



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans
Hertfordshire AL4 0RA

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

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

31 October 2018

To Members of the Parish Council,

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

You are summoned to attend the next meeting of **Colney Heath Parish Council** that will be held at Charles Morris Hall, Tyttenhanger AL4 0RN. **Thursday 8th November 2018 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.

**THE MEETING WILL BE
AUDIO RECORDED**

Lisa Chaplin
Clerk to Colney Heath Parish Council

AGENDA

Paper
No.

- | | | |
|---------------|--|----------------------------|
| 155/18 | APOLOGIES, ANNOUNCEMENTS
To receive and accept apologies for absence | |
| 156/18 | 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 | |
| 157/18 | 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 | |
| 158/18 | 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 11 October 2018
b) To note urgent matters arising or raise matters from the matters arising/action report | 158a
158b |



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159/18

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

To hear verbal reports or accept and note written reports, if provided from:

- a) County Councillors
- b) District Councillors
- c) Police and Crime
- d) Highfield Park Trust
- e) Village Hall Council

160/18

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

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

- 5/2018/2631 Lyon Way, AL4 0LB
- 5/2018/2673 Oaklands Lane, AL4
- 5/2018/2704 Pasture View, AL4 0FR
- 5/2018/2779 Maslen Road, AL4 0GT
- 5/2018/2382 Colney Heath Lane, AL4 0TP (additional information)

b) To note update on comments submitted including appeals and enforcements

160a

161/18

FINANCE, PAYMENTS, AUDIT & GOVERNANCE

- a) To receive, accept and sign the bank statements and reconciliation
- b) To receive, check and approve BACS payments
- c) Q2 Finance Report
- d) Grant Applications 2018/19 – 2nd Round
- e) Christmas Tree & Lights 2019 – request for budget

161a

161b

161c

161d

162/18

BUILDINGS & ASSETS

To review any urgent correspondence, verbal or written reports, to include

- a) High Street Pavilion & OAR Shelter
- b) Roestock Park Hut
- c) Charles Morris Hall
- d) Horseshoe Field
- e) Gloucester Park – deferred paper 150e October 2018
- f) The Common and associated assets

150e

163/18

LEGAL MATTERS UPDATE

To receive a quarterly report on outstanding legal matters, to include

- a) Tyttenhanger Access
- b) Fredericks Wood
- c) Roestock Park & Hut
- d) Common and associated assets

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164/18

ENVIRONMENT COMMITTEE

To note any urgent matters or items to be included in the Environment Committee meeting scheduled 14 November 2018



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165/18

PARISH ADMINISTRATION

- a) Clerk Report
 - To include correspondence to note including SADC Standards Committee Report & Parish Council warding arrangements change
- b) FOI Draft Response
- c) To approve the draft procedure for Marking the Death of a Senior National Figure
- d) HR & Staff Matters
 - Proposed Office opening hours Christmas and New Year 2019
 - 2018/19 Statutory Annual Leave Days
 - Staffing matter

165a

165b

165c

166/18

ANY OTHER BUSINESS

To receive any comments or questions from Councillors, deal with any urgent matters agreed by the Chair or to note matters to be placed on agenda for the next meeting. Items deferred for future agendas include:

December 2018

- Review Internal Audit report
- Consider and agree budget 2019/20
- Review Parish Magazine 2019
- Review drafts of CHPC Action Plan, Training & Development Policy, Community Engagement Strategy and Transparency Policy

January 2019

- Precept decision 2019/20
- Grant application form, process & timetable
- Noticeboard Project Report
- Governance Register Review

167/18

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