

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 SEPTEMBER 2016 AT 7.45pm

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

OTHER ATTENDEES: County Cllr D Gordon, District Cllr C Brazier

PUBLIC: One.

ABSENT: Cllr C Thorpe

16/106 APOLOGIES

Apologies have been received from Cllr Kevin Barnes & Cllr Pam McDonagh

16/107 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

It was RESOLVED from the next meeting to move members of the public to early on the agenda.

ACTION: Clerk

16/108 APPROVAL OF FULL COUNCIL MINUTES of THURSDAY 7 JULY 2016

The minutes of the Meeting of the Parish Council meeting held on Thursday 7 July 2016 were accepted and approved with an amendment to 82/2016 Cllr K Solts was amended to Cllr R Solts, 88/2016 & 96/2016 all references to Mrs Gowens were amended to Ms Gowens

Proposed:- Cllr R Solts

Seconded:- Cllr M Nash

16/109 MATTERS ARISING FROM THE ABOVE MINUTES

Item 83/16 – Fire Station - Cllr Nash reported nothing had happened on this matter and that she would continue to chase an update.

ACTION: Cllr Nash

16/110 COUNCIL DOCUMENTATION

Compliance review – Debbie Marsh gave a brief introduction of her career, what she had been doing for the last two days since she started and presented a plan which she would be working to with the Clerk on to the end of the financial year for the next few months.

16/111 SCHEDULE OF MEETING DATES

A schedule of dates were presented to Council. It was RESOLVED that the meetings to be confirmed until end of 2016 – these would be Thursday 6th October, Thursday 3rd November & Thursday 8th December. The 2017 dates to be tabled for a future meeting.



It was suggested to move the start time of meetings to 7.30pm. The Clerk would need to check Standing Orders as these would probably need to be amended in a meeting before a change can be resolved.

ACTION: Clerk

16/112

REPORTS FROM EXTERNAL BODIES

County Councillor Report

- The A414 report is still being chased by both Cllr Gordon and the Clerk confirmed she had emailed Alan Lusted and received a response 25 August 2016 stating the report was being finalised.
- A grazing licence was agreed with HCC on Smallford Pits signed mid July. HCC can break the contract if the terms & conditions are not adhered to. Some animals had to be removed by the RSPCA due to an issue over the Summer.
- Thanks were passed from CHPC to Cllr Gordon for her hard work on the Colney Heath Lane path. It was reported by Cllr Crump that there was no drop kerb at Barley Mow Lane on the path. Cllr Gordon asked the Clerk to email this to her as a reminder.

ACTION: Clerk

District Councillor Brazier's Report

- The Strategic Local Plan (SLP) will be reviewed by an Inspector who has written to SADC regarding the inspectorate housing numbers and the "duty to cooperate" which will be discussed at the next Planning Policy Committee meeting on 13th September.
- A letter has been passed to Cllr Brazier regarding Horseshoe's Field by some Smallford residents about what they would like from the development. A copy would be handed into the Clerk for circulation to Councillors.

ACTION: District Cllr Brazier & Clerk

Police & Crime Report

- Cllrs asked for their thanks to go to both PC Sheppard & PCSO Andrews for their visible presence around the Parish especially in the village.
- Cllr Nash asked for the email report to be sent around with the papers for next meeting.
- OWL – Peter Tiffany has been in touch with a number of Councillors and the Clerk regarding this initiative. It is for members of the public to sign up for themselves.
- District Cllr Brazier reported an aggravated break in at house a house of an 82 year old resident in Tollgate Road. This has been reported to police but it was very recent and not reported on in PCSO Andrews email.
- The Clerk reported a speed camera had been in action this week on the High Street outside Colney Heath School.

ACTION: Clerk

The Chair invited member of the public Lewis Hart to speak concerning his email sent to the Parish Council recently and discussions he had had with Cllr Solts. Mr Hart, a student lives on Hall Gardens and whose house overlooks Roestock Park spoke about his disappointment regarding the lack of basketball net and state of the hard surface area. Council unanimously agreed it would like to find way to take this

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forward and a revision of this park in a long term plan. County Cllr Gordon suggested the resurfacing could be done in conjunction with Lafarge and noted Rothampstead Park have had a similar surface and we could contact them for good advice. Cllr Nash put her name forward to co-ordinate a working party to deal with these plans. Mr Hart was asked to put together a proposal for Roestock Park and send it to the Council for the October meeting.

ACTION: Cllr Nash

FINANCE

16/113

FINANCE REPORT

There was not a Finance Report available. The Clerk reported that the backlog of input was from the end of May and by the next meeting there would be a finance report to be circulated to Council. Rialtas Business Services would be booked for September and assist in the input backlog. It was agreed for the Clerk to obtain quotes for preparing monthly visits until the Finance Assistant post had been filled

ACTION: Clerk

16/114

EXTERNAL AUDIT 2015/16

BDO had requested some further supporting information from Council regarding: staff cost changes; Legal fees; CP Associates staffing report; a Fixed Assets value reduction of £5,000; whether the Council had received s106 money. This information had been passed by email. The Clerk will clarify if any further action is required to finalise the audit.

ACTION: Clerk

16/115

APPROVAL OF CHEQUES & PAYMENTS AUGUST & SEPTEMBER 2016

The monthly payments schedule was circulated at the meeting.

Item 7366

It was resolved to approve the payment to Colney Heath Football Club (CHFC) but that the money would form part of a loan to CHFC. A letter would be drafted with wording to be approved and requesting a meeting to discuss detail further

ACTION: Clerk.

Telephone contracts have all been looked at and a call from the BT Business Manager was being chased. All BT phones are out of contract and many people are listed including Charlotte Leggatt who it seems has never worked at the Council. phones.

ACTION: Clerk

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

Proposed: Cllr D Crump

Seconded: Cllr R Solts

PLANNING

16/116

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

To review Planning Applications since July meeting

Comments to be made on the land opposite **2a Hall Gardens** It was resolved that Cllr Nash, Cllr Crump & Cllr Cook, would submit comments on behalf of the Council. These comments would be circulated to all Councillors.

ACTION: Cllrs Nash, Crump & Cook,

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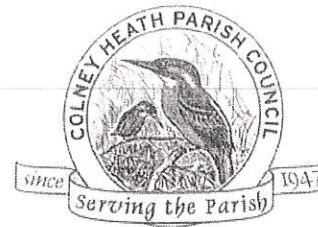
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Save Symonshyde - It was resolved that Cllr Crump, Cllr Nash & Cllr Cook would draft comments on behalf of the Council summarising the objections including increased traffic, developing significant areas of green belt, and reducing the gap between St Albans and Hatfield. These comments would be circulated to all Councillors. Comments are required no later than 24 October, the end of the Consultation period. The Draft will be reviewed at the October meeting

ACTION: Cllrs Crump, Nash & Cook

Enforcement

Queens Head Car Park Container - The Clerk will take over the role of chasing this and will report back to the next meeting.

ACTION: Clerk

Mobile Home – Roestock Lane – It was reported that a mobile home had been delivered and was now being used as a residence. Cllr Brazier was aware, an update from Cllr Brazier would be useful.

ACTION: Clerk

16/117 Due to an issue in the agenda this number was missed and it was RESOLVED that no item was presented or discussed.

16/118 HIGHWAYS GENERAL REPORT

Potholes, Smallford – disappointing that nothing has been done recently and these need to be reported immediately using the online reporting system.

Speeding – Correspondence received by the Parish Office concerning increased speeding. A Speed Indication Device can be sought and possibly grant funded. The Highways Officer has a list of areas which could be checked.

ACTION: Clerk

ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

16/119 ENVIRONMENT STAFF - PARISH REPORTS

Staff reports were circulated. It was reported by the Common Ranger that the ragwort which was requested to be moved was difficult to move as often the cattle were in the immediate area. This will be cleared over the next few weeks.

It was RESOLVED that the preparations should be commenced by the Clerk to set up an Environment Working Party or Committee. Terms of Reference to be set up and brought back to Council at next meeting.

ACTION: Clerk

PARKS

Play Areas - Review required of all children's play areas.

Smallford Park/Dog Walk has been missed from the ROSPA checks every year and this should be done as the Clerk has visited and the equipment requires attention.

Highfield Park The transfer of play areas from Highfield Park Trust was discussed. Council have not received an official proposal.

It was RESOLVED that before considering the transfer to the Parish Council the areas would need to be restored to their original state including cutting back vegetation that has grown significantly including overhanging pavements and

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adjoining neighbours' properties. In addition compliance with the ROSPA report recommendations and reimbursement of the survey costs.
The Clerk would advise the Trust of the resolution.

ACTION: Clerk

Community Park – Colin Peters has been instructed to inject the Japanese Knotweed as soon as possible. A price for a second cut of the park needs to be quoted for. This will be on the Environment list as a priority.

ACTION: Clerk

16/120

ALLOTMENTS – GLOUCESTER PARK

The Clerk had met with Ms Gowens today, September 8th on site and noted the allotments were in a poor state. It was RESOLVED the Clerk would obtain quotes for clearing the weeds and a review of the allotments would be undertaken with possibly a working party being set up once quotes have been received.

ACTION: Clerk

16/121

BUILDINGS

High Street Pavilion - Colney Heath Football Club – the lease needs to be negotiated and a working party to discuss, this will need to be set up. This will need to discuss all areas of the CHFC lease for the use of the pavilion and the pitches.

Old Air Raid Shelter – Colney Heath Football Club currently use this building, it is not included in their lease. The building requires a new roof and the electricity within has to have a new meter fitted and the question of electricity costs to be paid by hirer needs to be addressed in the CHFC Working Party.

Roestock Park Scout Hut Land Lease – A copy of the previous lease was delivered into the Parish Office and this could be renewed once the building has been H&S and fire checked.

16/122

COMMUNITY REPORTS

Community Bus – there is no news on the contract yet and Cllr Nash will continue to chase this.

ACTION: Clerk

Village Hall Management Committee (VHMC) – The Village Hall committee have requested a permanent Trustee delegate. It was also reported that the Parish Office office is rent free and only a contribution is paid to bills such as gas, electricity and water.

It was reported that the Land Registry had registered the building to the CH Village Hall committee without approaching the Council. A letter was to be sent to the Land Registry asking why the Land Registry had not contacted the Council as Custodian Trustees.

A discussion was held regarding the Parish Office and long term letting of the Community Room to the Council but the VHMC felt it did not want to lose their existing hirers and this resource.

The Parish Council agreed to look for short term storage off site as a temporary option whilst longer term options for the office would be sought for the Parish Office as the current office would be too small for three staff from January 2017.

RAE



ADMINISTRATION – CORRESPONDENCE & REPORTING

16/123

CLERK REPORT

The Clerk work plan was circulated and the Clerk reported a couple of accidents in the office due to lack of space. The chairs would also need replacing and the Clerk

laptop was needing to be switched on and off every half an hour to reset and continue working. Desk Assessments would need to be carried out to include screens and other items such as footrests and wrist supports. The Council RESOLVED the budget for new equipment, desks, chairs and computers to be £2k. LAZ

16/124

CORRESPONDENCE

To debate & respond where appropriate to items of correspondence received.

- a) **Mr H Scott – purchase of land for pony** - Clerk will respond confirming the land has been purchased and allocated to a project with Oaklands college.

ACTION: Clerk

- b) **Lewis Hart – Roestock Park basketball net** – a proposal from Lewis is to be prepared for Council.

- c) **Lesley Lewis – Condition of Furzefield & Cycle path.** Noted MN responded

- d) **Letter, Cllr T Swendell** – Weeds in Redbourn this report was noted.

- e) **District Jamie Day/Strutt & Parker on behalf of Oaklands College** – minutes request, **Tyttenhanger/Bridge**. Cllr Nash agreed to check rights of way. A review was required with CMH Committee. [Cllr Cook was dealing with solicitors and comments to be made in correspondence regarding no commercial vehicles to be allowed to park on land and peppercorn rent.]

ACTION: Cllr Nash & Cllr Cook

- f) **Sally Britton – complaint horses & speeding** – Clerk responded

- g) **Closure of GP Satellite Practice** – Cllr Brazier copied to Parish Office his letter to Practice Manager at Burvill House Surgery regarding the closure of the surgery at Hall Gardens which will close.

- h) **Photocopier** – current company looking to renew contract which expires early next year. Other quotes to be sought for a stapling and sorting copier.

ACTION: Clerk

16/125

PARISH COMMUNICATIONS – this item was tabled for the October meeting

16/126

EVENTS

Colney Heath OAP's Christmas Lunch – date had been cancelled due to School pantomime next day. New date to be notified at next meeting.

Highfield Children's Christmas Party – it was RESOLVED this would not happen this year.

Community Flood Warden Drop in Session – 19th October

16/127

PUBLIC QUESTIONS

There were no public questions

16/128

MEMBERS QUESTIONS OR URGENT MATTERS

None raised

LAZ

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16/129

ITEMS RAISED FOR NEXT MEETING

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

a) **Neighbourhood Plan** – report to be produced for October meeting

b) **A414 Longabout** – report being finalised

c) **Crime Issues** - PCSO Andrew Shephard & Michaela Andrews unable to attend Sept meeting.

16/130

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.

16/133

DATE OF NEXT MEETING

The next **Parish Council Meeting** to be held on Thursday 6 October 2016 at 7.45pm in Colney Heath Village Hall.

Meeting ended at 10.30pm

feleth

06/10/2016

PAEZ