



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 16 JANUARY 2020, 7.30pm HIGHFIELD PARK VISITOR CENTRE, HILL END LANE, HIGHFIELD. AL4 0RA

Members in attendance	
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 John Hale 46 members of the public including one aged under 18, 1 officers of the Council and the Neighbourhood Plan (Volunteer) Project Officer	

20/98	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr Barnes and these were accepted. There were numerous recordings taking place in the room from video recording to phone recording both audio and visual. Chairman made announcement that item 20/107 Roestock Hut was being removed from the agenda, it would not be discussed, and members of the public should go home. There were many comments shouted from the floor. The Chairman attempted to explain that the District Commissioner had requested that the item be discussed with the Council only and without the public. The Clerk attempted to advise the Chairman that an item could not be removed without a resolution of Council, a Councillor also advised the Chairman to listen to the Clerk. The shouting continued from the floor, the Chairman continued with the meeting.
20/99	DECLARATIONS OF INTEREST a) None received or noted – some will potentially be raised later in agenda b) None received or noted c) None received or noted
20/100	QUESTIONS FROM THE PUBLIC 7.34pm After multiple attempts, having to talk over members of the public Standing Orders were suspended so members of the public could ask questions/make statements to the Council. Due to constant shouting from the floor the Chairman suspended the meeting at 7.37pm and continued to appeal for calm. Councillors remained in their seats whilst members of the public continued to shout from the floor. At 7.44pm the meeting continued, with public questions: - statement about the Scout Group lease was read and handed to the Council. - A member of the public tried to make a further statement on the same subject, but this request was denied by the Chairman. - A question regarding a bus shelter that required repair in Tyttenhanger Green. - A question regarding the last meeting minutes and a statement made which the questioner believed was not factual regarding Charles Morris Hall. - Chairman agreed to allow one question and one statement on any topic, so it was agreed to allow one question from the floor, a further statement was made. 8.05pm 24 members of the public and one child left the meeting



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20/101	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Hale updated the meeting on: - Ellenbrook Trust and quarry application update this being further discussed in a March meeting - Noted proposal of a solar farm north of the A414 on Smallford pits - Works on the A414 commence with preparatory works in February 2020, works on lights expected July/August 2020 b) County Councillor Gordon The Clerk had a written report from Councillor Gordon who also sent apologies for her absence. The contents of the report were noted c) District Councillor Brazier - Noted crime down in St Albans and advised meeting of recently received statistics <i>8.16pm Standing Orders were resumed.</i> <i>8.17pm Cllr Hale and three members of the public left the meeting</i>
20/102	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 5 December 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 C Brazier and seconded by Cllr R Solts. The minutes were signed by the Chairman.
20/103	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council reiterates it is not the Planning Authority, merely a consultee.</u> <u>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 5/2019/3084, 5/2019/3070, 5/2019/3055, 5/2019/3110, 5/2019/3118 and 5/2019/2739. On discussing application 5/2019/3022 the Council concluded that no small business unit provision, loss of employment in the area and not enough parking were the primary points to be raised. The final draft and detailed comments to be submitted would be co-ordinated through the Neighbourhood Plan Steering Group via the Neighbourhood Plan (Volunteer) Project Officer. It was RESOLVED unanimously that delegated authority be given for the objection to be registered with comments through the Clerk when completed. ACTION: NPSG & NPSG Project Officer/Clerk b) Delegated authority for Neighbourhood Plan Steering Group (NPSG) led by Neighbourhood Plan Project Office (NPPO) to comment on planning applications on for Parish Council as necessary proposed by Cllr Cook and seconded by Cllr Mulroney and unanimously RESOLVED by all those present. c) An update on local plans was verbally given by Cllr Cook <i>8.24pm three members of the public entered the meeting</i> d) County Councillor Hale had already updated the meeting in his report. It was reconfirmed that Councillor Cook would be the Trustee delegate representing the Parish Council at meetings relating to Ellenbrook including any meetings of the Trust or shadow Trust. Proposed by Cllr Solts and seconded by Cllr H Brazier, unanimously RESOLVED by all present. e) The Council have been asked to respond to the South-Central Growth and Transport Plan (SCGTP) it was proposed by Cllr Cook and seconded by Cllr Mulroney that delegated authority for the NPSG led by NPPO to produce a draft



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	response to come to the March meeting this was unanimously RESOLVED by all those present. The deadline of 28 March was noted. ACTION: NPSG & NPSG Project Officer/Clerk
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/104	FINANCE a) The invoices for BACS Payments for payment 23 rd January 2020 were noted and signed by Cllr Solts and Cllr Slaughter. There were two questions regarding the payroll provider and photocopying payments which were answered by the RFO. The payments were approved in the amount of £17,499.06 proposed by Cllr Mulroney and C Brazier. The payment run was unanimously RESOLVED by all present. The bank reconciliations were checked and signed by Cllr Cook. b) The precept demand sent to SADC was received and noted by Council.

Payments Approved for BACS – Thursday 23rd January 2020		
Ref. No	Payment To	£ inc. VAT
192-197	Staff salaries and associated payments noted below paid on Friday 24 th December 2019	7028.95
198	Debenhams Ottaway Solicitors – 5 invoices	5600.40
199	HAPTC Data protection/H&S for all admin staff & course	124.00
200	CP Associates – HR and Recruitment exercise December 2019	967.75
201	Clerk expenses – laptop and accessories, locksmith, dropbox inc.	1,028.00
202	Herts Full Stop – Chair & Stationery	207.34
203	E-On Electricity for street lighting	66.62
204	Highfield Park Trust – Electricity November & December 2019	82.75
205	GCS – Set up for new laptop and IT support	270.00
206	Hardcastle Blake – payroll provider July-August 2019	248.40
207	FCBS – Quarterly Scan, Photocopier	114.60
208	Playground Facilities – Repairs to Sleafshyde Play Area	340.04
209	TBS Hygiene – Dog Waste Collection – November and December	889.44
210	Knight Frank – provision of mapping and research on Common	240.00
211	F & M Garden Machinery – Service of Honda Strimmer	80.10
212	G Stayton – Cleaning of Bus Shelters November 2019	135.00
213	Finance Officer expenses – Office keys and postage Cllr papers	36.67
DD	BT Mobile Rental	24.00
DD	Bank Charges	15.00
DD	ICO – Yearly Data Registration	35.00

Staff Salaries December 2019 (BACS)

Clerk/RFO	£7028.95
Finance Officer	
Assistant to the Clerk	
Common Ranger	
HMRC Payment – Month 9	
LGPS Pension Contributions – Month 9	



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CHPC Income		
Date	Received from	Amount
27/11/19	Charles Morris Hall – Ground Rent	25.00
05/12/19	Rural Payments Agency – Stewardship	3,647.55
05/12/19	Colney Heath Football Club – Rent	500.00
09/12/19	St Marks Closed Graveyard – yearly interest payment	338.07
06/01/20	Colney Heath Football Club – Rent	500.00
07/01/20	Salvation Army – Clothing Bank	0.49
13/01/20	Community Bus – October – December 2019	126.00
15/01/20	HMRC Credit – VAT Reclaim	4,025.99

20/105	AUDIT Council noted that an internal interim audit was carried out on 28 November 2019
20/106	COLNEY HEATH VILLAGE HALL PARISH OFFICE <i>Cllr C Brazier declared an interest in this item.</i> After discussion on the history of the item, it was suggested to defer the item to the Finance Committee on 30 January 2020. <i>A member of the public attempted to ask a question and when the Chairman refused, he commenced shouting and abusing the Council members. The member of the public left of his own accord at 8.39pm.</i> The Finance Committee were asked to discuss and return to Council with a recommendation for potential resolution at the February meeting.
20/107	ROESTOCK HUT The item announced to be removed by the Chairman was proposed to be restored to the agenda. Cllr Solts requested the item was at least updated at this point. During the debate the Council requested it minuted that: • Cllr C Brazier had spoken to the Scouts insurance provider as a District Councillor. • The Clerk had always followed the unanimous instructions of the Council • The Scouts were issued a licence for the period 6th January 2020 – 3rd April 2020 but had, to date, declined to agree to the terms It was agreed unanimously that Councillors should meet with the Scout appointed representative, District Commissioner and whoever else appropriate as soon as possible for further discussion. <i>8.56pm two members of the public left the meeting</i>
20/108	PARISH NOTICEBOARDS A report was noted by Council and after discussion of the health and safety implications, it was proposed by Cllr H Brazier and seconded by Cllr Slaughter that all 12 noticeboards would be removed this was unanimously RESOLVED . The Clerk was instructed to install one noticeboard on the Common nearest the post office and bus shelter. Two other notice boards to be ordered and placed in storage for Hill End Ward and Highfield Ward. All works including removal, purchase of three boards and installation of one board would be required to be include in the £4000 budget allocated to this item.
20/109	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police & Crime Report and/or Police Liaison representatives Due to operational pressures in the District no report available b) Highfield Park Trust



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	Wassailing a great success and the first event of the new decade. A request to light the beacon was rejected due to the nature of the celebration suggested. HPT wish to maintain a neutral and non-political stance. c) Tyttenhanger Quarry No report d) Twinning Association AGM held recently and a volunteer from Councillors is still required.
20/110	PARISH ADMINISTRATION CLERK REPORT a) The Council noted items in the Clerk report. b) Council received papers regarding participation in the LGPS insurance scheme to protect against pension commitments for long term sickness. Proposal was made by Cllr Solts and seconded by Cllr Cook, to accept the quote and £1,000 premium unanimously RESOLVED by all present. Cllr Solts asked if a check could be made on whether a discount was available for a long-term agreement. Council noted the papers regarding continuation in the Parish and Town Council pooling arrangement it was discussed and proposed by Cllr Mulroney and seconded by Cllr Solts to remain in the arrangement and this was RESOLVED unanimously by all those present. c) The request for use of Parish Council owned field at rear of Charles Morris Hall for firework event 7 November 2020 was discussed and a decision in principle was agreed. The event would be pending until full paperwork as presented last year was received. d) The request for use of Parish Council owned Colney Heath Recreation Ground and pavilion for Soundtruck event 20 June 2020 would only be agreed in principle if a request was received from the leaseholder as advised last year. e) A request for meeting to discuss Colney Heath Pavilion lease expiring in March 2021 was discussed. It was recommended a consultant be considered to carry out the initial meeting and to review/update the current lease. The Clerk was instructed to get quotes for this work. f) VE Day 2020 The Council were asked to consider if any events will be organised and taking place in the Parish or whether grants could be advertised and allocated specifically, for VE Day celebrations. It was agreed that the grant allocations would reflect this event and that the Council would welcome VE Day event grants. Chairman closed the meeting at 9.28pm

L Chaplin - Clerk to the Council
Drafted 28/01/2020

Signed by Vice-Chairman
Cllr K Slaughter
20th February 2020