

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD IN THE SPORTS PAVILION, MORRIS
PLAYING FIELD, ON FRIDAY 8 JANUARY 2016, COMMENCING AT 7.00pm

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT Councillors: M. MacMillan (in the Chair), D Gordon, J Hopkins, H Pakenham with apologies for later arrival from K Gardner & A Osborne 7.02 and J Quagliozi (7.05)</p> <p>IN ATTENDANCE Mrs I Casper Parish Clerk</p> <p>with Mr Leigh Casling – Grounds Maintenance Manager</p> <p>4 members of the public</p>	
01/16	<p>DECLARATIONS OF INTEREST</p> <p>No declarations were made.</p>	
02/16	<p>APOLOGIES</p> <p>Apologies were received and accepted from Councillor C Flynn (personal).</p>	
03/15	<p>MINUTES.</p> <p>The minutes of the meeting of the Parish Council held on 4 December 2015, which had been previously circulated were taken as read and it was resolved that the minutes be approved and signed by the Chairman as a true record of that meeting.</p>	
04/15	<p><i>Councillors Gardner and Osborne arrived 7.02pm</i></p> <p>MATTERS ARISING</p> <p>a) Update from SADC on the Cotlandswick Leisure Centre</p> <p>A report has been received from SADC confirming that the installation of neoprene strips to the fencing at the Cotlandswick Leisure Centre has been completed. This has resulted in a 10db drop in the level of noise from a ball striking the fence and reduced the repetitive rattle of the fence to just one impact noise when the ball hits the fence. Residents have commented that this has</p>	

	<p>reduced the noise of the fencing, however there is still work to do on the noise from player's voices.</p> <p>With this in mind SADC has arranged for an independent noise assessment of the site, this will take place on Tuesday 12 January 2016 between 6.30pm and 8.30pm when the site will be at 90% occupancy. This will provide SADC with a report on the sound levels and the next steps to take, if required, coming into the correct time to undertake planting options.</p> <p>In terms of the next steps once the report has been received options under consideration will be:</p> <ul style="list-style-type: none"> • Increasing the height of the bunds around the pitches to 2m / 2.5m, they are currently 1.5m in height. • Planting trees between the housing and the pitches • Installing acoustic fencing (however it is likely this option is not required). <p>When the report has been received Cllr Brewster will meet with the Parish Council and local residents to discuss the results and the options, if required, to be undertaken.</p> <p style="text-align: center;">b) Update on the overgrown land adjacent to Glebe allotments</p> <p>The Clerk has written to the Diocesan Board of Finance inviting an officer to a site meeting with the Chairman, to date no response has been received.</p>	
<p>05/15</p>	<p><i>Cllr. Quagliozi arrived during this item 7.05hr</i></p> <p>CORRESPONDENCE</p> <ol style="list-style-type: none"> 1. Noted receipt from HCC details of Meeting 'Hertfordshire's Challenges'. 2. Noted receipt from HCC - Invitation to Hertfordshire Health and Wellbeing Board Stakeholder Events 3. Noted receipt from HCC details of Passenger Assistant Consultation 4. Noted receipt from SADC Emergency Planning Seminar Wed 6th January 2016 - 7pm to 9pm 5. Noted receipt from The Post Office of news on the Post Office within the Co-Op at Haseldine Road. (Hard copy circulated). Members were delighted with news of the change 	

	<p>of classification of the local Post Office to a main branch. It was agreed that the Clerk writes to the Post Office and requests that passport services are also available at the upgraded branch.</p> <ol style="list-style-type: none"> 6. Noted receipt of a letter of thanks from The Peace Hospice for the cheque received from LCPC for monies raised from a Raffle at the Christmas Dinner Dance and Carol Singing at Sainsbury's. (Hard copy circulated) 7. Noted receipt from SADC Strategic Local Plan Documents – the consultation closes 19 February at 5pm. Response form for members of the public are available from the Parish Council office. 8. Noted from Councillor Gordon email requesting details of verges in need of protection. Members agreed to notify SADC through Councillor Gordon of the following verges that need attention: Morris Way, Shenley Lane / Telford Road, High Street, five Acres 9. Noted from Councillor Gordon email requesting details of gullies in need of repair. Members agreed to notify HCC through Councillor Gordon that the following gullies need attention: Telford Road, Shenley Lane, Shenley Lane / St Anne's Road, High Street, A414 parallel to Five Acres. (Note this last gully may have been cleared) 10. Noted receipt from HCC letter regarding withdrawal of passenger assistants from taxis that currently accompany primary aged children to and from school. The consultation on this proposal runs from 2nd January to 31st January 2016. Members expressed concern regarding the withdrawal of this service. Councillor Gordon agreed to enquire how many local children are dependent on this service. 	
<p>06/16</p>	<p>COMMUNITY SAFETY REPORT</p> <p>Apologies had been received from PCSO Daniels, no one is available to attend tonight's meeting.</p>	
<p>07/16</p>	<p>QUESTION TIME</p>	

	<p>The Chairman suspended Standing Orders and invited members of the public to ask questions.</p> <p>Mr Peak informed members that the surface of the footbridge on the Village Green is deteriorating. It was agreed that Mr Casling will have a site visit and refurbish as needed.</p> <p>Mr Peak commented that the swans are about to start breeding and their patch is covered with cans. It was agreed that the ground staff investigate this matter</p> <p>Mrs Crouch reported that the verge at Morris Way is in a terrible state due to lorries churning up the grass and the footpath is now covered in mud and extremely slippery.</p> <p>Councillor Gordon said that one cause of the problems is the size of the delivery lorries. HCC are looking at a scheme to alleviate this ongoing problem but any remedy must be substantial. When HCC has a clearer idea of what the reparation scheme will involve Tesco's may have to be asked to use smaller delivery vans.</p> <p>It was noted that PC office staff had reported the damage to the verge in December and again this morning. A separate report on the mud on the footpath will be submitted to HCC.</p> <p>Mrs Barker commented on paving slabs that had been damaged in December and how quickly HCC replaced them. It was noted that PC office staff reported this as an urgent matter which prompted the quick repair.</p> <p>Standing Orders were re-instated.</p>	
<p>08/16</p>	<p>COMMUNITY DEVELOPMENT MANAGER'S REPORT.</p> <p>In the Community Development Manager's absence the Chairman of the Events and Community Committee presented a written report from the Assistant to the Community Events Manager. (Hard copies had been emailed and were circulated round the table).</p> <p>All of the Council events held in December had been successful and the Chairman thanked everyone who helped with the various Christmas events. The new ventures, Children's Christmas Party and Boxing Day Buffet had proved popular.</p> <p>Ticket sales for forthcoming events, the Children's Pantomime – 'Mother Goose' on Sunday 17 January and the Burns Supper on Saturday 23 January, are very good.</p>	

	The report and December finances were noted	
09/16	<p>GROUNDS & MAINTENANCE MANAGER'S REPORT</p> <p>The Grounds Maintenance Managers Report, previously circulated was presented by Mr Casling.</p> <p>All is going well but pitches are water logged due to the wet weather.</p> <p>Outdoor work is limited at the moment due to the poor weather so the ground staff will undertake indoor work at LCPC owned buildings.</p> <p>Mr Casling confirmed that LCPC owned play equipment is inspected weekly. He is organising a programme of repair during the winter months, outdoor painting will begin at the end of March.</p> <p>Mr Casling then gave an update on the Tennis Court refurbishment, works should be completed by the end of March.</p> <p>It was agreed that Mr Casling provide a monthly progress report on this item.</p> <p>The courts should be open for activity during the Spring / Summer.</p> <p>The upgrading of the kitchen at the Caledon Centre is ongoing and it was agreed that Councillor Pakenham, the Clerk and Mr Casling meet to progress the outstanding work at the Centre including the ceiling of the lounge bar. Repair costs will be reported to the Finance Committee.</p> <p>The electric supply to the Morris Way pavilion needs upgrading. Mr Casling will seek quotations to upgrade the supply.</p> <p>The report was noted.</p>	
10/16	<p>GRANTS</p> <p>The Chairman proposed that the Parish Council supports The Peace Hospice as a Charity for 2016 / 17. Agreed.</p>	
11/16	<p>Welcome Pack for New Councillors</p> <p>Members reviewed a Welcome Pack for New Councillors</p>	

	<p>which had been circulated in December. No further comments had been received.</p> <p>Proposed and resolved that the New Councillors Welcome Pack is approved and endorsed.</p> <p>It was noted that this is a living document which can be reviewed and amended at future meetings.</p>	
<p>12/16</p>	<p>Staff Handbook</p> <p>Copies of the Staff Handbook had been circulated at the December meeting for comment. One amendment, to remove the section on members was not relevant to staff. (Reference: Councillors signing up to a code of conduct) was proposed and agreed.</p> <p>Proposed and resolved that the Staff Handbook, with one amendment, be adopted.</p> <p>It was noted that this is a living document which can be reviewed and amendments made at future meetings.</p>	
<p>13/16</p>	<p>London Colney Parish Council's Risk Assessments</p> <p>a) Member reviewed the overarching risk assessment, which had been previously circulated.</p> <p>The following amendments were proposed and agreed</p> <p>i) In paragraph - Expenditure - add the wording 'or/and committees' after words '<i>appointed Councillors</i>'</p> <p>ii) In the paragraph - Sports pitches and green areas - the wording 'staff trained in handling of dangerous items' To be added after words '<i>at all sites</i>'.</p> <p>iii) The above two amendments now read:</p> <p>a) Expenditure – existing controls – Full Council consider expenditure from reserves or Council may delegate to appointed Councillors or / and Committees.</p> <p>b) Sports Pitches and green areas – Existing Controls – all areas inspected and cleared of rubbish, etc daily. Rubbish bins and dog bins provided at all sites. Staff trained in handling of dangerous items.</p> <p>b) Members reviewed the Fire Risk assessment, which had been previously circulated.</p>	

	<p>Proposed and resolved that Overarching Risk Assessment (after agreed amendments) and the Fire Risk assessment are approved and adopted.</p>	
14/16	<p>FINANCE</p> <p>a) To receive and approve expenditure since the last Council meeting. Members reviewed the expenditure since the last Council meeting item by item and it was agreed that notes of clarification will be added.</p> <p>Proposed and resolved that the expenditure since the last Council meeting is approved.</p> <p>b) To review the Year to date Income and Expenditure against budget. Members reviewed the year to date Income and Expenditure against budget.</p> <p>It was agreed that a scanner will be purchased for the office. It was agreed that £1563 be transferred from balances on item 5000 General Event costs.</p> <p>Proposed and resolved that the Year to date Income and Expenditure against budget is approved.</p> <p>d) To receive and approve the draft budget for 2016 /2017</p> <p>Members reviewed and agreed the budget for 2016/2017 which requires a precept of £234160 an increase of 2.9%</p> <p>It was noted that SADC has confirmed Option 2 was agreed as the Council tax Support Grant from District to Parishes giving a grant of £29074 to LCPC.</p> <p>Proposed and resolved:</p> <p>i) That the budget for 2016 / 2017 is agreed giving a precept of 234,160.</p> <p>ii) That a Grant of £29074 will be received from SADC.</p> <p><i>It is noted that the precept and the council tax support grant must be shown separately within the accounts as required by the External Auditors BDO.</i></p> <p>It was agreed that there will be a budget edition of the London Colney News.</p>	CLERK/BOOKEPER

	<p>e) To approve arrangements for the New Audit Regime It was agreed not to opt out of the New Audit Arrangements in 2017. The new arrangements will be kept under review.</p> <p><i>Mr Casling left – 8.05pm</i></p>	
<p>15/16</p>	<p>TOWN PLANNING MATTERS <i>Councillors K Gardner and D Gordon declared a non-pecuniary interest in minute 15/16 both being District Councillors who sit on the planning committee.</i></p> <p>Current applications The following decisions will be forwarded to SADC Planning Dept.</p> <p>5/2015/3365 - Certificate of Lawfulness (proposed) - Loft conversion at 3 Wisteria Drive London Colney Hertfordshire AL2 1UW Proposed and resolved – No comment</p> <p>5/2015/3387 - Certificate of Lawfulness (proposed) - Two storey side extension with associated alteration to fenestration at 132 High Street London Colney Hertfordshire AL2 1QQ Proposed and resolved – No comment</p> <p>5/2015/3410 - Single storey front extension with bay window. Part single part two storey rear extension with roof lights and alterations to openings. Construction of shed at rear of the garden. at 14 Manor Road London Colney St Albans Hertfordshire AL2 1PL Proposed and resolved - Refusal The Parish Council is concerned that the building will be used as an ancillary dwelling</p> <p>5/2015/3414 - Two storey side and rear extension with alterations to openings at 25 Chantry Lane London Colney Hertfordshire AL2 1JT Proposed and resolved – No comment</p> <p>Councillor Gordon reported that planning application 5/2015/2296 is going before Plans South at SADC on Monday LCPC has not commented on this application. It was agreed to submit a late comment on Monday.</p>	<p>CLERK</p>
<p>16/16</p>	<p>MEMBER ITEMS</p> <p>There were no members items received.</p>	

<p>17/16</p>	<p>Reports from local Councillors on other local authorities.</p> <p>No reports were received.</p>	
<p>18/16</p>	<p>EXTERNAL MEETINGS</p> <p>No meetings had taken place during the Christmas period.</p>	
<p>19/16</p>	<p>IT WAS RESOLVED TO EXCLUDE the Press and the public from the following item in accordance with the Public Bodies (Admissions to Meetings) Act 1960.</p> <p>Staffing The recommendation from the Chairman regarding the Christmas tree was agreed.</p> <p>It was noted that staff vacancies of bar manager and caretaker are being advertised.</p>	
<p>20/16</p>	<p>NEXT MEETING</p> <p>The next meetings of the Council will take place on Friday 5 February 2016 at the Morris Pavilion, White Horse Lane, London Colney.</p> <p>There being no other business the Chairman closed the meeting at 8.44pm.</p>	

