



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

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

10 May 2018

To Members of the Parish Council,

Councillors Kevin Barnes, Susan Blunt, Chris Brazier, Hilary Brazier, Peter Cook, Cecilia Hathaway, Mark Ouzman, Kate Slaughter & Russell Solts,

You are summoned to attend the **Annual Meeting of Colney Heath Parish Council** that will be held in the Community Room at Colney Heath Village Hall, High Street, Colney Heath AL4 0NS on **Thursday 16th May at 7.30pm** your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter private session where members of the public & press are excluded.

Lisa Chaplin LCGI (Hons) CPFA CiLCA
Clerk to Colney Heath Parish Council

**THE MEETING WILL BE
AUDIO RECORDED**

AGENDA

- 19/01 CHAIRMAN**
To elect a Chairman for the Council year 2019/20 and to receive acceptance of office declarations and registers of interests from all members following the Election 2nd May 2019.
- 19/02 VICE CHAIRMAN**
To elect a Vice-Chairman for the Council year 2019/20
- 19/03 APOLOGIES, ANNOUNCEMENTS**
To receive and accept apologies for absence
- 19/04 DECLARATIONS OF INTEREST**
a) To receive declarations of interest from members regarding this agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 19/05 QUESTIONS FROM THE PUBLIC**
Members of the public may make representation, ask questions or give evidence in respect of the business on this agenda for a maximum per item of 3 minutes.



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19/06

APPOINT LEAD MEMBER TO COMMITTEES, WORKING PARTIES & OUTSIDE BODIES

- a) To resolve the structure and requirements of any Committee, Working Parties or other groups required for 2019/20;
- b) To appoint members to the HR Committee and to consider, amend and adopt the HR Committee terms of reference;
- c) To appoint members to the Finance & Governance Committee and to consider, amend and adopt the Finance & Governance Committee terms of reference;
- d) To appoint members to the Environment Committee and to consider, amend and adopt the Environment Committee terms of reference;
- c) To appoint members to any agreed Working Parties;
- d) To appoint members to outside bodies to include:
 - Highfield Park Trust
 - Neighbourhood Plan Steering Group
 - Twinning Association
 - Police Liaison Group
 - Tyttenhanger Quarry Liaison Group

19/07

COUNCIL DOCUMENTATION

- a) To review and adopt Standing Orders for 2019/20
- b) To review and adopt Financial Regulations for 2019/20
- c) To review and adopt Code of Conduct for 2019/20
- d) To review and adopt Health & Safety Policy Statement 2019/20
- e) To review and adopt Scheme of Delegation 2019/20

19/08

MEETING DATES 2019/20

- a) To accept and adopt the Full Council meeting dates for 2019/20
- b) To discuss and decide on meetings in August 2019 and January 2020

19/09

MINUTES OF PREVIOUS MEETING OF THE PARISH COUNCIL

To accept and sign the minutes of the Full Meeting of the Parish Council held on Thursday 21 March 2019

19/10

FINANCE, AUDIT & GOVERNANCE

- a) To renew the arrangements of wages procedure for financial year 2019/20 as quoted in section 6.6, page 10 of CHPC Financial Regulations
- b) To renew the resolution to pay by BACS payments for the next two years as quoted in section 6.7, page 10 of CHPC Financial Regulations
- c) To approve the addition of bank signatories for 2019/20
- d) To retrospectively sign the end of year accrual payments and invoices paid on 12th April 2019 and to approve and view invoices presented for BACS payments scheduled for 23rd May 2019
- e) To approve the job description and advertised salary scale for the Assistant to the Clerk post vacancy
- f) To note meeting scheduled re: FP 65 (CMH Ditch)
- g) To note works scheduled on FP 11



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19/11

GENERAL POWER OF COMPETENCE

To consider adoption of the General Power of Competence for the Financial Year 2019/20. Eligibility has been checked and it is officially confirmed that - the Clerk has completed and passed the Certificate in Local Council Administration and the number of Councillors elected at the last ordinary election equals or exceeds two thirds of its total number.

19/12

PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.

- a) To note for the minutes the applications reviewed by the NPSG and Proper Officer from 21st March meeting to date and actions.
- b) To review, amend and approve the draft response to consultation on the *Greenspace Action Plan (GAP) for the Alban Way 2019-24*
- c) The Council have received and will discuss the following applications:
5/2019/0999 Highfield Lane, AL4 0RH

19/13

PARISH ADMINISTRATION

- a) Correspondence to note
- b) HR & Staff Matters

19/14

If the Council resolve under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

*Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session