



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
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH VILLAGE HALL ON THURSDAY 5 APRIL 2018 AT 19.30pm

PRESENT: Cllr P Cook (Chair), Cllr D Crump (Vice Chair), Cllr R Solts, Cllr M Nash, Cllr S Devi, Cllr M Ouzman, Cllr K Barnes, (one vacancy).

OFFICERS: L Chaplin (Clerk)

PUBLIC: County Councillor Hale, County Councillor Gordon, District Councillor Brazier, Mike Rawlins and one member of the public.

47/18 **APOLOGIES AND ANNOUNCEMENTS**

Apologies have been received from Councillor Pam McDonagh who has also sent her formal resignation with immediate effect. A vacancy now exists until May 2019 and due process will be completed by the Clerk in conjunction with St Albans District Council electoral services. The Chair, on behalf of all Councillors and the Parish thanked Councillor McDonagh for her input over her term and asked that an official note of thanks was sent.

ACTION: Clerk

48/18 **DECLARATIONS OF INTEREST**

None declared.

49/18 **QUESTIONS FROM THE PUBLIC**

A member of the organising group for the event Soundtruck 2018 spoke requesting the Council reconsider their position and previous resolution concerning the event to be held on 23rd June 2018. A debate followed, and members were keen to note particularly that this was a busy period and the area and that the decision was made as members were mindful of the residents disruption on two consecutive weekends with parking and noise. Members confirmed that they were very keen to support this event in the future but not on this particular date. It was confirmed that the previous unanimous resolution was unchanged. The Council repeated their offer to meet and discuss the future plans for this event. Members thanked the representative for giving up their time to attend this evening. *RAC*

19.50pm One member of the public left the meeting

50/18 **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

a) Minutes of 1 March 2018

No amendments noted.

Proposed Councillor Solts and seconded Councillor Crump

Minutes of 14 March 2018

No amendments noted.

Proposed Councillor Barnes and seconded Councillor Nash

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



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- b) Matters Arising – it was noted that a solution for the Tyttenhanger bus shelter was needed. It was suggested that a possible meeting could be held with an organisation to discuss ownership of the bus shelter. The Chair volunteered to approach the organisation regarding the bus shelter. *RAEC*

ACTION: Chair

51/18

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

- a) County Councillors – County Councillor Gordon reported on
- Speed Indicator devices – will chase dates
 - Pathways are looking better as hedges have been cut – there is still a fix that needs to be completed and some resurfacing
 - HCC planning sites have been submitted for SLA and mentioned an interesting article – Clerk to locate article and forward to Chair and NPSG lead. Councillor Cook declared an interest in this discussion and later thanked the County Councillor for bringing this to their attention.

ACTION: Clerk

County Councillor Hale reported on

- Longabout illuminated signs have not been installed and there is a wait for these to go in but this will be chased
- A new fund called i2i has commenced with Roestock Lane on the list for resurfacing works
- Speeding in High Street and Colney Heath Lane will have speed and motion studies with Tollgate Road reported and noted
- Ellenbrook Trust issue matters were still ongoing with no progress due to 12 month planning condition, nothing required from the Parish Council at this stage but CC Hale will continue to monitor and advise.

The Clerk asked if both County Councillors could possibly assist in the chasing of removal of the BT phone boxes that are now being vandalised and creating an eyesore in many parts of the Parish. An email will be sent to the County Councillors with the locations of the remaining boxes.

ACTION: Clerk

20.12pm County Councillor Hale left meeting

- b) District Councillors – District Councillor Brazier reported that
- Discussed update on call for sites and that his view is to wait until the call for sites comes out before commenting. The District Councillor feels that too much emphasis is on this side of St Albans and has been raising this matter directly with Chris Briggs. A copy of the letter from the Minister was handed to Parish Councillors.
 - There are 2 school appeals from families at the parish primary school

Councillor Solts made reference to a statement made by District Councillor Brazier in a Full Council meeting when discussing the Parish Council precept of 2018/19 where the District Councillor had stated that 'my Parish Council precept is going up by a large amount because I am funding an office, well Parish



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residents, are funding a new office, 3 members of staff, when they had a free office provided by the Village Hall and the Village Hall Committee. Now they have chosen to move out of that office into a luxurious office behind Bunnings and Dunelms which nobody can park at and nobody can find and nobody can reach. The Parish precept is going up to fund that, I really don't agree with that I don't agree that we should be agreeing to pay for funding that when we are losing services'

Councillor Solts wanted to note the following points:

1. From 17/18 to 18/19 the increase is 1.13% - one of the lowest in in the District. Therefore, please explain and provide substance on how this is a large amount?
2. The Millennium extension where this office is located was majority funded by the Parish Council as you are fully aware when you were a Parish Councillor at the time.
3. You state that the Village Hall Council provide a free office, this is not the case, The Parish Council still has to pay rates, a proportion amount to utilities and in the past, we have contributed to capital requests. Additionally, for your generosity, CHPC has made grant payments. However, saying this, you have contradicted yourself over the last 12 months at CHVH meetings and stated that we do have to pay, you can't recall what you have said and that we then have a peppercorn rent for a "long time" but could not define "long".
4. I agree compared to the VH office the new office is far more luxurious, it is secure and nice place to work, being free from noise, we have access to a meeting room, high speed internet, CAT5 network, raised floor and Air conditioning, everything that you would find at SADC office. As for no one being able to find it, it's amazing how lots of village residents find it as they have brought legal documents to the office to be copied. Yes, parking is not ideal, but nor is it or was it at the VH.
5. The current office is geographically closer than the Village Hall to the majority of the electorate – 60% made up of Highfield (40%), Oaklands (12%); Smallford (7%) Please explain which services to the electorate have been lost, cut or revoked?

District Councillor Brazier confirmed he was happy to prepare a statement but would not retract his comments.

- c) Police report – Members were disappointed that there had been no contact as yet from the new PCSO or the new sergeant. Clerk will chase information and continue to invite to events and meetings. Cllr Ouzman shared a story regarding a letter received from the police regarding a recent crime.

ACTION: Clerk

- d) Highfield Park Trust (HPT) – Cllr Barnes gave a verbal update on the Trust building work progressing well with the window frames now in.



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52/18

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 – 5/2018/0263, 5/2018/0463, 5/2018/0364, 5/2018/0451, 5/2018/0461, 5/2018/0488, 5/2018/0507, 5/2018/0588, 5/2018/0634, 5/2018/0649, 5/2018/0513.

Comments made on the following applications were noted as follows:

- **5/2018/0410** – Comments to include streetscene and overhanging cars on pavements.
- **5/2018/0422** - Comments to include streetscene and overhanging cars on pavements.
- **5/2018/0390** – Comments to include wealth of resident opposition noted plus the noise and disruption. Noise attenuation noted as installed in Cotlandswick.

ACTION: Clerk

- b) Refusals and enforcement matters were discussed and noted no update. Cllr Nash updated on Cllr Hale chasing Roehyde and will continue to chase.

- c) Neighbourhood Plan Update

Report issued was noted. Chair declared an interest in the next item and did not take part in the decision. 3 FOI questions were read that were to be asked of Hertsmere BC, SADC and Welwyn Hatfield with regards to the location of the Garden Village. These were **resolved** to be sent – either the office would send or the NPSG and copied to office.

ACTION: NPSG/Clerk

20.55pm District Councillor Brazier, County Councillor Gordon & one member of public left the meeting

53/18

FINANCE, AUDIT & GOVERNANCE

- a) Approval of BACS payments for payment run Thursday 12th April – and delegated authority up to £3500 to make payments to outstanding invoices for year end 2017/18 for the listed contractors prepared by the Finance Officer **unanimously resolved** payments would be prepared and invoices would be sent to authorising Councillors to electronically view and these would be signed in Council retrospectively in May 2018 meeting. Payments were proposed by Cllr Barnes and seconded by Cllr Ouzman.

- b) Copies of the bank statements and bank reconciliation were signed and it was noted by the Clerk that the nominal ledger was available to be viewed by members.

- c) Quote to remove all items from allotments for £1200 was unanimously accepted and agreed.

Bollards in High Street to widen large vehicle access was unanimously accepted and agreed £500.

Bollards in Church Lane were approved but it was noted that tree works should be carried out prior to bollards being able to be installed £1400.

FAEC



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It was unanimously resolved after debate on the four options for Tyttenhanger Park that the 1st option was preferred subject to a site meeting to discuss works with the Clerk. A price of no more than £28000 was agreed £11700 to come from S106 allocation and the remaining would come from ear marked reserves youth projects.

Cllr Ouzman would like to set up a meeting with the bollard contractor to view other access points onto the Common.

Making the CHFC access secure and installing bollards was discussed and it was agreed that a letter be sent informing the Club that a quote will be required.

ACTION: Clerk

- d) A report was submitted by the Clerk of the applications. It was **RESOLVED** that the grants would be given twice a year subject to there being remaining funds available to be allocated.

There were 6 applications received and each was discussed in detail. It was **RESOLVED** in accordance with its power under Section 137 of the Local Government Act 1972 to approve grant awards and these were noted by the Clerk. All applications submitted were successful and those receiving grants included The WI, The Old Friends Club, Colney Heath Girlguiding, Colney Heath School PTA, The Twinning Association and Earthworks. The expenditure is, in the opinion of the Council in the interests of the area and inhabitants and will benefit then in a nature commensurate with the grant awarded. The applicants will be notified by email from the Clerk with an official letter to follow regarding confirmation of payment. Payments would be prepared and made by BACS on Thursday 17th May 2018.

ACTION: Clerk

It was noted that there were funds remaining and a second round of applications would commence in the Autumn.

Charles Morris Hall management Committee had reapplied for the funds being held for the extension and it was unanimously agreed that this money a sum of £8,000 would be held in a fund for these works to commence. It was hoped that some movement on these works would be established soon.

ACTION: Clerk

- e) Renaming of the Parish Council – Councillors shared their views in a passionate and challenging debate. It was agreed that a paper should be put together to include costs and plans for community engagement giving information associated with this project.

ACTION: Clerk

21.30pm Comfort break – standing orders suspended for 11 minutes

54/18

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

- a) Park Corner – works to commence 16th & 23rd April. Licence to be signed. Method statements received.
- b) Roestock Park MUGA – an assembly was held with Indiana Evans and CH School and community is now well engaged in the project with more money



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being raised locally. The project manager has produced a tender document and is recommending 3 contractors to bid. Council noted progress.

- c) Cllr Crump updated the Council on the Wild about our Common event on Saturday 28th April. There was a concern about the weather and it was therefore unanimously resolved to book the village hall from 1-6pm for a cost of £55. The Clerk would officially confirm the booking. Discussions regarding banners and leaflets would be discussed at a later date but the office may be able to assist with quotes and or printing. Mats for mud were discussed.

ACTION: Clerk

55/18

BUILDINGS

BUILDINGS & ASSETS WORKING PARTY

- a) The recommendations of the working party held on 7 March 2018 were noted.

b) **High Street Pavilion**

Still no confirmation on rent increase. Letter has been sent chasing. No key has yet been received to access the Old Air Raid Shelter, due to the damage to the building it was **unanimously resolved** that a letter be sent to the FC giving them 14 days notice to vacate the building to enable the Parish Council to make safe.

Action: Clerk

Village Hall Council

It was **unanimously RESOLVED** that an opinion be received from Counsel and an amount of no more than £1500 was approved.

Action: Clerk

- c) The report on **Roestock Hut** was noted by Council. Council were disappointed to note that a key was copied without permission and the Clerk was asked to ensure any keys for assets controlled by the Parish Council were noted on the key register and that keys were controlled by ensuring keys were obtained that required a card to be copied. It was unanimously resolved to place the building on the CHPC asset register and add to the insurance policy as soon as this information had been shared with the Scouts. The detail as to the arrangements for price of rental and use of the building would be left with the Buildings & Assets working party to confirm their recommendations but would be on a rental basis for two evenings per week and that all other events or third party bookings involving any lettings revenue would now be with the Council. Meeting with Scouts as soon as possible.

Action: Clerk

56/18

LEGAL MATTERS

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

22.12pm Councillor Devi left meeting



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57/18

PARISH ADMINISTRATION

a) Clerk Report

Clerk Report to include correspondence

- Roestock Park gates were locked until bollards can be installed due to increased traveller and flytipping activity
- Member of staff had accident which required hospital visit. Accident book noted and member of staff has returned to work.
- Horseshoe Field meeting has been held 16 March – paperwork was received yesterday, Chair noted three issues raised from meeting held with Oaklands college. The paperwork received should be reviewed and sent to those who attended the meeting to decide next steps and whether the tender is sufficient.

ACTION: Clerk

- Stop Stansted Expansion campaign office have sent an email with links to information about the planning application – this is not being sent out routinely but is available should any member wish to be sent a copy.
- Issue on Community Bus which was advertised to all members of the Parish it is now having to be restricted to adults only as the bus is not suitable to take car seats or baby carriers. The co-ordinator would like to know the Council position on this with regards to advertising. The Council expressed concern regarding the Equality Act and the bus should be accessible for all. St Albans District Council who is the provider should be asked this question.

ACTION: Clerk

- Oaklands are delaying signing of the dedication agreement at Tyttenhanger and are seeking legal advice
- ROSPA inspections are scheduled for May/June 2018
- End of year closedown will be 26 April 2018
- Papers have been received from new external auditor PKF Littlejohn but link to papers is not working so unable to download
- Internal audit is scheduled for 31st May 2018
- 15 bags of dog waste has been dumped and removed in last 10 days from Warren Farm track at a cost of £120 +VAT
- Sunday 29th April – Mayors English Country Garden Afternoon Tea Party at St Michaels Manor.

b) Communications Report

No update

58/18

ANY OTHER BUSINESS

None raised.

59/18

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.

Handwritten signature and date: 10/05/2018



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CLOSED SESSION - Commenced at 22.19pm

Meeting ended at 22.57pm

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*detected - 10/05/2018
HTEC*
CHPC MINUTES 5 APRIL 2018 Chairman.....CHPC 257