



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
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

7th June 2019

To Members of the Parish Council,

Councillors, Kevin Barnes, Susan Blunt, Chris Brazier, Hilary Brazier, Peter Cook, Cecilia Hathaway, Mark Ouzman, Kate Slaughter & Russell Solts.

You are summoned to attend the next meeting of **Colney Heath Parish Council** that will be held at **Highfield Park Visitor Centre Atrium, Hill End Lane, AL4 0RA** on **Thursday 13th June 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.

**THE MEETING WILL BE
AUDIO RECORDED**

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

AGENDA

- 19/14 APOLOGIES, ANNOUNCEMENTS**
To receive and accept apologies for absence
- 19/15 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
- 19/16 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
- 19/17 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**
To accept and sign the minutes of the Full Meeting of the Parish Council held on Thursday 16 May 2019
- 19/18 MEETINGS OF CHPC FOR JULY 2019 – JANUARY 2020**
To agree the dates for the next 6 Full Council meetings in July, September, October, November, December 2019 and January 2020.



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
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

19/19

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

- a) To note the following applications which will not be discussed but are noted to have been received and on which no comment was made 5/2019/0705, 5/2019/1008, 5/2019/1025, 5/2019/1031, 5/2019/0884
- b) The Council have received and will discuss the following applications and appeals:
- | | |
|--------------------|--|
| 5/2019/0811 | Edison Close, AL4 0DE |
| 5/2019/0830 | Colney Heath Lane, AL4 0TN |
| 5/2019/1221 | Roestock Gardens, AL4 0QJ |
| 5/2019/1301 | Princess Diana Drive, AL4 0DY |
| 5/2019/1094 | Highfield Farm, Highfield Lane AL4 |
| 5/2019/1333 | Maslen Road, AL4 0GS |
| 5/2019/1290 | Swans Close, AL4 0TL |
| 5/2019/1133 | Hill End Farm, Tyttenhanger AL4 |
| 5/2019/0955 | Oaklands Lane, AL4 0HS |
| 5/2019/1015 | land opp. Cats Whiskers, Oaklands Lane AL4 |
| Appeal 5/2018/3052 | Ard Maca, Sleepshyde, AL4 0SE |
| Appeal 5/2018/2382 | Colney Heath Lane, AL4 0TP |
- c) To consider the formation of a Planning Committee delegated by Council to address planning comments as appropriate ensuring the three-week response cycle for comments is met consistently. Terms of reference have been drafted and are presented for discussion.
- d) Welwyn Hatfield Consultation (response required by 18th June)
- To note drafts and confirm in principle agreement; and
 - To delegate finalising detail to Clerk and NPPO/NPSG.
- e) HCC Rural Transport Strategy Consultation (response required by 4th July)
- To note draft and confirm in principle agreement; and
 - To delegate finalising detail to Clerk and NPPO/NPSG.

19/20

FINANCE, AUDIT & GOVERNANCE

FINANCE

- a) To receive, accept and sign the bank statements and reconciliation
- b) To receive, check and approve invoices for BACS payments scheduled 20th June 2019 and for Council to approve total expenditure.

19/21

AUDIT REQUIREMENTS FOR YEAR ENDING 2018/19

- a) To approve the Annual Accounts 2018/19
- b) To approve the Internal Auditor Report for the year 2018/19
- c) To review and approve the effectiveness of Internal Controls
- d) To approve Section 1, the Annual Governance Statement 2018/19
- e) To approve Section 2, Accounting Statements 2018/19
- f) To agree the dates for the public rights period



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
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

19/22

GOVERNANCE

- a) To note FOI requests received and sent

POLICY REVIEWS – UPDATES & ADOPTION

- b) To review and adopt the Member/Officer Protocol
- c) To review and adopt the Social Media Policy
- a) To review and adopt the CHPC Action Plan 2019/20

19/23

BUILDINGS & ASSETS

To receive updates and correspondence if any received on the following:

- a) High Street Pavilion;
- b) Old Air Raid Shelter and strip;
- c) Roestock Park Hut;

To discuss request for 3-month extension of Landlord and Tenant Act negotiations.

- d) Charles Morris Hall Committee;
To receive an update from Cllr Cooks' attendance at Committee meeting
- e) Village Hall Committee
To discuss correspondence received 2 June 2019
- f) Tyttenhanger Field & Access Strip
- g) The Common and associated assets
- h) Wayleaves – Hill End Lane
- i) Horseshoe Field

19/24

PARISH ADMINISTRATION

CLERK REPORT

- a) To note the completed ROSPA inspections 2019 and delegate the works as required including the tennis courts at the Colney Heath Recreation Ground
- b) Clerk to report on administration matters and event dates

19/25

REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES

- a) Police & Crime Report and/or Police Liaison representatives
- b) Highfield Park Trust
- c) Tyttenhanger Quarry
- d) Twinning Association

19/26

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