



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 THURSDAY 8 NOVEMBER 2018, 7.30pm CHARLES MORRIS HALL, TYTTENHANGER

Members in attendance	
Cllr Cook (Chair) Cllr Hathaway Cllr Ouzman (arrived late 7.37pm) Cllr Barnes	Cllr Grant Cllr Devi Cllr Nash Clerk of the Council, L. Chaplin
Other attendees	
County Councillor Gordon District Councillor Brazier Mike Rawlins Neighbourhood Plan Project Officer (voluntary)	

155/18	APOLOGIES AND ANNOUNCEMENTS Apologies have been received Cllr Crump and Cllr Solts (work commitments), these apologies were noted and accepted. Also, apologies from County Councillor Hale. The Chair advised members that a closed session to this meeting was anticipated.
156/18	DECLARATIONS OF INTEREST None raised.
157/18	QUESTIONS FROM THE PUBLIC None raised
158/18	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL a) Minutes of 11 October 2018 A minor amendment was made, initialled by the Chair and the minutes were agreed to be a correct and proper record of the meeting. The minutes were duly proposed by Councillor Nash and seconded by Councillor Grant. b) Matters Arising The report was noted. Cllr Devi raised a query regarding the history of the Finance Committee which was answered by the Chair and Clerk. Cllr Devi raised a query regarding governance and where it would now sit, the Chair confirmed this was covered within the Terms of Reference of the Finance Committee.
159/18	REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES a) County Councillor Gordon apologised for the delay installing the speeding device in Highfield, this was due to work issues at county. <i>Cllr Ouzman arrived 7.37pm</i> Cllr Gordon had been approached by a Cllr in Hatfield regarding a briefing on Ellenbrook on Tuesday 13 th November at 2.30pm. Cllr Gordon spoke about the Hertsmere Borough Plan and had attended a number of parish council meetings including at Shenley. She advised that they were keen to join the London Colney/Colney Heath joint working group. There was an update on the production of leaflets and circulation to LC/CH parishes. Timing and content of questions to Hertsmere would be worked on jointly and concerns were raised about the lack of consultation by St Albans District Council. b) District Councillor Brazier also reported on the leaflet that was delivered locally by Hertsmere Borough Council regarding their local plan. A meeting with both



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	District Cllrs and Chris Briggs of SADC was held and issues such as the mention of the borders for development and school provision were highlighted. Cllr Brazier also wished to raise that he had attended a recent event in which he had discussed crime in the parish with the Chief Inspector who used to live in the area. The Chief Inspector commented that the parish was a low crime area so the little resource he had must be used in higher crime areas such as the town. Cllr Brazier thanked the Clerk for recent copies of correspondence relating to Fredericks Wood and questioned Council as to any action he needed to take. The Chair advised that as he attended the first meeting 21 January 2016. All Councillors involved, both District and County, were being copied in to all correspondence for transparency on this matter. c) Police and Crime No report received d) Highfield Park Trust Newsletter received, members received a hard copy. It was noted that the Apple Day was the most successful ever. The Chair congratulated the Trust on their BBC news online article regarding the WW1 events. e) Village Hall Council A proposal was received 7 November. Delegated authority was RESOLVED to be given to the Finance Committee to look at the paperwork and proposed heads of terms prior to the next Full Council meeting in December.
160/18	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council reiterated it is not the Planning Authority, merely a consultee.</u> a) All applications listed on the agenda were noted and the following applications were referenced it was RESOLVED that no comments would be made on the following applications – 5/2018/2704 and 5/2018/2779. It was RESOLVED that comments would be made on following applications: 5/2018/2631 – Council would like to make the same comments as a similar application, however given the feedback from the planning officer the wording would be slightly revised. Delegated authority given to Chair/Clerk to provide revised wording for application. 5/2018/2673 – Council noted that they had commented on this application previously, the same comment would be submitted and include Cllr Crump comments which were raised by Cllr Cook. 5/2018/2382 – Council noted they had commented on this application previously, the same comment would be submitted. b) Council noted that comments were made on appeals 5/7/2366, PL/0948/2018 and 5/18/0513 after delegated authority was given to the Clerk to include comments from previous applications. With regards to 5/7/2366 it was noted that comments were made from the previous two applications and not the most recent application. A question was raised on the update at the site known as Nuckies Farm. An update was available from District Councillor Brazier. This was noted and it was suggested that this be raised again with enforcement at St Albans District Council. ACTION: Clerk



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161/18

FINANCE, PAYMENTS, AUDIT & GOVERNANCE

- a) **Bank Statements/Reconciliation** – Cllr Barnes viewed and signed the original bank statements from the NatWest and Metro bank accounts. The nominal ledger was available to be viewed in hard copy by members.
- b) **BACS payments** along with associated invoices and authorisation sheets were signed and inspected by Cllr Hathaway and Cllr Ouzman. Payments were proposed by Cllr Barnes and seconded by Cllr Grant, therefore payments numbered 168 to 195 in the amount of £19,157.23 were authorised for BACS payment on Thursday 15th November 2018 – these are listed below. There were queries raised on the following: possible petty cash reinstatement due to the amount of expenses claimed; fine for late pension entry was due to human error; Jola the internet providers for parish office: pension contributions are for both employee and employer contributions.
- c) **Q2 Finance Report** – The paper was noted and a query regarding the overspend in HR Consultancy was repeated from the last quarterly report. The Chair noted the report as useful especially with the single page summary showing reasons for overspend.
- d) **Grant Applications** – As resolved in Full Council on Thursday 5th April 2018 this was the second round of grant applications for financial year 2018/19. There were 4 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 either in all or in part. Those receiving grants were as follows:
Colney Heath School allocated £700 this went to a vote and there were 5 votes for, 1 vote against and 1 abstention.
Highfield Park Trust - it was unanimously agreed to allocate £500 *Cllr Barnes did not take part in discussion of this application as he had a conflict of interest.*
St Mark's Church – allocated £500 this went to a vote and there were 5 votes for, 1 vote against and 1 abstention.
Old Friends Club – it was unanimously agreed allocate £230
A total of £1930 was allocated leaving £663.06, members discussed using the remaining monies to install WW1 commemorative benches both in Highfield and Colney Heath Common at a rough cost of £900 each. The Clerk had investigated some metal commemoration benches but would look to investigate other options including carved wooden benches. Also, to include a locality budget application to both County Councillors Hale and Gordon to be able to install two benches.

ACTION: Clerk

- e) **Christmas Tree & Lights 2019** – Cllr Hathaway reported on her investigations placing a tree at Colney Heath Common and Wistlea Crescent plus lights on lampposts throughout the high street. It was noted that the first year is the most expensive and would cost in the region of £20k but that this was only from the first of three quotes requested. It was noted that storage and maintenance could be as much as £10k per year but Cllr Hathaway explained that this might be reduced if the equipment was rented. Cllr Cook raised concerns about the percentage of the precept that the £20k would represent. Cllr Ouzman who had worked with Cllr Hathaway explained that works were required from April 2019 to get these lights in place and would prefer an in-principle decision prior to the submission of any further work or



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effort given. Council requested that a full report with detailed budget proposal be presented for the next meeting which would be able to be looked at in line with the budget process.

ACTION: Cllr Hathaway & Ouzman

Payments Approved for BACS – Thursday 15th November 2018

Ref. No	Payment To	Amount £ inc. VAT
174	Hertfordshire County Council, late payment of pension contributions	50.00
175	Finance Officer expenses	9.52
176	Zurich - Insurance for year 2018/19	3394.71
177	Clerk expenses	166.04
178	Member expenses	58.30
179	Parish Gardener expenses	5.36
180	G. Stayton – Bus Shelter cleaning	135.00
181	Ricky Tyler Landscapes – grass cutting	1446.00
182	Highfield Park Trust – yearly business rates contribution	154.39
183	TBS Hygiene – waste bin collection	142.56
184	Daylight Club – Quarterly community bus hire	290.40
185	EON – lighting in Roestock Park	53.96
186	First Class Business Solutions – photocopying standing charge	163.81
187	Highfield Park Trust – contribution to quarterly electricity charges	30.37
188	SA Law – Highfield Park Licence	205.20
189	Rialtas – Omega annual support	444.00
190	Debenhams Ottaway – Tyttenhanger Green access	3319.20
191	Debenhams Ottaway – Fredericks Wood	636.00
192	Debenhams Ottaway – Roestock Park	127.20
193	Euro Plants – Winter Bedding	65.86
194	Peter Fleming – website updates	4.50
195	Playground Facilities Ltd – works to Sleafshyde Park	1739.63
DD	BT Mobile	24.00
DD	Bank Charges	9.60

Staff Salaries October 2018 (BACS)

Clerk/RFO	£6,441.62
Finance Officer	
Parish Gardener	
Common Ranger	
HMRC Payment – Month 7	
LGPS Pension Contributions – Month 7	

CHPC Income

Date	Received from	Amount
01/10/18	HMRC VAT refund	7238.84
05/10/18	Colney Heath Football Club – Rent payment for pavilion	500.00
18/10/18	HMRC VAT refund	830.09
25/10/18	A & L Chartered Accountants – rent deposit refund	780.00

162/18 BUILDINGS & ASSETS

- a) **High Street Pavilion & OAR Shelter** – it was noted a letter of support had been received from the Football Club in which it stated – they had hosted previously and ‘should an approach be made by the Soundtruck Committee then they would be pleased to do so’. Council agreed that this event should be discussed at the meeting being held with the football club confirmed as 28th November 2018. If required after this date a meeting with the Soundtruck organising committee representatives could be arranged.



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	b) Roestock Park Hut – The bonfire and firework had now received all the information requested with two exceptions – at a site visit today, Thursday 8 November, the bonfire was noted to have been built and a photograph was shown to councillors. It was agreed that a letter would be sent advising that in line with St Albans Fire Service advice permission for a bonfire of that size would not be given, if the event went ahead with the fire as large as was pictured then this would be at the organisers' own risk with no liability accepted by the parish council. It was also noted that the fire must be completely extinguished prior to the designated fire officer leaving site. c) Charles Morris Hall – The modification order has been issued for footpaths 64, 65 and 66. Issues have arisen surrounding the bonfire night including that the bonfire was too large for the area and became out of control. Significant damage has been done to the field, far more than any other year. The Clerk was asked to make contact with the CMH Committee and ask for the date of their next meeting in which the Chair wished to attend on this and a number of other matters. d) Horseshoe Field – no further information or contact received by parish office. e) Gloucester Park – deferred paper was recirculated 150e. Members raised concerns over the loss of public open space. It was unanimously RESOLVED that investigations into the title be commenced, the resident/s would be asked what their plan would be and what would replace the public open space plus a valuation of the land would be carried out. f) The Common and associated assets – Confirmation was received from estate agent that Fredericks Wood property would be removed from all internet sites pending further information from their client. The confidential report on current legal cases was circulated and noted. Due to ongoing matters still requiring confidentiality it was resolved to take this item into closed session ACTION: Clerk
163/18	LEGAL MATTER UPDATE It was proposed and agreed that due to the nature of these ongoing legal matters a brief update would be shared in a closed session. It would also be necessary to hold a separate meeting to discuss these matters in more detail. <i>CC Gordon, DC Brazier and M Rawlins left the meeting (9.08pm)</i>
164/18	ENVIRONMENT COMMITTEE The next meeting of the Committee was being held in the Atrium of the Highfield Park Visitor Centre at 10am on Wednesday 14th November 2018.
165/18	PARISH ADMINISTRATION a) Clerk Report – Papers were handed round in hard copy for information and these were SADC Standards Committee Report from SADC Monitoring Officer and the Parish Council warding arrangements change. The list below is some of the emails, correspondence and calls received: • Correspondence and visit with St Albans Fire Officers at Roestock Park • Hertsmere Garden Village, multiple emails and matters to deal • SADALC notes of Health and Wellbeing meeting held 11/10/18 • Legal correspondence from solicitors of CHSG • Warding arrangements from SADC • Monitoring Officer forwarding Standards Committee papers • HCC proposals re 20mph zone at the Camp • Rights of way queries in both Colney Heath Village and Tyttenhanger



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- Complaints re: Roestock Park, rubbish, dog waste, anti-social behaviour, equipment
- Parish Christmas Lunch request
- SADC Annual Scrutiny Report
- High Street CH purchase – access and planning approval
- Remembrance Services at SADC and St Marks

Members wished to clarify who was laying the wreath on behalf of the parish council at and which event. The Clerk explained that one wreath was available. There was some confusion over the timings and placing of wreath at each event. The Clerk agreed to clarify and it was unanimously **RESOLVED** that the person attending without a wreath would be able to obtain a wreath locally and spend up to £25 being able to reclaim via the parish office.

- Alban Way Greenspace Action Plan Consultation 2019-2024
- OSS Strategic Plan 2019-2024
- Renewal of ICO registration
- High Sheriff Service 18 November SADC
- Emails from Soundtruck organising committee
- 26 emails regarding SADC Local Plan submission
- Complaints both telephone and email about the size of the Tyttenhanger Bonfire
- Complaints on telephone and in person about the CMH Hall bonfire out of control

Responses to questions asked in public session 11 October 2018 by a resident, with regards matters relating to Roestock Park:

- documents requested were sent to legal representative as requested
- bonfire and firework event permission not given as issues raised by fire service required action, matters also required clarification regarding food, types of fireworks etc.
- gates will remain locked until the bollards are installed, this work will be completed when the bollards have been ordered and can be installed probably in the new year.
- new bins have all been installed as part of the regeneration project, the lights have been an ongoing issue and only one of the lights is under the ownership of the parish council. Options for other methods for lighting the park will be sought if necessary.

b) **FOI Draft Response**

Council reviewed the draft response as prepared by the Clerk. Members felt that it was a lot of work that had gone into the response. The Clerk thought it was a good exercise in looking at the strategic planning for facilities and services across the parish and could be used in future when considering where to place new items. It was unanimously **RESOLVED** that the response would be sent to the resident. The Clerk would also be putting FOI responses onto the website for transparency.

c) **Procedure for Marking the Death of a Senior National Figure**

The procedure was unanimously **RESOLVED** and would be placed on the website.

d) **HR & Staff Matters**

- *Parish Office opening hours Christmas and New Year 2019*



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	Parish Offices closed from Christmas Eve 24th December 2018 and will not reopen until Tuesday 8th January 2018 – both Clerk and Finance Officer will be taking holiday. Emails will be monitored occasionally but not every day. Agenda and papers for January meeting will be sent out 21st December 2018 • 2018/19 Statutory Annual Leave Days It was confirmed that the statutory leave days for members of staff as per their employment contracts would be 27th & 28th December 2018. • Staffing matter It is with regret that the Clerk announced the resignation of the Parish Gardener. Suggest that the Environment Committee consider what was needed and the HR Committee consider how to fill any role that is required. A letter of thanks would be sent on behalf of the Council. ACTION: Clerk
166/18	ANY OTHER BUSINESS Cllr Hathaway raised the issues of drains and lampposts within the parish that required repair, these were noted as highways issues for Hertfordshire County Council reporting. The Clerk agreed to put in the minutes the process for reporting these items. The following link https://www.hertfordshire.gov.uk/services/Highways-roads-and-pavements/Report-a-problem/Report-a-highway-fault/What-type-of-fault-are-you-reporting.aspx can be used and pictures will direct you to report Lighting, Road and Cycle paths including potholes, Trees, hedges and weeds, Flooding and Drainage, Blockages in Road or Fly tipping. <i>Cllr Ouzman left the meeting at 9.32pm</i>
167/18	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 9.33pm - 9.45pm

John Atkinson 20/12/18

CLOSED SESSION commenced 9.45pm	
167/18	1. Legal Update <u>Tyttenhanger Access</u> – mediation had taken place and an agreement to agree had been signed by both parties. A plan was being drawn up and the final signed agreement was hoped to be filed with the court before the end of the year. Both parties were paying their own costs on the advice of the barristers. <u>Fredericks Wood</u> – a further letter had been received by Debenhams Ottaway from Grant Shapps MP. Informal advice from Counsel at the mediation advised the parish council to apply for an urgent injunction, it was unanimously RESOLVED after reading the email from Horizon Law that the parish council had not heard anything to change their original position from 9th March 2016. Three valuations would be sought and a separate meeting to discuss this and other legal matters would be held as soon as possible. <u>Roestock Park Hut</u> – a letter had been sent with the paperwork regarding ownership of the hut plus offers were repeated after agreement with council. A letter had been received from the solicitors representing CHSG with their

John Atkinson



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intention to issue s26 proceedings. It was agreed that this item would also form part of the separate meeting to be held.

Common – Land registration will proceed. Cllr Nash raised the matter of the access across the land by properties on Coursers Road and this would be investigated as part of the ongoing mapping work.

2. **HR Matters**

Parish Gardener – it was unanimously **RESOLVED** that £75 of gardening vouchers be purchased.

Neighbourhood Plan Project Officer (voluntary) – it was unanimously **RESOLVED** that an honorarium of £1500 would be paid to the officer for all his hard work and expenses. It was noted that he did not claim for his time, fuel, printing, consumables or laminating costs.

Clerk CiLCA – the Clerk noted that her CiLCA qualification had been submitted and 5 of the 6 units have come back as successfully passed. On final completion a certificate would follow. The Chair noted that the implication of this would be the increase in spine point from 44 to 45 on completion, as set out in the terms of the Clerk's contract, this increase would be implemented following confirmation from SLCC of completion.

Meeting closed at 10.04pm

L Chaplin
Clerk to the Council
09/11/18

Signed by Chair of Council
Cllr Peter Cook
6th December 2017



06/12/2018