



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 7 NOVEMBER 2019, 7.30pm HIGHFIELD PARK VISITOR CENTRE, HILL END LANE

Members in attendance	
Cllr K Barnes (Highfield Ward)	Cllr P Cook (Highfield Ward)
Cllr C Brazier, Chair (Highfield Ward)	Cllr K Slaughter, Vice-Chair (Colney Heath Ward)
Cllr H Brazier (Hill End Ward)	Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor Gordon	
County Councillor Hale	
13 members of the public (<i>one arrival at 7.33pm and one at 7.35pm</i>)	

19/70	APOLOGIES & ANNOUNCEMENTS Apologies – Cllr Solts, apologies received and accepted. It was noted that one Cllr and two members of the public were recording the meeting.
19/71	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
19/72	QUESTIONS FROM THE PUBLIC <i>7.33pm Standing Orders were suspended so members of the public could ask questions or make statements to the Council.</i> Statement 1 – relating to Charles Morris Hall grant application A resident gave a brief statement in respect of the application featuring later in the agenda. The Chairman thanked the member of the public for the useful information and the matter would be considered. Question 1 – relating to Charles Morris Hall, Tyttenhanger A member of the public repeated a question that had been asked at a previous meeting referring to an answer given by the Clerk and a Councillor at the June meeting when they had been a councillor. The member of the public questioned the length of time taken to answer the question. The Chairman thanked the member of the public for their question and that as previously advised further investigation was required. The Chairman advised that he would try to expedite the answer as soon as possible. Question 2 – relating to Roestock Hut A member of the public requested to know what the current situation was and what was the future intention for the site. Question 3 – relating to Colney Heath Football Club Lease March 2021 A member of the public asked for the council plan for the lease with the football club expiring in 2021. County Councillor Hale demanded a response from the Chair of the Council, who having declared a conflict in these matters did not answer. Cllr Cook stated that the Council would deal with the matter under the Landlord and Tenant Act 1954 and follow due legal process.



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

	Question 4 – relating to Roestock Hut and Asset Register A member of the public questioned both the date and value of the Roestock Hut on the CHPC Asset Register. The Chairman thanked all the members of the public for their question and that a written response would be provided. The members of the public were advised to leave contact details if they required a personal response.
19/73	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Gordon - What is the status of the footpaths and bridges FP 63 & 64. No further contact from Oaklands College. Cllr Gordon would follow up with Julian Thornton at HCC. - Consultation on Respite Care for Adults, Hixberry was being considered for potential closure along with 5 other sites. Recommended for the Parish Council to comment. - SID (Speed Indicator Device) has been installed on Highfield Park Drive although not active as solar powered and still charging. Hill End Lane SID will be installed after Christmas. b) County Councillor Hale - Echoed call for the Parish Council to comment on the Adult Respite Care potential closure - Early release arrangements of Amey contract - HCC drafting their Sustainability Action Plan so good to see this on the Parish Council agenda - Hatfield Road currently without works but not for long, ongoing flood towards Oaklands lane is due to a broken underground drain under Hatfield Road. - The installation of the traffic lights on the A414 Longabout will now probably be May/June 2020 at least. Consideration being given to pedestrians and cyclists but also accommodation in the plans for horse riders if possible. - Noted District Council met to discuss Ellenbrook. Welwyn Hatfield discussing on 14th November and this weekend there is a rally at 9.45am on Saturday 9th November. Smallford Residents are confirmed to be aware. c) District Councillor Brazier - Cllr Brazier noted that he had been discussing a number of planning applications with concerned residents including the sale of land at Puddingstone Drive, the quarry meeting on 4th November, Smallford Residents AGM discussing the future of the station and fundraising, Radio Nurseries and the 28 houses planned for this location plus Pitt Drive and Manson Way. - Cllr Cook asked a question of the District Councillor relating to the how the District Council have confirmed their views on the decoupling of the S106 agreement and the quarry planning application? District Councillor Brazier confirmed that he would follow up and update Council. Cllr Cook also gave credit to the working together of the Smallford Residents Association and the Ellenbrook Residents Association culminating on radio interviews this week. Credit also to all parties as cross-party working was clearly having a beneficial effect on this matter. <i>8.02pm Standing Orders were resumed.</i> <i>County Councillor Gordon and Hale left the meeting.</i>



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

19/74	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 3 October 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 Cook and seconded by Cllr Barnes. The minutes were signed by the Chairman.
19/75	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <i><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></i> a) The following applications were discussed, and it was RESOLVED that no comment be made on the following applications 5/2019/2325, 5/2019/22399, 5/2019/2457, 5/2019/2484, 5/2019/2580, 5/2109/2486, 5/2019/2608, 5/2019/2627, 5/2019/2630, 5/219/2647, 5/2019/2722. It was RESOLVED unanimously that application 5/2019/2322 where the council had concerns would be raised in writing with the District Councillor. That application 5/2019/2632 comment would be as comments made on application 5/2019/1624 as appropriate and for consistency of approach to this type of application. b) Ellenbrook Trust It was noted that Cllr Cook attended the District Council meeting on 4th November and spoke on behalf of the council. Cllr C Brazier attended as a District Councillor. There was also an interview on BBC Three Counties Radio earlier this week which went well amongst others interviewed where Smallford and Ellenbrook Residents Association members plus residents. Cllr Cook also referred to a recent request for a written statement on the SW Group which had been written and submitted as a 2-page letter and 16 page appendix by Mike Rawlins. Cllr Cook was invited to speak to the Committee at their next meeting. The Council would like formal thanks to go to Mike Rawlins for his work on this paper. ACTION: CLERK
	<u>FINANCE, AUDIT & GOVERNANCE</u>
19/76	FINANCE a) The RFO tabled an updated paper 19/76a. It was noted that payments 148 and 149 narrative should be reversed. The invoices for BACS Payments for payment 14th November 2019 were noted and signed by Cllr Cook and Cllr Slaughter. The payment was approved in the amount of £18,514.59 was proposed by Cllr H Brazier and seconded by Cllr Barnes. The payment run was unanimously RESOLVED by all present. The bank reconciliation and bank statements were signed by Cllr Cook. b) The Finance Committee meeting minutes were noted. - The 2020/21 budget and the increase in Precept of 2.52% or £190,100.00 as recommended by the Finance Committee was proposed by Cllr H Brazier, seconded by Cllr Barnes and unanimously RESOLVED. - To renew the insurance policy with current provider for a period of 3 years



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

	proposed by Cllr Slaughter, seconded by Cllr H Brazier and unanimously RESOLVED. Delegated authority to Clerk to make renewal payment 14/11/19. To renew the grass cutting contract with the current provider and tender the works at the end of the 2020 cutting season for 2021 cutting season proposed Cllr Barnes, seconded by Cllr Cook and unanimously RESOLVED.
--	---

Payments Approved for BACS – Thursday 14th November 2019

Ref. No	Payment To	£ inc. VAT
145 -149	Staff salaries and associated payments noted below paid on Monday 31 st October 2019	6595.22
150	G Stayton – Cleaning of bus shelters September	135.00
151	TBS Hygiene – Litter/dog waste and fly tipping collection	1265.28
152	9 Group – IP Service/Line Rental	82.87
153	CP Associates – HR Consultancy	1876.25
154	Daylight Club – Mini Bus Usage and fuel	280.80
155	Jola – July/August/Sept Broadband	180.54
156	Archant – Newspaper Advertising for Recruitment	73.00
157	FCBS – Photocopying print charges	114.60
158	E-On – Recreation Ground Lighting	66.62
159	HMRC VAT Reclaim	1054.69
160	Highfield Park Trust – Room Hire	172.50
161	Rialtas – Omega yearly support	454.80
162	Peter Fleming – Update admin backup on website	18.00
163	Community Bus Co-ordinator Honorarium payment 2019/20	1000.00
164	NPSG Volunteer Co-ordinator Honorarium payment 2019/20	1500.00
165	Clerk/RFO Expenses – parking/archive photography permit	12.50
166	Ricky Tyler Landscapes – Grass Cutting Contract	2490.00
167	Debenhams Ottaway – Roestock Park and Old Air Raid Shelter	1083.00
168	Finance Officer expenses –postage Cllr papers	23.52
DD	BT Mobile Rental	24.00
DD	Bank Charges	11.40

Staff Salaries October 2019 (BACS)

Clerk/RFO	£6595.22
Finance Officer	
Common Ranger	
HMRC Payment – Month 6	
LGPS Pension Contributions – Month 6	

CHPC Income

Date	Received from	Amount
01/10/19	Rural Payments Agency	36.48
07/10/19	Colney Heath Football Club – Rent	500.00
29/10/19	Community Bus	148.00
30/10/19	VAT refund for Q1 Apr – Jun 2019	1881.41
31/10/19	Salvation Army – Clothing bank income	0.28

19/77 GOVERNANCE

- a) Council retrospectively approved the event at Charles Morris Hall on 2nd November 2019. It was noted that good feedback was received from the event



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

	and it was a success. Council advised the paperwork was excellent, informative and clearly laid out. b) Soundtruck correspondence was received and noted. The letter was considered strong and unnecessary in places. It was suggested that perhaps the model used by CMH could be used as the model of good practice. Subject to CMH agreement to use their documents, it would be useful to use these documents as a framework in future. Thank Soundtruck Committee for their correspondence but request that any future request is laid out and includes all the same information as the event at Tyttenhanger. c) It was noted that the leaflets had already been printed so the wording and logo were printed without the permission of the Parish Council. The event was a community lunch and was supported by way of a grant from the Parish Council but it was noted that this was not a Parish Council event.
19/78	CHPC GRANT APPLICATIONS 2019/20 A report was submitted by the Clerk of the applications. It was noted that there was £2,250 remaining from the 1st round of allocations. After carefully assessing and discussing each application decisions were made as follows: 1. COLNEY HEATH OLD FRIENDS CLUB To contribute to transport costs. <i>Amount requested £230</i> £230 allocated 2. DISTRICT GIRLGUIDING To purchase advertising sails to increase numbers at District events. <i>Amount requested £260</i> £260 allocated 3. EARTHWORKS To create paths and provide a shelter. <i>Amount requested £1209.97</i> £604.98 allocated 4. CHARLES MORRIS HALL To assist in funding the shortfall for the extension <i>Amount requested £5,000</i> £1,155.02 allocated 5. COLNEY HEATH SCHOOL PTA To fund comedians for a second Comedy Night. <i>Amount requested £350</i> Application rejected Cllr Cook proposed and Cllr Barnes seconded, allocations were unanimously RESOLVED. The expenditure is, in the opinion of the Council in the interests of the area and inhabitants and will benefit then in a nature commensurate with the grant awarded. Payments would be prepared and made by BACS on Thursday 12th December 2019. ACTION: Clerk/Finance Officer
19/79	CO-OPTION OF PARISH COUNCILLORS FOR COLNEY HEATH WARD One application was received prior to the deadline. The Clerk noted that: - All qualifications for being a Parish Councillor have been met. - There are no reasons to disqualify this applicant for reasons of eligibility. It was unanimously RESOLVED that Judy Mulroney be co-opted to serve as a Parish Councillor for the Colney Heath Ward, her term ending in May 2023 or until



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

	she resigns whichever is soonest. Cllr Mulroneu would take up her position immediately after signing her declaration of office. She will be invited to attend the next Council meeting in December. <i>8.43pm Two members of the public left the meeting. It was noted that these were the members of the public recording the meeting.</i>
19/80	CLIMATE & NATURE EMERGENCY a) Members noted the paper circulated from Friends of the Earth on considering declaring a climate emergency. Members felt that this would be best dealt with by the Environment working party in the first instance. The Clerk has a draft Climate Policy/Action Plan. Item deferred. b) St Albans Sustainability Festival 2020 Members felt that this would be best dealt with by the Environment working party in the first instance to try and suggest an appropriate event. Item deferred.
19/81	LEGAL UPDATE a) An agreement on Fredericks Wood costs has been reached including VAT. The engrossed Deed of Easement is being finalised, the Clerk will sign on behalf of the Council. b) There is an agreed draft between both parties in relation to the Tyttenhanger Access matter. A final draft with plan is being drawn up and will be signed shortly. The land registry has been contacted to request what actions are required to bring the matter to a close. c) Adverse Possession of Air Raid Shelter continues, a Lands Registry letter received 5 November confirmed that the applicants requested an extension to supply documents which has been granted to 5pm 8 November 2019. Documents were requested with Statement of Case 16 July 2019 but were not sent at this time, reasons unclear. Council have been granted 35 days after documents received to respond to the case. d) Matters at Roestock Hut, correspondence has been received. Members agreed to discuss in closed session correspondence and offer contained within. e) Members noted correspondence received concerning Common Land at High Street, Colney Heath. Members agreed to discuss in closed session as conversation would concern a resident of the Parish. f) Members were reminded that the deadline set in letter sent 25 July 2019 had passed, new instructions to the Clerk were needed. This would be placed on the agenda for the December meeting. ACTION: CLERK
19/82	PARISH ADMINISTRATION CLERK REPORT a) The Clerk tabled a report for information, and this was noted. b) HR Matters - Members noted dates for Statutory Annual Leave as Friday 27 December and Monday 30 December for all staff. - Members noted that Parish Offices will be closed from Monday 23rd December and reopen on Monday 6th January 2020 - Members unanimously RESOLVED payment of staff salaries for December to be paid on 24th December 2019. - Members agreed to discuss the appointment of Assistant to Clerk position in private session.



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

19/83	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police & Crime Report and/or Police Liaison representatives No report b) Highfield Park Trust Cllr Barnes noted that Apple Day was a success. A meeting had taken place to discuss next year's events. First of the year would be the wassailing event in early January 2020. c) Tyttenhanger Quarry No report d) Twinning Association No report
19/84	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 9pm

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

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



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

COLNEY HEATH PARISH COUNCIL MEETING

THURSDAY 7 NOVEMBER 2019, 9.10pm (Closed Session)
HIGHFIELD PARK VISITOR CENTRE, HILL END LANE

Members in attendance	
Cllr K Barnes (Highfield Ward)	Cllr P Cook (Highfield Ward)
Cllr C Brazier, Chair (Highfield Ward)	Cllr K Slaughter, Vice-Chair (Colney Heath Ward)
Cllr H Brazier (Hill End Ward)	Clerk of the Council, Ms. L. Chaplin

CLOSED SESSION commenced 9.10pm	
19/84	1. Roestock Hut Council were advised by the Clerk of the legal advice to proceed with the legal process and move to an eviction notice. Members were not minded to agree. The Clerk was instructed by Council to draft a letter, with the solicitors. The letter when drafted was requested to be seen by all members of Council to review and comment. ACTION: CLERK 2. High Street Access – Common Land The Clerk was instructed to respond to the solicitors letter received recently look forward to evidence and will consider the matter further. ACTION: CLERK 3. HR Matters Serving at Community Lunch Request for Clerk and Finance Officer to serve at Christmas Community Lunch. It was unanimously RESOLVED that staff would not be serving during working hours. This was on a volunteer basis and was not a Parish Council event. Appointment of Assistant to the Clerk RESOLVED that Clerk should proceed with offering appointment to successful candidate. ACTION: CLERK Chairman closed the meeting at 9.49pm

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

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



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 have been redacted and this page is intentionally blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972