



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 20 FEBRUARY 2020, 7.30pm COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL, AL4 0NS

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Highfield Ward) Cllr J Mulroney (Colney Heath Ward)	Cllr K Slaughter, Chair (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor John Hale 23 members of the public (<i>includes arrivals at 7.33pm, 7.37pm, 8.05pm</i>)	

20/113	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr C Brazier who was attending a District Council event and these were accepted. There were two noted public recordings plus the Chair Cllr Slaughter was also recording. Cllr Cook gave an executive summary of the Boundary Commission consultation (Item 122b) and referred to posters in and around the room. The lengthy report would be covered later in full in the agenda. <i>7.33pm Member of the public entered meeting</i> <i>7.37pm Member of the public entered meeting</i>
20/114	DECLARATIONS OF INTEREST a) None received or noted – some will be raised later in agenda b) None received or noted c) None received or noted
20/115	QUESTIONS FROM THE PUBLIC <i>7.37pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.</i> There was a public statement made with regard to planning application 5/2019/3188. Council thanked the resident and will carefully consider the application later in the agenda. The resident will send her full statement to the Clerk so it can be used if needed in the planning comments.
20/116	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Hale updated the meeting on: • Coursers Road works suspended from last weekend taking place tonight and should conclude tomorrow at 6am but is dependent on progress. • A414 vegetation works continuing with notification that at the moment the schedule is for 16-27 March for junction with High St and A414 to be closed during 9.30 - 4pm. There will be a long diversion. This is subject to further amendment to fit in with the weather. • The footpath on the north side of the A414 at Smallford is now scheduled to be fixed. • Meeting with Smallford Residents Association and MP Daisy Cooper to discuss Ellenbrook Quarry. No date for Development Control, unlikely to be March. • Accident outside Nicholas Breakspear School in Colney Heath Lane, meeting with Headteacher to discuss increased provision. • Aware of trees down in District, provision is to prioritise works.



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	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. Cllr Gordon was thanked for her continual work trying to sort the complaints and comments on the tree works in the Highfield area. <i>7.49pm Standing Orders were resumed.</i>
20/117	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 16 January 2020 – no amendments for accuracy were made. Clerk was congratulated on the quality of the Minutes in a very challenging meeting. 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 Mulroney. The minutes were signed by the Chairman Cllr Slaughter.
20/118	ROESTOCK HUT A paper with the proposal and associated paper was noted by Council. Cllr Solts wished to thank all those involved for a useful meeting and that he felt the Council and Scouts were in a better place. It was also excellent to note that there were funds available from the Scouts to maintain the building. Cllr Cook referred to LG Act 1972 s123 quoting the achievement of best value when letting public assets. Cllr Slaughter said she thought it important that the Council pay and carry out the building survey. Cllr Cook proposed and Cllr Solts seconded a proposal that the Clerk be instructed to obtain 3 quotes and attempt to quickly return this to Council for the next meeting. The Council wished to express thanks to David Barker and the Clerk for their work on getting the joint statement agreed and issued. ACTION: Clerk
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/119	FINANCE a) The invoices for BACS Payments for payment 27th February 2020 were noted and signed by Cllr Solts and Cllr Mulroney. There was one question regarding the attendee on the course at payment 227 which confirmed to be the Clerk/RFO. The payments were approved in the amount of £17,499.06 proposed by Cllr Cook and Cllr Barnes. The payment run was unanimously RESOLVED by all present. The bank reconciliations were checked and signed by Cllr Mulroney. b) Council noted and agreed all the recommendations of the Finance Committee as noted in the circulated minutes. • Potential sale of Gloucester Park – the Council unanimously RESOLVED with the recommendation of the Committee and instructed the Clerk to prepare a sale report for Gloucester Park for the April or May 2020 meeting. • Village Hall Parish Office Council agreed with the proposed recommendation and unanimously RESOLVED that the Clerk be instructed to inform CHVHC the previous offer is withdrawn and return to an agreement of a peppercorn rent, payable if demanded whilst requesting evidence of the 30% agreement on utilities. It was further recommended that until such time as the evidence was produced the Council would offer to pay of 10% of the utility costs. • Football Club Council noted the report regarding the consultant be employed to negotiate the lease between the CHFC and CHPC subject to the receipt of the outline proposal by the CHFC. The budget for this was set at £2,000 with the RFO to return to Council with regular updates on progress and also if the budget were to be exceeded. It was RESOLVED to proceed with the lease negotiation



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	proposed by Cllr Solts seconded by Cllr Barnes and all in favour with two abstentions for reasons of conflict of interest. It was reconfirmed that all other Finance Committee recommendations were RESOLVED unanimously by Full Council. 8.05pm Member of public entered the meeting
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Payments Approved for BACS – Thursday 27th January 2020

Ref. No	Payment To	£ inc. VAT
214-219	Staff salaries and associated payments noted below paid on Friday 31 st January 2020	7054.24
220	CHVHC – Hire of Community Room – Neighbourhood Plan Mtgs	67.50
221	G Stayton – Cleaning of Bus Shelters Dec,	405.00
222	Debenhams Ottaway Solicitors – 2 invoices	4,306.80
223	Highfield Park Trust – Electricity & Room Hire – January 2020	147.48
224	TBS Hygiene – Dog Waste Collection – November and December	610.80
225	CP Associates – HR & Recruitment January 2020	479.50
226	Herts Full Stop – Stationery	230.99
227	SLCC – 2 day Practitioners Conference Clerk/RFO	339.00
DD	BT Mobile Rental	24.00
DD	Bank Charges	14.20
DD	Jola – Broadband & Line Rental January 2020	60.18
DD	9 Group – IP Service Nov, Dec and Jan 2020	248.31

Staff Salaries January 2020 (BACS)

Clerk/RFO	£7054.24
Finance Officer	
Assistant to the Clerk	
Common Ranger	
HMRC Payment – Month 10	
LGPS Pension Contributions – Month 10	

CHPC Income

Date	Received from	Amount
27/01/20	Salvation Army – Clothing Bank	6.30
05/02/20	Colney Heath Football Club – Rent	500.00

20/120	AUDIT Council noted the Omega system closedown will be on Friday 17th April 2020. The accounts system will be out of use from Friday 27th March and reopen on Monday 20th April 2020. Council also noted that the end of year internal audit was booked for Friday 24th April 2020 by Shared Internal Audit Systems of HCC.
20/121	GOVERNANCE a) Grant application policy. The policy, application form and dates were presented and accepted by Council. It was unanimously RESOLVED to adopt unchanged and approve the timetable. The Clerk confirmed the website would be updated and the applications information would be available on the homepage, with a sentence included about VE day grant applications welcomed. b) Soundtruck Council received the paperwork sent by Soundtruck Committee. It was unanimously RESOLVED the event should proceed in principle, this would be subject to the production of paperwork requested to be received prior to the event including DBS checks for volunteers, food hygiene certificates and food



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journey forms. The Clerk was instructed to prepare a list in line with St Albans District Council events and sent to Soundtruck.

Soundtruck Committee should be thanked for sending the paperwork all in one go this year, this was helpful to the Council.

- c) **Grass cutting Contract Review** Council noted receipt of the recommendations and minutes of the recent meeting of Councillors H Brazier, Slaughter and Mulroney as directed by the Finance Committee. Meeting held Sunday 2nd February to discuss the grass cutting contract. Specific recommendations were discussed:

- **The Leylandii trees** were discussed and the Clerk was requested to put the insurance company on notice with regards possible claim from an adjoining property. Quotes would be sought to remove the trees and bring to next Council meeting for further instruction.
- **The Smallford Park and Dog Walk** previously discussed with Hertfordshire County Council with a view to Harvesters FC and St Albans Rugby Club taking over the use of the land with immediate effect. The Clerk would cease grass cutting and come back to Council with any lease or legal issues raised and needing Council approval.
- **Community Park**, it was recommended that grass cutting cease in this area and that as the lease has ended liability was handed back to HCC. Proposed by Cllr Cook and seconded by Cllr Solts. The Council considered this to be a valuable community asset and HCC should be notified of this change. The Clerk suggested that St Mark's Church be notified.
- **Cutting at the Common** was discussed and the requirement of a cutting length of 3" was removed with only the requested cuts be carried out.

Proposed by Cllr Mulroney and seconded by Cllr Barnes - it was unanimously **RESOLVED** to give delegated authority to the Clerk to amend the contract as discussed and issue the grass cutting contract for March 2020.

- d) **Adverse Possession Claim offer of meeting** – After discussion it was proposed by Cllr Cook and seconded by Cllr Mulroney that the Proper Officer and Consultant employed to carry out the lease negotiation be asked to meet with those wishing to discuss this matter on a without prejudice basis and bring any meeting notes and offer/mediation information before Council. This was **RESOLVED** with two abstentions for conflicts of interest. The Council hoped that this matter could be brought to a satisfactory conclusion.

ACTION: Clerk

20/122

PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Chair on behalf of Council reiterated it is not the Planning Authority, merely a consultee.

- a) The following applications were discussed, and it was **RESOLVED** that no comment be made on the following applications 5/2020/0031, 5/2020/0107, 5/2020/0123, 5/2020/0239, 5/2020/0240 and 5/2019/3240.

The following applications will all receive an objection from the Council comments are not noted in full in these minutes but can be viewed under each planning application on the St Albans District Council website:

- **5/2020/0032 Newfield Way** Objection to include compliance with green belt policy, impact on street scene, if minded to grant then vegetation should be within curtilage of property.



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	• 5/2020/0006 Hall Gardens Objection to include doesn't comply with permitted development rules, green belt policy and is concerning that this is a post development application. • 5/2019/3188 Earth Bund, Lyon Way Clerk delegated to object to include misleading on location, public pathway issues, no exceptional circumstances. • 5/2019/2739 Starlight Way Objection to include street scene and loss of amenity land. Councillors would site visit and include further comments. Delegated authority was given to the Clerk to raise the objections with advice to be sought on certain applications from NPSG Project Officer and Cllr Cook. • 5/2019/3240 Radio Nurseries There is significant history in previous comments from Council with regards this application. Delegated responsibility was given to the Clerk to liaise with the NPSG for comments to be in line with previous comments after looking in detail at this application. • 5/2019/2580 Glinwell nurseries. The appeal application letter was issued in hard copy to all members. The contents were noted. 8.43pm Three members of public left meeting 8.45pm Two member of public returned to meeting b) St Albans' Boundary Commission Electoral Review February 2020 Cllr Cook tabled a summary paper of how the revised proposals, in the difficult and lengthy document, would affect the local District Council Wards and the revised warding arrangements for the Parish. Members noted the paper and accepted the overall comments and strategy in principle. Delegated authority unanimously RESOLVED to be given to Cllr Cook to prepare the draft response and to approach the Clerk at Sandrige PC, Cllr Hale, to engage with the Boundary Commission and seek the advice of the NPSG Project Officer with a formal draft to Council for the March meeting. Cllr Cook was thanked for his work on explaining this document and offering to draft the response. 8.54pm Cllr Hale and member of public left the meeting
20/123	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police & Crime Report and/or Police Liaison representatives No report presented b) Highfield Park Trust Cllr Barnes reported no major damage from storm. Hoping to restore a local play area and move some other unused equipment to the area. Looking for CHPC to support with a grant. c) Tyttenhanger Quarry - No report d) Twinning Association - No report
20/124	HUMAN RESOURCES COMMITTEE Deferred to closed session due to the confidential nature of the minutes
20/125	PARISH ADMINISTRATION
	CLERK REPORT a) The Council noted items given verbally by the Clerk and included: • FOI requests continue to come in, the Council were glad to hear that advice on the regularity of certain requesters had been formally noted by the ICO Office. • The tree works continue to cause issues in all areas of the Parish. Thanks to County Councillor Gordon for getting notification of work to be carried out. • Clerk is at Practitioners Conference for two days next week. Office remains open every morning and cover would be in place between 10am – 12.30pm.



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- Office will remain open over the Easter holidays and will only close on Good Friday and Easter Monday.
 - Next agenda closes 6th March 2020 with the meeting to be held in Highfield Park on 19th March 2020.
- Chairman closed the meeting at 9.04pm

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING THURSDAY 20 FEBRUARY 2020, 9.10pm (Private Session)

Members in attendance

Cllr K Barnes (Highfield Ward)
Cllr H Brazier (Hill End Ward)
Cllr P Cook (Highfield Ward)
Cllr J Mulroney (Colney Heath Ward)

Cllr K Slaughter, Chair (Colney Heath Ward)
Cllr R Solts (Highfield Ward)
Clerk of the Council, Ms. L. Chaplin

CLOSED SESSION commenced 9.10pm

20/126

1. HR Committee

- The minutes of the HR Committee meeting were discussed, and it was unanimously **RESOLVED** to accept all recommendations as noted.
- The Clerk appraisal extension was noted
- Contact details for volunteers included emergency contact details were required to be held by the office
- Concerns on behaviour by those in the public gallery was discussed and noted.

Meeting closed at 9.24pm

L Chaplin
Clerk to the Council
Drafted 24/02/2020

Signed by Chair of Council
Cllr C Brazier
19th March 2020