



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 5 SEPTEMBER 2019, 7.30pm ATRIUM, HIGHFIELD PARK VISITOR CENTRE, HILL END LANE, ST ALBANS

Members in attendance	
Cllr C Brazier (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Highfield Ward)	Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor Gordon County Councillor Hale 5 members of the public	

19/41	APOLOGIES & ANNOUNCEMENTS Cllr Barnes – holiday. Cllr Blunt – personal matters. Apologies noted and accepted by Council. Cllr Hathaway had sent her apologies verbally through another Councillor.
19/42	DECLARATIONS OF INTEREST a) No declarations were raised. b) None received c) No verbal requests for dispensations were received or requested at this time for items on the agenda.
19/43	ELECTION OF VICE-CHAIR Cllr Slaughter was proposed by Cllr H Brazier and seconded by Cllr C Brazier. Cllr Slaughter was duly elected as Vice-Chairman and signed the acceptance of office.
19/44	QUESTIONS FROM THE PUBLIC 7.38pm <i>Standing Orders were suspended so the public could ask questions or make statements to the Council.</i> Question 1 – relating to Colney Heath Common A member of the public requested an update on the installation of information boards on the Common and also works at the 'triangle' of land on Church Lane. The Chair asked the Clerk to respond, the Clerk responded that there was no update on any progress and the moment but that the matter would be next discussed at the Environment Committee, however due to the recent resignation of the Chair of that Committee matters may be deferred.
19/45	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Gordon Cllr Gordon gave a brief update but noted that it had been quiet over the Summer months. Ellenbrook was noted and also the Scrutiny Committee on 12 th September discussing incursions. County Councillor Hale Cllr Hale gave a further update on Ellenbrook. The Council gave its thanks to County Cllr Hale for his work on working with Smallford and Ellenbrook Residents Associations on this matter. The Sandridge NP consultation was noted. 7.45pm <i>Standing Orders were resumed.</i> <i>County Councillors Gordon and Hale left the meeting at 7.46pm</i>



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19/46	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 18 July 2019 – no amendments for accuracy were made. The minutes were unanimously RESOLVED to be a true and accurate reflection of the meeting and were duly proposed by Cllr Solts and seconded by Cllr H Brazier. The minutes were signed by the Chairman.
19/47	<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 5/2019/2004, 5/2019/1962, 5/2019/2066, 5/2019/1094. It was RESOLVED unanimously the following objection would be made with comments as follows: b) Sandridge Parish Council Neighbourhood Plan The consultation was noted. It was proposed that NPSG be delegated to review and co-ordinate CHPC response. This was proposed by Cllr Cook, seconded by Cllr Solts and unanimously RESOLVED by all present. ACTION: NPSG c) HCC Quarry consultation The consultation and background paper were noted. It was proposed to object on the terms mentioned and in support of the Ellenbrook Residents Association (EARA) in background papers and that the Clerk be delegated to co-ordinate response. Proposed by Cllr Cook, seconded by Cllr H Brazier and unanimously RESOLVED by all present. ACTION: Clerk d) Ellenbrook Trust It was noted that Cllr C Brazier was the District representative. The meeting of 30 September was noted and Council gave formal agreement for Cllr Cook to be the CHPC representative. Proposed by Cllr Solts, seconded by Cllr Slaughter and unanimously RESOLVED by all present.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
19/48	FINANCE a) The invoices for BACS Payments made with delegated authority by the RFO on 22 August 2019 were noted and signed by Cllr Cook and Cllr Slaughter. The payment run was retrospectively approved in the amount of £13,026.90 was proposed by Cllr C Brazier and seconded by Cllr H Brazier. The payment run was unanimously RESOLVED by all present. b) The invoices for BACS Payments for payment 12 September 2019 invoices were noted and signed by Cllr Solts and Cllr H Brazier. The payment was approved in the amount of £13,026.90 was proposed by Cllr Cook and seconded by Cllr Slaughter. The payment run was unanimously RESOLVED by all present. c) All new signatories have been placed on the banking system. A NatWest Bankline card/reader was handed to Cllr H Brazier. Cllrs Blunt and Cllr Hathaway items were also ordered and will be held in office until collected.



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Payments Retrospectively Approved for BACS – Thursday 23rd August 2019

Ref. No	Payment To	£ inc. VAT
084-088	Staff salaries and associated payments noted below paid on Wednesday 31 st July 2019	6359.74
089	JOLA – Broadband & Line Rental – July	60.18
090	Viking – Stationery	20.87
091	FCBS – Toner and Quarterly prints Apr-June	139.90
092	E-ON Street Lighting Recreation Apr – June	65.90
093	HPT – Electricity Jan-June	182.25
094	G Stayton – Bus Shelter cleaning May & June	270.00
095	HAPTC – Clerk Training	120.00
096	Ricky Tyler Landscapes – Grass Cutting Contract	1932.00
097	TBS Hygiene – Dog Waste and Litter Collections	488.64
096	Ricky Tyler Landscapes – Grass Cutting Contract	2022.00
098	Smart PLC – removal of whiteboard at CHVHC	396.00
099	Perfect Ground Solutions – various Knotweed Stands	264.00
100	Debenhams Ottaway – Legal, Air Raid Shelter	231.00
101	R Munt – Installation of post for Roestock Park sign	50.00
102	St Albans District Council – Parish Elections 2019	2339.20
103	Herts Full Stop – Stationery	66.62
DD	BT Mobile Rental	24.00
DD	Bank Charges	16.60

Staff Salaries July 2019 (BACS)

Clerk/RFO	£6359.74
Finance Officer	
Common Ranger	
HMRC Payment – Month 4	
LGPS Pension Contributions – Month 4	

CHPC Income

Date	Received from	Amount
31/07/19	Community Bus fares	137.00

Payments Approved for BACS – Thursday 12th September 2019

Ref. No	Payment To	£ inc. VAT
104-108	Staff salaries and associated payments noted below paid on Friday 30 th August 2019	6361.96
109	TBS Hygiene – Dog Waste and Litter Collections	610.80
110	G Stayton – Bus Shelter Clean – July	135.00
111	CP Associates – HR Consultancy	310.35
112	Viking – Stationery	68.94
113	Direct Shredding – CHPC/TT	210.29
114	Finance Officer Expenses – Key Cutting & Postage CHPC papers	27.60
115	Ricky Tyler Landscapes – Grass Cutting Contract	2202.00
116	Clerk/RFO expenses – Aluminium posts x 2	154.86
117	9 Group Limited – IP Services – August	82.97
118	Jola – Broadband/Line rental – August	60.18
119	Debenhams Ottaway – Old Air Raid Shelter & Roestock Park Hut	693.00



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DD	BT Mobile Rental	24.00
DD	Bank Charges	12.20
Staff Salaries August 2019 (BACS)		
Clerk/RFO	£6361.96	
Finance Officer		
Common Ranger		
HMRC Payment – Month 5		
LGPS Pension Contributions – Month 5		
CHPC Income		
Date	Received from	Amount
05/08/19	Colney Heath Football Club – Rent	500.00

19/49	GOVERNANCE a) Colney Heath Ward vacancy – co-option Councillor Ouzman resigned as a Councillor on 22nd July 2019. This also leaves the posts of Vice-Chairman and Chairman of Environment Committee vacant. The resignation was accepted, and St Albans District Council Electoral Services advised. A notification was legally issued and duly advertised for the required period with no parishioners requesting an election the Parish Council may now proceed to co-opt. The co-option application paper was noted and the process of paper application, deadline of 28 October and agreement at 7 November meeting was unanimously RESOLVED by all present. b) Soundtruck The report from organisers of Soundtruck was accepted and noted. It was discussed in detail and the following points made: • The event was well run and well attended • The advertising was poor • The request for permission was for a music event there was no proposal for external catering, this was not part of the permission or licence • Did the external caterers charging on Parish Land breach the terms of the lease? • The Parish Council requested to know the income of the event. The Clerk was asked to write to the event organisers requesting information on the matters raised and that any future date would be declined until information requested was provided. ACTION: Clerk c) CMH bonfire The Council noted the presented report and would like to thank the author for an interesting and comprehensive document. Council noted that as parish owned premises are being used there should be clarity on the money raised at the event and where the surplus funds raised are distributed. The height of the bonfire was raised as an issue and it was suggested as with the bonfire in other area of the Parish the fire brigade could be asked to assess the height prior to the lighting of the bonfire. The Clerk should be provided with all necessary risk assessments, food hygiene requirements and firework training certificates. Council agreed that the event could go ahead this year subject to paperwork being received and being in order. This was unanimously RESOLVED by all present. ACTION: Clerk
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19/50	ENVIRONMENT COMMITTEE a) Membership of Environment Committee and meeting 19 September Council discussed the issues surrounding there only being 3 members of the Environment Committee and it was proposed that the Committee revert to being a working party and the delegated budget be restored to Full Council authority. Proposed by Cllr Solts, seconded by Cllr C Brazier and RESOLVED unanimously by all present. The next meeting would be 19th September and on this occasion the Clerk would attend. b) Recreation ground works After discussion it was unanimously RESOLVED that the piece of equipment located at High Street Recreation Ground be removed for reasons of health and safety with the quoted cost of £1500 coming from ear marked reserves. ACTION: Clerk <i>8.55pm member of the public left the meeting</i>
19/51	<u>PARISH ADMINISTRATION</u> CLERK REPORT a) The Clerk tabled a report for information, and this was noted. The Clerk also asked that, as a courtesy, Councillors attending other Parish Council meetings could please advise their own Clerk or the visited Clerk or Chair in advance of them attending their meeting. b) Airport noise The Council noted the correspondence received. It was suggested that the Clerk liaise with Harpenden Town Council to note any concerns over increased noise in that area and management of complaints. ACTION: Clerk c) Dog waste The Council noted the correspondence received. The difficulties policing dog walkers with multiple dogs was noted. Potentially more signs could be put up. Council asked that actions could be considered by the Environment WP. The Clerk was also asked to investigate a new byelaw concerning dog waste both on the Common and Parish Open Spaces. ACTION: Clerk d) Councillors noted the paper. Councillors using their official email address on personal laptops, mobile phones, or ipads carrying out council business should advise the Clerk. Personal email addresses to conduct Parish Council business should not be used. Recordings of meetings were discussed, at this point Cllr Slaughter confirmed that she was recording the meeting. Cllr Solts requested that the issuing of Council papers in hard copy be considered with the cost of printing, shredding and preparation be looked at versus being issued by email. A report would be prepared at a future meeting. ACTION: Clerk
19/52	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police and Crime Cllr C Brazier reported there were 29 burglaries and 8 break ins. b) Highfield Park Trust No report c) Tyttenhanger Quarry Council noted the liaison meeting 16 September. The Clerk would request if the voluntary NPSG co-ordinator could attend. ACTION: Clerk



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	d) Twinning Association Council noted newsletter had been received
19/53	LEGAL UPDATE a) Fredericks Wood Council noted the final draft of easement and it was proposed to accept the final draft to be signed by the Proper Officer. Proposed by Cllr Cook, seconded by Cllr Solts and unanimously RESOLVED by all present. Council agreed that the matter of discussing an agreement as to costs would be discussed in closed session. b) Wayleave Hill End Lane Council noted that contact was awaited regarding undertaking of costs from the other side's lawyers. c) Tyttenhanger Access Way Council noted that negotiation was continuing strictly along the lines of the mediation agreement and with under the delegated authority given to the Clerk. d) Roestock Park Hut The Council noted the correspondence received and deferred the matter to a closed session as the nature of the discussion would be commercially and legally sensitive. e) Colney Heath Village Hall lease No further information on the lease other than confirmation that it is in progress. e) Colney Heath Football Club Adverse Possession The Council requested that the matter be deferred to a closed session as the nature of the discussion was legally sensitive and a discussion in public may prejudice the case which is still active. f) Colney Heath Recreation Ground licence The Council requested that the matter be deferred to a closed session as the nature of the discussion was legally sensitive. g) Fidelity Claim The list of documents sent so far and those outstanding were noted by the Clerk. The forensic investigator will continue to consider the documents and a future update will be shared with Council as to the outcome and success of the claim. A letter had been sent and put two parties on notice. Cllr C Brazier raised his concerns for one of those parties. Council noted that as public money, all avenues to recover funds should be exhausted.
19/54	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 9.20pm

L Chaplin - Clerk to the Council
Drafted 18/09/2019

Signed by Chair of Council
Cllr C Brazier
3rd October 2019



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THESE MINUTES HAVE BEEN REDACTED FOR PUBLIC DISPLAY. THE ITEMS DISCUSSED ARE ONGOING CASES AND PUBLICATION OF THE DECISIONS MADE COULD PREJUDICE ACTIVE LEGAL CASES

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

Members in attendance

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

CLOSED SESSION commenced 9.25pm

19/54

LEGAL UPDATE

1. Fredericks Wood

2. Roestock Hut

3. Colney Heath Recreation Ground Licence

Chairman closed the meeting at 10.26pm

L Chaplin - Clerk to the Council
Drafted 18/09/2019

Signed by Chair of Council
Cllr C Brazier
3rd October 2019