



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 DECEMBER 2019, 7.30pm COLNEY HEATH VILLAGE HALL, COMMUNITY ROOM

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr C Brazier, Chair (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Highfield Ward)	Cllr J Mulroney (Colney Heath Ward) Cllr K Slaughter, Vice-Chair (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor County Councillor 6 members of the public, 2 officers of the Council and the Neighbourhood Plan (Volunteer) Project Officer	

19/85	APOLOGIES & ANNOUNCEMENTS No apologies required. It was noted that one Cllr was recording the meeting. The Clerk was also advised both during and after the meeting that member of the public was recording the meeting both via audio and visual recordings. The Council although disappointed is unable to take any responsibility for these recordings.
19/86	DECLARATIONS OF INTEREST a) None received or noted in advance. Some were noted and will potentially be raised later in agenda b) None received or noted c) None received or noted
19/87	QUESTIONS FROM THE PUBLIC <i>7.32pm Standing Orders were suspended so members of the public could ask questions or make statements to the Council.</i> Statement 1 A member of the public identified as the new vicar of St Marks Church in Colney Heath Village introduced herself to the members and thanked them all for their efforts to the community. The Councillors welcomed the new vicar to the Parish.
19/88	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Hale Harry Hatfield Aerodrome site visit coming up in the Council agenda later – attended as a County Councillor. CC Hale gave his overview. No update on the roads but please continue to support online. • Policy change on verges with regards cutting and the encouragement of wildflowers. CC Hale made it clear that this initiative did not include all verges and some would still be cut. • Hixberry – second consultation would be issued shortly but would not include Hixberry but three other centres scheduled for closure. There was also a petition. CC Hale would let the Clerk know the details of the second consultation when published as Council were recommended to comment. b) District Councillor Brazier • Attended SADC Full Council and had nothing further to report that concerned this Parish.



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	7.39pm Standing Orders were resumed.
19/89	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 7 November 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 Barnes and seconded by Cllr Cook. The minutes were signed by the Chairman.
19/90	<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 5/2019/2815 and 5/2019/2739. On discussing application 5/2019/2726 two papers were tabled, and background given by Cllr Cook. Discussion of adjoining land and protection of this land as a Parish asset had previously been discussed and action was pending. No comment was noted for this application. Thanks, were noted from the members for the Neighbourhood Plan (Volunteer) Project Officer's work on the background information. On discussing application 5/2019/2826 it was RESOLVED unanimously that A comment would be made objection to this application on the grounds of street scene and that it was completely inappropriate to a conversation area. It was noted that this application was 'called in' by District Councillor Brazier. ACTION: Clerk b) HCC Development Control visit to Hatfield Aerodrome 22/11/19 information on visit was noted. Background information came from Cllr Cook and the Neighbourhood Plan (Volunteer) Project Officer was thanked for his attendance and subsequent note. Ellenbrook and Smallford Residents Associations had sent strong emails on this subject and the District Councillor was thanked for his strong approach supporting residents and their views. Control Committee was noted as 18 December. c) Update paper from NPSG noted. Outcome of SADC Local Plan is still awaited due Jan/Feb 2020. Assessment of sites for development in the Parish is being discussed at the next NPSG meeting which is taking place on 10th December. Thanks, as always go to the Neighbourhood Plan (Volunteer) Project Officer for his continued efforts on this and all the extra work he does on behalf of the Parish Council. 8.10pm County Councillor Hale left the meeting
	<u>FINANCE, AUDIT & GOVERNANCE</u>
19/91	FINANCE a) The RFO note minor changes to the presented BACS list including £2.19 on Finance Officer expenses as this was an estimate when the papers were sent out and £3.20 on bank charges. The invoices for BACS Payments for payment 12th December 2019 were noted and signed by Cllr Solts and Cllr Slaughter. The payments were approved in the amount of £14,465.09 proposed by Cllr H Brazier and seconded by Cllr Cook. The payment run was unanimously



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RESOLVED by all present. In line with Financial Regulations the RFO requested Council approve regular payments of Jola and 9 Group for direct debits to be set up with a review date of January 2021. This was unanimously **RESOLVED** for a period of twelve months. Cllr Solts would like the contract for both to be reviewed when it comes up for renewal as these accounts could potentially be amalgamated for savings.

A bank mandate to make the Clerk an authorised signatory on the NatWest bank account was signed by Cllrs Solts and Cllr Cook. The Clerk was required to be a bank signatory to be issued with the debit card agreed previously by Council.

- b) The bank reconciliation and bank statements were signed by Cllr H. Brazier. Cllr Solts would like it noted that he has read only access to the Metro bank account. It was also noted that only two signatories currently have access to NatWest online banking until after 23rd January 2020.

Payments Approved for BACS – Thursday 14th November 2019

Ref. No	Payment To	£ inc. VAT
169 -173	Staff salaries and associated payments noted below paid on Friday 29 th November 2019	6375.60
174	Zurich Municipal Insurance Premium – 2019/20 (paid 29 th Nov 19)	3242.57
175	Colney Heath Old Friends Club – 2 nd Round 2019/20 Grant	230.00
176	District Girlguiding – 2 nd Round 2019/20 Grant	260.00
177	Earthworks - 2 nd Round 2019/20 Grant	604.98
178	Charles Morris Hall - 2 nd Round 2019/20 Grant	1155.02
179	G Stayton – Cleaning of Bus Shelters	135.00
180	Jola – Broadband – October	60.18
181	Rialtas – Sigma Accounts online support contract – single user	145.20
182	Annual Membership 2019 of St Albans Assoc of Local Councils	50.00
183	Herts Full Stop – Stationery	67.97
184	Vision ICT – Data backup for 3 Machines – Dec 19-Nov 20	235.80
185	Highfield Park Trust – Electricity Sept – Nov 2019	45.48
186	Highfield Park Trust – Grant Wassailing (Xmas Events 2019)	500.00
187	Highfield Park Trust – Room Hire 7, 14, 28 Nov 2019	187.50
188	Perfect Ground Solutions – Japanese Knotweed 2 areas	168.00
189	Finance Officer expenses –postage Cllr papers	22.19
190	TBS Hygiene – Dog Waste Collection – November	306.00
191	St Mark's - Community Xmas Lunch (Xmas Events 2019)	500.00
DD	BT Mobile Rental	24.00
DD	Bank Charges	14.60
DD	ICO – Yearly Data Registration	35.00
DD	Savills – Contract WFT Maintenance	100.00

Staff Salaries November 2019 (BACS)

Clerk/RFO	£6375.60
Finance Officer	
Common Ranger	
HMRC Payment – Month 8	
LGPS Pension Contributions – Month 8	



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CHPC Income		
Date	Received from	Amount
05/11/19	Colney Heath Football Club – Rent	500.00

19/92	GOVERNANCE The governance register was noted. The Clerk was commended on her work on this and introducing policies to ensure the Council was legal, transparent and ensuring good governance. The document would again be reviewed in 12 months.
19/93	BUSINESS PLAN 2020-2023 The document was received and reviewed. Cllr Solts proposed the document was adopted, this was seconded by Cllr H Brazier and unanimously RESOLVED by all present. It would be updated as necessary by the Clerk and would be added to the website, for review six monthly. Next review in June 2020.
19/94	PARISH BUS SHELTERS The paper prepared by the Clerk was received and noted. The Clerk noted the work of the Common Ranger on the assessment of the needs of each of the 17 bus shelters. After debate it was proposed by Cllr Solts and Cllr Barnes that two bus shelters be replaced as noted in the report, that of the bus shelters numbers 3, on Hatfield Road close to Oaklands, and 4, on Hill End Lane close to SPAR, would be replaced with a 3bay and 2bay enclosed bus shelters with elliptical roofs in green and a combined cost of £6,500. This was unanimously RESOLVED by those present. ACTION: Clerk A future debate on the maintenance works and replacement programme for the remaining 15 bus shelters would be required to take place at a future date. This would require a strategic approach to looking at the use and location of each bus shelter.
19/95	LEGAL UPDATE a) Fredericks Wood - The Clerk confirmed that the Deed of Easement has been signed on behalf of the Council yesterday (6 November 2019) and the finalised amount and document would be sent to all Councillors by email when received. b) Access Strip at Tyttenhanger Green - The Clerk confirmed that the Deed of Easement has been signed on behalf of the Council yesterday (6 November 2019) a copy of the finalised document would be sent to all Councillors by email when received. Cllrs Cook & Barnes were pleased to see a conclusion, Cllr Solts noted the spend on this matter was approx. £50k. c) Adverse Possession of Air Raid Shelter – information up to and including the early 1970's has been noted and sent to the Solicitor and Counsel. It is expected that due to the wealth of evidence remaining that an extension will be required to the current deadline of 15 December 2019. d) Roestock Hut - Letter drafted as instructed. It was noted that Council did not agree with the legal advice to proceed on this matter therefore Council proposed to discuss in closed session. e) Common Land at High Street, Colney Heath – Council noted no further correspondence had been received. f) Colney Heath Village Hall – Council noted the correspondence and contract received. There was a proposal to defer the item requesting further information



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	from Cllr Solts the proposal was seconded by Cllr Barnes. The Chairman confirmed the item would be deferred. The Clerk was instructed to look at the costs of rent and compare with the Highfield Park Trust office include background information on the building of the extension in 1999/2000, a timeline with actions plus, an executive summary. A suggestion from Cllr Cook was to look at what was presented to Council in July 2019. The item would be placed onto the agenda for January 2020 Full Council. g) Public Questions – members noted the paper. The Clerk noted that in researching other cases it has become apparent that Colney Heath Parish Council have not legally agreed to be the Custodian Trustees of the Charles Morris Hall. The only document that refers to CHPC being the Custodian Trustee is a lease agreement for use of the land at Charles Morris Hall. Background to the Council being the Custodian Trustee of the Charity 254462 known as Charles Morris Hall allotment fund was noted. It was also noted that this closed in 2002, the website which was quoted was incorrect has been amended. The Council agreed with the suggested response from the Clerk and this would be used to formulate the reply. The remaining questions were agreed to be debated in closed session as they included references to ongoing legal cases.
19/96	PARISH ADMINISTRATION CLERK REPORT a) The Clerk report sent with papers for information was noted. Other items to report for information included Christmas Lights and a tree in Colney Heath village, however, this had been a discussion on social media only with no further formal approach to Council. A request for a firework event on the recreation ground at the rear of Charles Morris Hall had been received it would be put onto the January 2020 agenda if there was available space as only an 'in principle' decision could be made without full and complete documentation for the event. The two lights at Gloucester Park which also accommodated footpath 10 were reported to require fixing. Further details on these repairs were under investigation. b) HR Matters Members noted that the Assistant to the Clerk had commenced work on Monday 2nd December 2019 and was attending the meeting this evening.
19/96	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police & Crime Report and/or Police Liaison representatives No report but District Councillor Brazier had been trying to organise to meet the Police for some time, yet these had been cancelled after arrangement. Cllr Barnes noted a useful app called 'What three words' which was allocation app used by the police if you were in a location which you couldn't identify such as a footpath or woods. b) Highfield Park Trust The building won a design award collecting a commendation from the St Albans Civic Society for the Visitor Centre. The commendation was in the community category, the main award won by a town hall. 50 buildings and projects were nominated and there were 8 commendations, so this is a great achievement. The Council passed on their congratulations to the Trust for the award and all their hard work in and for the community.



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	c) Tyttenhanger Quarry No report d) Twinning Association No report since the latest newsletter but a representative from Council is still needed for this association.
19/97	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 9.15pm

L Chaplin - Clerk to the Council
Drafted 11/12/2019

Signed by Chair of Council
Cllr C Brazier
16th January 2020

DRAFT UNTIL SIGNED BY COUNCIL 16th JANUARY 2020



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COLNEY HEATH PARISH COUNCIL MEETING

THURSDAY 5 DECEMBER 2019, 9.20pm (Closed Session)
COLNEY HEATH VILLAGE HALL, COMMUNITY ROOM

Members in attendance

Cllr K Barnes (Highfield Ward)	Cllr J Mulroney (Colney Heath Ward)
Cllr C Brazier, Chair (Highfield Ward)	Cllr K Slaughter, Vice-Chair (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 9.20pm

19/97 1. Roestock Hut – the draft letter instructed by Council to be drafted was noted. Solicitors advice on the letter was noted. The Clerk reconfirmed that Council were not minded to agree with the legal advice obtained by the Clerk and as such advised Council that, should any issue arise from any further decisions based on their actions from this point, the current insurance policy indemnifying the actions of Council having taken the advice of the Proper Officer was void in this matter.

The Clerk repeated the advice from the solicitor at Debenhams Ottaway that an eviction notice will at some point be required to be issued. Currently the occupants are in the building with no lease, licence or permission of Council, the owners, to be there, therefore any use or rental by this party is not covered under the insurance policy for the building. It has also been noted that one group has left for safety reasons of their members and legal liability of their leaders, Council have a duty of care to the current occupants using the building but also to the wider community to bring this matter to a conclusion and ensure this asset is achieving best value.

After extensive debate it was proposed by Cllr Solts and seconded by Cllr Cook that two letters would be sent to the 1st Colney Heath Scout Group on 13th December 2019. The first would be an eviction notice, this was not to remove the scouts from the building but was a legal requirement. The second letter would be an offer of a licence from 6 January 2020 to 6 April 2020, the first term of the new year, (confirmed by Cllr H Brazier) at a peppercorn rent of £1 and only payable if demanded. This would be a sessional licence only and the Council would change the keys and issue new keys if the agreement when the agreement was signed. The Council wanted to be clear that this decision was not taken lightly. The ramifications of the state of the building and the danger to the users being predominantly children required them to consider the safeguarding aspect of any accidents involving children. The fact that Girlguiding UK as a corporate body had removed their members as a direct result of the condition report citing safeguarding of their girls was considered to be a deciding factor in this case.

It was with regret that this decision was **RESOLVED** unanimously by all those present.

Cllr C Brazier agreed that he would draft a first version of a press release but



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was unable to send until after purdah ends on 13th December. The Clerk was asked to consider editors notes as an attachment to the press release and delegated to take any action required and as advised by the solicitor acting in this case from Debenhams Ottaway.

2. **Public Questions** – returning to the previous item on the agenda 19/95g. Members noted the further three questions and agreed with the responses noted in the document prepared by the Clerk. The Clerk would formulate responses to be sent or noted in the next minutes if no contact details provided.

Chairman closed the meeting at 10pm

L Chaplin - Clerk to the Council
Drafted 11/12/19

Signed by Chair of Council
Cllr C Brazier
16th January 2020

DRAFT UNTIL SIGNED BY COUNCIL 16th JANUARY 2020