



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 10 JANUARY 2019, 7.30pm COLNEY HEATH JMI SCHOOL, HIGH STREET, COLNEY HEATH

Members in attendance	
Cllr Cook (Chair) Cllr Crump (Vice-Chair) Cllr Hathaway Cllr Solts	Cllr Grant Cllr Devi (arrived at 7.36pm) Cllr Ouzman Clerk of the Council, L. Chaplin
Other attendees	
County Councillor Gordon Mike Rawlins Neighbourhood Plan Project Officer (voluntary) Sgt M Williams Two members of the public	
180/19	APOLOGIES AND ANNOUNCEMENTS Apologies have been received from Cllr Barnes (work commitments), Cllr Nash (illness) these apologies were noted and accepted. The Chair advised members that a closed session to this meeting was anticipated.
181/19	DECLARATIONS OF INTEREST It was noted that Cllr Solts had a pecuniary interest in item 186f on this agenda.
182/19	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL a) Minutes of 6 December 2018 Members were asked for any further amendments for accuracy, Cllr Crump was thanked for his email regarding a couple of typos and these had been corrected and a new copy of the draft minutes were tabled to all members. No further changes were made. The minutes were unanimously agreed to be a true and accurate reflection of the meeting and were duly proposed by Councillor Solts and seconded by Councillor Grant. b) Matters Arising Paper 182/19b was noted.
183/19	QUESTIONS FROM THE PUBLIC <i>7.33pm Chair confirmed Standing Orders were suspended so the public could ask questions or make statements to the Council it was reiterated that this was not a question and answer session and no resolution or new business not on the agenda could be discussed.</i> There were no public questions. <i>7.34pm Standing Orders were resumed.</i>
184/19	REPORTS FROM COUNTY, DISTRICT COUNCILLORS & EXTERNAL BODIES a) Police and Crime Sgt Williams ran through the crime figures for November, December and January to date. Incidents included theft from or interference of motor vehicles. It was reported that 80% of the vehicles involved across St Albans were unlocked and the advice is to please check and double check that you have locked your car. Sgt Williams also recommended a camera doorbell which was being used widely with great success and finally please report incidents to the Police prior to posting them on Facebook. <i>7.36pm Cllr Devi arrived</i>

HAEC



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	b) County Councillor Gordon It was reported that a meeting to discuss the A414 consultation had been arranged for Monday morning 14th January with representatives of a number of Parish Councils invited, it was noted Cllr Cook would be attending. Mike Rawlins was working on the analysis of the A414 consultation and would be bringing a suggested draft response to Council at the next meeting. It was agreed that any useful information from this piece of work would be shared with London Colney Parish Council. The Chair thanked both County Councillors Gordon and Hale for their Locality Budget contributions to both the memorial benches and also Cllr Gordon towards the HPT bicycle shelter which was now installed and being used. c) District Councillors No apologies or report received from the District Councillors. d) Highfield Park Trust The Chair reported an excellent Wassailing event was held recently, a copy of the most recent newsletter was enclosed in members pack of papers tabled. e) Village Hall Council It was hoped that the agreement would be finalised by the next Council meeting.
185/19	<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 – 5/2018/2707, 5/2018/3083, 5/2018/3101, 5/2018/3118, 5/2018/3046, 5/2018/3313, 5/2018/2913. It was RESOLVED unanimously comments would be made on the following applications: 5/2018/3052 Ard Maca, Sleafshyde The Clerk was delegated to make comments objecting to the application with reference to landscaping that was mentioned previously but that has now been removed from the latest application. Access to the development was not clear and neither was car parking. If minded to recommend officers should satisfy themselves on the details of the visual impact of the outlook of the neighbouring properties concerning the increase in footprint not just on the ground but with the introduction of a now two storey building. It was agreed to object as it was unclear how the site would work cohesively with other sites and applications. 5/2018/3169 Land at 65 High Street Colney Heath It was agreed to delegate to the Clerk comments both in terms of the application and also as the landowner. Ward Councillors were invited to view the application and perhaps a site visit with comments to be sent to the Clerk by Friday 25th January 2019. 5/2018/2806 Radio Nurseries, Smallford It was noted that this application for 28 homes was a repeat of previous applications that Council had considered and delegated authority was given to Cllrs Crump, Nash and Cook to comment as previously on this application by 6th February 2019 deadline in similar way to objections at 23 Station Road, Smallford. ACTION: Clerk The Chair also noted that three applications that the Council had commented on were going to be discussed at the Planning Development Committee South meeting on Monday evening. He will be attending and speaking on behalf of CHPC, previous objections from applications submitted had been collated.



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	b) Hertsmere consultation The Chair thanked all those who assisted in the 42-page submission submitted, especially Mike Rawlins and Cllr Grant. The comments were registered and are now active on the Hertsmere website. It was noted that Welwyn Hatfield are at consultation stage and will relaunch their Local Plan on preferred sites shortly. St Albans District Plan will go to public enquiry on 29th March although there were concerns on deliverability and the rail freight. Mike Rawlins will continue to work on the Neighbourhood Plan excluding areas of development with a small group who will assist him where they can. PPC is on Tuesday. 8.13pm Sgt Williams left the meeting.
186/19	<u>FINANCE, PAYMENTS, AUDIT & GOVERNANCE</u> a) BACS payments along with associated invoices and authorisation sheets these were duly signed and inspected by Cllr Solts and Cllr Hathaway. Two payments were rejected, one for being an expense claim which was unsigned and the second for works carried out without the authorisation of the Clerk. The invoice would be returned. Payments were proposed by Cllr Grant and seconded by Cllr Ouzman, therefore payments numbered 235 to 254 (243 and 250 removed) in the amount of £10,590.50 were authorised for BACS payment on Thursday 17th January 2019 – these are listed within these minutes. ACTION: RFO b) Final ratification of the Precept demand and Budget 2019/20 – Papers were tabled to Council and the RFO explained that the tax base had risen so the draft budget had to be changed to reflect this late change. The changes were made and Council unanimously RESOLVED this Precept demand for 2019/20 of £185,4254.39. The budget was signed in Council by both Chairman and RFO. The RFO would prepare the demand and send to St Albans District Council by the 25th January 2019 deadline. ACTION: RFO c) Grant application, process and timetable The following changes would be made – change all writing on documents to black and not red. Remove references to DP Act and replace with GDPR references on page 1 of the application form, insert missing 'in' 'and' and 'if' in application form. Subject to these changes being made it was unanimously agreed to adopt the grant application policy, application form and timetable. Documents would be updated and placed on the website by Friday 18th January 2019. d) Review of the Governance Register Paper 186d was presented and members wished to note that 19 new policies had been added there were a number of policies which were slightly late with their review due to this. e) Policy review <i>Scheme of Delegation</i> – members would like to give this policy more thought and accepted the draft. The Environment Committee terms of reference would be added, and the Clerk would look at the roles of councillors not named as members of the committees. <i>Email, Internet, & Computer System Use Policy and Procedure for Councillors</i> this policy was unanimously adopted and will be reviewed in January 2020. <i>Anti-Bribery Policy</i> this policy was unanimously adopted and will be reviewed in January 2021.



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VDU, Eye Examination & Glasses Policy this policy was unanimously adopted and will be reviewed in January 2020.

Snow Clearing Policy the words 'have been cleared' were needed to be added and then this policy was unanimously adopted and will be reviewed in January 2020.

Public Disclosure (Whistleblowing) Policy this policy was unanimously adopted and will be reviewed in January 2021.

ACTION: Clerk

f) **To review report and select CCTV contractor for Phase 1**

It was noted that Cllr Solts had a pecuniary interest in this matter and would take no part in the debate or would abstain from any vote required.

A debate on the matter of CCTV installation and the process for deciding on the best tender followed and continued for some time. It was noted that Cllrs Hathaway, Ouzman, Devi and Crump were keen to discuss in a smaller working group as soon as possible where they would bring recommendations to Full Council in February 2019. A proposal was made to proceed with the lowest quote subject to positive comments from the working party and discussions. This would be tender 4 on the report presented in the amount of £9,200. This was proposed by Cllr Crump and seconded by Cllr Grant, all were in favour with the abstention from Cllr Solts.

ACTION: CCTV Working Party

Payments Approved for BACS – Thursday 17th January 2019

Ref. No	Payment To	£ inc. VAT
235 - 239	Staff related payments noted below, paid Friday 21 st December 2018	6383.11
240	FCBS – Photocopier black toner	9.60
241	Herts Full Stop – Stationery	79.92
242	Hardcastle Blake – Q3 payroll Admin	129.60
243	Payment rejected – will be resubmitted in Feb 2019	rejected
244	G Stayton – Bus Shelter Cleaning November	135.00
245	Jola - Broadband Services - December	1174.30
246	CP Associates – HR Consultancy	197.50
247	Peter Fleming – Website admin	18.00
248	Clerk - Expenses	162.34
249	Debenhams Ottaway – 4 x legal invoices	1389.16
250	Payment rejected – invoice will be queried/returned	rejected
251	HPT – Q4 Office expenses	1055.00
252	M Austin – Community Lunch expenses	214.67
253	Channel Telecom I.P. Service/Line Rental	197.60
254	TBS Hygiene - Collection of Litter bins - December	464.16
DD	BT Mobile Rental	24.00
DD	Bank Charges	9.20

Staff Salaries December 2018 (BACS)

Clerk/RFO	£6383.11
Finance Officer	
Common Ranger	
HMRC Payment – Month 9	
LGPS Pension Contributions – Month 9	



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CHPC Income

Date	Received from	Amount
05/12/18	Colney Heath Football Club – Rent payment for pavilion	500.00
11/12/18	TRIO agreement – Park Lane Licence payment	2500.00
13/12/18	Community Lunch income	275.00
14/12/18	County Council Locality Budget (Cllr Gordon)	500.00
17/12/18	Rural Payment Agency - Stewardship	910.40
17/12/18	County Council Locality Budget (Cllr Hale)	500.00

187/19 **BUILDINGS & ASSETS**

- a) **High Street Pavilion & OAR Shelter** – A reminder email would be sent requesting a response to the letter regarding the OAR shelter.
It was noted that quotes obtained to provide repairs to the tennis courts had been over £10k. A vision for the future of this and the High Street Recreation area would be needed, this was part of ongoing and future negotiations on the lease.
- b) **Roestock Park Hut** – Legally privileged documents were required to be discussed in closed session.
- c) **Charles Morris Hall** – Meeting has not yet been organised.
- d) **Horseshoe Field** – no further update.
- e) **Gloucester Park** – no further update.
- f) **The Common and associated assets** – ongoing legal matters would be required to discuss this in closed session.

188/19 **ENVIRONMENT COMMITTEE**

The next meeting would be Wednesday 23rd January at 10am.

189/19 **CHRISTMAS TREES & LIGHTS 2019/20**

Cllr Hathaway went through the quotes briefly and a further quote which was very recently received was tabled to all members present. Cllr Hathaway noted the significant expense, however she estimated that one tree with lights would be £6k. A lengthy debate followed on the merits, costs and location of Christmas or festive lights and celebrations within the Parish.

There was a proposal submitted by Cllr Solts, seconded by Cllr Ouzman

Do Councillors want Christmas Trees and lights in the Parish for 2019/20?

Cllrs Solts, Hathaway, Devi, Ouzman, Crump and Grant were in favour. Cllr Cook was against the proposal.

A second proposal was submitted by Cllr Devi, seconded by Cllr Hathaway

Do you want lamppost lights, if applicable and available, across the Parish for 2019/20?

Cllrs Hathaway, Ouzman, Devi and Grant were in favour. Cllr Cook and Solts were against with Cllr Crump abstaining.

It was then discussed and voted upon to engage in a public consultation however after further debate this was later cancelled. It was then agreed that a working party be formed of Cllrs Devi, Crump, Hathaway and Ouzman to meet and form a proposal for Christmas Lights for 2019/20 to be presented to Council when ready. ~~Deadline for submitting papers to Full Council for February 2019 is Thursday 31st January 2019 and for March Full Council is Thursday 28th February 2019.~~ *ATC*

ACTION: Christmas Lights Working Party

9.40pm County Councillor Gordon, Mike Rawlins and two members of the public left the meeting



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190/19	PARISH ADMINISTRATION a) Clerk Report – The Clerk reported again a very busy month since the last meeting. Correspondence has been added or dealt with on this agenda or will be added to later agendas. The Clerk advised that the Full Council meeting on Thursday 4th April 2019 would need to be cancelled in the event of a contested election as this would be during purdah and after discussing with SADC Democratic Services it was best practice not to hold meetings during this time. A final meeting could be held on Thursday 21st March 2019 for planning applications, payment authorisations and urgent matters as purdah commences on Monday 25th March 2019. It will also be necessary to move 9th May 2019 meeting to a 16th May 2019 if there is a contested election as Councillors would not take office until Tuesday 7th May 2019. The Clerk will obtain further election information over the next few weeks but confirmed that the nomination period runs from Monday 26th March 2019 until 4pm on Wednesday 3rd April 2019. Nomination packs will be available from the Parish Offices or directly from Democratic Services at the District Council from the beginning of March. A link to the Electoral Commission with further information for election candidates can be found here - https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/parish-and-community-council-elections-in-england-and-wales Clerk would like to note the following: • Community Lunch – 53 paid attendees, 20 volunteers. It was suggested that from 2019 this event should be a grant funded event as legislation will require the Parish Council to take control especially over food preparation and Health & Safety matters regarding food journey paperwork. • SADALC minutes of meeting held 17 October 2018 in pack for information • Holocaust Commemoration Sunday 27th January 6pm at SADC • Mayors Civic Banquet and Ball – Sunday 29th March 2019 • Highfield Park Newsletter in pack for information • Calendar of SADC meetings for 2019/20 will be circulated if requested • Request for two references for previous staff – completed and sent by email b) HR & Staff Matters Due to the nature of the matters relating to staff to be discussed it was decided that this item be raised in closed session.
191/19	ANY OTHER BUSINESS None raised.
192/19	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 9.49m - 9.54pm

Handwritten signature



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CLOSED SESSION commenced 9.54pm

192/19

1. HR Matters

A timetable for staff appraisals was tabled to members. It was suggested that the same process be followed for the Clerk's appraisal as last year. It was **unanimously RESOLVED** to commence the appraisal process for the Clerk.

2. The Common

The Clerk was asked to continue with the action here mentioned.

3. Warren Farm Track

The Clerk was asked to investigate the action here mentioned.

4. Roestock Park Hut

It was **unanimously RESOLVED** for the Clerk to follow the recommendations of Debenhams Ottaway in respect of this matter.

ACTION: Clerk

Cllr Ouzman handed in confidential papers from 6 Dec 2018 meeting for destruction to Clerk.

Meeting closed at 10pm

L Chaplin
Clerk to the Council
Drafted 14/01/19

Signed by Chair of Council
Cllr Peter Cook
7th February 2019

Peter Cook
27/02/2019