



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

7th May 2020

To Members of the Parish Council,

Councillors, Kevin Barnes, Chris Brazier, Hilary Brazier, Peter Cook, Louise Jones, Judy Mulroney, Kate Slaughter, Russell Solts & Natalie West.

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held virtually via Zoom on **Thursday 14th May 2020 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise RESOLVE to enter private session where members of the public & press are excluded.

The public can join the meeting using the following link:

<https://us02web.zoom.us/j/83332320462?pwd=SmJDTyt2ZDhNVdDc3eHhNOVJ5NEZHUT09>

Meeting ID – **833-3232-0462**

Password - **414382**

**PLEASE BE AWARE
THE MEETING WILL BE RECORDED
AND MAY BE LIVESTREAMED**

Lisa Chaplin LCGI (Hons) CPFA CiLCA
Clerk to Colney Heath Parish Council

*CHPC operates under General Power of Competence
since adopted 16 May 2019 ref: 19/20-11*

AGENDA

- 20/21-01 CHAIRMAN**
To elect a Chairman for the Council year 2020/21
- 20/21-02 VICE CHAIRMAN**
To elect a Vice-Chairman for the Council year 2020/21
- 20/21-03 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence
- 20/21-04 DECLARATIONS OF INTEREST**
a) To receive declarations of interest from members regarding this agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 20/21-05 QUESTIONS FROM THE PUBLIC**
Members of the public may make representation, ask questions or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes.



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20/21-06

REPORTS FROM COUNTY & DISTRICT COUNCILLORS

To note reports received or verbal reports with the permission of the Chair:

- a) County Councillors
- b) District Councillors

20/21-07

APPOINT LEAD MEMBER TO COMMITTEES & OUTSIDE BODIES

- a) To appoint members to each of the following and adopt the Terms of Reference for 20/21

1. HR Committee
2. Finance Committee
3. Environment Committee

- b) To appoint members to be a liaison or a reporting member of the following outside bodies

1. Highfield Park Trust
2. Neighbourhood Plan Steering Group
3. Police Liaison Group
4. Tyttenhanger Quarry Liaison Group

20/21-08

COUNCIL DOCUMENTATION

To review, amend and adopt the following 2020/21 governance documents

- a) Standing Orders
- b) Financial Regulations to include consideration and adoption of the arrangements regarding payments of CHPC salaries for financial year 2020/21 as quoted in section 6.6, page 10 of CHPC Financial Regulations
- c) Code of Conduct
- d) Health & Safety Policy Statement
- e) Scheme of Delegation

20/21-09

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

To accept and sign the minutes of the Full Meeting of the Parish Council held on Thursday 19 March 2020

20/21-10

MEETING ARRANGEMENTS, COUNCILLOR VACANCIES AND ELECTIONS

- a) To consider the impact of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panel Meetings)(England and Wales) Regulations 2020 with respect meeting arrangements, Councillor vacancies and elections
- b) To review and accept the meeting dates for 2020/21

FINANCE, AUDIT & GOVERNANCE

20/21-11 FINANCE

- a) To approve any additions or changes to the bank signatories for 2020/21 for all accounts
- b) To retrospectively approve and sign the end of year payments and invoices paid 31st March & 29th April 2020
- c) To consider the draft payments noted for Month 2 – BACS date 29/05/20



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20/21-12 **AUDIT**

To receive and note the draft Annual Governance Statement and Accounting Records for 2019/20 and to note the ongoing electronic internal audit 2019/20 and amended deadlines for PKF Littlejohn LLP external audit

20/21-13 **PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS.**

a) The Council have received and will discuss the following applications and appeals:

PL/0138/20	Tyttenhanger Quarry, AL4 0RY
ACP 2015-15	Denham Airport Consultation
5/2019/3022	Smallford Works, AL4 0SA
5/2020/0888	Jove Gardens, ALE 0LP
5/2020/0903	Hill End Farm, AL4 0RN
5/2020/0907	Hill End Farm, AL4 0RN
5/2020/0882	Firwood Avenue, AL4 0TE
5/2020/0901	Firwood Avenue, AL4 0TE
5/2020/0599	Wilkins Green Terrace, AL4 0HQ

b) Council to note applications responded to under delegated authority between the period 19 March 2020 and 7 May 2020

c) Local Plans' update

- St Albans – to note Inspectors Post Hearings Letter 14/4/2020
- To receive an update from Neighbourhood Plan Project Officer

20/21-14 **PARISH ADMINISTRATION**

To note the report from the Clerk and including the following items

a) **Update on Roestock Hut**

b) **Issues at Roestock Park**

Council to note issue and decide on action of required

c) **Voluntary Registration of Council title of Colney Heath Common**

d) **Colney Heath Football Club rent holiday and lease review**

Council to review decision made under delegated authority and note date for feedback on lease matters

e) **Tyttenhanger Bus Shelter**

Council to discuss works to shelter and agree to proceed/other action

f) **Footpaths 64, 65 & 66 Bridges**

Council to assign budget and approve to proceed with urgent works

g) **HR Matters**

Council to agree to agree delegated authority for salary review in recognition of qualification

20/21-15

If the Council resolve 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.