

COLNEY HEATH PARISH COUNCIL

The Parish Office

83 High Street

Colney Heath

Hertfordshire AL4 0NS

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



MINUTES OF THE ANNUAL MEETING OF COLNEY HEATH PARISH COUNCIL HELD AT THE VILLAGE HALL, COLNEY HEATH ON THURSDAY 12 MAY 2016 AT 7.45pm

PRESENT: Cllr P Cook, Cllr R Solts, Cllr K Barnes, Cllr M Nash, Cllr D Crump

MINUTE TAKER: Mrs C Shepperson

OTHER ATTENDEES: County Cllr D Gordon, District Cllr C Brazier, District Cllr J Day

MEMBERS OF PUBLIC: One

01/16 CHAIRMAN

The Council unanimously elected Cllr Peter Cook as Chairman for the ensuing Council year.

Proposed: Cllr D Crump

Seconded: Cllr R Solts

The new Chairman signed the Declaration of Acceptance of Office.

02/16 VICE CHAIRMAN

The Council unanimously elected Cllr D Crump as Vice-Chairman for the ensuing Council year.

Proposed: Cllr P Cook

Seconded: Cllr M Nash

The new Vice-Chairman signed the Declaration of Acceptance of Office.

03/16 APOLOGIES, ANNOUNCEMENTS

It was noted that a Part Two is envisaged for this meeting.

Apologies for absence were received from, Cllr P McDonagh, Cllr C Thorpe, Cllr C Hathaway.

04/16 DECLARATIONS OF INTEREST

Cllr M Nash declared an interest. She is married to the Common Ranger, Mr C Nash.

The Council decided to keep a list of declared interests and in future only interests additional to the list will have to be declared.

ACTION: Administrator

05/16 APPOINT LEAD MEMBER TO COMMITTEES, WORKING PARTIES AND OUTSIDE BODIES

It was decided to defer this matter until the June meeting, pending Terms of Reference

ACTION: Administrator

06/16 COUNCIL DOCUMENTATION

It was decided to defer the review of Standing Orders and Financial Regulations until a permanent Clerk is appointed.

ACTION : New Clerk

07/16 MEETING DATES 2016/17

The Schedule of Meeting Dates for 2016/17 is yet to be agreed. The Council decided that the next Full Council meeting will take place on Thursday 2 June 2016 at the Village Hall and the remainder of the schedule will be prepared then.

CHPC74

A handwritten signature in black ink, appearing to be 'RAE', is written over the printed text 'CHPC74'.

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08/16 APPROVAL OF FULL COUNCIL MINUTES of WEDNESDAY 14 APRIL 2016

The minutes of the Full Council meeting of Wednesday 14 April 2016 were accepted subject to the following amendments:-

2004 Cllr Solts initial be corrected from K to R.

2011 Cllr Nash did not send a holding letter to allotment holders, but requested that ex Cllr Gowens should do so.

Proposed:- Cllr R Solts

Seconded:- Cllr K Barnes

The amended minutes were signed by the Chairman.

09/16 MATTERS ARISING FROM THE ABOVE MINUTES

The following matters arising from the above minutes were discussed by the Council:-

2002/1996: Allocation of Section S106 monies. District Cllr Brazier will arrange for the District Council Officer responsible to attend the next Full Council meeting on 2 June to take this matter forward.

ACTION: District Cllr C Brazier

2009: Longabout. The possible setting up of an e-petition is to be carried forward.

2010: Horseshoe Field. The field boundaries have not yet been recorded

ACTION: Cllr Cook.

2015: Proof of Identity with Debenham Ottaway. Cllrs Nash and Cook have already done this. Other Cllrs were asked to do so as soon as possible. Five councillors out of the eight are required to have completed this procedure. Parking is available.

2015: Matters relating to Willows Farm, the Herts & Middx Wildlife Trust and Colney Heath Youth Football Club. It was decided to defer this once again until a new Clerk recruited.

ACTION: New Clerk

2019 Public Questions, Fenced area belonging to Oaklands. District Cllr Brazier has held a meeting with Mr J Brannan from Oaklands and looked at the whole site to inspect blocked footpaths and the County Council footpath officer has this matter in hand.

Cllr Cook has not yet asked the Parks Warden to inspect the damage to the Parish Council fence at Tyttenhanger.

ACTION: Cllr Cook/Parish Ranger

Parks Warden

FAEC

FINANCE

10/16 FINANCE REPORT

After lengthy discussion the Finance Report was noted and accepted.

It was decided that the regulations about the amount of money that could safely be deposited with one bank should be checked to find out if the £343,000 deposited with NatWest was at risk.

ACTION: Administrator

It was also decided that the Council would like more detail and clarity about the allocation of monies within the categories of Ear Marked Reserves noted in the Trial Balance Sheet (numbers 320 -323).

ACTION: Administrator

CHPC75

FAEC

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Item 4517 on the Trial Balance Sheet – Winter Salt storage was discussed. This money is currently paid to Mr Paxton with his wages and is in his current job profile. It was decided that this should be reviewed when the contract is in place.

ACTION: Cllr Cook

It was decided that the Finance Report section dealing with Bank - Cash and Investment Reconciliation showed a fair representation of the financial position at 31 March 2016. It was approved and signed by the Chairman.

[Post meeting NOTE - Internal Auditor advised copies were in draft for noting]

It was noted that the breakdown of the Summary of Income and Expenditure by Budget Heading was prepared so that it would fit the new software.

It was also noted that there had not been heavy spending from the Buildings budget and that this would be reviewed at a later date to see if more maintenance expenditure was required.

ACTION: New Clerk

11/16 APPROVAL OF CHEQUES & OTHER PAYMENTS MAY 2016

Proposed: Cllr Crump

Seconded: Cllr Nash

It was decided that the invoice for £114 from Zurich Insurance for their Local Council Advisory Service was worthwhile and would be paid.

It was noted that the Parish Council paid for the Football Club's intruder alarm and that this would be looked at when the terms of the lease were reviewed.

ACTION: New Clerk

PLANNING

12/16 LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS, ENFORCEMENTS

Cllr Cook noted that the Planning Lists contain a separate list of Prior Notifications and wished to clarify what this covered.

District Councillors Brazier and Day were asked for their advice on prior notifications as they are members of the Planning (Development Control) Committee South. They agreed to see they could obtain further information and would advise the Parish Council

ACTION: District Councillors Brazier and Day

It was noted that under the National Planning Policy Framework for certain planning proposals there was no need for a planning application as District Council Officers can grant them without the matter going to Committee.

County Councillor Gordon told the meeting that a training session was to be held for District Councillors, which Parish Councillors could also attend that would clarify planning matters more fully.

ACTION: Councillors

There were no comments on current Planning lists.

It was noted that there was lack of enforcement by District Council on matters where the Parish Council had pointed out that enforcement might be necessary, such as the field opposite the stoneyard, which has not yet been inspected. District Cllr Brazier informed the meeting that this matter has been referred to the Environment Agency, who have greater powers than the District Council. The Parish Council decided to review all matters which are awaiting District Council enforcement.

ACTION : Cllr Nash

CHPC76

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13/16 NEIGHBOURHOOD PLAN

There was no report on the Neighbourhood Plan. The matter was deferred to the next meeting.

14/16 PARISH REPORTS AVAILABLE

Reports from the Common Ranger and Parish Gardener were received and it was noted that important ongoing matters were listed at the end of the Ranger's report.

15/16 HIGHWAYS GENERAL REPORT

County Cllr Gordon reported that there is no further news about the longabout, but that the report is due this month.

It was noted that there have been numerous complaints about grass cutting of roadside verges. Cllr Gordon asked for problem areas to be reported to her. District Cllr Brazier agreed to supply any information he has about these areas.

ACTION: County Cllr Gordon/District Cllr Brazier

Cllr Crump requested a schedule for local litter picking (which is carried out by Amey Lafarge). District Cllr Brazier agreed to provide this.

ACTION: District Cllr Brazier

It was noted that £10K per division has been allocated to repair the worst potholes. Parish Cllrs agreed to send this information about potholes in the Parish to County Cllr Gordon with a copy to the Parish Office.

ACTION: Parish Cllrs

ENVIRONMENT PUBLIC OPEN SPACES; ALLOTMENTS & BUILDINGS

16/16 COMMON LAND, RECREATION AND PUBLIC OPEN SPACES

Cllr Nash reported that so far there is only been able to obtain one quote for mowing the Common and two further quotes are required. As it is advisable to mow shortly after the end of June to maximise the price received for the hay the matter is urgent. Cllr Nash agreed to secure the quotes.

ACTION : Cllr Nash

Cllr Nash reported that she had put in the first Stewardship form and was in negotiation with Willow's Farm to arrange 'conservation grazing' by long horn cattle.

ACTION Cllr Nash

Highfield Park play area: The Parish Council agreed in principle to take over the area once it is in full working order and in similar condition as when installed

Beating the Bounds: This took place as planned and Cllr Crump thanked Cllr Nash for provision of refreshments. It was noted that the noticeboards need attention and that the Gas Board Works on the Common are still incomplete. Cllr Nash agreed to chase them yet again.

ACTION: Cllr Nash

17/16 ALLOTMENTS REPORT

Invoices have been sent out from the office by Chris Gowens. Cllr Barnes will turn on the water supply.

CHPC77

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18/16 BUILDINGS

Cllr Nash reported that the Football Club have tile damage in the showers and that Dean Penny is getting quotes. The broken door has not yet been repaired and it is under discussion whether it is worth claiming on the insurance.

It was agreed that when the Parish Council review the lease, insurance matters need to be considered.

ACTION: Cllr Nash and Mr Penny

19/16 COMMUNITY REPORTS

HIGHFIELD PARK TRUST – there was no report, but note the reference to Highfield Park under 16/16 above and 21/16 below.

COMMUNITY BUS – Cllr Thorpe is no longer willing to run the community bus. He will ask the drivers if one of them will take it on. The Admin could be carried out in the Parish Office, but the Council were not minded to overload the new Clerk with extra duties and would consider a small payment for the task if no volunteer was forthcoming.

Cllr Solts suggested that Cllr Thorpe be asked to continue for about two months until the new Clerk is installed.

Cllr Nash agreed to talk to Cllr Thorpe.

ACTION: Cllr Nash

VILLAGE HALL COMMITTEE (VHC) – the Parish Council has received a request for hirers of the hall to use the Parish Council's broadband. It was suggested that investigation of this matter was deferred until the new clerk was in post.

ACTION: New Clerk

TREASURE TOTS – this matter will be discussed in Part 2.

CHARLES MORRIS HALL COMMITTEE – There was no report.

ADMINISTRATION- INFORMATION- CORRESPONDENCE & REPORTING

20/16 INVITED REPORTS FROM DISTRICT OR COUNTY COUNCILLORS

County Cllr Gordon reported that the 4th Forum of Fly Grazing Seminar had taken place at Police Headquarters at Stanborough. The County Council is close to agreement about traveller's grazing on Smallford Pit. The agreement will permit 30 horses and 10 foals. It will protect both the land and animal welfare.

The Parish Council thanked County Cllr Gordon for all her efforts in this matter.

21/16 CORRESPONDENCE

Highfield Park has applied to the Tesco Bags for Help Fund and been granted £5k. Any further bids need to be returned by Friday 3 June 2016.

The St Albans District Footpath Society AGM is on 13 June 2016. Cllr Nash may attend.

There has been correspondence with the residents of Scholar's Court about the laurel and leylandii trees planted on the Common. Although four quotes were requested only one has been returned. Albany Tree Care quoted £380 to fell the laurel and conifers down to the apple tree. The Councillors agreed unanimously that this bid should be accepted. Cllr Nash will ask Albany to go ahead with the works, subject to health and safety requirements, insurance etc.

ACTION: Cllr Nash

CHPC78

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22/16 PARISH MATTERS OFFICE & CHRONICLE

Cllr Nash agreed to inform the person who had put in a quote to take on the Chronicle that a decision has not yet been made, but will be reviewed at the next meeting and she will circulate the quote.

ACTION: Cllr Nash

23/16 EVENTS

Larks in Parks 2016 – The event will take place in Highfield Park on 26 June 2016. The leaflet is done and can be put onto the Parish website. It was unanimously decided that £350 from the budget will be paid out for delivery.

A health and safety talk will take place on 16 June at Highfield Cricket Pavilion for all volunteers and participating Parish Councillors.

The Parish Council agreed that no payments in cash would be made to participants. All must present invoices for payment by cheque.

24/16 CRIME ISSUES

The Police had called on a local resident to say that there was a break in near the tunnel in Roestock. No further information is known.

There was a serious car accident in Coursers Road and at Highfield Park. There have also been some vehicle break ins at Highfield Park.

25/16 PUBLIC QUESTIONS

There were no public questions.

26/16 MEMBERS QUESTIONS OR URGENT MATTERS

The Council thanked Cllr Nash for all her hard work during the difficult period since the death of the previous Clerk, during which she had virtually taken on parts of the Clerk's job herself. The Council thought that this should be rewarded in some way.

27/16 DATE OF NEXT MEETING

The next **Parish Council Meeting** will be held on **2 June 2016 at Colney Heath Village Hall at 7.45pm.**

Cllr Nash agreed to book the room.

ACTION: Cllr Nash

Meeting closed at 9.50pm

SIGNED
CHAIRMAN
Colney Heath Parish Council

Lele A. E. Cook DATE *02/06/2016*