



COLNEY HEATH PARISH COUNCIL

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

Village Office
83 High Street
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Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT CHARLES MORRIS HALL, TYTTENHANGER ON THURSDAY 14 JUNE 2018 AT 19.30pm

PRESENT: Cllr P Cook (Chair), Cllr M Nash, Cllr M Ouzman, Cllr K Barnes, Cllr C Hathaway, (one vacancy)

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Councillor Hale, District Councillor Day, Sgt M Williams, Mike Rawlins (Neighbourhood Plan Voluntary Project Officer) and four members of the public.

84/18 APOLOGIES AND ANNOUNCEMENTS

Apologies have been received from Cllr R Solts (holiday), Cllr D Crump (work commitment) and Cllr S Devi (away) and these were noted and accepted by Council. It was also noted that County Councillor Gordon had sent her apologies.

85/18 DECLARATIONS OF INTEREST

Councillor Hathaway would like it noted that she received a set of keys for the football club through her front door and this was not related to Council business.

86/18 QUESTIONS FROM THE PUBLIC

Two members of the public asked about displaying Council meeting details on noticeboards within the Parish. It was agreed that once the venues had been confirmed the meeting dates which were on the website would be added to a number of noticeboards. It was again clarified that the opening hours of the Alban Park office were Monday - Friday 9.30am – 12.30pm with the satellite office in the village hall by appointment. Residents were reminded that Clerk and all office staff are part time workers and should the Clerk be called away to a meeting then a message could be left and on occasions the office could be unmanned. It was clarified by the Chair that the change in operation of the parish offices was significantly different to how it operated under the late Clerk and Deputy Clerk, particularly in Colney Heath village.

A further question was asked regarding the ongoing matter of the hut in Roestock Park. The residents were advised that this was an ongoing issue and negotiations were continuing. The resident believed the Parish Council were overcharging and trying to force out the current occupants. The Chair mentioned that the occupants have on two previous occasions been asked to obtain their own legal advice from the Scout Association. Cllr Nash reinforced that the current occupants had been asked at a joint meeting to gather legal advice and options. It was also stated that very reasonable offers had been made to the current occupants who as volunteers released them from liabilities. There had been no counter offer until recently and this correspondence was on the agenda of this meeting. Comments from the residents were noted.

A resident raised an issue regarding a bus shelter which was an outstanding matter. The Chair asked that this be brought to a smaller working group on how to move this forward.

ACTION: Chair



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87/18

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

b) with the permission of the Chair the attending Sgt Mark Williams was asked to speak as he was on active duty. Sgt Williams gave some crime statistics for the parish of 4 dwelling burglaries, 4 vehicles stolen and 28 vehicles broken into. *Cllr Hathaway left the meeting at 19.46pm returned 19.48pm*

Sgt Williams recommended a 'Ring' doorbell and that this had good coverage. Discounts on these were available from Neighbourhood Watch and OWL websites. *Cllr Cook left the meeting at 19.47pm returned 19.48pm*

Sgt Williams commented that staffing had been such that there was no dedicated police officer. There were plans in place for a new officer and there would still be the cover of PCSO Abbie Proctor. Sgt Williams was asked to provide an article for future editions of the parish magazine. It was noted by the residents and the District Councillor that there was still an ongoing issue with quad bikes. All incidents should be reported. Clerk would advise Sgt Williams of events in the parish at his request.

ACTION: Clerk

a) Reports from County & District Councillors

County Councillor Hale spoke briefly about and reported on

- Fredericks Wood and that this matter was ongoing
- BT phonebox issue shared information by email
- The grass verge issues have been reported to HCC although there are some ownership challenges
- There is some reported Japanese Knotweed and this is dealt with by HCC in late Summer/early Autumn
- Chasing the flashing signs that were due to be installed on the A414 longabout
- No update on Roehyde, Cllr Nash asked that this was chased.
- Issues with hedges near Colney Heath School were noted as being mentioned on social media and this work will be chased
- There were 3 incidents of flytipping on Hixberry Lane, Cllr Ouzman asked that the fridge removal issue and the subject of charging for it be addressed by SADC. DC Day advised he would chase Caroline Davis on this matter.
- Warren Farm track – there would be a meeting with officers on this and other highways matters next week

The Chairman confirmed that **County Councillor Gordon** had sent an email and this has noted the speed restriction work in Highfield Park Drive

District Councillor Day reported that the new District Council year had seen a number of Committee membership changes. He is the Chair of the Planning Committee South. Nuckies Farm decision had been deferred to Planning Referrals Committee of 16 July.

20.08pm CC Hale and two members of the public left the meeting

c) Highfield Park Trust (HPT) – Cllr Barnes verbally reported that the office move had been completed and it had been very busy with no telephones or internet.

RAE



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There was a large two-day event on Saturday 30th June and Sunday 1st July at Highfield Park.

88/18

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 10 May 2018

- Members would like clarification of the new title for the Finance/Governance/Resources working party

Minutes proposed by Councillor Hathaway and seconded Councillor Ouzman

20.15pm CC Hale returned to the meeting briefly then left, a member of public returned to meeting

b) Matters Arising – report was presented and noted.

- The renaming of the Parish Council item 141/17 & 151/17b was noted as being possibly incorrect. The Clerk was asked to check the minutes and clarify the actions at the next meeting.
- Cllr Nash asked that the CHPC legal team be clarified as to who this was – the Clerk confirmed that this was the chosen solicitors for the parish council.

89/18

PLANNING

LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council reiterates it is not the Planning Authority, merely a consultee.

- a) All applications listed on the agenda were noted and the following applications were referenced that no comments would be made – 5/2018/0702, 5/2018/1079, 5/2018/1093, 5/2018/1073, 5/2018/1124, 5/2018/1152, 5/2018/1092, 5/2018/1329, 5/2018/1351, 5/2018/1301.

It was noted that the Nuckies Farm decision had been deferred and that the comment from CHPC should be sent to District Councillors prior to the planning meeting

ACTION: Clerk

90/18

NEIGHBOURHOOD PLAN

There was a document tabled to the members updating them on the requirement to comment on the Harpenden NP and the Neighbourhood Plan Voluntary Project Officer verbally spoke to the paper. It was **RESOLVED** that comments on the plan should be referred to a smaller subgroup of members namely Cllrs Crump, Nash and Cook to work on the response with the Neighbourhood Plan Project Officer (Voluntary) for the Clerk to send comments by 5pm 22 Feb 2018.

ACTION: Clerk

It was noted that there would be further meetings with London Colney Parish Council on this matter, although they were more concerned with HGV. There was a query on the status of a site if the whole HGV site was not used. The council once again thanked Mike Rawlins for all his hard work.

20.26pm DC J Day left the meeting

20.28pm Neighbourhood Plan Voluntary Project Officer left meeting

RAE



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91/18

BUILDINGS

BUILDINGS & ASSETS WORKING PARTY

- a) **Asset Statement** – the circulated statement had amendments with the word must to be changed to will. The document was unanimously **RESOLVED** and adopted. This would be amended and placed on the website.

ACTION: Clerk

b) **1. High Street Pavilion**

Members noted that the Soundtruck event was still going ahead and were disappointed was shared that the actions of this organisation were against what had been discussed and agreed. It was noted that no further action would be taken at this stage and Cllr Hathaway agreed to liaise with the police over traffic matters.

2. Old Air Raid Shelter

It was unanimously **RESOLVED** that if no keys were received by the end of June a letter would be sent giving 7 days' notice and the locks would be removed and changed.

ACTION: Clerk

3. Roestock Hut

Papers were noted by Council. The contents of the most recent correspondence would need to be discussed with the current occupants and the Assets Committee where they would be again asked about their legal position and advice received. A meeting would be arranged. Cllr Ouzman raised a concern that the residents of the Parish do not appreciate the reasonable offers that have been made to the current occupants and that the Parish Council want to make the park and building accessible to all for the benefit of the entire community. It was hoped that perhaps the offer could be revisited, with a way found to work through these matters reasonably.

ACTION: Clerk

4. Charles Morris Hall Committee

It was noted that the plans for the extension to the hall had been received but too late for inclusion onto this agenda. These papers would be circulated for comments and approval at the July meeting.

ACTION: Clerk

5. Village Hall Committee

Members discussed the papers and it was agreed that a fair proportion with the research given should be rounded up to 9%. It was proposed in an attempt to move this matter forward that the letter be sent as drafted along with the appendices and the offer of 9%. If a small group meeting could be arranged then this would be useful. It was unanimously **RESOLVED** to send the letter as drafted.

ACTION: Clerk

6. Horseshoe Field

It was agreed to organise a meeting to discuss moving this project forward.

ACTION: Clerk



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7. Asset Legal Matters

It was agreed that due to ongoing and commercially sensitive legal matters these would be discussed in a closed session.

20.58pm Two members of the public left the meeting

20.59pm Standing orders and meeting suspended for comfort break

21.21pm Standing orders and meeting recommenced

92/18

FINANCE, AUDIT & GOVERNANCE

FINANCE

- a) **Bank Statements/Reconciliation** - Copies of the bank statements and bank reconciliation were signed by Cllr K Barnes. Members were advised by the Clerk that the nominal ledger was available to be viewed.
- b) **BACS payments** and authorisation sheets were signed and inspected by Cllr Hathaway and Cllr Nash. Payments were proposed by Cllr Barnes and seconded by Cllr Ouzman. Payments numbered 030 to 059 in the amount of £30,673.21 were authorised for BACS payment on Thursday 21st June May 2018.
- c) **Parish Office Move** – Cllr Barnes declared an interest in this item as a Trustee of HPT. The Chair went through the update on the HPT office questions were noted such as post redirection and use of the atrium. It was proposed by Cllr Hathaway and seconded by Cllr Nash and unanimously **RESOLVED** to delegate authority to the Clerk to redirect the post for a period of 12 months for the Alban Park office only and that £1500 should be allocated to the move to include the items as listed. It was agreed that there would be a short meeting in August to cover urgent items and this would be held on 16th August hopefully to be in the atrium of the HPT office.

ACTION: Clerk

- d) **Community Bus** – It was unanimously **RESOLVED** that honorarium to be paid to the Community Bus Co-ordinator be £1000 and that this would be paid from County Councillor locality budget of £500 matched by the Parish Council. Council also unanimously **RESOLVED** to fund the new driver training up to the amount of £100.

ACTION: Clerk/RFO

93/18

GOVERNANCE

POLICY REVIEWS – UPDATES & ADOPTION

- a) **Member/Officer Protocol** - Document presented had been circulated for a number of months and subject to agreeing the title with Cllr Crump it was unanimously **RESOLVED** that it be adopted.
- b) **GDPR** - All draft documents presented were unanimously **RESOLVED** to be adopted. These would be placed on the website.
Council noted that all staff had received an employee rights pack.
There was a debate about the use of personal email accounts being used by members. It was unanimously **RESOLVED** that members would start to use a .gov.uk email address as soon as these could be processed.

21.50pm Member of public left the meeting.

RAEZ



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- c) Habitual & Vexatious Complaints Policy – this policy was unanimously **RESOLVED** to be adopted.

94/18

AUDIT

INTERNAL AUDIT 2017/18

The internal audit report was noted by members. The Clerk was complimented on a good result from where the Council had come from to this report was excellent. Cllr Barnes asked that this should be minuted. It was noted that a new internal auditor would be required from November 2018 as Kent CC have reduced their remit and distance that they are prepared to travel for auditing. A new auditor should be sought as soon as possible.

ACTION: Clerk/RFO

95/18

ANNUAL GOVERNANCE RETURN & STATEMENT FOR YEAR ENDING MARCH 2018

- Members reviewed documentation and unanimously **RESOLVED** that the Chair should sign the Completion statement where indicated.
- Members reviewed documentation and unanimously **RESOLVED** that the Chair should sign the Accounting Statement where indicated.
- Members reviewed documentation and unanimously **RESOLVED** that the Chair should sign the Annual Governance Return where indicated.
- Members noted the figures in the Annual Return there were no further questions.
- Members reviewed the answers in the questionnaire and no further points or comments were made so it was unanimously **RESOLVED** that the questionnaire should be submitted with the signed AGAR.
- Members reviewed and noted the risk register for all areas of the parish council business and noted that the auditors had requested and noted these documents as being a proactive approach to risk management.

96/18

ENVIRONMENT, THE COMMON, PUBLIC OPEN SPACES & BUILDINGS ENVIRONMENT COMMITTEE

a) Roestock Park MUGA

Pre-contract meeting held last week. It was unanimously **RESOLVED** for Groundworks to continue to manage this contract through to completion with site visits and organisation of site management. Paperwork and contracts are being prepared, equipment has been ordered and it is expected works will commence mid-July with completion during August. Clerk hopes to write to all residents in Admirals Close concerning disruption over the period when the actual start date is confirmed. Works will be limited to Monday – Friday 8.30 – 5.30pm only. Members would like CCTV to be investigated for this installation.

ACTION: Clerk

b) CMH Park installation

Installation of the park will commence June 27th and will take one week to complete. There has been no reopening event organised by members would like to see something organised possibly with the District Councillor involved.

ACTION: Clerk

RAEZ



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c) ROSPA inspections 2018

Inspections were carried out 22 May 2018 and reports have been received. The Clerk will review and obtain quotes on any urgent works required. Members requested quotes on works required and then this would be reverted to Council for approval.

ACTION: Clerk

d) Application to record footpath STA155MOD

Oaklands rejected the dedication agreement so HCC have given a decision report – 6-week consultation where it is anticipated that Oaklands will appeal.

97/18

PARISH ADMINISTRATION

a) Clerk Report

Clerk Report to include correspondence

- Press comments have been requested on car thefts and closure of Chalkdrawers Arms, fire theft and flytipping
- 9 emails on one day from resident regarding park issues
- Issues with boundary hedge in Sleepshyde
- Hedges issue in Gloucester Park for resident
- Off road motorcycles being reported regularly
- Flytipping incidents of 8 fridges in Fellowes Lane & Roestock Lane
- Same resident complaint re park
- Park Lane right of way multiple complaints from same resident
- Flytipping Sleepshyde reported
- Complaints re bins in street
- SADALC minutes are available from office next mtg 17 July 2018
- Complaint and offer of repairs by resident to Sleepshyde Park
- BBQ on Common – reported to VHC
- Issues with accessing field due to parked vehicles on two occasions to cut grass at the rear of CMH
- Request from resident to access 2017/18 accounts
- Flytipping of 14 large black bags of dog waste at Coursers Road
- Nappies dumped from bin onto the Common
- Failed incursion and dumped caravan on Coursers Road
- Complaint of parking on Common land – letter to be written
- Phonecall and email of thanks from Chris Brazier, Chair of Old Friends Club for their grant
- CPRE 90th birthday celebrations due to timescale invite sent to Env Committee
- FOI Response received from SADC
- No news or update on restoration plan for Community Park
- Bees and Honey producer request
- Request for information on publication of parish magazine and contract information
- Grass cutting request for event at CMH
- SADC Pilgrimage request numbers from members

Larks in the Parks has been confirmed with all acts and stalls booked. Volunteer Councillors if able should attend training on Saturday 23rd June at SADC. Huge thanks to the Larks Co-ordinator who has done a great job co-ordinating the paperwork and booking the stalls etc.

AAE2



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It was debated and unanimously **RESOLVED** that the Council would take over the Colney Heath Autumn Show for one year. A budget of £100 was allocated to the event and it would run in September or October. It was noted that without Parish Council support it would have to be cancelled this year. This would then allow the Parish Council one event approx. per quarter:

April/May	Wild About our Common
July	Larks
September	Autumn Show
December	Xmas Meal/Wassailing

b) Parish Magazine

The content now is that of what the Parish Council would like to put in and will include where to report potholes, verges, refuse collection, flytipping, abandoned vehicles, parking officers. It is hoped it will go to print by early July and be delivered early to late July.

St Marks Church have requested the centre pages for £200 per edition. Council happy to do this for every edition or perhaps one or two editions out of three and not this initial edition. It was unanimously **RESOLVED** that £200 for the centre pages was acceptable from the next edition.

Trialling three editions for this year. The plan for this financial year would be as follows:

Summer edition – issued in end July 2018
Winter edition – issued in November 2018
Spring edition – issued in March 2018

Payment to distributors raised by Councillor Ouzman who declared an interest in this matter as is related to the potential deliverers. There have been so far 12 offers of volunteer deliverers throughout the Parish and this is without advertising for this. It was unanimously **RESOLVED** that distribution would be voluntary unless there were areas that were difficult to deliver to.

98/18 ANY OTHER BUSINESS

It was noted from the Police Priorities meeting that speed cameras were being placed at certain sites throughout the Parish.

- 99/18 The Council **RESOLVED** 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.

CLOSED SESSION - Commenced at 22.30pm

File AFEZ
19/07/2018
PAEZ



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Meeting ended at 23.00pm

Feb AEG
19/07/2018