



COLNEY HEATH PARISH COUNCIL

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

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 SCHOOL, COLNEY HEATH ON THURSDAY 11 OCTOBER 2018 AT 7.30pm

PRESENT: Cllr P Cook (Chair), Cllr M Nash, Cllr M Ouzman, Cllr C Hathaway, Cllr I Grant, Cllr R Solts.

ABSENT: Cllr K Barnes

OFFICERS: L Chaplin (Clerk).

PUBLIC: County Councillor Hale, District Councillor Brazier, Amanda Foley Chief Executive of St Albans District Council, Alec Campbell Leader of St Albans District Council, Mike Rawlins Neighbourhood Plan Project Officer (voluntary) and four members of the public.

The start of the meeting was slightly delayed until 7.31pm.

141/18 **APOLOGIES AND ANNOUNCEMENTS**

Apologies have been received Cllr Crump (work commitments), Cllr Devi (other commitments) these apologies were noted and accepted. Also apologies from County Councillor Gordon. The Chair advised members that a closed session to this meeting was anticipated.

A member of the public arrived at 7.34pm

DC Brazier arrived at 7.35pm

142/18 **DECLARATIONS OF INTEREST**

It was noted that Cllr Solts had an interest in a later agenda item and would also refer to this at that point in the agenda

A member of the public arrived at 7.38pm

143/18 **QUESTIONS FROM THE PUBLIC**

1. A statement was read from a resident representing the Soundtruck event committee giving their account of contact with the Council. It was stated that the TEN (Temporary Event Notice) was required to be submitted by December 2018 for the possible event in June 2019. The Chair confirmed that the Council were keen to support but that any request for an event to be held at a property owned by the Council should come directly through the Football Club, as tenant, as sub-letting is not permitted within the remit of the lease. The reasons for the permission refusal was also confirmed again with the weekend selected in 2018 considered locally pressurised. Cllr Nash was keen to ensure all local organisations including the school were consulted so to avoid a date clash for any future event. The meeting with the football club was reconfirmed as 28th November and that any request for subletting should be made via the tenant.
2. A resident representing the Colney Heath Scout Group had a number of issues to raise with Roestock Park:
 - a. No response had been received to a request for documents and an answer to an offer made – the Chair replied that a solicitor had approached the Council and if this solicitor is working on behalf of the Scout Group then all correspondence would be going through them, any advice or offers would be discussed later in the agenda.



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- b. No response had been received to a letter regarding fireworks – it was highlighted that this item was on the agenda for this meeting
- c. The resident was happy that the works had been completed in the park however the gates remain locked and the resident would like to know when they would be open?
- d. The resident also raised the matter of the state of the bins and also the broken lights.

144/18

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

a) Minutes of 13 September 2018

There were no amendments to the minutes and they were agreed to be a correct and proper record of the meeting. The minutes were duly proposed by Councillor Hathaway and seconded by Councillor Nash

b) Matters Arising

The report was noted.

Cllrs Solts would like to clarify that all Councillors can sign and view the invoices approving the payments that come to Full Council. There is no requirement to be a bank signatory.

145/18

REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES

a) **St Albans District Council Chief Executive and Leader of the Council Amanda Foley and Alec Campbell**

The Parish Council had sent some questions in advance of the meeting as follows:

Roestock Park Scout Hut

Who organised the recent meeting held with SADC Chief Executive and Head of Legal? What was its purpose?

Why was CHPC, as the Council's direct tenant, not invited?

Is it normal for SADC as owner to provide free legal advice to sub tenants?

Does the Head of Legal have a conflict of interest in providing the advice?

Could the meeting and subsequent advice prejudice the Council's position in respect of the tenant and sub tenant?

Response – no meeting was held, The Chief Executive received a request and then asked the Solicitor to the Council to "take a view". This was not a legal judgement merely a view as the Landlord. It was reiterated that the PC should take their own legal advice which has been the case.

The Chair advised that the Parish Council had its own legal advice

Ellenbrook Country Park

Some background to the situation was given - The section 106 for the development of the Ellenbrook Park has not been signed by the Developer, Arlington, and as part of the Welwyn Hatfield Local Plan over 40% is now proposed for housing. If the site is allocated it appears the landowner is being rewarded for delaying signing the s106. The following questions followed:

Why has the s106 not been signed?

Why has the Trust not been set up?

What actions have SADC legal and planning officers taken to attempt to get the s106 to be signed, so the Trust could have been established?

RAE



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What representations have Ward Councillors made to SADC officers and Welwyn Hatfield?

Response – There is only a signed planning agreement. The delay in forming the Trust comes from the delay in signing the S106 agreement. There is access to the park in the meantime and there is a requirement of a deed on custodianship. The work must take note of the minerals extraction works and also the future housing development pressures. All local planning authorities need to take a view.

SADC are awaiting Welwyn/Hatfield response.

SADC have a view that the s106 should be implemented as soon as possible.

Councillors' Registers of Interest

What checks does SADC do to ensure theirs are up to date?

Response – St Albans District Council keep these regularly updated and items that are often discussed in Council meetings are noted and updated from information that is shared. The Democratic Service Manager does checks. It was also important that Councillors take individual responsibility to maintain their own register as part of the DC yearly checks.

District Councillors email addresses

It was noted that some Councillors prefer to use personal email addresses for their business as a Councillor does this comply with GDPR?

What arrangements does SADC have to ensure full correspondence disclosure is made if an FOI is asked of a Councillor's correspondence.

Response – an auto forward system is used currently. The DC are in the process of rolling out Office 365 with a small trial using Cllr emails. At the moment all Councillors register as data controllers and are responsible for their own data. This cost is borne by the DC and this was what has been agreed it is fully compliant for GDPR and has been checked with lawyers in partnership with other Councils.

SADC Local Plan - CHPC Public meeting - Residents' concerns

Residents feel there is over development in South and East of St Albans

How can SADC be promoting sites that will increase congestion on A414 and surrounding roads – without a commitment from HCC on infrastructure grade

Why is less proportionately proposed for Harpenden?

Why are SADC not objecting strongly to Hertsmere Garden Village? Which would support the view of local residents.

Response – the sites that were submitted in the call for sites were in the areas that they were in. A414 is seen as a growth corridor for the County. Hertsmere are going to circulate the Local Plan consultation details including Hertsmere Garden Village to London Colney residents. Cllr Maynard has fought for this. Plans will be assessed on impact and infrastructure and locations will need to be viable options.

Cllr Nash asked if possible that when London Colney were being leafleted that also Colney Heath village could be included as it would have much more impact on the residents of the village than in Potters Bar and Radlett. Other questions asked although not provided in advance. The speed of getting the minutes from the Portfolio holders meetings in good time.

Response - This was noted but it wasn't always down to SADC and required strong relationships with the other District Councils.

What is the perception of the Colney Heath Parish Council

BAZ



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This was the purpose of these visits to each parish to meet the Councillors and hear what the issues are, both being new in post getting some of this information first hand is useful. From first impressions strong agenda and well run meeting.

The Parish Council shared their positive feedback on the recent food fair and also the museum which some Councillors had visited and was a good addition to the town.

The Leader advised there is a corporate plan with 13 priority projects and comments are always welcome on delivering services. There is an issue with flytipping and we understand that.

Cllr Nash shared that she thought closer links with the PCSOs could assist in the prevention of flytipping.

Cllr Ouzman shared his view that he believed that the District Council could do more by picking up waste for free.

Some enforcement issues were raised at Roehyde, Ballito Field and Nuckies Farm.

The enforcement team has improved and further contact should be made to chase these concerns.

Nameplates for roads can be reported to an email address and take 6 weeks to replace.

The green signs put up for planning can be removed once the consultation deadline has been reached.

b) **County Councillor Hale**

Data – CC Hale declared that he used a personal email but that he was a registered data controller.

Hatfield Aerodrome – Welwyn Hatfield are still in discussions and hoping an update will come in November. Cllr Hale will contact SADC. It was noted that CHPC may invite Arlington to a public meeting.

A414 working group – there has been a request for a briefing from this group and it is hoped a report will follow.

Signs on Longabout – it was confirmed that these are working.

Fredericks Wood – a meeting was held this week with the Chair of CHPC and the Clerk

Heavy Goods Vehicles (HGV's) – reports on larger vehicles continuing up Tollgate Road which does not have a restriction so Cllr Hale will look to request an extension of the restriction to cover Tollgate Road.

Amanda Foley and Alec Campbell left the meeting at 8.32pm

County Councillor Gordon

The Chair noted that residents were ignoring the diversion around Tyttenhanger as it was not a sensible diversion and would raise this.

c) **District Councillor Brazier**

Nothing new to raise however the Chair had some residents matters which he believed the District Councillor could assist with:

The Chalkdrawers Arms Public House it was reported that this was hoping to be refurbished and a tenant put in it by the brewery although offers to purchase to build a house had been received. The brewery were keen to keep a public house on that site.

RMB



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The piece of land further down from the pub in Roestock Lane known commonly as the timber yard had caravans on it for over 2 years. Cllr Brazier advised that the land had planning permission to build 2 properties so the family were living in the caravans whilst works were carried out but that the works stopped and the planning permission expired.

d) **Police and Crime**

No report received

e) **Highfield Park Trust**

Apple Day was held at the weekend which again was very successful.

f) **Village Hall Council**

A meeting has been held with the Clerk to discuss the future arrangements for the parish office and it is hoped an update will be available for the next meeting.

146/18

PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

a) **St Albans Strategic Local Plan – regulation 19 Consultation**

Mike Rawlins - Neighbourhood Plan Project Manager (voluntary) reported back on the recent public meeting where approx. 50 people attended to hear about the consultation. It was highlighted that Colney Heath Parish were the only Council to hold a public meeting. The meeting was considered useful to those who came. Deadline for comment is 17th October 2018.

It was unanimously **RESOLVED** that the submission to be made by the Parish Council be delegated to Mike Rawlins, Cllrs Cook, Nash and Grant to make the further amendments as required and submit.

A leaflet was in the process of being prepared for residents south of the A414 with a further public meeting on Hertsmere Garden Village proposals.

It was also suggested that perhaps a meeting be arranged with the contractors Arlington with regards Ellenbrook.

County Councillor Hale and District Councillor Brazier left the meeting 8.37pm

The Council reiterates it is not the Planning Authority, merely a consultee.

- b) All applications listed on the agenda were noted and the following applications were referenced that no comments would be made – 5/2018/2188, 5/2018/2461, 5/2018/2492.

Comments on the following applications were agreed by members:

5/2018/2382 – comment to include changes in percentages as per local plan.

5/2018/2401 – comment to support the application and enhancing life within the parish.

It was discussed and unanimously **RESOLVED** that the Clerk receive delegated authority that in future when receiving notification of appeals to planning decisions that if a comment was made on the original application then this would be repeated at the appeal stage. If no comment was made on the original application, then no further comment would be made on behalf of the Council.

ACTION: Clerk

PL/0948/2018 members expressed their concerns on the general encroachment by recycling facilities out of site boundaries on the industrial estate. In particular the impact on the estate's eastern boundary to the former Ballito Fields green



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space. In addition the effect on the 'blue corridor' of Boggymead Spring and Butterwick Brook, potentially becoming a muddy grey corridor
Both the green and blue infrastructure have been identified in Colney Heath's emerging Neighbourhood Plan as areas to protect
A member of the public left the meeting 8.49pm

147/18

FINANCE COMMITTEE

The paper was noted. Cllr Solts gave an overview of the recent meeting held 3 October 2018. It was a good and valuable meeting with great detail and excellent questions from Councillors attending.

It was unanimously **RESOLVED** that the Finance and Governance working party now return to be the Finance Committee. The terms of reference were unanimously **RESOLVED** and adopted with no further required amendments. The minutes were accepted and noted by Council.

It was noted that a transfer of £46,274.15 was made from the NatWest Reserve Account into the NatWest Precept Current Account and this was for monies spent out of earmarked reserves.

148/18

FINANCE, AUDIT & GOVERNANCE

FINANCE

- a) **Bank Statements/Reconciliation** – Cllr Grant viewed and signed the original bank statements from the NatWest and Metro bank accounts. The nominal ledger was available to be viewed.
- b) **BACS payments** along with associated invoices and authorisation sheets were signed and inspected by Cllr Hathaway and Cllr Solts. Payments were proposed by Cllr Nash and seconded by Cllr Cook. Payments numbered 140 to 167 in the amount of £38,370.85 were authorised for BACS payment on Thursday 18th October 2018.
- c) **External Audit Report from PKF Littlejohn** – The paper was noted and thanks went to the Clerk/RFO for the first clean audit in a number of years. Council asked that a letter of thanks also be sent to previous internal auditors Kent County Council for their assistance in achievement of this audit.

ACTION: Clerk

- d) **Approval appointment of internal auditor** – It was unanimously **RESOLVED** to appoint SIAS (Shared Internal Audit Services) Hertfordshire County Council as the internal auditors for 2018/19. After discussion delegated authority was given to the Finance Committee to agree the terms of appointment, SLA and request for the internal auditor to visit the Council meeting.
- e) **CCTV Project** – Cllrs Solts declared an interest in this item. After discussion it was decided that a smaller group should assess and review the bids returning to Council with a recommendation on appointment. Those discussing would be Cllr Ouzman, Cllr Hathaway, Cllr Cook and Clerk.

149/18

CHRISTMAS 2018 & EVENTS 2018

- a) **Christmas Tree and Lights** - Cllr Hathaway reported on her investigations. It had been a very interesting project topic and there is a lot of local interest in assisting with this project. Meetings would go ahead but it was decided



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that this would be an investigation into obtaining quotes for next year 2019/20.

Cllr Nash left the room from 9.14pm, returning 9.16pm

With a number of factors to consider including health and safety implications. Cllr Hathaway was thanked by the Chair and other Councillors for all her time and efforts put into this project.

- b) **Parish Christmas Lunch 2018** – it was considered a well run and good event for the Parish Council to help fund and support. It was unanimously **RESOLVED** that the office would support the event and dependant on the needs of the office either one or both members of staff would attend. This would be at the discretion of the Clerk.
- c) **Larks in the Parks** – it was noted that there had been a massive drop in attendance not only in this parish but also in neighbouring parishes that Councillors had attended. Members did not feel it was a viable option and it was suggested that perhaps Colney Heath did not participate in 2019 but look to review participation in 2020. This would give way to new events in the parish. It was unanimously **RESOLVED** that CHPC would not run Larks in 2019.

A member of the public left the meeting at 9.22pm

150/18

BUILDINGS & ASSETS

- a) **High Street Pavilion & OAR Shelter** – damage reported to OAR Shelter.
- b) **Roestock Park Hut** – the solicitor who has made contact requesting documents on behalf of CH Scout Group should be asked if officially now representing CH Scout Group.

The meeting noted the previously circulated legal advice that the building was vested in the Parish Council. After some debate it was **RESOLVED** by unanimous VOTE that the hut be added to the parish council insurance policy when it comes up for renewal in November. The RFO was asked to investigate if both policies exist which takes precedence. Due to commercial matters it was suggested and agreed that the remainder of the discussion be taken in a closed session.

The request for a firework and bonfire to be held in November would be subject to the supply of documentation including risk assessments and public liability insurance plus requirements as stated with HSE. A copy of the qualifications of the firework setter would be requested.

Mike Rawlins and a member of the public left the meeting at 9.41pm

- c) **Charles Morris Hall** – there is an outstanding legal matter concerning the accessway but due to the legal nature of the matter to be discussed it was suggested that this should be discussed in a closed session.
- d) **Horseshoe Field** – email received from Oaklands and students have settled in so project plan will be reviewed shortly.
- e) **Gloucester Park** – due to the commercial nature of the issues to be discussed it was agreed this item be discussed in a closed session.
- f) **The Common and associated assets** – A letter would be sent to the estate agent regarding sale of land. A further update on the position of the accessway at Fredericks Wood was required. Due to the legal nature of the matters to be discussed it was agreed to discuss in a closed session.



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Cllr Nash reported that Open Spaces Society have agreed to assist with confirming the byelaws for the Common prior to reprinting the signs.

151/18

ENVIRONMENT COMMITTEE

The minutes were noted in draft as the Chair of the Committee was out of the country and had not yet seen them. Council noted and accepted the draft minutes.

152/18

PARISH ADMINISTRATION

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

- Licensing Act Consultation – affects licensed premises which we have none so not relevant but noted.
- Correspondence and phone calls from the newspaper and radio interview relating to Roestock Park.
- As noted in Finance Committee insurance renewal received and changes being made.
- Gambling Act Consultation – eg. Gaming machines on licensed premises which we do not have report noted.
- Forestry Commission are monitoring a number of CHPC owned trees for a survey of the Oak Processionary Moth Caterpillar.
- Flytipping fridges in Tollgate/Bullens Green Lane, North Mymms/Welwyn Hatfield.
- Positive feedback received regarding the location of the memorial bench thanks go to the Common Ranger for the selected location.
- Positive feedback received from SADC Open Spaces regarding the works carried out in Sleafshyde Playground and Open Space.
- HCC data breach – information received which should have been sent to CH School reported to both the school and HCC via CC Hale. Email has been deleted from CHPC systems.
- Calf born and awaiting passport.
- Wildflower meadow at the Community Park has been prepared and is now ready for planting.

153/18

ANY OTHER BUSINESS

Members requested information regarding this year's remembrance service. No invitation had yet been received but Cllrs Devi and Hathaway had expressed an interest in attending.

154/18

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.

There was a short comfort break from 9.48pm.

Ref AET 08/11/2018
RAT



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CLOSED SESSION - Commenced at 9.52pm

1. Fredericks Wood
2. Roestock Hut
3. Tyttenhanger Access
4. HR Matter

Due to the extent of likely discussion required on item 146/18e Gloucester Park the item was deferred until November 2018

Meeting ended at 10.09pm

Rebecca Cook
08/11/2018