACTION: Clerk

16/214

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.

16/218

DATE OF NEXT & FUTURE MEETINGS

The next **Parish Council Meeting** to be held on Thursday 12 January 2017 at 7.30pm in Charles Morris Hall, Tyttenhanger.

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 9.30pm

A handwritten signature in blue ink, appearing to be 'K. E. G.', is written over a horizontal line.