



## COLNEY HEATH PARISH COUNCIL

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

Village Office  
83 High Street  
Colney Heath  
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### MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT CHARLES MORRIS HALL, TYTTENHANGER ON THURSDAY 1 MARCH 2018 AT 7.30pm

**PRESENT:** Cllr P Cook (Chair), Cllr D Crump (Vice Chair), Cllr R Solts, Cllr M Nash, Cllr M Ouzman, Cllr K Barnes, Cllr P McDonagh.

**OFFICERS:** L Chaplin (Clerk)

**PUBLIC:** County Councillor Hale from (7.41pm) and seven members of the public.

#### 27/18 **APOLOGIES AND ANNOUNCEMENTS**

Apologies received from Cllr C Hathaway (travel) and Cllr S Devi (illness) were noted and accepted by Council. It was also noted that County Councillors Gordon and County District Councillor Brazier had sent apologies.

#### 28/18 **DECLARATIONS OF INTEREST**

None declared at this point.

#### 29/18 **QUESTIONS FROM THE PUBLIC**

Four representatives spoke concerning the history of planning application 5/2018/0099. Cllr Cook proposed a separate meeting specific planning meeting. Cllr Solts declared an interest. The Clerk had contact details and would arrange the planning meeting in the next couple of weeks.

*Four members of the public left the meeting*

A resident raised the issue of the Tyttenhanger bus shelter, Cllr Nash confirmed on behalf of County Councillor Gordon that locality budget money would be available for this project. Cllr Solts raised the issue of insurance of the volunteers and quoted from the recent question asked of the Parish Council insurance provider who advised that it would not recommend unqualified workers to carry out these works as they would not be insured and the works after the repair would not be insured. A suggestion was made for the volunteers to sign waivers. Cllr Crump suggested Mr Stayton who is a qualified carpenter could be consulted with regards to the repairs. Possible asset transfer was also suggested. Many options to investigate further. It was agreed that the Council fully supported this work being carried out but that a mechanism for carrying this out was needed. It was agreed that the money would be claimed from the County Councillor and that the insurance company would be contacted with regards to how this work can be carried out.

**ACTION: Clerk**

There was a question about the reintroduction of the Parish Magazine which hasn't been produced for over 2 years. Cllr Cook explained that a newsletter had been produced and distributed throughout the Parish as part of the Council promoting response to the SADC Local Plan consultation and distribution throughout the Parish remained an ongoing issue.

Cllr Ouzman explained that the enthusiasm for the content of the magazine was needed and what format the public wanted would need to be considered with



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the increase in use of social media and digital information being more widely used. A resident commented that an actual copy would be welcomed by some residents of the Parish. It was hoped that a plan for a newsletter would be looked at over the next few months but that there was a lot of work ongoing within the parish.

*Three residents left the meeting*

30/18

### MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 1 February

Proposed Councillor Barnes

Seconded Councillor Crump

The minutes were agreed by all members as a true and accurate record and a copy including each page was signed by the Chairman.

- b) Matters Arising – report was noted by Council. A discussion by members regarding hard copies of papers provided to members at meetings was held. It was agreed that the members would advise the Clerk over the next two weeks of how they would like to receive their papers the options being by email or hard copy and either would be issued on the Friday before the meeting with the agenda but that there would only be an agenda and set of minutes produced for the Full Council meeting. Cllr Solts and Cllr McDonagh would take forward a review on whether tablets or other electronic devices could be purchased for members ease.

**ACTION: All Councillors, Cllr Solts, Cllr McDonagh & Clerk**

31/18

### REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

a) County Councillors – County Councillor Hale reported on

- works on A414 which will start over the next few weeks subject to the weather.
- Ellenbrook Trust issue matters were still ongoing.
- PPC questions issue in writing Peter to send John Hale information on 'Land East of Kays Walk'
- Thanks to Cllrs Ouzman & Crump for a useful drive round last week.
- Highways issue in Roestock Lane required funding which may be allocated shortly.
- No streetlight issue in Roestock Lane, Meadway, Hall Gardens, Roestock Gardens and Wistlea Crescent possibly down to utilities, keep reporting but may take time to resolve
- Bus grants for 2017/18 & 2018/19 issued from locality budget
- Triangle at St Marks Close/Church Lane to receive bird beak fencing after resident complaints about drivers going over the land to avoid traffic queues the fencing will discourage this
- Cllr Cook asked if County Cllr Hale would raise with HCC Highways how two junction signs were approved and installed for the entrance to Fredericks Wood as it makes it appear to be an entrance to major premises rather than amenity woodland



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County Councillor Gordon reported through Councillor Nash and advised that locality funding would be available for the bus shelter project up to £300.

The speed survey had found that the average speed was above the threshold to have a Speed indicator device and that this would be funded through her highways budget. Some finalisation of figures and information was required. She also asked that she receive an email copy of the agenda.

- b) Hertfordshire Road & Casualty Transport Facts – report noted.
- c) District Councillors – no District Councillors present. The Clerk mentioned that the school allocations were more positive than last year with a reduced number of children not getting one of their allocations. The Parish Council had been contacted by a parent for support.
- d) Highfield Park Trust (HPT) – Cllr Barnes gave a verbal update on the Trust building work progressing well.
- e) Police report – Members were disappointed that there was no representation despite being invited to attend to discuss members concerns over the increase in theft and crime around the Parish and that the promised crime statistics report had not been received. Cllr Nash had received an email to advise that Sgt Arnott was moving on from his role in the Safer Neighbourhood Team. There is a Police Priorities meeting next week and it was hoped that Cllr Hathaway would be attending. The Clerk was asked to check Cllr Hathaway was attending and to raise questions on behalf of the Council.
- f) Highfield Park Trust (HPT) – Cllr Barnes gave a verbal update on the Trust building work progressing well.
- g) St Albans District Association of Local Councils (SADALC) minutes noted and membership of the association was approved.

**ACTION: Clerk**

32/18

### **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 noted and no comments would be made – 5/2017/3625, 5/2018/0082, 5/2018/0182, 5/2018/0084, 5/2018/0250, 5/2018/0299, 5/2018/0211, 5/2018/0229.

Comments made on the following applications were noted as follows:

- **5/2017/0099** – It was proposed that a separate planning meeting would be held and this would be included for discussion, including a potential site visit and local residents association invitation.
- **5/2018/0115** – Council will be making the same comment as previous applications in this development area.
- **5/2018/0048** – This application would be added to the planning meeting to be held over the next couple of weeks. District Councillor Brazier to be invited.

**ACTION: Clerk**



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- b) Householder Appeal – Redhall End, Colney Heath. Paper not for information only.
- c) Refusals and enforcement matters were discussed with an update on Welwyn Hatfield enforcement who have advised the site was handed back to HCC enforcement. CC Hale reported that he is dealing with this matter and will keep Cllr Nash and the Clerk copied into any future emails.

33/18

### **FINANCE, AUDIT & GOVERNANCE**

- a) Approval of BACS payments for payment run Thursday 8<sup>th</sup> March – couple of queries answered by the Clerk and a minor change to a payment. The pink sheet was amended by hand and signed and initialled by the two Councillors Crump and Solts and the RFO.
- b) The Chair signed a copy of the bank accounts and bank reconciliation – there was a question as to the £116 assigned to the water code. It was noted that this was an error in coding of the payments and would be investigated and placed into the correct code. It was noted by Cllr Solts that the £85k had been received into the Metro bank account, statements would be received and would form part of the bank statement and bank reconciliation from next month.

#### **ACTION: RFO & Finance Officer**

- c) No quotes or donations were noted brought to Council.
- d) The Council noted the updated Governance & Policy Register. Council requested that the sections on Health & Safety and the H & S Statement be completed as a matter of urgency. It was noted that this would be placed onto the parish website. The drafting schedule should be replaced with a review schedule once all new policies had been drafted.
- e) Policies for review were presented: Social Media and LGPS policies were adopted by Council. The remaining new policies would be placed on the website in draft and would be considered for comments and then adopted at the next meeting subject to members comments. Cllr Crump raised two points that the Social Media policy was referenced on the website with regards to official contact through social media would not be regarded as official contact. Secondly, that the Environment WP be added to the Overtime policy.

#### **ACTION: Clerk**

- f) The member email and response from the Clerk was noted. Cllr Solts did not take part in the discussions due to a possible conflict. Questions regarding the redactions were explained. The response to questions was noted and no amendments were made. It was unanimously agreed that the response be sent in writing with the table attached. Other matters would be taken into closed session.

#### **ACTION: Clerk**

*County Councillor Hale left the meeting*

34/18

### **ENVIRONMENT, PUBLIC OPEN SPACES & BUILDINGS** **ENVIRONMENT WORKING PARTY**

- a) Cllr Crump updated the Council on a number of matters. He would be chasing the restoration works that should be taking place at the Community Park



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adding a second voice along with the Clerk. The poster for the 'Wild about our Common' event was shown to Council. The Deputy Mayor would be invited to open the event and say a few words. It was suggested that an U16 photo competition could be held alongside the primary school art competition being run by the school for the event. Prizes would be needed so it was **unanimously RESOLVED** to increase the budget from £250 to £300.

**Action: Clerk**

### b) Park Corner Works

A meeting had been held with Councillors Crump, Nash, Ouzman and the Clerk attending. The habitat survey had been received and this would be circulated to all members of the Environment working party. The compensation for storage had been increased and agreed with an increase of £900 more than first offered. There would be a delay on the works due to the weather, the contractors were aware and mindful of the nesting season and a site survey would precede the works so some advance notice would be given to Councillors and residents affected.

**ACTION: Clerk**

*A comfort break was taken by members and standing orders were suspended.*

35/18

### **BUILDINGS**

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

A Buildings and Asset meeting is scheduled for Wednesday 7<sup>th</sup> March at 7.30pm and will likely be held at the Village Hall office.

#### **High Street Pavilion**

A meeting will be organised shortly to discuss ongoing issues once the Clerk has received confirmation that the rent increase due had been paid. No key has yet been received to access the Old Air Raid Shelter.

**Action: Clerk**

#### **Roestock Park Hut**

It was noted the EPC survey came in at a D rating. All papers were being collated for discussion at the B & A working party next week. A meeting has been offered with representatives of the scouts on Monday 12<sup>th</sup> March 7.30pm at the Roestock Park Hut after which a recommendation would be presented to Full Council.

**Action: Clerk**

#### **Village Hall Council**

Correspondence received was noted. It was **unanimously RESOLVED** that the Clerk send a factual response with all available evidence and chase a response to the heads of terms. The draft response should be sent to the Finance & Governance working party for comment.

**Action: Clerk**

36/18

### **LEGAL MATTERS**

Due to ongoing legal processes it was not possible to comment on the ongoing cases in public session.



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37/18

### PARISH ADMINISTRATION

#### a) Clerk Report

- The Clerk reported that she had met with representatives of St Marks Church to discuss the Closed Graveyard maintenance and at her suggestion the Church have secured a member of their congregation who has run his own gardening business and is willing to carry out the required maintenance. It was **unanimously RESOLVED** that a grant be paid to St Marks Church for maintaining the Closed Graveyard for 2018/19 financial year in the amount of £1500. The equipment would be transferred to the ownership of the Church for the sum of £1 transferred as seen with no future renewal or maintenance of the equipment.
- Broken Gates at Four Horseshoes and CH Community Park have been reported as broken and have now been fixed.
- A petition from resident of Warren Road, St Albans West Herts A & E Hospital was noted by Council
- Rialtas closing down the accounts system for financial year 2017/18 on 26<sup>th</sup> April 2018.
- Public meetings held in Parish w/c 5<sup>th</sup> February 2018 and the Chairman thanked all those Councillors who supported the evenings and attended.
- Play in Parks permission given to SADC for Easter event in Roestock Pk.
- Save the Date notification received for Mayors Goodbye Meal – 20<sup>th</sup> May 2018 – Council noted.
- Request for background on Horseshoe field by SRA – response sent no further action.
- Request for info on CHPC Treasure Tots by CHVHC – response sent no further action.
- £500 claimed via CC Hale for Community Bus 2017/18
- Boundary Commission issues with revised parish arrangements to be notified in December 2018 and changes made for elections 2019.
- Calls for sites paperwork received from Boissy Close & Ged O'Sullivan.
- Mayors Civic Banquet reminder – 9<sup>th</sup> March 2018, Council noted.
- Correspondence received for a music event to be held at the pavilion in Colney Heath Village on – 23<sup>rd</sup> June. Councillors discussed this event and would have liked to have some input into the date and planning of the event with questions regarding parking being raised as possible issues. It was recognised that there were a number of events in Colney Heath village in the four months April – July and that this event was one week before Larks 2018. The Clerk was asked to decline permission for the event on this particular weekend but that the Council were keen to support and hear more about the event so would like to organise a meeting with Colney Heath Ward Councillors to discuss the event in more detail with the organisers with a view to moving the date to August/September 2018.

#### **ACTION: Clerk**

- Roestock Park project – quote from Herts Groundworks has been accepted, the young fundraising resident is doing a school assembly and will then meet the surveyor and the school Council as part of the community engagement prior to the plans being placed on public display.



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- Tyttenhanger broadband issue passed to SADC via CC D Gordon.
- Neighbourhood Plan Steering Group cancelled 13 March. Council noted.
- Treeworks at Notcutts roundabout, HCC had assessed and advised necessary treeworks were not essential so would be carried out in the Summer 2018.
- Press Release approved for S106 recent allocations announcements Roestock Park, amended and more info added.
- Land Registry survey of Colney Heath Common and Furze Field was cancelled because of the weather and will now be on 8<sup>th</sup> March
- Request for £300 to replace bin on hall gardens that has now disappeared – this was **unanimously RESOLVED**
- St Albans District Community Safety Partnership Strategy Survey 2018/19 is open for comments until 21 March 2018

### b) Correspondence Report

All correspondence noted in Clerks report

### c) Communications Report

No update

38/18

### ANY OTHER BUSINESS

Cllr Barnes raised the issue of the BT telephone boxes that were part of a removal consultation sometime ago still be in place across the parish and they are now becoming covered in graffiti and being vandalised so asked if the Clerk could chase and see when these are scheduled to be removed.

**ACTION: Clerk**

39/18

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.



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**CLOSED SESSION** - *Commenced at 22.02pm*

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*Meeting ended at 10.34pm*

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CHPC MINUTES 1 MARCH 2018

Chairman.....CHPC 244

*Handwritten signature and date: 08/04/20*