



**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](mailto:clerk@colneyheathparishcouncil.gov.uk)

**MINUTES OF THE COLNEY HEATH PARISH COUNCIL  
 FINANCE & GOVERNANCE COMMITTEE MEETING  
 HELD VIRTUALLY  
 THURSDAY 3 DECEMBER, 7.45pm**

<b>Members in attendance</b>	
Cllr K Barnes Cllr H Brazier Cllr P Cook Cllr J Mulroney	Cllr K Slaughter Cllr R Solts (Chairman) Cllr N West Clerk of the Council, Ms. L. Chaplin
Due to the nature of the virtual meetings, it is noted that members of the public may join and leave without notice so only Councillors leaving and joining the meeting will be documented.	
<b>Other attendees</b> 7 members of the public.	

<b>FG-36</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> No apologies required all members present.
<b>FG-37</b>	<b>DECLARATIONS OF INTEREST</b> a) Confirmed that these all remained correct. b) None received or noted - should these become apparent that they would be raised at the appropriate time in the agenda
<b>FG-38</b>	<b>QUESTIONS FROM THE PUBLIC</b> <i>7.50pm Standing Orders were suspended so members of the public could ask questions/make statements to the Committee.</i>  Resident wished to confirm that correspondence sent to the Clerk was circulated to the Council. It was confirmed that the item was on the agenda and the correspondence was circulated to all councillors in preparation for this meeting.  <i>7.55pm Standing Orders were resumed</i>
<b>FG-39</b>	<b>MINUTES OF THE PREVIOUS FINANCE COMMITTEE</b> The minutes of the meeting held 5 November 2020 were noted as being presented to Full Council as Item 64d 22 October 2020 and recommendations were accepted. The minutes were accepted by the Committee as a true and accurate record this was unanimously <b>RESOLVED</b> by a show of hands.
<b>FG-40</b>	<b>LEGAL MATTERS</b> To receive verbal or written update as appropriate on: <b>a) ROESTOCK HUT</b> Correspondence was noted. It was clarified that the Scout representative spoke when standing orders were suspended as confirmed in the minutes between 8.14pm-8.33pm confirming that no decision was made or any arrangements were confirmed during this time. It was noted the correspondence stated a confirmed approach of urgent, important, and nice to have repairs was agreed by Committee (Reference 2e) The Committee noted this was not the case as no council agreements could be made at that time of suspended standing orders.



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The Committee reconfirmed their concerns regarding the serious financial implications of acceptance of this type of agreement to proceed with works and a lease on this basis. It was confirmed that the Scout group wanted a 20-year lease for £125 per annum and that they had raised £10,000 towards the costs of refurbishments. It was duly proposed and seconded and **RESOLVED** to enter into more detailed negotiations with the Scout group.

A draft heads of terms would be drawn up and sent out to all councillors who are members of this committee for comment. It was noted that comments would then need to be sought from the Scout group along with financial details and confirmation of funds.

It was duly proposed, seconded, and **RESOLVED** that the Clerk be instructed to take over the utility bills immediately.

### b) COLNEY HEATH RECREATION GROUND & PAVILION

Report received on lease arrangements, due to conflict of interests there was not a quorum to discuss in this Committee.

It was confirmed that the report would be discussed in Full Council 17 December 2020 to include a plan of the area.

### c) ADVERSE LAND POSSESSION CLAIM (OAS)

Working party have reviewed the document for the solicitors to discuss and share with their clients.

### d) VILLAGE HALL PARISH OFFICE

Correspondence was noted. Clerk has already been instructed to proceed with court proceedings. It was duly proposed, seconded, and **RESOLVED** with one abstention to continue with action as resolved by Council. Five invoices are available should Committee wish to share them in the amount of £2112.00, Committee duly proposed, seconded, and **RESOLVED** for the information to be shared on this occasion only.

### e) HIGHFIELD PARK PARISH OFFICE

Contract ends 31 July 2021. The office was not considered ideal but manageable and considering the potential Boundary Commission proposed changes a break clause would be sensible once there was clarity on the timing of a possible governance review by the District Council. The Clerk was instructed to commence negotiation on renewal and bring renewal terms back to Full Council.

### f) LAND – EXPRESSIONS OF INTEREST

Paper regarding one expression of interest circulated for Gloucester Fields and a further proposal received this week for Horseshoe Field. It was duly proposed seconded and unanimously **RESOLVED** that expressions of interest be sought with a deadline of February 2021 dependant on newspaper advert and circulation over Christmas and New Year.

### g) CHARLES MORRIS HALL LAND STRIP AND OTHER MATTERS

Correspondence received was noted. The recent request for purchase had been withdrawn. It was noted there was several matters to deal with and this would need some research and to be brought to a future meeting. Deferred to later in 2021.

### h) PARISH LAND AND ASSET REGISTRATION

Registration is being delayed by the COVID with a 6-month delay on current land registration. The recreation ground registration progressing slowly. The Common registration will be progressed early next year

### i) FIDELITY CLAIM UPDATE

A meeting will be arranged hopefully before Christmas to discuss.



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<p><b>FG-41</b></p>	<p><b>RFO REPORT</b></p> <p>The RFO gave a verbal report on the following matters:</p> <p><b>a) Approval of card reader and PIN</b>          Committee confirmed that a further card, machine, and PIN be ordered for Cllr H Brazier.</p> <p><b>b) Invoice approval system from January 2021</b>          Invoice approval system tested in November and to be rolled out in December. All councillors now to approve invoices electronically on a rota basis. This month Cllr Mulroney and Cllr Slaughter to approve invoices leaving Cllrs West, Solts and Cook to approve payments with Cllr H Brazier when she has access.</p> <p><b>c) New bank account approval</b>          Challenges remain with the NatWest account so after recommendation by HAPTC and investigation by the Clerk/RFO it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that a new business account be opened with Unity Bank.</p> <p><b>d) Highfield Parish Office internet</b>          The lack of connection was reported to Committee due to at least 2 days a week being lost by part time staff when attempting to work in Highfield Park Office. Not an issue for the Trust but just the Parish Office. More research and potentially a dongle may have to be purchased to allow connection to be stable. Committee noted the challenges.</p>
<p><b>FG-42</b></p>	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p><i>9.28pm Standing Orders were suspended so members of the public could ask questions/make statements to the Committee.</i></p> <p>Resident wished to confirm the date an item would be tabled for Council. The item would be reviewed and when tabled the resident asked, he be informed. The Clerk confirmed they would be notified.</p> <p><i>9.31pm Standing Orders were resumed</i></p> <p>The Chairman thanked all members for their attendance.</p>

**Meeting closed at 9.32pm**

L Chaplin LCGI PSLCC CPFA CiLCA  
 Clerk to the Council  
 Drafted 08/12/2020  
 Approved by Full Council 17/12/2020