

Colney Heath Parish Council



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MINUTES OF THE COLNEY HEATH FULL PARISH COUNCIL MEETING HELD AT COMMUNITY ROOM VILLAGE HALL 83 HIGH STREET COLNEY HEATH AL4 0NS ON THURSDAY 14th MAY 2015 at 7.45pm

Present:-Cllr M Nash-Chair-Cllr D Crump Vice Chair-Cllr P Cook- Cllr K Barnes Cllr C Thorpe-
Cllr R Solts-Note-Currently in Council there are new member Vacancies

Clerk: Mr J E Dean-Present at meeting

Deputy Clerk-Mrs K Parker-Mead

County Members attending; - Cllr D Gordon

Public Attendance: Jeff Lewis-Project Manager-Mrs G Moody-Mr Mrs Falk.

County Officer Highways-Ian Hollinrake

1693 APOLOGIES & ANNOUNCEMENTS

The preceding ASM had elected a new Chair Cllr M Nash who welcomed everyone to this first meeting of the new council intended to serve four years. Extending a welcome to a new member, Cllr Chris Thorpe who also joins having applied for nomination. There were no other apologies given for this meeting.

1694 DECLARATIONS

No declarations on this agenda, an opportunity remains for members if appropriate in the topics presenting at this meeting.

1695 APPROVAL MINUTES FULL COUNCIL MEETING 5th March 2015

Minutes were read by page and were accepted, the document was subsequently approved as correct and **resolved**.

Proposed; - Cllr D Crump

Seconded; -Cllr K Barnes

1696 APPROVAL MINUTES of PART II COUNCIL MEETING 5th March 2015

Minutes were read by page and were accepted, the document was subsequently approved as correct and **resolved**.

Proposed; -

Seconded; -Cllr R Solts

1697 MATTERS ARISING FROM THE MINUTES

There are no matters arising from the June minutes

1698 PARISH WEB SITE

Cllr Solts was keen to see the analysis from the webmaster regarding hits and detail of the particular site headings. The Clerk agreed to speak with him again about the information.

1699 ANNUAL PARISH MEETING

The past Chair Cllr K Barnes said he was pleased with the outcome of the meeting and the attendance was good in general, the meeting was quite successful. A vote of thanks to the Deputy Clerk and Mrs Dean for an excellent cheese & wine buffet which everyone enjoyed. The interest in the neighbourhood plan was noted and members hope for continued interest for what will be an important document when it is produced finally and probably in 2016. The Chair wished also to pass on thanks to those who had tabletop displays at the meeting.

FINANCE

1700 APPROVAL OF CHEQUES AND PAYMENTS APRIL-MAY 2015

The Clerk presented a report to members and explained the financial details to the meeting. The Cheques this month amounted to £9302 for April and £18185.32 for May

Proposed by; - Cllr R Solts

Seconded by; - Cllr K Barnes

Cheque signing approval

It had been agreed at the preceding ASM to change the cheque signatories to include the following-Cllr M Nash-Cllr K Barnes-Cllr R Solts. Those past members stepping down will now be removed. With only one member able to sign until a new mandate is approved by the bank the Clerk will countersign.

PLANNING COMMITTEE

1701 GENERAL PLANNING REPORT

Cllr Nash reported to the meeting, Cllr Cook suggested, as there was a particular planning meeting at the District Council on 11th June our next full council be brought forward to the Wednesday 10th June. It was agreed to change the date as proposed and the office make the necessary arrangements and inform the public. The minutes of the Planning Advisory meeting 9th April were accepted as correct and agreed. Cllr Solts requested a note is sent to the District Councillors seeking help regarding the plethora of signs non the Hatfield Road.

1702 PLANNING LISTS APPLICATIONS-RECOMMENDATIONS & REFUSALS

Members in debate accepted to send observations along with the other comments from the meeting are forwarded to SADC in the usual format after the meeting.

1703 CURRENT PINS APPEALS & PUBLIC INQUIRY if LISTED

At this time, there were three appeals, as listed members did not have any comments.

1704 NEIGHBOURHOOD PLAN

Project Manager Jeff Lewis gave his report aided by notes circulated to those present, after consideration members accepted the report. Copies are available and posted on the web site The Chair thanked Jeff Lewis for his work on the plan emphasising the need to focus on a time line and other priorities outlined at earlier meetings. Members agreed the plan was progressing very well.

1705 PUBLIC QUESTIONS

There were no public questions.

1706 PARISH REPORTS AVAILABLE

Copies of the parish reports for members to see were made available at meeting of Parish Warden and Ranger & Gardener..

1707 HIGHWAYS-HCC PRESENTATION & GENERAL REPORT

A brief presentation and update was provided at the beginning of the meeting by county officer for Highways Mr Ian Hollinrake the opportunity was used to give facts about the progress of the proposed crossing in Highfield adjacent to the top entrance in and out of the park. It had been proposed some years ago and recently promoted by County Cllr Gordon pressing to have a resolve the matter. The plan has now been approved, estimated at approximately £56-63,000 subject to further safety audits and any modifications and delivery later this year. The Chair thanked Mr Hollinrake for attending and bringing good news on this issue. A question was posed about the progress on the longabout TL trial but he was unable to answer as the results from the week trials have not been fully disseminated yet.

ENVIRONMENT

1708 OPEN SPACES & ENVIRONMENT ALLOTMENTS and BUILDINGS

On the allotments contractor Mark Walker Landscapes has dealt with the weed control and ploughing up of left plots. Some plots are available but we cannot reallocate until the exact position is known on renewal by 16th May. Current year 2015/16 agreements are now out for payment. Past Councillor Chris Gowens kindly offered to step in as principle representative of the plot holders and supervise any issues. A shed for storing tools may be requested and a new lock on the smaller gate.

1709 COMMON LAND RECREATION LAND & PUBLIC OPEN SPACES

A report from Cllr Cook concentrated on his recent attendance at the monthly club meeting where he entered discussions about a second hand portable toilet block presented to the club as a gift. It was for council to decide over permission, and placement requested near the play area. The obvious issue was considered, and council agreed that because of other new plans for the play area, a temporary solution was to agree for one year but the club must not allow the children into the play area whilst the toilet block was in use. It was noted from last month the pitch fee of £78 was cancelled now the club were engaging contractors.

1710 HIGHFIELD PARK TRUST

The matter is similar to last meeting Cllr Barnes had nothing to add about the transfer of play areas to CHPC at some stage a meeting between the Clerk and HPT Manager will define the issues. Monies will need to be available from SADC. The ROSPA safety report is due May to assess the equipment status before any further comment can be made about taking over the play areas by CHPC. The Clerk is to arrange a meeting with Richard Bull. Cllr Barnes also spoke about extra duties or exchange with HPT for the parish warden. The Clerk is to speak with the employee. Entry in the Summer Fete Programme was agreed.

COMMUNITY REPORTS

1711 COMMUNITY BUS

It was proposed new Cllr Thorpe take over from past member now retired after election, he agreed and meet separately with Dennis Horner to glean information. Repairs to the step are to be done and County Cllr Gordon has agreed to fund via the locality budget Cllr Thorpe has agreed to take on the lead on the community bus from past Cllr Horner, a meeting to hand over and acquaint Cllr Thorpe about the service.. It is noted more volunteer drivers and couriers are required and an advert will go in Chronicle summer edition. Members wished to thank past Cllr Horner for his work on organising the community bus over the past 10 years. Also not forgetting the volunteers and couriers retiring or leaving, a vote of thanks as well.

1712 VILLAGE HALL

Various recent issues were discussed and debated including a FOI request from the Chair of the VHMC regarding asset insurance and Trust Deeds. After Council directed the Clerk with words for a reply.

1713 TREASURE TOTS

It had been proposed in the ASM that Cllr Nash take over the role of council principle member on the pre-school committee. All members agreed and Cllr Nash accepted. A meeting will be arranged with the Treasurer, Secretary and Manager to give more details of the operations. The Clerk gave a brief report on month issues. The loss of pupils to the JMI in July will be significant. The Clerk intends to brief members at a later meeting.

1714 ADMINISTRATION-INFORMATION-CORRESPONDENCE-& REPORTING INFORMATION & PARISH REPORTS AVAILABLE IN APPENDIX 2

Members had noted the reports, none of which has any further issues.

1715 MEMBERS ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

No reports this time.

1716 CORRESPONDENCE

Other than issues already raised, no further reports

1717 PARISH MATTERS OFFICE AND CHRONICLE

The Editor is looking for a person to take over the whole distribution task. Also to note a Highways Liaison meeting on 9th June at 7pm at SADC offices-members welcome.

1718 LARKS IN THE PARKS

This is being organised by District Cllr Brazier. The theme this year is an English Country Garden. The date is Sunday 28th June 12 noon to 5pm and will be held in Roestock Park.

1719 MEMBERS QUESTIONS OR LATE MATTERS

No matters to report this time.

1720 DATE OF NEXT MEETING

The next full council meeting takes place a day earlier at 7.45pm Wednesday 10th June 2015

The Chair thanked everyone for attending.

The meeting closed at-22.06hrs

John Dean

Clerk to the Council

Note-Planning listing is not included in the minutes-please refer to the appendix list

Disclaimer-The Minutes are in draft- format until agreed and approved at the next full council meeting. No facts or expression matters here in any way so noted considered final until the Chair signs the document. Our publication of the minutes are in good faith for public information and should not be taken as a full statement of fact unless properly supported by evidence or documentation-No copies can be taken without the written permission of Chair or Clerk. No electronic scanning or transmission allowed other than by the office or produced on our web site. **NOTE**-Appendices that were already part of the agenda (are not

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ASM MAY 2015

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MINUTES OF THE ANNUAL STATUTORY GENERAL MEETING COLNEY HEATH PARISH COUNCIL HELD AT THE VILLAGE HALL ON THURSDAY 14th MAY 2015 AT 7.45 pm

Present; -Chair (at start) Cllr K Barnes-Chair (election meeting) Cllr D Crump –
Cllr C Thorpe Cllr M Nash-Vice Chair Cllr R Solts- Cllr P Cook & council Vacancies.

Clerk; & Assistant Clerk-	Mr J E Dean-Mrs K Parker-Mead
Project Leader	Mr Jeff Lewis-Neighbourhood Plan
Public Attendance-	Mrs G Moody-Mr M Falk-Mrs H Falk

**At this statutory meeting of Council it is the first and principle business to elect a Chairman and Vice Chairman for the forthcoming Parish Year-2015-16 Followed by agreements on a structure and responsibilities of each committee.*

1. APOLOGIES ANNOUNCEMENTS AND DECLARATIONS

The ASM is one week later than usual due to the Elections taking place on 7th May. An uncontested election for this parish produced five nominations. Three of the past members Brazier, Day & Horner announcing stepping down from the parish council. No apologies received. No declarations made this time. Cllr K Barnes past Chair then made a statement to members thanking for their support in his year of office. He also thanked the staff for their help during his term. After it was time for (acting as meeting Chair) Cllr Barnes-Chair took nominations for the position of Chair for the forthcoming parish year 2015-16. He also announced whilst welcoming all the public present that our main full council meeting with separate agenda follows this short formal meeting.

2 ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON & LEAD MEMBERS

Cllr M Nash was nominated as Chair, there being no other nominations-**Resolved**

Proposed by;-Cllr D Crump

Seconded by; - Cllr R Solts

All members unanimously supported the proposal and Cllr Nash duly accepted.

ELECTION OF VICE CHAIRPERSON

There was one nomination-Cllr D Crump, subsequently elected and was **Resolved**

Proposed by Cllr R Solts

Seconded by Cllr P Cook

ACCEPTANCE OF OFFICE & MEMBER DECLARATIONS

Cllr M Nash formally accepted the office as Chairperson-period one year-2015-16

Cllr D Crump formally accepted office for the position of Vice Chair-period one year.

It was agreed that Cllr Nash would continue to take a lead in the planning committee.

3. AGREE CHAIRPERSON ALLOWANCE

A proposal, past Chair allowances for out of pocket expenses to be paid remaining £140 this year no increase. This will be paid to Cllr K Barnes in June-was **Resolved**

Proposed by Cllr R Solts

Seconded by Cllr M Nash

4. NEW MEMBERS BY CO-OPERATION

It was proposed and accepted to offer co-option to Cllr K Barnes back to the Council. Agreed formalities, notices will be put out on the notice boards and repeat notices will publicise to encourage new potential members. Currently CHPC has some three vacancies, with those joining as co-opted members to have four-year term of office.

Proposed by Cllr R Solts

Seconded by Cllr P Cook

5 AGREE THE AGENDA FORMAT-Including new Planning on line Procedures

In a brief debate, it was carried forward by the Clerk continues to take initiative for reducing the agenda where possible, avoiding the management style and unless it is a matter for debate. It was agreed Planning remains the same where improvements had been made but still room for more fine tuning. It was agreed to continue with the Neighbourhood Plan to April 2016 in the current format to the March 2015 resolution.

6. APPOINTMENT-TO COMMITTEES & WORKING PARTIES OUTSIDE BODIES

Four committees remain, and members suggested the format-and to defer and have further debate at the next meetings to decide those members wishing to take part in the various committees. Some "outside bodies" attendance was debated but no conclusions reached in most cases. Defer to next meeting seemed the preference. Cllr Cook wanted to see more written reports to both save time and confirm actions. In debate, Cllr Nash accepted to lead Treasure Tots and Cllr Thorpe Community Bus.

7. AGREE DATES & PLACES OF MEETING PROGRAMME 2015-16

The dates usually are set for the forthcoming parish year. Members requested some of the meetings be held at Charles Morris Hall that will be noted on the date's list. It was also carried forward the meetings should continue to a maximum of no more than two hours ending by the latest time of 10pm. Members then agreed the dates proposed asking the Clerk publish and circulate a list of the new meeting dates and make available on notice boards and web-site and other places. Annual Parish Meeting next year will be at either Charles Morris or Village Hall on 14th April 2016. Members wish to note no meetings are set in August as council is in recess for this month and Budgets will be at a separate meeting on 10th December 2015.

8. DECLARATIONS and ADOPTION OF STANDING & FINANCIAL ORDERS and RISK ASSESSMENT DOCUMENT

Members completed the formalities of declarations and acceptance of office, which the Clerk duly countersigned. It was pointed out to the meeting and agreed the Clerk will present the new NALC standing and Financial Orders at a future meeting, which will need renewal in this parish year. A format is available as the latest example,

9. RESOLUTION-CODE OF CONDUCT & STANDING ORDERS

As set out in the Agenda -"Colney Heath Parish Council" resolves to adopt the model Code of Conduct as formally agreed-14th March 2004, to continue thereon each year from the 15th May 2015 to accept and abide by the full and declared written Standing Orders as agreed the full and only constitution of this Council. Members are aware of their obligations to inform the Clerk of any changes in their individual circumstances *remaining item was **Resolved** en-bloc*

Proposed- Cllr R Solts

Seconded- Cllr D Crump

Note

As Clerk, I John Eric Dean Clerk to the Council & RFO -certify, to the Parish and Wards of Colney Heath and Highfield this statutory meeting was properly attended, quorate & structured-convened and held under the principles of LGA 1972 sect 12-para-7-13. The meeting closed at 20.35hrs
Written & Signed (For the purpose of completion until approved in council)

This part of the meeting ended at 8.40pm

John Dean

Clerk & RFO to the Council

