

**COLNEY HEATH PARISH COUNCIL**

The Parish Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk



**TO ALL MEMBERS OF THE COUNCIL:-**

**Cllr K Barnes, Cllr P Cook, Cllr D Crump, Cllr C Hathaway, Cllr McDonagh, Cllr M Nash, Cllr R Solts, (Two Vacancies)**

**NOTICE IS HEREBY GIVEN to attend a FULL COUNCIL MEETING OF COLNEY HEATH PARISH COUNCIL to be held on THURSDAY 3 NOVEMBER 2016 at COLNEY HEATH VILLAGE HALL at 7.30pm**

**Lisa Chaplin**

**Clerk to Colney Heath Parish Council**

**THIS MEETING MAY BE RECORDED\***

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**AGENDA**

- 1. APOLOGIES**  
The Parish Office to receive apologies for absence at the meeting or in advance
- 2. DECLARATIONS OF INTEREST**
  - a) To receive declarations of interest from councillors on items the agenda
  - b) To receive written requests for dispensations for declarable interests; and
  - c) To grant any requests for dispensation as appropriate
- 3. QUESTIONS FROM THE PUBLIC**  
Members of the public may make representation, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 4. MINUTES OF MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 6 OCTOBER 2016**
  - a) To accept and sign the minutes of the Meeting of the Parish Council meeting held on Thursday 6 October 2016
  - b) Matters arising from the Minutes
- 5. REPORTS FROM EXTERNAL BODIES**  
County Councillor Gordon  
District Councillor Brazier & Day  
Police & Crime Report  
Highfield Park Trust
- 6. FINANCE**
  - a) To receive the bank statement, bank reconciliation and budget report.
  - b) To consider quotes, donations and receive funding; and
  - c) Approval of cheques and payments October 2016
  - d) Insurance of the Community Bus
  - e) To consider draft budget



**7. GOVERNANCE**

- a) To adopt the Council's Complaints Procedure (**attached**)
- b) To adopt the Council's Freedom of Information Policy (**attached**)
- c) To consider the Councils Model Scheme of Publication (**attached**)
- d) To consider the **recommendations** contained within the Local Government Transparency Code report (**attached**)
- e) To review and adopt the Council's Health and Safety Policy Statement (**attached**)
- f) To review governance plan (**attached**)

**8. PLANNING**

**LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.**

- a) To review Planning Applications since October meeting
- b) To review Report of Decisions since October meeting
- c) Refusals & Enforcements matters members may wish to bring to the attention of the Council

**HIGHWAYS GENERAL REPORT**

To review report if any

**9. ENVIRONMENT, PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS**

**ENVIRONMENT WORKING PARTY**

To review reports if presented:

- Receive reports from clerk and environment staff and resolve appropriate actions.
- Parks including children's play areas
- Common
- Closed Curchyard
- Managed gardens
- Allotments – Gloucester Park

**BUILDINGS**

To review reports if presented:

- High Street Pavilion - Colney Heath Football Club
- Old Air Raid Shelter – Colney Heath Football Club
- Roestock Park Scout Hut Lease
- Charles Morris Hall Committee
- Village Hall Committee

**10. ADMINISTRATION – CORRESPONDENCE & REPORTING**

**CLERK REPORT**

To review report or items to note

**CORRESPONDENCE**

To debate & respond where appropriate to items of correspondence received.

- a) Package of documents received from Weston Turville Parish Council
- b) Mrs Bonfather letter – Support for Friends Club and Community Bus



**PARISH COMMUNICATIONS**

To review - Parish Matters, Chronicle/Newsletter, Website, Social Media

**EVENTS**

- a) Parish Conference - 11 October – review
- b) Community Flood Warden Drop in Session – 19 October - review
- c) Councillor Code of Conduct training – 1 November - review
- d) Colney Heath OAP's Christmas Lunch – 6<sup>th</sup> December
- e) CMH permission for HogRoast – August 2017

**11. MEMBERS QUESTIONS OR URGENT MATTERS**

To receive any comments from Councillors or deal with any urgent matters agreed by the Chair.

**12. ITEMS RAISED FOR NEXT MEETING**

To suggest agenda items for the next meeting of the Parish Council:

- a) To consider the renaming of the Parish Council - reference the LG Act 1972, S75.
- b) To follow up action required from Internal & External Audit reports
- c) To review quotes received for hard wired wifi for users of VH
- d) To adopt the Councils' Data Protection Policy
- e) To review and approve the Councils Business Risk Assessment 2016-2017

- 13.** To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

**14. PARISH COUNCIL STAFF MATTERS**

To receive report on staffing issues from Clerk

**COLNEY HEATH PARISH COUNCIL**

**25 OCTOBER 2016**

\*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.