



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Highfield Park Visitor Centre
Hill End Lane
St Albans AL4 0RA

Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

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

MINUTES OF THE ANNUAL COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 16 MAY 2019, 7.30pm COLNEY HEATH VILLAGE HALL COMMUNITY ROOM

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr S Blunt (Colney Heath Ward) Cllr C Brazier (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Highfield Ward)	Cllr C Hathaway (Colney Heath Ward) Cllr M Ouzman (Colney Heath Ward) Cllr K Slaughter (Colney Heath Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor Gordon 10 members of the public	

19/01	CHAIRMAN Start delayed to 7.34pm – it was confirmed all members had signed their declaration of office paperwork. Cllr Cook asked for nominations for role of Chair. There was one nomination for Chairman from Cllr Blunt nominating Cllr Chris Brazier, this was seconded by Cllr Slaughter. Councillor Chris Brazier was elected to the role of Chairman for 2019/20 and signed the Chairman Declaration of Office. <i>Cllr Cook then handed the meeting over to the new Chair Cllr Chris Brazier.</i>
19/02	VICE - CHAIRMAN Cllr Brazier thanked Councillor Cook. Chairman Allowance was discussed and declined by Councillor Cook. There was one nomination for Vice-Chairman from Cllr Hathaway nominating Cllr Ouzman, this was seconded by Cllr Hilary Brazier. Councillor Ouzman was elected to the role of Vice-Chairman for 2019/20 and signed the Vice-Chairman Declaration of Office.
19/03	APOLOGIES AND ANNOUNCEMENTS Apologies have been received from Cllr Solts (holiday) the apologies were noted and accepted.
19/04	DECLARATIONS OF INTEREST a) None raised b) No written requests had been received by the Clerk for any dispensations for declarable interests. c) None raised
19/05	QUESTIONS FROM THE PUBLIC 7.49pm Standing Orders were suspended so the public could ask questions or make statements to the Council. No public questions or comments made. 7.50pm Standing Orders were resumed.
19/06	APPOINT LEAD MEMBERS TO COMMITTEES, WORKING PARTIES & OUTSIDE BODIES a) Structure - It was agreed that the Council would continue with the same 3 Standing Committees being HR, Finance and Environment. There were no working parties considered appropriate at this time. It was noted that the Chairman of the Council was ex-officio at all Committees but that a Chair for each



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	Committee would be decided at the first meeting of that Committee. Cllr Blunt requested that a member of the public be co-opted onto the HR Committee. It was noted that all meetings of the HR Committee will exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted. b) HR Committee - Terms of reference were unanimously RESOLVED. The members of the 2019/20 HR Committee would be Cllr Blunt, Cllr Solts, Cllr C Brazier, Cllr Hathaway and Cllr Cook. c) Finance Committee - Terms of reference were unanimously RESOLVED. The members of the 2019/20 Finance Committee would be Cllr H Brazier, Cllr Solts, Cllr Cook, Cllr Hathaway and Cllr Slaughter. d) Environment Committee - Terms of reference were unanimously RESOLVED. The members of the 2019/20 Environment Committee would be Cllr Slaughter, Cllr Barnes, Cllr Ouzman and Cllr H Brazier. e) Working Parties - none f) Representatives to Outside Bodies • HPT – Cllr Barnes • NPSG – Cllr Cook and Cllr H Brazier • Twinning – Cllr Hathaway • Police Liaison – Cllr Hathaway and Cllr Ouzman • Tyttenhanger Quarry – Cllr C Brazier
19/07	COUNCIL DOCUMENTATION a) Standing Orders – unanimously RESOLVED and adopted unchanged. b) Financial Regulations - unanimously RESOLVED and adopted unchanged. c) Code of Conduct – the Chair commented that he had received members concerns on the current Code of Conduct. It was agreed members would email the Clerk with their comments and changes to the Code of Conduct by Tuesday 4th June 2019. This would be placed on the agenda of the June 2019 meeting. The Clerk noted any changes require SADC Monitoring Officer approval. d) Health & Safety Policy statement - unanimously RESOLVED and adopted unchanged. e) Scheme of Delegation - unanimously RESOLVED and adopted unchanged with minor typo on page 7 removal of 'HR' to be replaced with 'Finance'.
19/08	MEETING DATES 2019/20 a) Meeting dates were unconfirmed and members requested to be consulted on all dates of the Council in both 2019 and 2020. An email would be sent to request availability prior to any venues being booked or dates confirmed. ACTION: CLERK b) It was unanimously RESOLVED that there would be no meeting in August 2019 but that there would be a meeting in January 2020 but later in the month.
19/09	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL a) Minutes of 21 March 2019 – no amendments were made. The Chair initialled the minutes which were then RESOLVED to be a true and accurate reflection of the meeting and were duly proposed by Cllr Cook and seconded by Cllr Barnes.
19/10	<u>FINANCE, AUDIT & GOVERNANCE</u> a) The arrangements of wages procedure for financial year 2019/20 as quoted in section 6.6, page 10 of CHPC Financial Regulations were unanimously RESOLVED.



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- b) The resolution to continue to pay invoices and all payments by BACS for the next two years as quoted in section 6.7, page 10 of CHPC Financial Regulations were **RESOLVED** this resolution would require renewal in May 2021.
- c) The following councillors were **RESOLVED** to be added to the Nat West Bank signatory mandate – Cllr C Brazier, Cllr H Brazier, Cllr Blunt and Cllr Hathaway. Former Councillors Margaret Nash and Derrick Crump would be removed from the mandate and have been asked to return their banking hardware.
The following councillors were **RESOLVED** to be added to the Metro Bank signatory mandate - Cllr C Brazier, Cllr H Brazier, Cllr Blunt and Cllr Hathaway.
ACTION: RFO/FINANCE OFFICER
- d) **BACS payments.** The Clerk advised all members present that they were not required to be a bank signatory to check the payments against invoice. This process was to check the authorisation sheets and sign to say that a valid invoice had been properly presented, approved and signed by the RFO. The accruals were signed and retrospectively approved in the amount of £40,258.97 by Cllr Cook and Cllr Barnes who declared a non-pecuniary interest in a small payment listed to Highfield Park Trust. These payments were unanimously **RESOLVED** for payment.
April payments - There was one query on a payment not signed and processed for payment. It was confirmed that no agreement was in place for the invoice presented. Payments for April to be made on 23rd May were signed and approved in the amount of £24,287.72 by Cllr Cook and Cllr C Brazier. The payments were unanimously **RESOLVED** for payment.
- e) The job description, advert and advertised salary scale were debated and Cllr Ouzman raised his concerns about the burden on the public of yet another member of admin staff. He was against the previous resolution made by this Council and would not like to see any more admin staff employed but offered a solution of a specialist. Cllr Cook raised the issue of the burden of overtime on the current members of the office staff. The Chair noted he would like to know what the Clerk did and how the Finance Officer fitted in to things. A vote was held, and all present were in favour with the exception of two recorded abstentions of Cllr Cook and Cllr Barnes. The vacancy was placed on hold and deferred to the first meeting of the HR Committee.
- f) Meeting required with Oaklands and HCC on FP 65 was delegated to Cllr Cook and Cllr Barnes to attend. Cllr Cook would like to know whether the ditch is located on CHPC land.
ACTION: CLERK
- g) Works on FP 11 were noted.

Payments Approved for BACS (including 2017/18 accruals) – Thursday 12 th April 2019		
Ref. No	Payment To	£ inc. VAT
299 - 303	Staff salaries and associated payments noted below paid on Friday 29 th March 2019	6279.42
001	Knight Frank – Surveys and CHPC Land Mapping	7524.00
002	TBS Hygiene – Dog Waste and Litter Collections	580.20
003	Finance Officer Expenses – Recorded delivery post	29.60



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004	SLCC Webinar – Election process attended 20/03/19	36.00
005	G Stayton – Bus Shelter cleaning March	135.00
006	Jeff Skidmore – Removal of Hawthorn CH Common	3960.00
007	Viking – Stationery	268.97
008	CP Associates – HR Consultancy March	310.35
009	Peter Fleming – Website Administration	36.00
010	Debenhams Ottaway – Solicitors multiple cases	770.40
011	9 Group Limited – IP Services and line rental	65.04
012	Common Ranger – Hand saws, loppers and petrol	83.38
013	ABC Fencing – fencing works at CH & Roestock Park	9805.61
014	HPT – Buildings Insurance 2018/19	79.18
015	Daylight Club – Minibus Hire	264.00
016	David Ogilvie – Commemoration benches	1940.40
017	EON Street Lighting	62.42
018	CMH – Payment of grant from 2015/16 & 2016/17	8000.00
DD	BT Mobile Rental	24.00
DD	Bank Charges	15.00

Staff Salaries March 2019 (BACS)

Clerk/RFO	£6279.42
Finance Officer	
Common Ranger	
HMRC Payment – Month 12	
LGPS Pension Contributions – Month 12	

CHPC Income

Date	Received from	Amount
05/04/19	Colney Heath Football Club – Rent payment for pavilion	500.00

Payments Approved for BACS – for payment on Thursday 23rd May 2019

Ref. No	Payment To	£ inc. VAT
019-023	Staff salaries and associated payments noted below paid on Tuesday 30 th April 2019	6197.54
024	HPT – yearly rent and business rates for Highfield Parish Office	4539.34
025	Hardcastle Blake – CHPC quarterly payroll	122.40
026	SADC Business Rates for Colney Heath Parish Office	883.80
027	HAPTC Annual Subscription for membership	1127.49
028	NPSG Hire of Community Room at Village Hall	45.00
029	Quarterly photocopying charge and toner	304.55
030	Ricky Tyler Landscaping – Grass Cutting Contract 2019/20	2940.00
031	Rialtas – Year End Closedown visit	747.36
032	Jola Broadband and Line Rental	60.18
033	TBS Hygiene – Dog waste and litter collection	488.64
034	Viking – Water machine and 90 litres of drinking water	251.72
035	G Stayton – Cleaning bus shelters April	135.00
036	Peter Fleming – Website Administration	31.50
037	GRANT 2019/20 – Highfield Park Trust	500.00
038	GRANT 2019/20 – Trestle Arts Base	500.00
039	GRANT 2019/20 – Colney Heath School PTA	300.00



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040	GRANT 2019/20 – Old Friends Club, Colney Heath	500.00
041	GRANT 2019/20 – Twinning Association (CBTA)	400.00
042	GRANT 2019/20 – Girl Guiding Association	300.00
043	GRANT 2019/20 – Colney Heath Village Hall	250.00
044	GRANT 2019/20 – Earthworks	1000.00
045	ABC Fencing – alternative bollards Gloucester Park	713.18
046	Debenhams Ottaway – solicitors multiple cases April	1804.20
047	Finance Officer – Recorded delivery	43.62
DD	BT Mobile Rental	24.00
DD	Bank Charges	12.20
DD	Campaign to Protect Rural England	36.00
DD	Hertfordshire Society - CPRE	30.00

Staff Salaries April 2019 (BACS)

Clerk/RFO	£6197.54
Finance Officer	
Common Ranger	
HMRC Payment – Month 1	
LGPS Pension Contributions – Month 1	

CHPC Income

Date	Received from	Amount
26/04/19	St Albans District Council – Precept 2019/20	185424.00
07/05/19	Colney Heath Football Club – Rent payment for pavilion	500.00
08/05/19	VAT Refund	1054.69

19/11	GENERAL POWER OF COMPETENCE Members considered the adoption of the General Power of Competence (GPC) for Financial Year 2019/20. It was confirmed that eligibility had been checked and that the Clerk had passed and completed the Certificate in Local Council Administration and that the number of councillors elected at the last ordinary election equals or exceeds two thirds of its total number. It was noted that should more than 3 Councillors resign, or the Clerk leave employment GPC would immediately cease. Proposed to adopt General Power of Competence by Councillor Cook and seconded by Councillor Barnes – the proposal was accepted and unanimously RESOLVED.
19/12	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council reiterates it is not the Planning Authority, merely a consultee.</u> a) Members noted the paper and applications dealt with by the Neighbourhood Plan Steering Group (NPSG) and Proper Officer during purdah. It was noted that the appeal date for the appeal had been cancelled a new date was being sought. The inspectorate would be written to reserving CHPC position to speak and represent their views. b) Members reviewed the proposed draft for the consultation on the Greenspace Action Plan (GAP) for the Alban Way 2019-24 and unanimously RESOLVED the draft with no changes. Thanks to NPSG Project Officer for drafting the response.

ACTION: CLERK



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	c) All applications listed on the agenda were noted and on the following application 5/2019/0999 it was RESOLVED that a comment to object referring to appropriate green belt policies would be considered. ACTION: CLERK
19/13	<u>PARISH ADMINISTRATION</u> a) Clerk Report Clerk read and noted the following selection of correspondence: - Email received from resident with regards car and van parking in Hall Gardens – forwarded to SADC Parking enforcement. - Email requesting date and time of APEM - District and Parish election notices posted - Request for meeting recording 21/03/19 - Request for councillor's attendance information for 2018/19 - Request from CMH management committee for a policy on the CHPC requirements for the green area behind hall when hiring - Multiple requests for information on traffic camera installed at high street - Request for meeting recordings from 07/02/19 and 21/03/19 - St Albans and District Association of Local Councils (SADALC) minutes from 26/02/19 - AGAR instructions from PKF Littlejohn external auditors for 2017/18 year end - Letter of resignation from Councillor Hathaway – St Albans District Council (SADC) and webmaster informed - Update received on Oak Processionary Moth survey being carried out in parish from Forestry Commission - Dogs in play area complaint – Roestock Park - Member of public requested all Christmas Tree quotes - Email of thanks from CMH Management Committee for £8,000 grant - Request for meeting recording 21/03/19 – sent to all members - Statement of contested and uncontested seats posted - Smallford Bridge complaints and issues with traffic lights - Tyttenhanger Liaison meeting attended 15/04/19 - Request to erect signs for commemorative flyover of Ellenbrook 27 July 2019 - Incursion London Colney and Herts Uni. Action taken to secure parish assets. - Public Works Loan Board (PWLb) annual statement received - Flood Response Plan received from SADC - Decision note on Tyttenhanger Quarry planning permission - GAP Plan on Alban Way – requested NPSG look at draft to assist new council - Multiple Dog Waste dump reported at Warren Farm track - Request to attend and hand out medals at CH School Race for Life on Friday 24th May 2019 - Highfield Park Trust Newsletter available on HPT website - Graffiti and stinging nettle complaint – Roestock Park - Election matters – multiple emails, telephone calls and queries - Complaints regarding dirt bikes being ridden on pavements in Colney



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Heath, residents will be writing letters of complaint. Notification from Environmental Services that complaints of noise pollution have also been received and are being considered

- No response from CHFC with regard licence to complete works in the leased CHPC pavilion, requirement to visit premises
- Resident raising issue of the track behind Village Hall
- Request from CMH regarding lease expiry in 2025
- Election irregularity issue received and later dealt with by SADC Democratic Services. No CHPC irregularity was found.
- Requests from an ex-Councillor and 2 members of the public that when a double or triple hatted councillor gives an update on District or County matters that this is given from the public gallery. It was confirmed that this would be the case.
- Freedom of information request received on CHPC assets 2015-19 response due 4th June 2019
- Reference request from former member of CHPC staff
- Late Notification of Mayor Thanksgiving Service – notice given on 8th May 2019 for attendance 12th May 2019
- Election Spending Returns with deadline of 30th May 2019 – members reminded that a nil return was required
- ROSPA reports received 13th May 2019 and will be either passed to Environment Committee or next Full Council meeting
- Freedom of Information question on Ward make up and who is my representative? With deadline of Friday 7th June for response
- Soundtruck paperwork received – confirmation of £10 million insurance requested, quotation received and awaiting schedule of insurance. Other matters to be deferred to Finance for discussion as requested.
- Issue with exit from Village Hall in Colney Heath, resident details and comments passed to County Councillor Hale
- Request from Natural England to survey parish pond for Great Crested Newts.

Cllr Hathaway asked Cllr C Brazier if he still had a conflict of interest in the football club – Cllr C Brazier noted he had resigned from his role at the Colney Heath Football Club but was still a member.

Cllr Ouzman asked how long the two FOI requests would take to compile – the Clerk gave an approximate response of 12 hours for the asset question as the records from 2015 were not in any order meaning the information was not easily accessible. The second in relation to ward make up and representation would take approx. 3-4 hours however these were approximate. It was noted by a member of the public that if their FOI request would take a long time then that perhaps discussion could take place to resolve it becoming less arduous.

ACTION: CLERK

Cllr C Brazier asked about the Charles Morris Hall (CMH) lease and stated that he would like to attend the next meeting of the CMH Committee. The Clerk confirmed the lease didn't expire until 2025. A date for the next meeting of CMH would be obtained.

ACTION: CLERK



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b) HR Matters
None raised

Chairman closed the meeting at 9.15pm

L Chaplin
Clerk to the Council
Drafted 20/05/2019

Signed by Chair of Council
Cllr C Brazier
13th June 2019