

**PLEASE BRING TO MEETING
ON 12 JUNE 2003**

COLNEY HEATH PARISH COUNCIL

Minutes of the Annual General Meeting of Colney Heath Parish Council held at the Village Hall,
High Street Colney Heath on Wednesday 14 May 2003

Present: Cllr D Crump (presiding in the Chair)
Cllr S Hall
Cllr I Gibson
Cllr J Henchley
Cllr T Cox
Cllr G Rump

In attendance: Debra Mayhew – Clerk
Gill Moody – Greenleas, Roestock Lane
Denis Becker – 95 High St, Colney Heath
Frank Graham – 58 Tollgate Road, Colney Heath

Apologies: Cllr D Clarke
Cllr C Brazier – Both attending a SADC full council meeting
Cllr J Day - Work

1. Acceptance of Office

The Council agreed for Cllr Crump to preside as chair until the new chair was elected. The Chairman and Councillors may not act until each has executed a declaration of acceptance of office in a prescribed form. Cllrs must make their declaration at or before the first meeting after they are elected and the declaration must be made in the presence of a member or councils proper officer and delivered to the council. The declaration includes an undertaking to abide by the council's code of conduct. All Members will be required to complete and sign the Declaration of Financial and Other Interests standing orders. The Clerk has the forms for Cllrs to read and sign now – The Clerk read the declaration aloud at the meeting while being signed by all Cllrs.

The Councillors shown as present above completed their declaration of acceptance of office in the presence of the Clerk, who countersigned each. The Council agreed at this meeting to permit absent Cllrs to make their declarations at or before the next ordinary meeting of the Council in June.

2. Election of Chairman

The Chairman is elected annually at the AGM and holds office until their successor is elected. Cllr Falk as retiring chair or David Clarke as retiring vice-chair must preside to elect a new chair – only if both are absent can the council nominate another Cllr to preside until the Chair is elected. The old chair/vice chair has a casting vote only if retiring, if re-elected then both a vote and casting vote. Cllr Henchley nominated Cllr Day as Chairman; Cllr Crump seconded this. No

other nominations were made. Cllr Day was not present therefore Cllr Crump continued to chair. Cllr Day later completed both his declaration of office and chairmanship.

The Council elected (unopposed) Cllr Jamie Day as Chairman.

3. Election of Vice Chairman

Cllr Henchley nominated Cllr Crump as vice chair; Cllr Hall seconded this. No other nominations were made.

The Council elected (unopposed) Cllr D Crump as vice chairman.

4. Chairman's Allowances

Chairs Allowances – £116.00 in this year's budget 2003-2004. The Council agreed for £116.00 to be paid to the retiring chair – Helen Falk, with a thank-you note.

5. Fixing of Meeting Programme for 2003/04

The dates suggested by the Clerk were **Wednesday** nights, which is the traditional night for Colney Heath Parish Meetings. Cllr Crump asked about changing the meeting night to Thursday nights and Council discussed this. The Clerk confirmed the Community Room is available on both nights. The Council agreed to change the ordinary meetings to Thursday nights.

The Meeting programme was fixed for Thursday nights as follows;

12 June 2003

10 July 2003

11 September 2003

9 October 2003

13 November 2003

27 November 2003 – Special Budget Meeting (Provisional)

11 December 2003

15 January 2004

12 February 2004

11 March 2003

6 April 2004 – Annual Parish Meeting – Village Hall Colney Heath

8 April 2004

13 May 2004 - Annual General Meeting followed by ordinary Meeting

All meetings to commence at 7.30pm and to be held at the Community Room, Village Hall, Colney Heath unless stated differently above. The Public are welcome to the meetings and can raise any issue of concern to PC at the public question time at 9 pm.

6. Appointment of Planning Applications Officers

The Cllrs nominated will have the planning applications delivered to them to review and make comments/objections as necessary for the Clerk to send to SADC Planning dept.

The Council appointed Cllr Henchley as the main planning application officer with Cllr Brazier assisting.

7. Appointment to Working Parties

Cllrs reviewed the constitution of the following Working Parties membership for 2003/4; all Members may attend any Working Party if they so wish.

- i) COMMON & PUBLIC PATHS WP 2003-2004 (members - Cllrs Brazier (convenor), Crump and Hall)
- ii) RECREATIONAL AREAS WP 2003-2004 (members - Cllrs Crump (convenor), Henschley and Cox)
- iii) FINANCE & PERSONNEL & CHRONICLE WP 2003-2004 (members - Cllrs Day (convenor), Crump and Rump)

It was suggested that other Members might wish to join any of these working parties at a later date. Also members and staff to be invited as and when necessary.

8 Appointment to Outside Bodies

Cllrs reviewed the appointments for Outside Bodies for 2003/04 and appointed Cllrs as follows:

- i) Charles Morris Hall Management Committee – Cllr Day
- ii) CBTA (Twinning) – Cllr Brazier
- iii) Village Hall Council – Cllr Hall
- iv) HALC – If a Member wishes to additionally sit on the Executive Board (they meet every quarter- a job description is available from the Office) – appointed left vacant – to be considered again
- v) Colney Heath JMI Governing Body – Cllr Crump for a 1-year term only
- vi) St Albans DAPC – appointed left vacant – to be considered again
- vii) Library Users Group – appointed left vacant – to be considered again
- viii) Parish Liaison Joint Committee – appointed left vacant – to be considered again
- ix) Community Safety Consultation Forum – Cllr Henschley
- x) Joint Community Government Forum – appointed left vacant – to be considered again
- xi) Football Club Liaison Officer – Cllr Brazier
- xii) NHS - appointed left vacant – to be considered again
- xiii) Transport - appointed left vacant – to be considered again
- xiv) London Green Belt Assn – Cllr Crump
- xv) Highfield Trust – Cllr Gibson - The Trustees meet 4 times a year for full Board Meetings. Each then is nominated onto a sub committee (S Ellis was Park Development), which meets a week before the main Board Meeting. Meetings are normally held on a Thursday afternoon 2.30pm start. The Parish Councillor is also a Company member and at the AGM each year will need to formally adopt the Trust's Audited Accounts. Once the Council has nominated someone here will be an induction at which John Ely will give them the Memorandum and Articles of Association and explain their duties more fully.

9 Members appointed to review SADC papers:

COMMITTEE	CHPC COUNCILLOR TO REVIEW
Full Council	appointed left vacant – to be considered again
Standards Committee	appointed left vacant – to be considered again
Overview and Scrutiny (Community Services)	appointed left vacant – to be considered again
Overview and Scrutiny (Enterprise and Civic Environment)	appointed left vacant – to be considered again

Licensing and General Purposes	appointed left vacant – to be considered again
Planning (Development Control South)	Cllr Henchley
Community Safety Consultation Forum	Cllr Henchley
Housing Liaison	appointed left vacant – to be considered again
Highways Partnership Joint Members Panel	appointed left vacant – to be considered again
Parish Liaison	appointed left vacant – to be considered again
District Plan Second Review	appointed left vacant – to be considered again
Joint Community Gov. Forum	appointed left vacant – to be considered again

10 Adoption of Standing and Financial Orders (part of the Audit process)

The Council resolved to adopt the standing and financial orders.

Meeting closed at 8.15PM

Signed -----

