



COLNEY HEATH PARISH COUNCIL

Alban Park Office
Windfall House, D1, The Courtyard
Alban Park, St Albans
Hertfordshire AL4 0LA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk

8 June 2018

To Members of the Parish Council,

Councillors, Peter Cook (Chair), Derrick Crump (Vice-Chair), Kevin Barnes, Susan Devi, Cecilia Hathaway, Margaret Nash, Mark Ouzman and Russell Solts. (one vacancy)

You are summoned to attend the next meeting of **Colney Heath Parish Council** that will be held at Charles Morris Hall, Tyttenhanger on **Thursday 14th June at 7.30pm** your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter private session where members of the public & press are excluded.

Lisa Chaplin

Clerk to Colney Heath Parish Council

**THE MEETING WILL BE
AUDIO RECORDED**

AGENDA

Paper
No.

- 84/18 APOLOGIES, ANNOUNCEMENTS**
To receive and accept apologies for absence
- 85/18 DECLARATIONS OF INTEREST**
a) To receive declarations of interest from members regarding this agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 86/18 QUESTIONS FROM THE PUBLIC**
Members of the public may make representation, ask questions or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes. Guidance on public participation available from Parish Office
- 87/18 REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES**
a) County & District Councillors are invited to speak on matters relating to Colney Heath Parish if in attendance
b) Police & Crime Report
c) Highfield Park Trust
- 88/18 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**
a) To accept and sign the minutes of the Full Meeting of the Parish Council held on Thursday 10 May 2018
b) To review and accept the matters arising/action report

86

**draft
88b**



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89/18

PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

a) The Council have received and will discuss the following applications:

- | | |
|-------------|-----------------------------|
| 5/2018/0702 | Hill End Lane, AL4 0AJ |
| 5/2018/1079 | High Street, AL4 0NS |
| 5/2018/1093 | Highfield Lane, AL4 0RH |
| 5/2018/1073 | Wynches Farm Drive, AL4 0XH |
| 5/2018/1124 | Cairns Close, AL4 0EB |
| 5/2018/1152 | Newfield Way, AL4 0GD |
| 5/2018/1092 | Rose Cottage, AL4 0SE |
| 5/2018/1329 | Redhall End, AL4 0NE |
| 5/2018/1351 | St Barts Close, AL4 0BY |
| 5/2018/1301 | Housefield Way, AL4 0GP |

89

90/18

NEIGHBOURHOOD PLAN

To receive an update on Planning Policy Committee and the joint mtgs with London Colney Parish Council.

91/18

BUILDINGS & ASSETS

- a) To review and agree the CHPC Asset Statement
- b) To receive updates and correspondence on the following:
1. High Street Pavilion
 2. Old Air Raid Shelter
 3. Roestock Park Hut
 4. Charles Morris Hall Committee;
 5. Village Hall Committee
 6. Horseshoe Field
 7. Asset legal matters

91a

91b1

91b3

91b5

92/18

FINANCE, AUDIT & GOVERNANCE

FINANCE

- a) To receive and accept the bank statement and reconciliation
- b) To receive, check and approve pymts 31st May-8th June 2018
- c) Parish Office Move - August 2018
- d) Community Bus

92a

92b

92c

93/18

GOVERNANCE

POLICY REVIEWS – UPDATES & ADOPTION

- a) Member/Officer Protocol
- b) GDPR – General Data Protection Regulation (EU) 2016/679
1. Guidance on Data Protection
 2. CHPC Data Protection Policy
 3. CHPC Privacy Statement
 4. CHPC Privacy Statement for CHPC Website
 5. CHPC Data Breach Protocol
 6. CHPC Records Management Policy
 7. CHPC Employee Consent & Rights Pack

93a

93b



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c) Habitual or Vexatious Complaints Policy

93c

94/18

AUDIT

INTERNAL AUDIT 2017/18

To receive and review Internal Audit carried out on 31st May 2018
by Kent County Council

94

95/18

ANNUAL GOVERNANCE RETURN & STATEMENT FOR YEAR ENDING MARCH 2018

95

- To review, complete and sign the Completion Statement, Page 2
AG Statement 2017/18
- To review, approve and sign the Accounting Statements, Page 4
- AG Statement 2017/18
- To review, agree and sign Page 5 including figures of the Annual Return
- To review, approve and sign the response to the questionnaire for the year
ended March 2018
- To review and note the Business Risk Register

95e

96/18

ENVIRONMENT, THE COMMON, PUBLIC OPEN SPACES & BUILDINGS

ENVIRONMENT COMMITTEE

To receive updates on environmental matters to include:

- Roestock Park MUGA
- CMH Park installation
- ROSPA inspections 2018
- Application to record footpath STA155MOD

97/18

PARISH ADMINISTRATION

a) CLERK REPORT

Clerk to report on administration matters including correspondence and not
listed in agenda

b) PARISH NEWS

To review contents of 1st Edition of Parish News – Summer 2018

98/18

ANY OTHER BUSINESS

To receive any comments from Councillors, deal with any urgent matters agreed by
the Chair or for matters to be placed on agenda for the next meeting.

99/18

If the Council resolve 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.

*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an
individual Council member or a member of the public. No part of the meeting room is exempt from public
filming unless the meeting resolves to go into exempt session