



## COLNEY HEATH PARISH COUNCIL

Alban Park Office  
Windfall House, D1, The Courtyard  
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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT TRESTLE ARTS BASE, RUSSET DRIVE, HIGHFIELD ON THURSDAY 19 JULY 2018 AT 19.30pm

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

**OFFICERS:** L Chaplin (Clerk)

**PUBLIC:** County Councillor Gordon and four members of the public.

The start of the meeting was delayed until 7.34pm due to new venue and air conditioning matters in the extreme heat.

#### 100/18 APOLOGIES AND ANNOUNCEMENTS

Apologies have been received from Cllr R Solts (work commitment), Cllr S Devi (illness). Council noted and accepted the apologies sent by members. It was also noted that County Councillor Hale and Sgt Mark Williams had sent their apologies. The Chair advised members that a closed session to this meeting was anticipated.

#### 101/18 DECLARATIONS OF INTEREST

None declared.

#### 102/18 QUESTIONS FROM THE PUBLIC

None

#### 103/18 REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

a) The Chair opened with thanks to all County and District Councillors for their work and objections made in relation to the Nuckies Farm application. A special mention was made to District Councillor Brazier who was extremely helpful and made commenting on the application easier at the Planning Referrals Committee meeting of 16 July 2018.

**County Councillor Gordon** mentioned her email to Cllr Maynard, in her role as District Councillor for London Colney, thanking her for her response at District Council agreeing to meet with both London Colney and Colney Heath Parish Council officers.

**County Councillor Hale** had sent an email report and this was circulated and no questions were raised.

b) **Police Report & Crime Report** the Clerk reported incidents locally of a potential child snatch in Colney Heath village, further car break in and a large flytipping of 40 plus fridges in Highfield which led to a discussion about installation of CCTV cameras across the parish. County Councillor Gordon offered potential locality funding for any potential project.

c) **Highfield Park Trust** the opening event for the new Trust office and visitor building was noted as 22<sup>nd</sup> July 2018.

#### 104/18 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 14 June 2018

Minutes proposed by Councillor Barnes and seconded Councillor Ouzman

b) Matters Arising – report was presented and noted but not accepted.



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- The renaming of the Parish Council item was raised and resulted in a lengthy and detailed debate with members having different views. A report had been drafted by the Chair. It was not on the agenda due to the time content for this meeting. Cllr Crump asked that 53/18 be added to the Matters Arising report when next issued where a paper was to be drafted with costs to be noted and plans for any public engagement to be agreed. Cllr Ouzman requested to know whether any formal letter had been sent to St Albans District Council informing them of any decision. It was confirmed that an email requesting information of the process had been sent. Cllr Nash wanted the wording on the matters arising report to be amended and would not accept the report as she did not feel members were ready to receive any sort of report. It was pointed out that the Clerk produces the matters arising report at the request of the members however 53/18 would be added. Cllr Ouzman was concerned that the decision was in danger of being personally 'railroaded' through and that the elimination of the Hill End name from any new proposed name of the title would be the result. The Clerk reminded members of the Code of Conduct and suggested that the topic will be put onto a future agenda (September or October 2018) where more time could be dedicated to this topic following prior circulation of the report. Cllr Hathaway asked if the report would be followed by a discussion and a vote on this matter. The Chair agreed that this would indeed be the case.

**ACTION: Clerk**

105/18

### **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 – 5/2018/1399, 5/2018/1133, 5/2018/1301, 5/2018/1352, 5/2018/11396, 5/2018/1467, 5/2018/1526, 5/2018/1572, 5/2018/1578, 5/2018/1633, 5/2018/1670.

Comments on the following applications were agreed by members:

5/2018/1369 – this was a resubmission and Council would like to put in the same comment and object to this application.

5/2018/1502 – this is a resubmission of 5/2017/0934 and the same comment as previously applies so an objection and comment would be submitted.

5/2018/1633 – the proposers of this application spoke to Council for 3 minutes on this application and answered questions from members.

Members would object to this application as proposed house type does not meet the Local Plan Housing need (Housing Vision 11th June 2015 at the District Council's planning Policy Committee) namely: 18% 1 bed; 21% 2 bed; 54% 3 bed and 7% 4 bed. Additionally that all relevant Green Belt policies should be applied by District Council officers when considering the application.

**ACTION: Clerk**



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It was suggested that a group could be set up in the near future to discuss the strategic local plan and the Oaklands College developments looking more closely on the impact of these on the Parish.

106/18

### **BUILDINGS**

#### **BUILDINGS & ASSETS WORKING PARTY**

- a) **High Street Pavilion** – correspondence received and due to the commercial nature of the content it was suggested and agreed to discuss this matter in closed session.
- b) **Old Air Raid Shelter** - correspondence received re High Street Pavilion included this building and would be discussed in conjunction with this item for the reasons already given.
- c) **Roestock Hut** – a verbal report was given by Cllr Hathaway on the meeting of 18<sup>th</sup> July held with scout group representatives. The situation was that of stalemate. It was agreed to obtain a further clearer letter that contained reference to the ownership of the building and exactly why the determination had been made. A copy of this letter along with the offers made by the Parish Council to resolve this situation would be circulated to all parties.

**ACTION: Clerk**

- d) **Charles Morris Hall Committee**

The plans for the proposed extension and works to the building were circulated to all members and there were no questions or comments. It was unanimously **RESOLVED** to accept and support the proposal. Members would be grateful to receive a timeline on when works are looking to commence as soon as this is available.

**ACTION: Clerk**

- e) **Village Hall Committee**

Members were advised that a meeting with the Clerk and the Village Hall Secretary has been offered and accepted. This will be arranged over the next month and the Clerk will report back to Council at the next meeting.

**ACTION: Clerk**

- f) **Horseshoe Field**

A further email would be sent chasing a provisional start date plus risk assessments, methods statements and detailed costings for Council approval. It was also reported by the Clerk that a stand of Japanese Knotweed had been located and was now part of a 3 year treatment plan by a specialist contractor who would be carrying out a first injection into the stem in the Autumn/Winter.

**ACTION: Clerk**

107/18

### **LEGAL MATTERS**

This item was added to the agenda at the request of Cllr Hathaway who also requested an update report be written by the Clerk for this meeting. Due to the ongoing legal matters in each of the cases it was suggested and agreed that this paper be discussed in a closed session.

*Two members of public left meeting at 8.35pm*



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108/18

### FINANCE, AUDIT & GOVERNANCE

#### FINANCE

- a) **Bank Statements/Reconciliation** - Copies of the bank statements and bank reconciliation were signed by Cllr C Hathaway. 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 060 to 087 in the amount of £22,507.19 were authorised for BACS payment on Thursday 26<sup>th</sup> July 2018. *Clerk noted typo error in the numbering of the agenda.*
- c) **RFO Update on Audit Matters 2017/18** – The Clerk reported that external audit requirements had been met and sent to PKF Littlejohn as required on 25<sup>th</sup> June 2018.

One request had been received from a resident to view the 2017/18 accounts and this had been organised with a room booked and documents appropriately redacted as advised and in line with GDPR regulations.

Members noted the paper listing the further request with 40 questions asked by the resident after viewing the accounts and that the RFO would answer the questions and ensure a response was sent by 27<sup>th</sup> July 2018. Members noted hours spent to date on the request totalled 13 by all staff.

**ACTION: RFO**

- d) **Community Bus** – A request was received from a volunteer on the bus for Council to consider whether drivers/couriers should enter the property of a passenger when assisting with them. After consultation with Zurich the Clerk had been required to complete a safeguarding assessment and returned which resulted in Zurich advising DBS checks and safeguarding training for all drivers and couriers. It was unanimously **RESOLVED** that no driver or courier should cross the threshold of a passengers home or to attempt to enter their property. DBS checks and safeguarding training would be organised as soon as practicable.

**ACTION: Clerk**

- e) **Quotes – Desks HPT** - quotes for new desk in the Highfield Park Office were discussed. Cllr Solts has asked that his declaration of interest be stated at this point as he recommended one of the potential suppliers. After discussion on the merits of the providers it was unanimously **RESOLVED** to accept the slightly higher quote for the bench style desks to be fitted in order to maximise the area available £875.

**Trees on Common** – after the Councillors have assessed and sprayed the dead trees on the Common, the job was requoted with two quotes as specified for both felling and leaving trunk and larger branches and also a second quote for complete removal. The quotes were less than three hundred pounds apart it was unanimously **RESOLVED** that the works be carried out and all risings be removed £4960.00. Works to be completed as soon as bird nesting season.

**ACTION: Clerk**



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109/18

### PARISH COUNCILLOR VACANCY

Paper presented and noted. Members unanimously **RESOLVED** to accept the process and timetable for filling this vacancy.

It was requested that a slight amendment to the top of the person specification and some words were drafted by Cllr Ouzman. The Clerk would amend prior to publishing on noticeboards and sending to the three candidates who have already come forward.

**ACTION: Clerk**

110/18

### HR COMMITTEE

A meeting of the HR Committee was held 10 July 2018 and it was suggested and accepted that due to the confidential matters discussed relating to staff members that the Council would address any update in closed session.

The terms of reference drafted and accepted by the HR Committee were circulated. The terms of reference were unanimously **RESOLVED** and adopted.

111/18

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

#### a) Roestock Park MUGA

The Clerk reported on some of the challenges that she and the Project Manager had been dealing with including antisocial behaviour, complaints on timing of the closure of the facility, inactivity of workers at the site.

A complaint received on behalf of the homeowners backing onto the park led to a change in the location of two pieces of equipment after a site visit by the Chair, Clerk and Project Manager. Council decision required on the apple tree located very close to the fence of the MUGA. The two options were either cut back the tree or remove completely. The Clerk and 3 of the Ward Councillors had been onsite and viewed the tree, consideration was given to this apple tree and that it would require regular and ongoing maintenance to prevent damage to the new 3m fencing. The Clerk suggested that the tree could be removed and replaced by 2 other trees in different locations at the park. Cllr Nash suggested perhaps a mulberry or cherry variety. The funding would come from the contingency and the replanting would be discussed with the landscaper whilst on site. On this basis the removal of the apple tree was unanimously **RESOLVED**.

**ACTION: Clerk**

A discussion on the provision of CCTV at locations within the Parish had been previously suggested but members now felt with the new equipment increasing fly-tipping incidents and other antisocial behaviour that a project to install some form of CCTV cameras was necessary. It was agreed that a specification for what was needed should be looked at and that the Councillors Ouzman, Hathaway and Nash would like to be involved in looking at the proposals in depth. The Environment Committee would lead on suggestions as to where the cameras should be located. The Clerk would get some quotes to establish how much the project is likely to cost so a budget can be agreed.

**ACTION: Clerk**



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### b) **Charles Morris Hall installation**

The park has been completed and pictures were shown to members. The members were pleased to see this project completed so quickly.

Members last meeting acknowledged the ROSPA reports and requested quotes to be produced on the items as noted in the reports for both parks located in High Street and also Sleashyde. The Clerk read the recommended list of works for both parks and the works were unanimously **RESOLVED**.

**ACTION: Clerk**

112/18

### **PARISH ADMINISTRATION**

#### a) **Clerk Report** – listed are emails, correspondence and calls received

- Multiple emails and calls regarding dumped rubbish in public bins.
- Complaints about aspects of the works in Roestock Park
- Off road motorcycles being reported regularly
- Flytipping incidents in Highfield, Barley Mow Lane & Oaklands
- Flytipping of 12 large black bags of dog waste at Coursers Road
- Loose horse on Common
- Trap & Horse on Common
- Emails received from potential Councillors for vacancy
- Correspondence from Soundtruck organising committee
- Meetings with developers 24 July, 27 July, 31 July, 26 Sept.
- Permission given for bouncy castle on land behind CMH for event 21 July
- Notification received of application to register an asset of community value at Wynches Farm Drive
- Confirmation of road name for new Barley Mow development as Crescent Gardens
- Official notification from Public Works Loan Board that outstanding balance is £13,857.97.
- Email accounts had been opened for all Councillors with the format [cllrurname@colneyheathparishcouncil.gov.uk](mailto:cllrurname@colneyheathparishcouncil.gov.uk) with all correspondence should now be directed through these accounts.

#### b) **Larks in the Parks** was held on 1<sup>st</sup> July 2018. 386 people attended. Council discussed and would like to discuss the event further as an option that could be considered was to hold the event bi-annually in order not to overload the village with numerous events and to give the Soundtruck event a chance next year. Members would also like to debate what the Council are achieving with the Larks event. It was agreed to review the event and its future placing it onto the October meeting agenda.

**ACTION: Clerk**

#### c) **Parish Magazine**

Members requested to see any issue in hard copy prior to printing. This would make a Summer edition not possible and the magazine would now be put back with the edition being prepared for Councillors to view at Full Council at September meeting.



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### 113/18 ANY OTHER BUSINESS

None raised.

- 114/18 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 9.55pm

1. Buildings and Assets
2. Staff matters
3. Legal Update
4. Clerk Appraisal

Meeting ended at 22.48pm

Signed by Chairman -

Dated -

  
16/07/2018

