

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 FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON WEDNESDAY 9 MARCH 2016 AT 7.45PM

PRESENT: Cllr M Nash (Chair), Cllr D Crump, Cllr K Barnes, Cllr P Cook, Cllr P McDonagh

TEMPORARY PARISH CLERK: Ms H Rook

OTHER ATTENDEES: Cllr D Gordon

MEMBERS OF THE PUBLIC: 4

1989 APOLOGIES, ANNOUNCEMENTS

Apologies received from Cllr Hathaway, Cllr Solts and Cllr Thorpe

1990 DECLARATIONS OF INTEREST

Cllr Nash declared an interest as the wife of the Ranger of the Common

1991 APPROVAL OF FULL COUNCIL MINUTES of 11 FEBRUARY 2016

Proposed:- Cllr Crump

Seconded:- Cllr McDonagh

RESOLVED that the minutes of the Full Council Meeting held on 11 February 2016 be approved as a true and correct record and signed by the Chairman. The approved minutes will be posted on the Parish Council website.

Action HR

1992 MATTERS ARISING FROM THE ABOVE MINUTES

Coursers Road- New Vehicular Access Proposal

Members reviewed a written proposal from Simon Brazier, Open Road Associates/Mr Woodhouse. Members **RESOLVED** to agree the proposal in principle subject to the parish council receiving an undertaking from Mr Woodhouse's lawyers that he will cover the cost of the parish council's legal fees. The agreement to detail the volume of heavy and lighter traffic and access to only be used for forestry work. The Clerk to give formal instructions to Debenhams Ottaway/Jonathan Foy. Mr Brazier to provide details of his lawyers.

Freedom of Information

It is a requirement of The Freedom of Information Act for Parish Council's to have a publication scheme (a guide to the information they hold which is publically available) with limits for individual costs (maximum £450).

Parish council minutes for exempt matters are available under FOI.

Action HR

1993 PARISH WEB SITE

Google Audience Overview Report for the period 1-29 February 2016 - 271 Sessions and 191 Users. The website has been updated to include Register of Members Interests, Standing Orders, Financial Regulations, Code of Conduct, Signed Minutes of Full Council Meetings.

Dr Crump

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FINANCE

1994 FINANCE REPORT

The March Finance Report was noted.

VAT reclaims for 2013-2014 (£7,913.88) and 2014-2015 (£11,844.82) have been submitted to HMRC. The total VAT reclaimed £19,758.70 does not match the £20,901.32 on the 31 March 2015 Balance Sheet as some invoices entered were not correctly addressed to the Parish Council and therefore the VAT could not be reclaimed.

The Risk Assessment (approved in 2012-13) circulated to Members prior to the Parish Council meeting was reviewed. Members considered if all the risks facing the Council have been identified and safeguards put in place to protect against those risks. Members agreed the Risk Assessment was currently a Work In Progress and would require further review once a permanent Parish Clerk was in post and as soon as the Asset Register has been updated and approved.

1995 APPROVAL OF CHEQUES & OTHER PAYMENTS MARCH 2016

Proposed: Cllr Barnes

Seconded: Cllr McDonagh

RESOLVED to approve the March schedule of cheques and payments totalling £5,469.32 and cheques were signed. Members **RESOLVED** to transfer £5,000 from reserve to current account to cover expenditure.

1996 SECTION 106 MONIES

SADC have confirmed £41,711 funds available for projects that meet the requirements of the planning agreement. The £22,500.03 from the Oaklands/Highfield Lane site is restricted to be spent by planning on landscaping. Members seek clarity/hard copies of the S106 agreements and further details on the Oaklands-Highfield Lane site – what are the plans for spending/has any money been spent/if so, on what?

Noted proposal from SADC Green Spaces team for the Alban Way which crosses through the parish of Colney Heath. Members reviewed the Alban Way project and would be happy to allocate some funds, however, they would like to see it part funded by other sources and not solely with S106 money. There are other projects in the parish that require more urgent spending eg. upgrading the children's play areas in Colney Heath.

Action Parish Clerk/MN/DC

1997 GRANT APPLICATIONS

RESOLVED in accordance with its powers under Section 137 of the Local Government Act 1972 to approve grant awards as per Appendix (i) attached. The expenditure is, in the opinion of the Council, in the interests of the area or inhabitants and will benefit them in the manner commensurate with the grant awarded. Grant cheques will be submitted for payment to the June Council meeting.

Action HR

The grant awarded to Charles Morris Hall Committee for refurbishment/extension works will be paid in 2 equal instalments in 2016/17 and 2017/18. Accounting advice to be sought in respect of reclaiming VAT on the CMH project. To be eligible for VAT reclaim, the Council must place the order, receive the supply, receive invoice addressed to the Council and pay, remain the owner of the supply or use the goods/services for a non-business purpose

Action HR

CHPCS8

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The grant application by Gloucester Park Allotment Association for enhanced security fencing and gates at the south side of Gloucester Park Allotments could not be considered at this time. The Allotment Association has not yet been formed/have a constitution and no quotations/indication of level of cost have been provided. The Parish Council will endeavour to look at the fencing and obtain quotes when a permanent clerk has been recruited.

The Grant Application process will be reviewed, fully publicised and applications invited from all local organisations in the parish in 2017/18.

Action Parish Clerk

1998 APPOINTMENT OF LEAD MEMBERS TO COMMITTEES

Defer until a full review of committees and terms of reference has been carried out

Action HR

PLANNING

1999 PLANNING LISTS-APPLICATIONS-RECOMMENDATIONS & REFUSALS

Noted list of Planning Applications since the February meeting.

5/2016/0249 – Smallford Nurseries, Hatfield Road – Cllrs Cook, Crump and Nash to review

5/2015/3674 – Roundhouse Farm, Roestock Lane – Cllrs Cook, Crump and Nash to review and circulate comment, include M.Rawlins, clarify date for response

5/2016/0306 – 63 Tollgate Road, Colney Heath – Cllr Crump to review and circulate comments

5/2016/0394 – New Quarry on land at the former Hatfield Aerodrome – same comments as to HCC

Action PC/DC/MN

Noted Report of Decisions since February meeting.

Members **RESOLVED** to approve authority for Parish Councillors attending SADC or HCC planning committee meetings to speak on the Council's behalf in line with Parish Council's view as agreed at Council meetings.

2000 CURRENT PINS APPEALS -REFUSALS & ENFORCEMENT MATTERS

5/2015/2553 7 Cranwell Close, AL4 0SH – Appeal lodged

5/2015/0664 Radio Nurseries & 54 Oaklands Lane – Appeal lodged

2001 NEIGHBOURHOOD PLAN & SADC STRATEGIC LOCAL PLAN

Cllr Cook and M. Rawlins attended HAPTC Neighbourhood Planning workshop and presented the slides to the meeting. Site allocation/Housing needs assessment will be the most challenging task and must be evidence based, consistent and in-line with the district housing need (1% growth/year). It is expected the Neighbourhood Plan will now be a 4-5 year process. Mr Rawlins will report back to the Parish Council on a quarterly basis.

Noted Uppingham Neighbourhood Plan in Rutland have been commended on their booklet.

NP Steering Group Meetings 16 March, 20 April and 18 May 7.30pm, Community Room, Village Hall.

Noted Jeff Lewis has been asked to return all NP paperwork/electronic files/hard drive storage in his possession.

2002 PARISH REPORTS AVAILABLE

Noted Parish Reports from the Parish Gardener and Parish Ranger.

CHPC59

DR Crump

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2003 HIGHWAYS GENERAL REPORT

Report from Cllr Dreda Gordon.

Coursers Road (whole length) surface dressing planned for this municipal year has been rescheduled to 2016/17.

£8,676 from Locality Budget spent on resurfacing of Nightingale Lane.

Speed survey of Smallford Lane carried out – waiting for data/nature & speed of traffic.

Wistlea Crescent - no parking on verges throughout Colney Heath – highways/district to combine funds & come up with a scheme for parking

Colney Heath Lane – footpath is impassable in places, needs a lot of work – cost £29,894 Cllr Gordon would be happy to fund (? may get some help from Safer Routes to Schools £5k grant, but they will carry out a survey as to how pathway used by school children).

Longabout – 1 year since the trials, Alan Lusted advised report due by end March 2016.

ENVIRONMENT PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

2004 COMMON LAND, RECREATION AND PUBLIC OPEN SPACES

Overgrown hedges on Common/Scholars Court – Email from Frosts/Managing Agents asking for update on progress. Quotes needed.

Installation of Memorial Bench – defer

Horseshoe Field Smallford/Oaklands College – Use O/S website/mapping data to have the land properly mapped. **RESOLVED** to approve mapping survey. Oaklands College have offered to plough/level the field – check whether Oaklands Insurance covers them to work on PC owned land. Check gate key/access. Cllr Crump to fix meeting with Sean Scully

Action PC/DC

Fly-tipping – Cllr Day reported several incidents of fly-tipping in Barley Mow Lane – SADC to clear Community Pocket Park – tree fallen by the main gate (corner High St and St Mark's Close). Once tree cleared may need new lock & chain for gate.

Action Parish Warden

Recreation/Play areas – Sleafshyde Play Area – waterlogged & needs 2 new litter bins

Action Parish Warden

Noticeboards in Highfield Park - defer

2005 ALLOTMENTS REPORT

Noted correspondence from Plot Holder. SADC may have excess demand – enquire as to whether they would be willing to manage Gloucester Park Allotments.

Put up notices of availability on Camp Road noticeboards.

Action Parish Clerk

2006 BUILDINGS

CHFC have reported a leaking water/damp problem in the away dressing rooms – contact Zurich Insurance for claim form.

Action MN

2007 COMMUNITY REPORTS

HIGHFIELD PARK TRUST – no report

COMMUNITY BUS – report from Cllr C Thorpe noted. New volunteers still needed.

CHPC60

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VILLAGE HALL COMMITTEE (VHC)- Cllr Nash attended the most recent VHC meeting.

RESOLVED VHC to insure the Village Hall Building on the basis the Parish Council are noted on the Policy Schedule as Custodian Trustees. A copy of the policy and evidence it has been paid to be kept on file in the Parish office. Village Hall Building to be removed from Parish Council insurance policy.

Note on Asset Register the Parish Council are Custodian Trustees of Village Hall.

Noted work to VH car park. Council to send someone to next VHC meeting if available.

Action Parish Clerk

TREASURE TOTS – Noted report from Treasure Tots Manager. Currently 24 children on roll, 3 permanent staff and 3 temporary/bank staff. Increase in numbers for afternoon sessions. Following clean up, outdoor play area now being used. Receiving free milk from Cool Milk.

CHARLES MORRIS HALL COMMITTEE – Noted minutes of CMHMC meeting on 16 February. Proposal by Parish Council to add another room to Village Hall extension agreed in principle. Advise CMHMC to carry on with their own plans as the Council has more urgent matters to deal with for the time being.

Action HR

ADMINISTRATION- INFORMATION- CORRESPONDENCE & REPORTING

2008 MEMBERS ATTENDING MEETINGS & TRAINING ON BEHALF OF THE COUNCIL

HAPTC Neighbourhood Planning – 17th February – see item 2001

HAPTC End of Year Finance Training – 9th March – ask HAPTC for electronic copy of slides

Action HR

2009 INVITED REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

Cllr Dreda Gordon reported Smallford Pits/Herts CC have drawn up a leasehold agreement (1 year renewable) that reflects the issues regarding animal welfare, Query as to how closely the agreement will be monitored ?.

Obtain copy of agreement for parish office.

Action Parish Clerk

2010 CORRESPONDENCE

Noted Hertfordshire Minerals Local Plan: Call for Sites 2016

2011 PARISH MATTERS OFFICE & CHRONICLE

Larks in the Park Easter 2016 (St Albans Sports & Health Team, SADC) – **RESOLVED** to approve use of Roestock Park on 4 and 11 April 12-2pm. Noted Insurance and Risk Assessment.

Parish Office Keyholders – Cllr Brazier confirmed his set of keys were returned to John Dean at the end of his term as Parish Councillor.

The Chronicle/Editor – ask Jonathan Fulwell to provide a quote for one trial edition

2012 EVENTS

WI "Clean for the Queen" litter picking – Common Ranger provided 3 pick sticks and the Council a roll of black sacks. 20 bags filled.

Larks in Parks 2016 – Cllr Brazier to attend April meeting to update

Beating the Bounds - Sunday 8 May – Community Room booked, Council to provide refreshments

2013 CRIME ISSUES

No report.

CHPC61

Dr. [Signature]

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2014 PUBLIC QUESTIONS

Resident/Owner of 18 acres of land at Smallford Pit by industrial park has put forward the site for 300 houses in SADC Call for Sites.

2015 MEMBERS QUESTIONS OR LATE MATTERS

None.

2016 DATE OF NEXT MEETING

The next Parish Council Meeting will be held on **Thursday 14 April 2016** at Charles Morris Hall.

The **Annual Parish Meeting** will be held on **Wednesday 27 April 2016** at Charles Morris Hall – Council to provide light refreshments (for approx 60 people).

The meeting closed at 10.30pm

SIGNED

DATE

14/4/16

CHAIR