

**LONDON COLNEY PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING HELD FRIDAY 1 DECEMBER 2017
SPORTS PAVILION, MORRIS PLAYING FIELD, 7PM**

MINUTE NO.	DETAIL	ACTION
	<p>PRESENT Councillors: M MacMillan (Chair), K Gardner, C Flynn, D Gordon, N Mahoney, H Pakenham, A Osborne</p> <p>IN ATTENDANCE Emma Payne, Clerk to the Council</p>	
212/17	<p>APOLOGIES</p> <p>Apologies were received from Cllr Hopkins (health).</p> <p>Cllr Quagliozi was absent.</p>	
213/17	<p>DECLARATIONS OF INTERESTS</p> <p>Item 226/17 – Cllrs Gardner and Gordon declared a personal, non-pecuniary interest as a Member of St Albans District Council’s Plans South Committee.</p> <p>No other declarations were received that had not already been notified.</p>	
214/17	<p>MINUTES</p> <p>The minutes of the Council meeting held on 3 November 2017 were received and approved as a true record of the meeting.</p>	
215/17	<p>MATTERS ARISING.</p> <p>a) Memorial Policy Members were advised that a Memorial Policy will be drafted for the meeting to be held on 12 January 2018.</p> <p>b) Parking Enforcement Members were advised that the parking issues in Thamesdale had been reported on SADC Parking Enforcement.</p> <p>c) Parliamentary Boundary Review Members were advised that the Council’s response to the Boundary Commission’s consultation to move London Colney from St Albans Parliamentary Constituency to Hertsmere had been submitted and was available for residents to view on the Council’s website.</p> <p>d) Colney Heath Parish Council Meeting Members were advised that the Clerk had been liaising with Colney Heath Parish Council and a meeting will be organised for early January. Colney Heath are holding a series of public</p>	Clerk

	<p>meetings to inform residents of the proposals outlined by St Albans District Council.</p> <p>e) Hertsmere BC Local Plan Response Members were advised that the Council's response to the Hertsmere Local Plan had been submitted and was available for residents to view on our website.</p>	
216/17	<p>CORRESPONDENCE</p> <p>a) Hertfordshire County Council – SpLD Consultation Cllr Pakenham was in the process of drafting a response from the Council and this would be circulated for consideration prior to the end of the consultation period.</p> <p>b) Hertfordshire County Council – Admission Arrangements Consultation Members were asked to send any comments to the Clerk for inclusion in a Council response to the consultation.</p> <p>c) The Lattimore Surgery/Village Surgery Members received a letter requesting that the Council do not trigger the right to buy under Asset of Community Value if the surgery proceed with the purchase of part of the Perham Way site for development as a surgery. Members considered the request and acknowledged that the provision of a new surgery in the village was welcomed but some members were concerned that this request may affect the future development of the remaining site. Advice will be sought from HCC regarding the ACV and whether removing part of the site would compromise the Council's designs for a memorial garden and children's play area.</p> <p>d) Mrs Coombes Members received three letters from this resident regarding various matters:</p> <ol style="list-style-type: none"> I. Youth Provision – Members asked for a response to be sent highlighting the collaboration between the Council and Youth Connexions with the free use of Morris Way for youth engagement; that there is no suitable site for the provision of a bike area but the Council will continue to seek a suitable location; the Council financially supports the youth provision in Cotlandswick for years 5/6 on Monday. II. Five Acres – Members noted the comments in the letter. III. Caledon Community Centre Toilets – Members reiterated their opinion that the toilets in the Community Centre are not public toilets. They are for the library and centre users. <p>e) Mr Peak Members received a letter from Mr Peak regarding concerns regarding transport in the village. Cllr Gordon reported on some of the works that had been undertaken to response to community requests as part of her Highways Locality Budget.</p> <p>f) Hertfordshire Library Service – Community Partnered Library in London Colney</p>	<p>HP</p> <p>All</p> <p>Clerk</p> <p>Clerk</p>

	<p>Members received a letter regarding the library at London Colney becoming a Community Partnered Library. Volunteers are sought to work in the library or join the committee to support the project. Members agreed that an article in the next newsletter would help promote the scheme. Cllr Gordon volunteered to sit on the committee.</p> <p>Members raised concerns that the new status of the library may affect staffing levels and reassurances will be sought about staffing levels.</p>	Clerk
217/17	<p>COMMUNITY SAFETY REPORT No Police representatives were at the meeting and no written report had been submitted.</p>	
218/17	<p>It was RESOLVED that:</p> <p><i>The Grounds Maintenance Report will be brought forward to this part of the meeting</i></p>	
219/17	<p>GROUNDS & MAINTENANCE MANAGER'S REPORT Members received this report and its contents were noted.</p>	
220/17	<p>QUESTION TIME</p> <ul style="list-style-type: none"> a) A member of the public reported that the bus shelter in Kings Road has been vandalised with plastic panels removed. The Grounds Maintenance team will make safe and investigate replacing the panels. b) A member of the public sought reassurance that the Council will respond to the consultation on SpLD provision which affects children in the village. c) A member of the public asked if the Council knew why two trees in Caledon Road had been chopped down. He had been advised by the contractors that HCC had identified them as being diseased. The resident was advised that the Council had not been made aware of this work. Cllr Gordon will make enquiries. d) A member of the public asked about the ownership of the site in St Anne's Road where the village club was based. He was concerned that activities were being undertaken on site which did not comply with the trust deed for the charity who were responsible for the site. Members considered that it would be sensible to ascertain what the current situation of the site 	<p>GM</p> <p>DG</p> <p>Clerk</p>
221/17	<p>FINANCE</p> <ul style="list-style-type: none"> a) Expenditure Year to Date Members received a report on the Council's expenditure in the year to date. The expenditure on Napsbury (240/4200) of £7,792 was queried and it was explained that it was due to the installation of CCTV. It was RESOLVED to: 	

	<p><i>Note the report and approve expenditure for the year to date.</i></p> <p>b) Monthly Expenditure for the Period Ending 30 November 2017 Members received the Expenditure report for the period ending 30 November 2017. It was RESOLVED to:</p> <p><i>Note the report and approve the payments for the period end 30 November 2017</i></p> <p>c) Monthly Receipts for the Period Ending 30 November 2017 Members received the Receipts report for the period ending 30 October 2017. It was RESOLVED to:</p> <p><i>Note the report.</i></p>	
222/17	<p>OFFICER'S REPORTS</p> <p>a) Budget 2018/19 – First Draft</p> <p>Members received a report on the proposed budget for the Council for 2018/19. Cllr Gordon introduced the budget and explained the constraints that the Council were experiencing.</p> <p>It was RESOLVED that:</p> <ul style="list-style-type: none"> <i>i. The Events Committee should meet before 19 December to consider the Events budget and highlight areas where savings can be made.</i> <i>ii. The HR Committee should meet before 19 December to consider the HR budget and the implications of maternity leave for the Community and Events Manager</i> <i>iii. A detailed report of all income streams is to be considered at the next meeting of the Finance Committee.</i> <i>iv. A reserves policy should be agreed with a minimum general reserve of £90,000, if the purchase of Broad Colney Lakes does not go ahead.</i> <i>v. That the general reserve be set at £70,000 if the bid for Broad Colney Lakes is accepted and that the reserve be brought up to £90,000 within two years by a 2p per week levy on the Precept.</i> <i>vi. That a cost analysis of the Napsbury sports facility be undertaken and presented to Finance Committee to allow the Council to decide on the future of the facility.</i> <p>b) Grant Application – St Peter's Church A grant application from St Peter's Church was received for £500 towards the cost of maintaining the church yard. Members considered the request and it was noted that the church had received £600 from the Firework bucket collect. It was RESOLVED that:</p>	

	<p><i>The grant application is not approved.</i></p> <p><i>8.40pm – There was an adjournment for 10 minutes and the meeting restarted at 8.50pm</i></p>	
223/17	<p>COMMUNITY & EVENTS MANAGER’S REPORT</p> <p>Remembrance Sunday</p> <p>Members received this report and its contents were noted. Members raised concerns about the road closure for Remembrance Sunday had been operated. Members were advised that these concerns had already been raised with the traffic management company. Members were concerned that the same traffic management company was being used for the Christmas lights switch on event and sought reassurance that there would be no repeat of the issues previously experienced. Members were advised that the invoice had not been settled and a reduction on the price was being sought from the contractor.</p> <p>Christmas Biscuits</p> <p>Members sought clarification that the Christmas biscuit list had been circulated to all relevant councillors. Members are able to assist with distribution.</p>	
224/17	<p>MEMBER’S POINTS OF INFORMATION RECEIVED IN ADVANCE</p> <p>a) LCPC Social Media – Cllr H Pakenham</p> <p>Members sought clarification about how social media is used to promote the Council’s activities. There were concerns raised about the lack of oversight of the Council’s responses on social media.</p> <p>Members were advised that there were technical issues that couldn’t be resolved where the Council’s Facebook page was in the name of a previous employee. It was RESOLVED that:</p> <ul style="list-style-type: none"> <i>i. The Council’s Facebook account is to be deactivated for a trial period of 3 months.</i> <i>ii. The Council’s Twitter account will continue, with the purpose to drive traffic to the Council’s website.</i> <i>iii. No comments are to be made on social media without the approval or the Chair, Vice Chair or Chair of a committee.</i> <i>iv. A social media protocol is to be drafted for agreement at a future meeting.</i> <p>b) Community Awards – Cllr M MacMillan</p> <p>Members received a proposal regarding the introduction of community awards covering three categories: Good Neighbour Award, Service to the Community and Business in the Community. A presentation event could be held as part of the music festival in March 2018. Any funding required for this initiative to be met from the underspend on the Grants budget. It was RESOLVED that:</p>	

	<i>A Community Awards programme be introduced and promoted through the newsletter.</i>	
225/17	<p>REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES</p> <p>Cllr Gardener reported that she had made enquiries regarding the letting of Ella Dawson House. She had been advised by SADC Officers that the rental properties had been allocated and tenants were currently moving in. The part rent/part buy properties were in the conveyancing process.</p> <p>Cllr Gordon reported that a consultation on the introduction of 20mph zone around Bowmansgreen School was progressing.</p> <p>Cllr Gardner reported that the District Council's website would be redesigned with a full implementation by May 2018.</p>	
226/17	<p>REPORTS OF EXTERNAL MEETINGS ATTENDED</p> <p>Cllr Gardner reported that she had attended the public meeting held by Colney Heath Parish Council regarding the Hertsmere Local Plan, along with Cllr Osborne and Cllr Pakenham.</p>	
227/17	<p>PLANNING</p> <p>Members received the following planning applications:</p> <p>206 High Street London Colney AL2 1JQ Proposal: Single storey front, part single, part two storey rear extensions, alterations to openings, replacement roof tiles, roof lantern and rendering to all external walls (resubmission following withdrawal of 5/2017/1680) Comment: No objections.</p> <p>5/2017/3203: 39 Rosemary Drive London Colney AL2 1UD Partial garage conversion and alterations to openings Comment: No objections</p> <p>5/2017/2477: 22 Morris Way London Colney AL2 1JL Two storey side and single storey rear extensions Comment: No objections</p> <p>Proposed Rail Freight Public Open Space And Community Forest Sites North Orbital Road Chiswell Green St Albans Hertfordshire Comment: No objections</p> <p>Planning ref: 5/2016/3006 Approval of Reserved Matters (development)</p> <p>Planning ref: 5/2017/1938 Approval of Reserved Matters (infrastructure)</p>	

	<p>Planning ref: 5/2017/1995 Approval of Reserved Matters (landscaping)</p> <p>...of outline planning permission 5/2009/0708, allowed at appeal dated 14/07/2014, for the development of Strategic Rail Freight Interchange comprising intermodal area, distribution buildings (Class B8 use) and other related floor space (Class B1/B2 use) up to 331,655 m² with a maximum height of 20 metres together with associated road, rail and other infrastructure works including parking for up to 1602 cars and 617 lorries with earth mounding, tree planting and a new Park Street/Frogmore relief road. Includes additional landscape and other works on further sites to provide public access to open land and community forest Comment: No objections</p> <p>5/2017/3193: 35 Shenley Lane London Colney AL2 1LW Proposal: Single storey rear extension with roof lantern following demolition of existing rear outbuilding Comment: No objections</p> <p>5/2017/3150: The Colney Fox 1 Barnet Road London Colney AI2 1BI Proposal: New free standing canopy structure with rooflights to existing patio, estate fencing and floodlights to building Comment: Members were advised that Cllr Gordon had concerns regarding the proposed flooding lighting being installed as part of the application. No objections.</p> <p>TP/2017/0617 TPO1870 Broad Colney Nature Reserve Waterside, London Colney AL2 1RB 3 x Sycamores - Reduce by 20ft. 3 x Sycamores - Fell. All works for safety reasons. Comment: No objections</p> <p>Cllr Gardner reported on planning application 5/2017/3198 - Change of use from Class A1 (retail) to Class C3 (dwelling house) and two storey side extension to create two self-contained flats with associated parking at 5 Shenley Lane London Colney AL2 1LP. As the date for comments was 6/1/18, comments should be conveyed to the Clerk.</p>	All
227/17	<p>CONFIDENTIAL ITEMS</p> <p>To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.</p>	

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227/17	<p>CONFIDENTIAL ITEMS</p> <p>To resolve to exclude the Press and the public from the following items in accordance with the Public Bodies (Admissions to Meetings) Act 1960.</p>	
228/17	<p>MINUTES</p> <p>Council – 3 November 2017</p> <p>Members received the exempt minutes of this meeting and it was noted that there were no recommendations.</p>	
229/17	<p>BROAD COLNEY LAKES</p> <p>Members were advised that a sealed bid of £39,999 had been submitted to the agent dealing with the sale of the site discussed the amount to be submitted as a sealed bid for the sale of Broad Colney Lakes. This has been approved by the Chair and Chair of Finance Committee. Members were advised that the agent for the sale had advised the Clerk that some further analysis and consultation on the sellers' hierarchy was required and they were not able to provide feedback on the bid. They hoped to be able to do so within a week.</p>	
230/17	<p>STAFFING MATTERS</p> <p>Members received a verbal report on current staffing matters relating to the illness of the Chef; the appointment of a Kitchen Porter and the maternity leave for the Events and Community Manager. These matters will be reported to the next HR committee.</p>	
231/17	<p>NEXT MEETING</p> <p>The next meeting of the Council will be held at Morris Pavilion, White Horse Way, London Colney on Friday 12 January, 7pm.</p> <p>There being no further business, the meeting closed at 2140 hours.</p>	

Signed:

Date: