

LONDON COLNEY PARISH COUNCIL
MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 9 MAY 2018
CALEDON COMMUNITY CENTRE, CALEDON ROAD, LONDON COLNEY, 7PM

PRESENT: Councillors M MacMillan, K Gardner, D Gordon, M Mortuza, N Mahony, H Pakenham, A Osborne and J Quagliozi (arrived 7.20pm).

IN ATTENDANCE: E Payne, Interim Clerk
6 Members of the Public
Cllr Peter Cook, Chairman of Colney Heath Parish Council

81/18. ELECTION OF CHAIRMAN

Cllr Gardner proposed Cllr MacMillan for the position of Chairman, seconded by Cllr Mahony. There were no other nominations and it was **RESOLVED** that:

Cllr MacMillan is elected as Chairman for London Colney Parish Council.

82/18. ELECTION OF VICE CHAIRMAN

Cllr Hopkins proposed Cllr Gardner for the position of Vice Chairman, seconded by Cllr Pakenham. There were no other nominations and it was **RESOLVED** that:

Cllr Gardner is elected as Vice Chairman for London Colney Parish Council.

83/18. APOLOGIES

There were no apologies.

84/18. DECLARATIONS OF INTEREST

Item 102/18 – Cllrs Gardner and Gordon declared a personal, non-pecuniary interest as Members of St Albans District Council's Plans South Committee.

No other declarations were received that had not already been notified.

7.20pm - Cllr Quagliozi arrived.

85/18. MINUTES

85/18.1 The minutes of the Annual Meeting of the Council meeting held on 5 May 2017 were received and approved as a true record of the meeting.

83/18.2 The minutes of the Council meeting held on 6 April 2018 were received and approved as a true record of the meeting.

86/18. MATTERS ARISING NOT APPEARING ON THE AGENDA

There were no items.

87/18 APPOINTMENTS TO COMMITTEES/WORKING PARTIES AND TO AGREE TERMS OF REFERENCE FOR COMMITTEES/WORKING PARTIES

87/18.1 The following Members were appointed to the Council's Committees/Working Parties:

Finance Committee: Cllrs Gordon, Pakenham, Hopkins and Quagliozi

Events & Community Committee: Cllrs MacMillan, Pakenham, Hopkins, Gardner and Mortuza

Environment & Neighbourhood Committee:	Cllrs Osborne, Gordon, Mahony, Quagliozi, Mortuza
Human Resources Committee:	Cllrs MacMillan, Pakenham, Gardner, Osborne and Quagliozi
Complaints Committee:	Chairman of Council and all committee Chairmen

87/18.2 The Terms of Reference for the various committees were received and approved with minor amendments.

88/18. APPOINTMENTS OF CHAIRMEN TO COMMITTEES/WORKING PARTIES

The following members were appointed as Chairmen of the Committees/Working Parties:

Finance Committee:	Cllr Gordon
Events & Community Committee:	Cllr MacMillan
Environment & Neighbourhood Committee:	Cllr Osborne
Human Resources Committee:	Cllr Pakenham
Complaints Committee:	To be elected at the meeting

89/18. APPOINTMENTS OF REPRESENTATIVES ON OUTSIDE BODIES

The following members were appointed as representatives on outside bodies:

London Colney Youth Project	Cllr Osborne
St Albans District Association of Local Councils	Cllr Pakenham
LaFarge/Colney Liaison Group	Cllrs Osborne & Hopkins
Agrivert Liaison Group	Cllrs Mahony & MacMillan

90/18. PARISH COUNCIL AIMS AND OBJECTIVES FOR 2018/19

Members received a discussion document with a proposed set of aims and objectives for 2018/19. Additions were made and it was **RESOLVED** that:

The following aims and objectives are adopted for 2018/19:

- ***A higher media profile for Parish Council activity including press releases, social media and a review of the Council's website.***
- ***To consider a 'best value' exercise on the costs and benefits of retaining the Napsbury Park recreation facility and to discuss options with the District Council***
- ***To make a community asset application for the field adjacent to the Morris playing field which will extend the recreation area and protect the land from development***
- ***To confirm a time line for completion of the Council's tree strategy***
- ***To liaise with other parish Councils for a joint response to the Hertsmere proposal for a garden village***
- ***To decide what steps to take regarding Perham Way development having successfully achieved an asset of community value status, to ensure the Council's objectives are achieved.***
- ***To campaign with the community, where necessary on the outcome of the District plan review.***
- ***To apply for new Government funds for the development of a neighbourhood plan.***
- ***To conduct a 3 monthly budget review with the objective of producing savings, particularly on the salaries/wages bill***

- **Refurbishment of Morris Recreation Ground pavilion including decoration and soft furnishings.**
- **Utilise S106 funding held by the District Council**
- **on recreational facilities within the village including play areas and paddling pools.**
- **To increase attendance at the lunch club by offering light bite menus to encourage a more diverse audience**

91/18. COMMUNITY SAFETY REPORT

PCSO Daniels was unable to attend the meeting.

Standing Orders were suspended for the Council to receive questions and observations from Members of the Public affecting the parish and/or its inhabitants. Any motions arising from the matters raised cannot be considered at this meeting but may be referred to a future meeting for consideration.

92/18. QUESTION TIME

- 92/18.1 Mr Pearl asked Members if there were any developments regarding the Napsbury recreation grounds in relation to discussions with the District Council. He was advised that a meeting had not yet been arranged between the Clerk and the District Council. Once a meeting has been held, a report would be presented to Council for discussion.
- 92/18.2 Mr Copley reported to Members that the bedding plants around the War Memorial need refreshing.
- 92/18.3 Mrs Crouch reported that Revd Adrian Wood will be on sabbatical for the Chantry Island Pilgrimage, planned for 20th June. Members thanked her for advising them of this fact and another celebrant will be sought.
- 92/18.4 Mr Peak enquired if an outdoor gym could be considered for the play area at Allsop Close which is subject to vandalism and he considered was not suitable for small children. Members advised him that this play area is owned and maintained by the District Council. Cllr Gordon reported that she had visited with District Council officers and it was planned to use S106 funds to replace the swings which had been the preference of residents.

93/18. MINUTES

93.1 Human Resources Working Party – 22 March 2018

Members received the notes of this meeting. The following recommendations were considered by Members and it was **RESOLVED** that:

- Training courses on how to deal with difficult people will be investigated, to be run in house and offered to all staff and Members.***
- The Grounds Maintenance Manager will attend IOSH Managing Safely Course.***

93/18.2 Events & Community Committee – 27 March 2018

Members received the minutes of this meeting. There were no recommendations.

93/18.3 Finance Committee – 19 April 2018

Members received the minutes of this meeting. There were no recommendations.

94/18. FINANCE

94/18.1 Expenditure Year to Date

Members received a report on the Council's expenditure for the year to date. It was **RESOLVED** to:

Note the report and approve expenditure for the year to date.

94/18.2 Monthly Expenditure for the Period Ending 25 April 2018

Members received a report on the Council's expenditure for the period ending 25 April 2018. It was **RESOLVED** to:

Note the report and approve the payments for the period ending 25 April 2018

94/18.3 Monthly Receipts for the Period Ending 25 April 2018

Members received the Receipts report for the period ending 25 April 2018. The receipt of £12,500 from the bequest from Miss Margaret Hopkins was noted. It was **RESOLVED** to:

Note the report.

95/18. OFFICER'S REPORTS

95/18.1 Grounds Maintenance Manager's Report

Members received the report and commented that it was evident which areas of the village were maintained by Parish Council staff because of their excellent condition. The Grounds Maintenance Staff were commended for their efforts.

Members asked if a permanent fence could be installed around the swan's nest on Lowbell Lane.

95/18.2 Events Officer's Report

Members received the report from the Events Officer. The return of the Picnic in the Park event was welcomed by Members. There were no further comments.

96/18. GRANT APPLICATION FROM 1st LONDON COLNEY SCOUTS

96/18.1 A grant application was received from 1st London Colney Scouts to fund equipment in relation to their centenary celebrations. It was **RESOLVED** that:

A grant of £400 be awarded to 1st London Colney Scouts under Local Government Act 1972, S137

96.2 Members considered that part of the firework bucket collection should be donated to the Scouts. This item is to be referred to the Events & Community Committee meeting.

97/18. CHARITY FUND RAISING EVENT AT CALEDON COMMUNITY CENTRE

A request has been received from Mrs Irene Casper and Cllr D Gordon to use the Caledon Community Centre for an event on Saturday 20th October to raise funds for MacMillan Nurses and Cancer Research. It was **RESOLVED** that:

A complimentary hire of the Caledon Community Centre is awarded to Mrs Casper and Cllr Gordon on Saturday 20 October 2018.

Cllr Gordon declared a personal, non-pecuniary interest in this item and took no part in the discussion.

98/18. APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Members received a report regarding the appointment of the Clerk and Responsible Financial Officer. It was **RESOLVED** that:

Mrs Emma Payne is appointed as the Clerk and Responsible Financial Officer to London Colney Parish Council on a year's contract.

99/18. MEMBER'S POINTS OF INTEREST RECEIVED IN ADVANCE

99/18.1 Hertsmere BC – Garden Village Proposal (Cllr Gordon)

Members received a document provided to Cllr Gordon from the voluntary neighbourhood plan co-ordinator for Colney Heath Parish Council regarding proposals by Hertsmere BC for a garden village on the boundary with London Colney. Cllr Cook, the Chairman of Colney Heath Parish Council was invited to address the meeting. He explained that whilst the document was on Hertsmere BC's website, it was not in the public domain.

Cllr Gordon reported that representations have been made by London Colney District Councillors to SADC Planning Department about the unequal distribution of proposed housing in the district. It is concentrated on the southern and eastern areas of the district, with little proposed development in the north. A meeting between Colney Heath and London Colney Parish Councils will be held on Thursday 17th May 2018 and reported to a future Council meeting.

100/18. REPORTS FROM COUNCILLORS ON OTHER AUTHORITIES

100.1 Cllr Gordon reported on a visit to Watford and Lister hospitals in her capacity as a County Councillor to view how these hospitals deal with delayed discharges.

100.2 Cllr Gordon reported there will be an emergency meeting at County Hall to discuss the County's transport plan. If residents have any comments on this proposed plan, please contact her directly.

100.3 Cllr Pakenham reported that after a request at Council meeting **(insert date here)** she had requested more information regarding air pollution figures for London Colney. This information had now been provided and would be distributed to Councillors by the Clerk.

101/18. REPORTS OF EXTERNAL MEETINGS ATTENDED

101/18.1 SADALC Meeting - 17 April 2018

Cllr Pakenham had provided a written report on her attendance at this meeting which had been distributed with the agenda. The meeting had been attended by the leader of Hertfordshire County Council, Cllr David Williams. A question had been submitted on behalf of the Parish Council regarding the proposed development of the Perham Way Site. She had been advised that a meeting had been held between HCC, the Clinical Commissioning Group and the Village Surgery. HCC welcomed the proposals to

develop a surgery on the site along with housing and a planning application was being drawn up. Members queried how this would affect the Parish Council's interest in the site as an Asset of Community Value and this would be monitored. Cllr Pakenham was thanked for representing the Parish Council at these meeting.

101/18.2 Environment Agency Walk – 14 April 2018

Cllr Pakenham reported on this informal meeting between officers from the Environment Agency, SADC and parish councillors. She had attended along with Cllrs Gardner and Osborne. The event had been organised to allow Herts Fire and Rescue Volunteers to gain local knowledge in order for them to be assist during any flooding event. It had been very informative discussing items such as the build up of gravel under the bypass bridge; looking at reeds and weeds; consider the boundary of the Lowbell Lane development. The walk took in the Salisbury brook where it joined the Colne and considered its management. An article would be submitted for inclusion in the next edition of the newsletter.

102/18. PLANNING

102/18.1 Applications Received

5/2018/0199 - 80 Peters Avenue London Colney AL2 1NF
Certificate of Lawfulness (proposed) - Removal of garage door and installation of two windows
LCPC: No comment.

5/2018/0483 - 50 Alexander Road London Colney AL2 1HT
Certificate of Lawfulness (proposed) - Lowering of front garden area to provide parking for three cars
LCPC: No comment.

5/2018/0579 - 75 White Horse Lane London Colney AL2 1JW
Loft conversion with side and rear gable roof extension and front rooflight and first floor rear extension (resubmission following refusal of 5/2017/3235)
LCPC: No comment.

5/2018/0684 - 17 Shenley Lane London Colney AL2 1LW
Certificate of Lawfulness (proposed) - Demolition of outbuildings to the side of the property. Addition of side and rear extensions to increase available living space
LCPC: No comment.

5/2018/0577 - 1 Lovett Road London Colney AL2 1UE
Certificate of Lawfulness (proposed) - Loft conversion including insertion of roof windows
LCPC: No comment.

5/2018/0759 - 14 Alexander Road London Colney AL2 1JF
Certificate of Lawfulness (proposed) - Hip to gable, rear dormer window, three rooflights to front elevation
LCPC: No comment.

5/2018/0775 - 14 Beningfield Drive London Colney AL2 1UJ
Conversion of garage to habitable accommodation, alterations to openings
LCPC: No comment.

5/2018/0792 - Unit 5 Colney Fields Retail Park Barnet Road London Colney AL2 1AB

Proposed reconfiguration of existing retail floor space to accommodate ancillary travel agency concession
LCPC: No comment.

5/2018/0842 - Waterside House Waterside London Colney AL2 1QX
Listed Building consent - Single storey rear extension
LCPC: Any development should consider the property's position within the conservation area.

5/2018/0862 - Waterside House Waterside London Colney AL2 1QX
Single storey rear extension
LCPC: Any development should consider the property's position within the conservation area.

5/2018/0926 - 31 Morris Way London Colney AL2 1JJ
Single storey front, two storey side and part first floor rear extensions
LCPC: No comment.

5/2018/0975 - 45 Rosemary Drive London Colney Hertfordshire AL2 1UD
Conversion of double integral garage to provide habitable space and alterations to openings
LCPC: No comment.

5/2018/1008 - 17 Perham Way London Colney Hertfordshire AL2 1LB
Single storey rear extension with rooflights following demolition of existing conservatory
LCPC: No comment.

102/18.2 Tree Works

TP/2018/0145 CA - The Millstone Waterside London Colney Hertfordshire AL2 1RB
Removal of Apple tree in the back garden, the tree is in poor health and it did didn't produce fruit or blossom last year
LCPC: No comment.

102/18.3 Decisions

5/2018/0199 - 80 Peters Avenue London Colney Hertfordshire AL2 1NF
Certificate of Lawfulness (proposed) - Removal of garage door and installation of two windows
SADC Decision: Certificate of Lawfulness Approved

5/2018/0215 - Bramley Cottage Waterside London Colney Hertfordshire AL2 1RB
First floor side extension and raising and alterations to the roof from hip and valley to crown roof with gable sides to facilitate habitable loft accommodation, rear dormer window with balcony and rooflights to front and rear, alterations to openings
SADC Decision: DC4 Refusal

5/2018/0482 - 5 Telford Road London Colney Hertfordshire AL2 1PG
Demolition of conservatory and construction of single storey rear extension and insertion of rear door to utility room
SADC Decision: DC3 Conditional Permission

5/2018/0508 - 45 St Annes Road London Colney Hertfordshire AL2 1LQ
Prior Notification - Single storey rear extension 3.7m in height x 6m in depth with 3m height to eaves
Withdrawn

5/2018/0534 - 17 Perham Way London Colney Hertfordshire AL2 1LB
Certificate of Lawfulness (proposed) - Single storey rear extension following demolition of existing rear conservatory
SADC Decision: Certificate of Lawfulness Refused

5/2018/0321 - 55 Morris Way London Colney Hertfordshire AL2 1JN
Single storey front and rear extension, conversion of garage with new pitched roof and alterations to openings
SADC Decision: DC3 Conditional Permission

5/2018/0684 - 17 Shenley Lane London Colney Hertfordshire AL2 1LW
Certificate of Lawfulness (proposed) - Demolition of outbuildings to the side of the property. Addition of side and rear extensions to increase available living space
Withdrawn

5/2018/0310 - 8 Manor Road London Colney Hertfordshire AL2 1PL
Front porch
SADC Decision: DC3 Conditional Permission

5/2018/0450 - 54 Azalea Close London Colney Hertfordshire AL2 1UA
Loft conversion with side rooflights
SADC Decision: DC3 Conditional Permission

102/18.4 Members asked the Clerk to table an agenda item for the next Environment & Neighbourhood Committee regarding how the Council handles planning applications. Members considered that not all applications needed to be considered by Council, i.e. permitted developments. It had been previously agreed that planning applications where permissions for garage conversions was being sought would not be supported by the Council and this could be included as a policy as part of the Neighbourhood Plan process.

103. DATE OF NEXT MEETING

6 June 2018

The meeting closed at 8.20pm

Signed

Date