



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

21 December 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 Colney Heath JMI School, High Street, Colney Heath AL4 0NP on **Thursday 10th January 2019 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.

Lisa Chaplin LCGI (Hons) CPFA CiLCA
Clerk to Colney Heath Parish Council

**THE MEETING WILL BE
AUDIO RECORDED**

AGENDA

Paper
No.

- | | | |
|---------------|--|--------------------------------|
| 180/19 | APOLOGIES, ANNOUNCEMENTS
To receive and accept apologies for absence | |
| 181/19 | 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 | |
| 182/19 | 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 6 December 2018
b) To note urgent matters arising or raise matters from the matters arising/action report | 182a

182b |
| 183/19 | 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 offices. | |



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184/19

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

185/19

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

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

- 5/2018/2707 Drakes Drive, AL1 5AF
- 5/2018/3083 Hatfield Road, AL4 0SX
- 5/2018/3101 Cairns Close, AL4 0SE
- 5/2018/3118 Sleepshyde Farm, AL4 0EB
- 5/2018/3046 Colney Heath Lane, AL4 0TJ
- 5/2018/3052 Ard Maca, Sleepshyde AL4 0ST
- PL/0963/18 Quarry Extraction, Smallford
- 5/2018/3169 Cert B Site Visit, High Street AL4 0NS

b) To receive an update on Neighbourhood Plan, Strategic Local Plans' St Albans, Welwyn, Hertsmeire and on joint meetings including with other parish councils.

185a

186/19

FINANCE, PAYMENTS, AUDIT & GOVERNANCE

- a) To receive, check and approve BACS payments
- b) Final ratification of the Precept demand to SADC for 2019-20
- c) To approve grant application form/process/ timetable for 2019-20
- d) To review the governance register
- e) To review and adopt the following policies as drafted:
 - CHPC Scheme of Delegation
 - Email, Internet & Computer System Use Policy/Procedure for Councillors
 - Anti-Bribery Policy
 - VDU, Eye Examination & Glasses Policy
 - Snow Clearing Policy
 - Public Disclosure (Whistleblowing) Policy
- f) To review report and select CCTV contractor for Phase 1

186a

186b

186c

186d

186e

186f

187/19

BUILDINGS & ASSETS

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

- a) High Street Pavilion & OAR Shelter
 - tennis court maintenance and high street recreation area
- b) Roestock Park Hut
- c) Charles Morris Hall
- d) Horseshoe Field
- e) Gloucester Park
- f) The Common and associated assets



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- 188/19 ENVIRONMENT COMMITTEE**
To note urgent actions or items to be raised at the next Environment Committee
- 189/19 CHRISTMAS TREES & LIGHTS 2019/20**
To discuss the provision of Christmas Trees and Lights within the Parish 189
- 190/18 PARISH ADMINISTRATION**
a) Clerk Report
 - correspondence to note
b) HR & Staff Matters
 - To agree process and timetable for Clerk appraisal 2019
- 191/19 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:
February 2019
 - A414 Corridor Consultation
 - Legal Matters Quarterly Update
 - Internal Audit Report from visit 20 December 2018
 - Q3 Financial Report
 - Policy adoption and review of Disciplinary Policy, Grievance Policy, Prevention of Bullying & Harassment Policy, Capability Procedure, Training & Development Policy, Community Engagement Policy, Volunteer Policy, CCTV Policy, Safeguarding Policy**March 2019**
 - Sign off Clerk appraisal
 - Approval of Grant Applications 2019/20 1st Round
 - Review Spring edition of Parish Newsletter
 - Noticeboard Project Report
 - Policy adoption and review of FOI Policy, Model Publication Scheme, Communications Policy, Press & Media Policy, Recording of Meetings Policy, Complaints Policy & Procedure, Emergency & Business Continuity Plan, Procurement Report, Investment Strategy, Burials & Cemeteries Policy
- 192/19** 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