



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 COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 18 JULY 2019, 7.30pm COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL

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

19/27	APOLOGIES & ANNOUNCEMENTS None received
19/28	DECLARATIONS OF INTEREST a) Declarations were noted from Cllr C Brazier with a pecuniary interest in the Old Air Raid Shelter. Cllr Cook asked if this was in relation to the adverse possession and Cllr Brazier responded he was helping with the ownership of the shelter on behalf of CHFC. Cllr Cook also raised that Cllr C Brazier despite having resigned from CHVHC and having been removed from the Charity Commission website remained on the VH website. In the opinion of Cllr Cook removal of Cllr C Brazier should be addressed as a matter of urgency. Cllr Blunt declared she may have a non-pecuniary interest at item 19/33f although she was not clear as to the nature of the conflict. Proper Officer Post meeting note – <i>the interest noted would be referred to as an OSI or Other Significant Interest – a member will have an OSI where an interest is closely aligned to the business of the Council agenda item and where the business affects the financial position or wellbeing of the following to a greater extent than most inhabitants of the area affected by the decision:</i> 1. you; 2. a member of your family or friends or any person with whom you have a close association; 3. any person or body from whom you have accepted or received any gifts or hospitality; 4. any outside body or group of which you are a member or in a position of general control or management (as relevant). And where a member of the public with knowledge of the relevant facts would reasonably think that your interest is so significant that it would be likely to prejudice your judgement of the public interest. Cllr Slaughter declared a non-pecuniary interest in 19/34d Cllr H Brazier declared she had sought advice from the SADC Monitoring Officer and was awaiting clarity Cllr Solts declared a pecuniary interest in 19/34c b) A written request had been received by the Clerk from Cllr Hathaway to remain in discussion and debate concerning matters involving the Colney Heath Football Club, despite being advised it was not necessary Cllr Hathaway gave



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	details of the reasons for dispensation. The Council unanimously RESOLVED that Cllr Hathaway be granted her request for dispensation for the remainder of her 4-year term 2019-2023. c) No verbal requests for dispensations were received or requested at this time for items on the agenda.
19/29	QUESTIONS FROM THE PUBLIC <i>7.41pm Standing Orders were suspended so the public could ask questions or make statements to the Council.</i> Question 1 – relating to request for grant Big Lunch at St Mark's Church An event is being organised during the Summer for several weeks providing lunch and activities for local residents. A request to obtain funding or a grant to assist in the cost of the event. The organiser had called the office and spoken with the Clerk who advised there are two rounds of funding in March and October. An application form could be completed for retrospective funding but there was no guarantee of success for this kind of application.
19/30	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Gordon Cllr Gordon gave an update on highways matters including the speed indicator device (SID) on Hill End Lane scheduled for Jan/Feb 2020. Highfield Pk Drive is very visible, difficult to move and replace elsewhere but potentially could have its location varied. Cllr C Brazier asked if there were any plans to provide some sort of crossing at the Alban Way/Hill End Lane crossover as it was dangerous for bikes, pedestrians etc. It was noted by Cllr Gordon that this was a shared area with County Rowlands and they had met on site recently. Whilst funding could not stretch to a crossing, other works were being assessed with shared funds being used. Cllr Gordon would forward any plans to the Council via the Clerk. b) County Councillor Hale Cllr Hale had sent a written report which was read and noted. The report was discussed at length. Cllr Cook commended the cross party working on Ellenbrook. c) District Councillor Brazier Reported on the recent Smallford Works engagement event. It was noted that only 30 people attended on each session. Cllr Brazier noted that he had discussed with Cllrs Hathaway and Ouzman his concerns on this application. Cllr Ouzman asked for it to be noted that this was a social discussion. <i>7.57pm Standing Orders were resumed. County Councillor Gordon left the meeting</i>
19/31	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 13 June 2019 – no amendments for accuracy were made. Councillor Blunt asked if there had been any progress from CMH on the history of the Trustee documentation ref 19/21. No action by Clerk had been taken to date. The minutes were unanimously RESOLVED to be a true and accurate reflection of the meeting and were duly proposed by Cllr Cook and seconded by Cllr Barnes. The minutes were signed by the Chairman.



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19/32	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council reiterates it is not the Planning Authority, merely a consultee. It is noted that Chairman Councillor C Brazier will not take any part in discussion and abstain from any vote on planning due to him being a member of SADC Planning Referrals and SADC Planning South as a District Councillor</u> a) The following applications were discussed, and it was RESOLVED that no comment be made on the following applications 5/2019/1569, 5/2019/1570, 5/2019/1584, 5/2019/1586, 5/2019/1613, 5/2019/1661. It was RESOLVED unanimously the following objection would be made with comments as follows: 5/2019/1624. There were comments relating to the 1.6m front extension with regard loss of car spaces and the street scene. Cllr Cook requested that his two photos sent to the Clerk were also submitted with the objection. Objection to be made was RESOLVED by all members present with the abstention of Cllr C Brazier noted. The Clerk was delegated to make comments by the deadline of 26th July 2019. ACTION: Clerk Members noted the SADC letter circulated from Planning, Resources Housing and Commercial Scrutiny Committee who will examine unauthorised encampments at their meeting of 12 September 2019. Proposal from Cllr Cook to delegate to NPSG/Clerk to submit response on behalf of NPSG. Seconded by Cllr Ouzman. Proposal accepted and declared RESOLVED after voting by all members present with the abstention of Cllr C Brazier. The Clerk was also asked to book for CHPC to have a 'slot' to make representation at the meeting 21st August 2019 of the Planning Enforcement Task and Finish Group highlighting enforcement issues such as Nuckies, Land at Roehyde (on the border with Welwyn Hatfield Council). ACTION: NPSG/Clerk
	<u>FINANCE, AUDIT & GOVERNANCE</u>
19/33	<u>FINANCE COMMITTEE</u> a) The cost centre report and ear marked reserves position for Q1 was unanimously noted by Council. b) The amended terms of reference were proposed by Cllr Cook and seconded by Cllr Barnes with all in favour with the abstention of Cllr Ouzman. c) Cllr Solts who had been elected Chairman of the Finance Committee gave an overview of the recent Finance Committee meeting held on Thursday 11th July 2019. Cllr Blunt requested that the date of 10th October be changed as she was unavailable and would always be unavailable on 2nd Thursday of each month. The Clerk was requested to attempt to find an alternative date for the HR and Finance meetings. ACTION: Clerk The minutes of the Finance Committee were noted along with the recommendations and actions, proposed by Chairman Cllr C Brazier and seconded by Cllr Cook. d) Cllr Solts explained that in an attempt to save staff and volunteer Councillors time combining the HR and Finance Committees on the same evening was preferable, however as previously discussed 10th October would attempt to be changed but that 30th January 2020 was confirmed.



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	e) Recommendation from Finance Committee for Council to produce a vision for Roestock Park was accepted and it was RESOLVED that Ward Councillors would be tasked with producing a vision for presentation to Council. No time limit was set for this paper/project. ACTION: CH Ward Councillors f) The decision to accept the Finance Committee recommendation on the correspondence and options from the Village Hall Council was RESOLVED to be taken in a closed session due to the commercial nature of the business to be discussed.
19/34	FINANCE a) Payments for June/July to be made on 25th July 2019 invoices were noted and signed by Cllr H Brazier and Cllr Barnes with the exception of two payments which were signed by Cllrs Solts and Hathaway due to conflict of interest of Cllr Barnes and Cllr H Brazier. The payment run in the amount of £10,258.30 was proposed by Cllr Cook and seconded by Cllr Slaughter. The payment run was unanimously RESOLVED. b) The Council unanimously RESOLVED giving the RFO delegated responsibility to prepare and make a BACS run of payments on 22nd August 2019 for invoices which will be retrospectively approved at Full Council 5th September 2019. A payment sheet would be completed and sent to the Bankline signatories. ACTION: RFO c) Cllr Solts reconfirmed his pecuniary interest in this matter. A debate concerning the removal, storage and future use of the whiteboard followed. It was unanimously RESOLVED to accept the quote, remove the whiteboard and place in the village office for Council to decide on its future. Cllr Solts did not vote. ACTION: Clerk d) Cllr C Brazier repeated his interest in this item and his intention was to Chair only and not comment. After discussion it was agreed to carry out a Schedule of Condition report on the Colney heath Recreation Ground pavilion proposed by Cllr Cook, seconded by Cllr Barnes and RESOLVED unanimously with abstentions from Cllrs C Brazier, H Brazier and K Slaughter. The cost of the survey was noted as approx. £1750.

Payments Approved for BACS – Thursday 25 th July 2019		
Ref. No	Payment To	£ inc. VAT
066-070	Staff salaries and associated payments noted below paid on Friday 30 th June 2019	6219.23
071	TBS Hygiene – Dog Waste and Litter Collections	488.64
072	JOLA – Broadband & Line Rental – June	60.18
073	9 Group Limited – IP Services – May & June	166.09
074	Ricky Tyler Landscapes – Grass Cutting Contract	2022.00
075	Debenhams Ottaway – Old Air Raid Shelter & Roestock Hut	264.00
076	Clerk/RFO Expenses – Post Roestock Pk & training, parking	108.00
077	Knight Frank – Common Land Mapping	210.00
078	HPT Room Hire for NPSG, HR Committee & Full Council	135.00
079	Daylight Club – Community Bus Hire	240.00
080	CHVHC – Room Hire NPSG	45.00



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081	Hardcastle Blake Payroll – Q1	122.40
082	CP Associates	112.86
083	Finance Officer Expenses – Councillor papers, postage	24.30
DD	BT Mobile Rental	24.00
DD	Bank Charges	16.60

Staff Salaries June 2019 (BACS)

Clerk/RFO	£6219.23
Finance Officer	
Common Ranger	
HMRC Payment – Month 3	
LGPS Pension Contributions – Month 3	

CHPC Income

Date	Received from	Amount
24/06/19	HMRC – VAT Refund	1825.26
27/06/19	Salvation Army – Clothing bank	7.30
05/07/19	Colney Heath Football Club – Rent payment for pavilion	500.00
08/07/19	Cllr Hale Locality Budget – Community Bus	500.00
18/07/19	Rural Payments Agency – HLS Agreement CH Common	875.42

19/35	GOVERNANCE a) There were three FOI requests received since the last Council meeting and these are noted on the website. One has been responded to and two remain outstanding. All responses are now being published online. b) Two breaches of GDPR Regulation (EU) 2018/1725 – Security of operational personal data were to be noted. As this was a staffing matter it was RESOLVED to be discussed in a closed session.
19/36	ENVIRONMENT COMMITTEE a) Cllr Ouzman who had been elected Chairman of the Environment Committee requested that the changes to the Environment Committee Terms of Reference previously notified for an 'in principle' decision from Council to co-opt were again considered by the Committee as new information regarding delegated budgets and co-option had been noted. The previous Terms of reference would remain until any further changes were recommended to Council by the Environment Committee. b) The minutes of the Environment Committee held on 4th July 2019 were noted by Council. c) Recommendation from Environment Committee for Council to produce a vision for Gloucester Park was accepted and it was RESOLVED that Ward Councillors would be tasked with producing a vision for presentation to Council. No time limit was set for this paper/project. It was noted that Cllr H Brazier would assist with this vision. ACTION: Highfield Ward Councillors d) Recommendation from Environment Committee for Council to produce a vision for Horseshoe Field was accepted and it was RESOLVED that Ward Councillors would be tasked with producing a vision for presentation to Council. No time limit was set for this paper/project. ACTION: Colney Heath Ward Councillors



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19/37	HR COMMITTEE a) Cllr Solts who had been elected Chairman of the HR Committee gave an overview of the meeting held on 27th June 2019. Noting that overtime for the Clerk was being capped at 20 hours with any exceptions to be reported. A unanimous recommendation to appoint an Assistant to the Clerk was reported. The amendments to the terms of reference to include the Vice-Chairman of the Council as an HR Committee members were discussed, and Cllr Ouzman did not wish to serve on the HR Committee. There followed a discussion about the selection of the Chairman of HR. There was no resolution to the terms of reference and they would remain unchanged until further discussed by the HR Committee. b) The minutes of the HR Committee were noted by Council. c) The recommendation to move to appoint an Assistant to the Clerk was proposed by Cllr Cook and seconded by Cllr Solts. A number of Councillors advised they would have liked to comment. It was noted all members were able to attend the meeting on 27 June 2019 where comments would have been welcomed. It was noted that one member did not attend. After much debate a recorded vote was requested. and the vote was recorded as follows: • Cllr Blunt Against • Cllr Barnes in Favour • Cllr C Brazier in Favour • Cllr H Brazier in Favour • Cllr Cook in Favour • Cllr Hathaway Against • Cllr Ouzman Against • Cllr Slaughter in Favour • Cllr Solts in Favour It was therefore RESOLVED by means of vote of Council that an Assistant to the Clerk would now be recruited. ACTION: Clerk
19/38	<u>PARISH ADMINISTRATION</u> CLERK REPORT Council noted the circulated Clerk report. The only other items to note were the meeting held with the Scout representatives on 16th July with Clerk, Cllr C Brazier and Cllr Slaughter. A proposal was requested to be sent to the Clerk and it was hoped that this would be available for Council at the next meeting on 5th September 2019. The Clerk also handed a hard copy of Legal Topic Note 81 Predetermination to every member and requested that they read and familiarise themselves with the information enclosed within.
19/39	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police and Crime representatives not present – Cllr Hathaway had received and email from Sgt Williams and read this to the meeting. b) Highfield Park Trust Cllr Barnes reported on a successful Gilbert and Sullivan mini opera from last week and that Bat Night was happening but was fully booked. Pathways works



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	would be happening very soon as reported in the recent newsletter. c) Tyttenhanger Quarry No update d) Twinning Association Cllr C Brazier reported on a successful dinner which he attended and that was very pleasant. He felt it was important to support the Twinning Association.
19/40	The Council RESOLVED 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. Chairman closed the meeting at 9.44pm

L Chaplin - Clerk to the Council
Drafted 25/07/2019

Signed by Chair of Council
Cllr C Brazier
5th September 2019



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COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 18 JULY 2019, 9.52pm (Closed Session) COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL

Members in attendance

Cllr K Barnes (Highfield Ward)	Cllr C Hathaway (Colney Heath Ward)
Cllr S Blunt (Colney Heath Ward) until 10.22pm	Cllr M Ouzman (Colney Heath Ward)
Cllr C Brazier (Highfield Ward) until 10.22pm	Cllr K Slaughter (Colney Heath Ward)
Cllr H Brazier (Hill End Ward) until 10.22pm	Cllr R Solts (Highfield Ward)
Cllr P Cook (Highfield Ward)	Clerk of the Council, Ms. L. Chaplin

CLOSED SESSION commenced 9.52pm

19/40

1. GDPR Operational Data Breach

The Clerk noted the two breaches of Article 91 of (EU) 2018/1725 (Security of processing of operational personal data) also noted in Local Government Act 1972 s100a 5a – where the public are excluded from the meeting of a principal council in England under subsection (2) or (4), the council may also prevent any person from reporting on the meeting – a) which can be used without that person's presence at the meeting, and b) which enables persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later. There was an extensive debate on this matter. Cllr Hathaway asked the Clerk whether she had considered speaking with the Chairman of the Council prior to taking action. The Clerk confirmed her role was to protect the Council, the matter was a staffing issue and as such was reported to the HR Chair with action taken as Clerk action. This operational data it did not require reporting to the ICO and was to be noted. Cllr Ouzman was considering further discussion with the Monitoring Officer.

2. Finance Committee recommendation on CHVH correspondence

It was noted that Cllr Blunt, Cllr C Brazier and Cllr H Brazier had an interest in this matter. The Clerk explained that had the matter been discussed in public then some members may well have been able to remain but with a conflict noted a member must be treated as the public and therefore it would be better on this occasion to leave the room. Cllr C Brazier and Cllr H Brazier left the meeting and Cllr Blunt left the meeting but declared that this was under protest.

Cllrs C Brazier, H Brazier and S Blunt left the meeting at 10.22pm

Cllr Ouzman presided over this part of the meeting. Members considered the paper presented and the recommendation of the Finance Committee was discussed. A proposal to accept the recommendation of the Finance Committee was made by Cllr Hathaway and seconded by Cllr Solts with all members present voting **unanimously** to accept. It was therefore **RESOLVED** that the Council would proceed with the Heads of Terms as already approved by Council and request a lease on this basis with confirmation of the Village Hall agreement by 16th September, after which time the offer would withdrawn and the Council would reconsider its position.

ACTION: CLERK

Vice Chairman closed the meeting at 10.30pm

L Chaplin - Clerk to the Council
Drafted 25/07/2019

Signed by Chair of Council
Cllr C Brazier
5th September 2019

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CHPC MINUTES 18 July 2019

Chairman.....CHPC 377