

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD IN THE SPORTS PAVILION, MORRIS
PLAYING FIELD, ON FRIDAY 6 JANUARY 2017, COMMENCING AT 7.00pm

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT Councillors: M MacMillan (in the Chair), K Gardner, D Gordon, H Pakenham, A Osborne, J Quagliozi (with apologies for late arrival 7.15pm)</p> <p>IN ATTENDANCE Mrs. I Casper Parish Clerk</p> <p>With L Gomes – Community Events Manager</p> <p>and</p> <p>1 member of the public</p> <p>The Chairman welcomed everyone to the meeting.</p>	
01/17	<p>DECLARATIONS OF INTEREST</p> <p>No declarations received, if required they will be taken as they arise through the meeting</p>	
02/17	<p>APOLOGIES</p> <p>All members present.</p>	
03/17	<p>MINUTES.</p> <p>The minutes of the meeting of the Parish Council held on 2 December 2016 had been previously circulated. It was resolved that the minutes be approved and signed by the Chairman as a true record of that meeting.</p>	
04/17	<p>MATTERS ARISING</p> <p>To receive updates on matters arising from the minutes of 2 December 2016.</p> <p>FP30 – Telford Road</p> <p>The Clerk had written to SADC and HCC regarding the proposal to close this road temporarily whilst building work is in progress. It was noted that SADC has informed the Clerk</p>	

	that this footpath has now been placed under temporary closure.	
05/17	<p><i>Councillor Quagliozi arrived during this item – 7.15pm.</i></p> <p>CORRESPONDENCE</p> <ol style="list-style-type: none"> 1. Noted receipt from St Albans District Council notes of the Parish Conference 2016 2. Noted receipt from SADC ‘Consultation on our draft Street Trading Policy’. 3. Noted receipt from SADC Redevelopment of Telford Road garages, preference for naming of roads Wrekin Close, Thomas Close, Wenlock Close. Comments on preferences to be submitted on Monday 9 January. Proposed and resolved that the name of Dawson Close is put forward to SADC in recognition of Councillor Ella Dawson who served on LCPC for many years. It was agreed to compile a list of possible road names which have relevance to people in London Colney. 4. Noted receipt from SADC nominations for the Mayors Prides Awards 2017 are now open, nominations to be received by 30 January 2017. 5. Noted receipt from Councillor M Wakely – project 646 – London Colney Dome. It was agreed that Councillor Gordon will draft a response to this document which will be circulated to members and forwarded to The St Albans District Association of Local Councils (SADALC). 6. Noted receipt from Affinity Water email regarding Affinity Water – Water Saving Programme. It was agreed to invite officers from Affinity Water to attend a meeting of the Environment and Neighbourhood Committee or a PC meeting. 7. Noted receipt of an email regarding North Orbital Road Slip Road / Shenley Lane. (Hard copies round table). It was agreed to write a letter to L Lucas (HCC) expressing concern regarding this slip road. 8. Noted receipt from EA- River maintenance programme. Response to be received by 20 Jan 2017. It was agreed that Councillor Quagliozi will put together a response and circulate the document to members. 	<p>CLERK</p> <p>CLLR GORDON</p> <p>CLERK</p> <p>CLERK</p> <p>CLLR QUAGLIOZZI</p>

	<p>Note: Agreed that in future items that need a response from the PC will be put forward in a new agenda item – Report from the Clerk NOTE: The Clerk is to contact SADC and request that all the District Council’s consultations are sent to LCPC for comment.</p> <p>9. Noted receipt from HCC Hertfordshire’s Traffic and Transport Data Report 2016 (based on 2015 data). Hard copy in the office.</p> <p>10. Noted receipt of 2 emails regarding planning applications at Barley Mo Farm. This item will be discussed in item 16 Town Planning matters.</p> <p>11. Noted receipt from EA (forwarded by SADC) regarding EA and Risk Management Authority Consultation Event. Drop in event on Monday 30 January 2017, 10am – 3pm in Lee Meeting Rooms, Apollo Court, Hatfield. This item will be put to members of the Environment and Neighbourhood committee. It was noted that the Clerk will attend the drop in event</p>	CLERK
06/17	<p>COMMUNITY SAFETY REPORT</p> <p>PCSO Debbie Daniels had send her apologies.</p> <p>It was noted that vehicles on the forecourt of a local garage had had their tyres slashed. CCTV footage is being viewed by the police.</p> <p>It was agreed to put a list of police surgery dates in the London Colney News.</p> <p>The report was noted.</p>	
07/17	<p>QUESTION TIME</p> <p>The Chairman suspended Standing Orders and invited members of the public to ask questions.</p> <p>Mrs Barker commented on the entrance / exit onto the A414 from Ayletts and wondered if it would be possible for the side gates, which at the moment are open at weekends, to be open during the week.</p> <p>It was agreed that the Clerk will write to Ayletts to ask if the side gates could be open for use on weekdays.</p>	CLERK

	Standing Orders were reinstated.	
08/17	<p>COMMUNITY DEVELOPMENT MANAGER'S REPORT.</p> <p>The report from the Community Events Manager was presented by Liana Gomes. Hard copies of the report were circulated round the table.</p> <p>The report noted all the December events organised by the Parish Council. All had been successful and well attended.</p> <p>It was noted that over 200 boxes of Christmas biscuits had been delivered in the village.</p> <p>Ticket sales for forthcoming events the Children's Pantomime on 15 January and the Burns Supper on 21st January are going well.</p> <p>Councillor Pakenham thanked Ms Gomes for her report and also commented on the Latest edition of the London Colney news which Ms Gomes is compiling in liaison with members of the editorial team.</p> <p>Councillor Pakenham then presented the December figures for the events, which were noted and approved.</p> <p>The report was noted.</p>	
09/17	<p>GROUNDS & MAINTENANCE MANAGER'S REPORT</p> <p>In the absence of Mr Casling the Grounds Maintenance Manager the report (previously circulated) was presented by the Chairman.</p> <p>The report was noted.</p>	
10/17	<p>Walsingham Way Playing Field</p> <p>Councillor Flynn had requested that the Chairman conducts an investigation into the temporary movement of fencing at Walsingham Way Playing Field.</p> <p>Members received written reports from Mr Casling (Grounds Maintenance Manager) and the Chairman.</p> <p>The Chairman gave a verbal report on his investigation and the conclusions thereof. Members voted on acceptance of items vi and vii of the conclusions.</p>	

	<p>Proposed and resolved:</p> <p>a) As a matter of best practice it is recommended that any future variation to leased land is notified to the Environment and Neighbourhood committee, especially where a decision has been or is in the process of being made. (The land owner must also be notified.)</p> <p>b) As a matter of improved communication outcomes and to develop transparency I have asked the Clerk to provide a summary of comments / complaints on policy or process at each PC meeting with officer responses (this excludes personal complaints). Further clarification can then be made promptly if members feel additional information. A new standing agenda item REPORT FROM THE CLERK will allow members to seek verbal reports if required.</p>	
11/17	<p>London Colney Parish Council's Staff Handbook</p> <p>Copies of the Staff Handbook had been circulated at the December meeting for comment.</p> <p>Proposed and resolved to approve and adopt LCPC's staff handbook.</p> <p>Note: this is a living document which can be reviewed and amendments made at future meetings.</p>	
12/17	<p>London Colney Parish Council's Standing Orders</p> <p>Members gave consideration to amending LCPC's Standing Orders as per an item noted from the Internal Auditor.</p> <p>It was agreed to include an item on the February PC agenda 'Standing Orders to consider an amendment:'</p> <p><i>Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.</i></p>	CLERK
13/17	<p>London Colney Parish Council's risk Assessments</p> <p>Members reviewed LCPC's Risk Assessments (previously circulated)</p>	

	<p>a) LCPC's Overarching Risk Assessment</p> <p>Amendments to the Overarching Risk assessment were proposed: Item Buildings – Risk add item First Aid Kits Existing controls add - check <i>contents on a monthly basis or supplies and dates.</i></p> <p>Note: the Clerk is to clarify that staff have received training on needle stick injury and confirm if a yellow box is needed.</p> <p>Item – Events – risk - add <i>or volunteers</i> after wording injury to staff or public Existing Controls amended to - events individually risk assessed and measures taken <i>to eliminate risks where possible.</i></p> <p>The proposed amendments will be put before the Council for approval and adoption at its meeting in February.</p> <p>b) Fire Risk Assessment. Members reviewed the Fire Risk Assessment</p> <p>Proposed and resolved that LCPC's Fire Risk Assessment is approved and adopted.</p>	
<p>14/17</p>	<p>GRANTS</p> <p>No grants for approval.</p>	
<p>15/17</p>	<p>FINANCE</p> <p>a) To receive and approve expenditure since the last Council meeting.</p> <p>Members reviewed the expenditure since the last council meeting.</p> <p>It was agreed to put an article in the London Colney News advising that grants are available from LCPC.</p> <p>It was agreed to give a grant of £100.00 to SADC for the purchase of jackets for the newly trained Flood Wardens. Budget line Safety Goods.</p> <p>Members considered quotations for tree works by the river.</p> <p>It was agreed to accept the quotations for £1900.00 plus vat. Budget lines 4345 – tree maintenance = £952</p>	

	<p>4335 – Lowbell Lane river edge and Green = £500 Agreed to vire monies from 4200 maintenance = £448 for balance of quotation.</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.</p> <p>Members reviewed the year to date Income and Expenditure against budget.</p> <p>Proposed and resolved that the Year to date Income and Expenditure against budget is approved.</p> <p>c) To receive and approve the budget for 2017 / 2018.</p> <p>Members reviewed and agreed the budget for 2017/2018 which requires a precept of £243290 and increase of 3.9%.</p> <p>Proposed and resolved that the budget for 2017 / 2018 is agreed giving a precept of £243,290.</p> <p>It was noted that the Council Tax base for 2017 / 2018 is 3388 which gives a rise of £2.21 per annum on a band D property an increase of 0.04p per week (percentage rise of 3.17%)</p> <p>It was noted that LCPC has not received a Council Tax Support Grant from SADC for the financial year 2017/2018</p>	
<p>16/17</p>	<p>TOWN PLANNING MATTERS <i>Councillor K Gardner declared a non- pecuniary interest in minute 16/17 being a District Councillor who sits on the planning committee.</i></p> <p>Current applications The following decisions will be forwarded to SADC Planning Dept.</p> <p>The three planning applications were taken together.</p> <p>5/2016/3571 - Continued use as Class B8 (storage/distribution) at Unit 2 Barley Mo Farm Shenley Lane London Colney Hertfordshire AL2 1AD Proposed and resolved - Objection</p> <p>5/2016/3572 - Continued use as Class B2 (general industrial) at Unit 3 Barley Mo Farm</p>	<p>CLERK</p>

Shenley Lane London Colney Hertfordshire AL2 1AD
Proposed and resolved – Objection
B2 (general industrial) is an unsuitable change of use within this Green Belt area. It would have an impact on the aesthetics of the area. There are also highways issues, the existing bridleway is unsuitable for access.

5/2016/3573 - Continued use as Class B2 (general industrial) at Unit 4 Barley Mo Farm
Shenley Lane London Colney Hertfordshire AL2 1AD
Proposed and resolved – Objection
B2 (general industrial) is an unsuitable change of use within this Green Belt area. It would have an impact on the aesthetics of the area. There are also highways issues, the existing bridleway is unsuitable for access.

Proposed If planning permission is granted by SADC LCPC request that the Planning Committee considers vehicle size and movement numbers and Planning Enforcement Officers would visit the site on a regular basis. Agreed Nem com.

5/2016/3583 - Two storey front extension including new entrance porch, part single, part two storey rear extension, installation of flue to the side of the property and alterations to openings (amendment to planning permission 5/2016/2721 dated 24/10/2016) at 4 Severnvale London Colney Hertfordshire AL2 1TE
Proposed and resolved – No comment

5/2016/3686 - Hip to gable loft conversion with front and side rooflights, dormer window and Juliet balcony to rear elevation, first floor rear extension and alterations to openings at 7 White Horse Lane London Colney Hertfordshire AL2 1JS
Proposed and resolved – No comment

5/2016/3769 - Part single, part two storey rear extension, single storey front and side extensions and alterations to openings following demolition of existing rear extension (resubmission following withdrawal of 5/2016/2756) at 23 Shenley Lane London Colney Hertfordshire AL2 1LW
Proposed and resolved – No comment

5/2016/3768 - Variation of Condition 10 (refuse storage) and 37 (approved plans condition) of planning permission 5/2010/1659 and associated non material amendment 5/2016/3407 to incorporate new eaves height and other minor design changes including introduction of an additional footpath and external refuse store to existing planning permission (5/2010/1659) for demolition of existing building and erection of three storey building including three retail units and four, one bedroom, nine, two bedroom, and one, three bedroom self-contained units with associated parking

	and amenity space at Site of Former Napsbury Church Goldring Way London Colney Hertfordshire Proposed and resolved – No comment	
17/17	Minutes There were no minutes for adoption.	
18/17	Member Items Strategies for re-use of vacated rooms in Caledon Centre A suite of two offices has come vacant at the Caledon Community Centre; the rooms have been inspected by the Chairman and Councillors Pakenham and Gordon. It was agreed to promote the two separate rooms, in the next issue of the London Colney News. It was agreed that the Clerk contacts Langleys Estate agents for advice on marketing the rooms.	CLERK
19/17	Reports from local Councillors on other local authorities. County Councillor Gordon reported that she has had several meetings and 3 site visits with residents over parking problems throughout the village. These items have been put on a list of the Car Parking Working Party at SADC to look at the suggestion to install double yellow lines on the roads, this is now going out for consultation with residents. If LCPC invest in extra parking enforcement these areas could be added to the extra patrols. Councillor Gardner reported on a meeting of the Planning, Resources and Housing Committee (SADC). The council is now up to full strength on planning enforcement officers and breaches of planning permissions are being investigated. SADC has invited Govia Thameslink to a meeting to explain their poor service. The verbal reports were noted.	
20/17	REPORTS OF EXTERNAL MEETINGS ATTENDED It was noted that LCPC has responded to the DLP, Rail freight planning applications and Herts Transport Vision 20150. Comments from the council will be displayed on the appropriate web sites.	

	<p>The Chairman thanked Councillors Gordon, Gardner and Pakenham and the Clerk for their endeavors in responding to these consultations.</p>	
<p>21/17</p>	<p>IT WAS RESOLVED TO EXCLUDE the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.</p> <p>a) Email from Councillor Flynn The Chairman reported on a meeting that had taken place between himself, and Councillors Pakenham and Gordon.</p> <p>b) To formulate guidelines to be followed by staff and Councillors when allocating funding not necessarily identified by budget. Proposed and resolved that clear guidelines are introduced for staff to make it clear who is to be informed in the event of an incident and the decision making format is clarified. A protocol will be added to LCPC's Financial Regulations.</p> <p>c) Complaint football The Clerk updated members on her actions since the last PC meeting.</p>	
<p>22/17</p>	<p>NEXT MEETINGS The next meeting of the Council will take place on Friday 3 February 2017 at the Morris Pavilion, White Horse Lane, London Colney.</p> <p>There being no other business the Chairman closed the meeting at 9.30 pm.</p>	

