



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 19 MARCH 2020, 7.30pm HIGHFIELD PARK VISITOR CENTRE, HILL END LANE, AL4 0RA

Members in attendance	
Cllr C Brazier (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) Clerk of the Council, Ms. L. Chaplin
Other attendees	
1 member of the public and the Neighbourhood Plan Project Officer (voluntary)	

20/127	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr K Barnes and Cllr R Solts. Apologies were noted and accepted. Cllr C Brazier raised matters related to him by a member of the public with regards a bus shelter, and matters relating to Charles Morris Hall. These items were noted.
20/128	DECLARATIONS OF INTEREST a) None received or noted – it was noted that should these become apparent that they would be raised at the appropriate time in the agenda b) None received or noted c) None received or noted
20/129	QUESTIONS FROM THE PUBLIC 7.31pm <i>Standing Orders were suspended so members of the public could ask questions/make statements to the Council.</i> There were no public questions.
20/130	REPORTS FROM COUNTY & DISTRICT COUNCILLORS a) County Councillor Hale had sent an email report which was summarised and would be circulated to Councillors. b) County Councillor Gordon Apologies noted c) District Councillor Brazier Noted that all District Council meetings had been cancelled 7.35pm <i>Standing Orders were resumed.</i>
20/131	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 20 February 2020 – 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 Slaughter and seconded by Cllr H Brazier. The minutes were signed by the Chairman Cllr C Brazier.
20/132	BUSINESS CONTINUITY PLAN High Consequence Diseases Council received a tabled paper focusing on COVID 19. The document and challenges facing the Parish were discussed. Councillors adopted the document and agreed that, notwithstanding the existing delegated authority set out in Standing Orders, Financial Regulations and the Scheme of Delegation the Clerk is further empowered to continue to run the services of the Council. Decisions made would be documented and advice sought where necessary. The Clerk agreed to update Councillors by email no less than monthly on any decisions made. This was proposed by Cllr Mulroney and seconded by Cllr C Brazier and unanimously RESOLVED by all those present. It was further agreed that all face to face and public meetings were suspended in April and May 2020 and the office would be closed to the public. As this was a fast-



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	moving situation the Clerk would need to make certain decisions regarding staff matters and services when required.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/133	FINANCE a) BACS Payments The invoices for BACS Payments for payment 26th March 2020 were noted and signed by Cllr Cook and Cllr Mulroney. The payments were approved in the £9277.02 proposed by Cllr Slaughter and seconded by Cllr H Brazier. The payment run was unanimously RESOLVED by all present. The bank reconciliations were checked and signed by Cllr Cook. b) End of year 19/20 Delegated authority to the RFO to authorise payments for year-end would now be covered by the resolution passed in 20/132. c) Play in Parks Permission for the use of Roestock Park to 1Life SADC was confirmed subject to UK Government advice at that time, this would be the same for any future events including those already previously given permission. d) Storage Item deferred until correspondence received e) Tyttenhanger Trees Options for phased work discussed and Council requested the cheapest quote be used for phase 1 works.

Payments Approved for BACS – Thursday 26th March 2020

Ref. No	Payment To	£ inc. VAT
228-233	Staff salaries and associated payments noted below paid on Friday 28 th February 2020	7,127.93
234	Vision ICT – Hosted email accounts Cllrs.gov.uk	129.60
235	CP Associates – Consultancy February 2020	434.50
236	SLCC – Staff training ILCA	118.80
237	Herts Full Stop – New staff pedestal/equipment	181.12
238	Highfield Park Trust – Electricity & Room Hire – February 2020	83.62
239	TBS Hygiene – Litter and Dog Waste Collections	488.24
240	Net Nerd – Unlimited Hosting of website	59.99
241	Common Ranger – Expenses June 2019-Mar 2020	119.87
242	Clerk – Expenses February 2020	13.65
243	G Stayton – Cleaning of Bus Shelters March	135.00
244	Viking – Bottled water refills	52.16
245	E-on Recreation Electricity Jan-Mar 2020	66.62
DD	BT Mobile Rental	24.00
DD	Bank Charges	10.60
DD	Jola – Broadband & Line Rental March 2020	60.18
DD	9 Group – IP Service to end March 2020	108.83
DD	Open Spaces Membership	45.00
DD	Herts & Middlesex Membership	40.00

Staff Salaries February 2020 (BACS)

Clerk/RFO	£7, 127.93
Finance Officer	
Assistant to the Clerk	
Common Ranger	
HMRC Payment – Month 11	
LGPS Pension Contributions – Month 11	



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CHPC Income		
Date	Received from	Amount
26/02/20	Salvation Army – Clothing Bank	13.38
05/03/20	Colney Heath Football Club – Rent	500.00
06/03/20	Oaklands College – donation to part fund new bus shelter	1000.00
24/03/20	Salvation Army – Clothing Bank	11.95
30/03/20	Cash deposit for Community Bus Fares	126.00

20/134	ROESTOCK HUT The Clerk confirmed that after two rounds of requesting quotes with six companies approached only one quote had been submitted of £1500. Council discussed and noted that access to the building would be restricted. It further noted the building had no hot water in the toilets and is not available for public use during the current COVID-19 restrictions. The type of survey was agreed and a budget of £1500 was set for the works. Acceptance of the quote was proposed by Cllr H Brazier and seconded by Cllr C Brazier and unanimously RESOLVED by all those present. ACTION: Clerk
20/135	CO-OPTION OF PARISH COUNCILLORS FOR COLNEY HEATH WARD A report giving background on the two applicants for vacancies in Colney Heath Ward was noted by Council. The Clerk confirmed that all requirements had been met. It was unanimously RESOLVED by all present that Natalie West and Louise Jones be co-opted to serve as Parish Councillors for Colney Heath Ward. The necessary paperwork would be signed and lodged with St Albans District Council and email accounts set up as soon as possible. ACTION: Clerk
20/136	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Chair on behalf of Council reiterated it is not the Planning Authority, merely a consultee.</u> a) The following applications were discussed, and it was RESOLVED that no comment be made on the following applications 5/2020/3259, 5/2020/0307, 5/2020/0391, 5/2020/0413, 5/2020/0363 and 5/2020/0459, 5/2020/0348, 5/2020/0493, 6/2020/0350VAR. 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: • 5/2020/0357 Hatfield Aerodrome, Quarry application Cllr Cook had spoken at St Albans Council Planning Referrals Committee asking members to support his proposal that, due to the additional information in respect of the bromate plume, the Council should object to the application. He reported the Committee agreed to object and highlighted the contribution from District Cllr Gardner. Cllr Cook will draft the objection working to submit this with the Clerk. • 5/2020/0355 Nuckies Farm Objection to be repeated the same as the previous comments made by Council on the same/similar application. b) Local Government Boundary Commission Electoral Review Cllr Cook attended and spoke at both Sandridge and London Colney Parish Council meetings, The matter was further raised at St Albans Cabinet earlier asking the Council to seek an extension to the consultation period and note Parishes' concerns to the proposals as they do not achieve electoral equality, community identity, or effective and convenient local government. Sandridge



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	and Colney Heath villages are both distinct from the urban area of St Albans and are geographically separate. They should both be single member District Wards as access between them, is not straightforward. Cllr Cook will continue to draft the formal response from the Council on these proposals working to submit this with the Clerk. c) South Central Hertfordshire Growth Transport Consultation Council considered and approved the draft response. This was approved to be submitted proposed by Cllr Cook and seconded by Cllr C Brazier unanimously RESOLVED by all present. Thanks, were passed to Mike Rawlins, NPSG (Voluntary) Project Officer for his significant work on this. d) Mike Rawlins, NPSG (Voluntary) Project Officer gave an update on Local Plans in St Albans District, Welwyn Hatfield and Hertsmere.
20/137	ADVERSE POSSESSION CLAIM – OLD AIR RAID SHELTER Council discussed the meeting held with Colney Heath Football Club on 16th March and noted the correspondence received from the Land Registry. The Clerk was delegated to carry out the agreed action herewith. A legal letter would be required to confirm agreements made between the two parties.
20/138	ENVIRONMENT WORKING PARTY RECOMMENDATIONS Council considered matters discussed and reported as recommendations of the working party meeting held 13th March 2020 • The Clerk was instructed to produce a draft Climate Emergency Action Plan • The removal of the flytipping at Warrens Farm Track was agreed at a cost of £660. The Clerk was asked to arrange quotes to potentially install a gate at this location • It was agreed that for financial year 2020/21 an approved contractors list would be operational. • Council agreed with the recommendation that noticeboards be installed at Hill End at Firwood Avenue and also near the Spar at Highfield. • Removal of recycling bins in CH village were noted. • It was proposed by Cllr H Brazier and seconded by Cllr Slaughter that a budget of £1800 be assigned for new waste bins as noted which would be installed and include both litter and dog waste in line with the new SADC collection procedures, unanimously RESOLVED by all present. • It was unanimously RESOLVED by all present that no works be carried out at this time on Gloucester Park, with the exception of grass cutting. Issues with the lights were noted but to avoid unnecessary light pollution this work should be placed on hold for the time being until more climate friendly alternatives could be researched and considered. • Council noted the increase in costs of clearing the hawthorn from CH Common and accepted the recommendation to continue with the works on the understanding that, as confirmed by the RFO, budget remained for the increase. The costs of the works being £4700 as proposed by Cllr H Brazier and seconded by Cllr C Brazier was unanimously RESOLVED by all present. • It was considered inappropriate to remove or replace the bus shelter without consulting the public in the area. A consultation of the public would be considered prior to any decision on the CH High Street bus shelter. The bus shelter at CMH was again discussed and issues with obtaining quotes were discussed.



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	The recommendation of the working party to reinstate the Environment Committee was proposed by Cllr Mulroney and seconded by Cllr H Brazier unanimously RESOLVED by all present.
20/139	REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES a) Police & Crime Report and/or Police Liaison representatives Cllr C Brazier advised that the police requested to be informed of all 'good Samaritan' groups assisting residents locally as there were a number of scams. b) Highfield Park Trust No report c) Tyttenhanger Quarry No report d) Twinning Association No report
20/140	PARISH ADMINISTRATION
	CLERK REPORT a) The Council noted the Clerk report. The Clerk also raised the newly formed Colney Heath Community Support Group, requesting the Council consider an Emergency Crisis Grant which could be used to support vulnerable residents in need. An amount of £1,000 was proposed by Cllr Cook, seconded by Cllr H Brazier and unanimously RESOLVED by all present. b) HR Matters – due to the confidential nature of the matters to be discussed this would be raised in a closed session. <i>Chairman closed the meeting at 8.50pm</i>

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING HIGHFIELD PARK VISITOR CENTRE, HILL END LANE, AL4 0RA THURSDAY 19 MARCH 2020, 8.51pm (Private Session)

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

CLOSED SESSION commenced 8.51pm	
20/140	1. HR Matters The successful completion of a member of staff probation period was agreed and confirmed by those present. The Clerk would confirm the successful probation formally by letter. <i>Chairman closed meeting at 8.53pm</i>

L Chaplin
Clerk to the Council
Drafted 31/03/2020

Signed by Chairman of Council
Councillor Peter Cook

Approved by Full Council 14 May 2020 wet signature delayed due to COVID-19 restrictions
29/07/2020

[Handwritten signature: Peter Cook]

[Handwritten signature: L. Chaplin]