



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 HELD VIRTUALLY THURSDAY 25 JUNE 2020, 7pm

Members in attendance

Cllr P Cook (Chairman) (Highfield Ward)	Cllr J Mulroney (Colney Heath Ward)
Cllr K Barnes (Highfield Ward) (from 7.53pm due to work commitments)	Cllr K Slaughter (Colney Heath Ward)
Cllr C Brazier (Highfield Ward)	Cllr R Solts (Highfield Ward)
Cllr H Brazier (Hill End Ward)	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.

Other attendees

Neighbourhood Plan Project Officer (voluntary) & 3 members of the public at commencement of meeting - there were up to 10 members of the public at one point & 7 members of the public remained when the public meeting closed at 7.57pm

20/21-21

APOLOGIES & ANNOUNCEMENTS

Apologies received from Cllr Jones no reason stated and Cllr West for illness. The apologies of County Councillor Hale and County Councillor Gordon were also noted.

Cllr Solts announced that Oaklands College principal had reversed a previous decision and would now contribute 50% towards the second bridge on footpaths 64, 65 & 66. The Council thanked Cllr Solts for his input and asked for thanks to be passed to Oaklands College.

20/21-22

DECLARATIONS OF INTEREST

- Nothing in advance raised with the Clerk. Councillors were offered the opportunity to declare but none were raised at this time. The Chairman asked that should these become apparent that they would be raised at the appropriate time in the agenda
- None received or noted
- None received or noted

20/21-23

QUESTIONS FROM THE PUBLIC

7.03pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council. All attendees were unmuted, and the Chairman asked for any questions.

No questions raised.

7.04pm Standing Orders were resumed.

20/21-24

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

Minutes of 16 June 2020 – The meeting minutes were circulated with papers and the Chairman asked for any comments as to their accuracy, there were none. Therefore, the minutes were duly proposed and seconded and unanimously **RESOLVED** by a show of hands to be a true and accurate reflection of the meeting. The minutes would be signed by the Chairman Cllr Cook. Cllr Solts thanked the Clerk for the quick turnaround of the minutes in the same week as the papers for this meeting were sent was to be commended.



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	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-25	FINANCE a) BACS payment schedule Month 3 The payment schedule circulated with the papers was noted and questions from members on the schedule were asked for from members. The Chairman was reminded that he was required to sign the Clerk expenses but that these had been approved by Cllr Solts and Cllr Mulroney who had inspected the invoices and payments. There were no other questions raised. The following payments were duly proposed and seconded by: <i>Payments 032-037 staff salaries Month 3 Total = £ 6,411.58</i> <i>Payments as listed 038-050 Total £12,767.68</i> Total expenditure for Month 3 of £19,179.26 was unanimously RESOLVED by a show of hands. b) Minutes of the Finance & Governance meeting held 11 June 2020 The circulated minutes of the meeting held on 11 June 2020 were noted. The Chairman requested any comments or questions from the minutes, none were raised. The resolutions were noted and these plus all recommendations within the minutes were duly proposed, seconded, and unanimously RESOLVED by a show of hands. The delegated Environment Committee budget circulated to members was again noted. It was confirmed that the budget had been approved by the Environment Committee on 4 June 2020 and recommended for approval by the Finance & Governance Committee on 11 June 2020 there were no further points raised or questions asked by members. The budget of £48,920 delegated to the Environment Committee for 20/21 was duly proposed, seconded, and unanimously RESOLVED by a show of hands. The ear marked reserves schedule was circulated to members after being amended and recommended by the Finance & Governance Committee on 11 June 2020. There were no further points raised or questions asked by members. The proposed schedule for allocation of the Ear Marked Reserves for 20/21 in the amount of £161,473 was duly proposed, seconded, and unanimously RESOLVED by a show of hands. c) Colney Heath pavilion rent – July 2020 It was noted that preparations and activity were now being carried out by the Club at the recreation ground and pavilion for reopening from July 2020. It was therefore suggested that the suspended rent should recommence from 1 July 2020. Some members seemed unclear on their ability to vote in this matter, the Clerk confirmed that it was a Councillor's decision and responsibility to declare and manage their conflicts and declarations of interest in any matter. Cllr C Brazier declared an interest as a member of the football club and removed himself from the vote. This was duly proposed and seconded and was unanimously RESOLVED by a show of hands of all except for Cllr C Brazier. d) Annual Governance Statement 2019/20 The report circulated was noted by members. The Clerk went through the proposed timetable, confirming that the internal audit was now completed. All paperwork would first be reviewed by a Finance & Governance Committee meeting on 9 June 2020 and then go for sign off by Full Council on 23 July 2020. All external deadlines were expected to be met for 20/21. There were no questions or points raised on this by members.



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Payments Approved for BACS – 30th June 2020

Ref. No	Payment To	£ inc. VAT
017-022	Staff salaries and associated payments for Month 2	6,385.59
032-037	Staff salaries and associated payments for Month 3	6,411.58
038	KG Tree Care Trimming Hedges and pruning	440.00
039	Viking - Wireless Keyboard	27.47
040	Highfield Park - Electricity May 2020	19.74
041	Herts Full stop- Assorted Stationery/Cleaning products & gloves	63.03
042	TBS Hygiene Litter Bin Collection & Dog Waste Collection	626.10
043	ROSPA Play Safety - Annual Inspection	591.00
044	Clerk/RFO Expenses Zoom April/May, Land reg Searchx2 Microsoft	176.14
045	Debenhams Ottaway - Prof. Services Re: The Old Air Raid Shelter	246.60
046	Perfect Ground Solutions- Japanese Knotweed-Common/Horseshoe	168.00
047	Ricky Tyler Landscaping Grass Cutting contract	1,740.00
048	Visionict - Hosted Email Account May 2020 - April 2020	21.60
049	BC Energy - To Supply & Install 2 x Bus Shelters - Deposit	8,125.80
050	CP Associates - HR Consultancy during May	347.05
DD	BT Mobile Rental May/June	112.57
DD	Bank Charges	2.40
DD	Jola	60.18

CHPC Income

Date	Received from	Amount
29/05/20	Reserve Account interest	11.69
23/06/20	L&G Refund for Ill Health Pension Insurance Premium	267.75

20/21-26 PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS

The Council would like to confirm that it is not the Planning Authority, merely a consultee.

a) The following applications were discussed, and it was **RESOLVED** that the Council neither wished to register its support or objection to the following applications 5/2020/1146, 5/2020/1256, 5/2020/2647, 5/2020/0912, 5/2020/1025, 5/2020/1044 and 5/2020/1105.

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

- **5/2020/1169, 5/2020/1170 & 5/2020/1171 Site 1-3 Roehyde, North Orbital Road.** Cllr Solts raised a potential conflict in this matter and removed himself from any vote. After background given by the Chairman it was suggested that an objection should be raised on these applications. The development is wholly in the green belt with no very special circumstances demonstrated and does not comply with planning policy and if minded to grant a 7 year reinstatement plan should be adhered to. It was duly proposed and seconded that delegated authority be given that the objection comment along with historical matters raised to be collated by the Chairman, NPPO would then be submitted by the Clerk for deadline as stated. This was unanimously **RESOLVED** by a show of hands with the exception of Cllr Solts.

b) **PINS Appeal 5/19/2722** circulated was noted.

RAE



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	c) Ellenbrook – County Development Control Committee 22 July 2020 the Chairman advised that the Parish Council working with Smallford Residents Association would be preparing a submission nearer the time. Members were asked for any comments or points on this matter. None raised.
20/21-27	NEIGHBOURHOOD PLAN STEERING GROUP Council noted the papers circulated and Cllr Slaughter raised that she was against this proposal and would like her opinion registered and her vote registered. The Chairman and NPPO gave background on the matter including the need to be open and transparent with the process if this was not carried out there would be a risk of legal challenge in the future. The Neighbourhood plan had to be evidence based. The motion to proceed as stated in the 2-page report was duly proposed and seconded, there was a vote of 5 votes for and 1 against with the recorded vote against being from Cllr Slaughter the matter therefore RESOLVED. There was a further discussion on brownfield sites. The actions noted in the report being the agreement to post documents on the website, the methodology being agreed and a £1000 budget for advertising in the local press was duly proposed and seconded there was a further vote with of 5 votes for and 1 against with the recorded vote against being from Cllr Slaughter the matter is therefore RESOLVED.
20/21-28	HR COMMITTEE The circulated minutes of the meeting held on 11 June 2020 were noted. The Chairman requested any comments or questions from the minutes, none were raised. The Clerk confirmed that due to the staff salaries being noted in the minutes, members could opt to discuss this in more detail in a closed session. Councillors agreed to not go into closed session and agreed to accept all the recommendations of the HR Committee. All recommendations of the HR Committee within the minutes as circulated were duly proposed, seconded, and unanimously RESOLVED by a show of hands.
20/21-29	PARISH ADMINISTRATION CLERK REPORT • Roestock Hut No further update, report will be chased next week if not received. • Reopening Parks ROSPA inspections have been carried out and this year raised minimal issue in all areas. Total expenditure on remedial works is £1,465.77 for 20/21. There are some issues to be aware of including chain wear. Reports will be uploaded to the website for transparency. • Voluntary Registration of Council title of Colney Heath Common A matter that occurred last weekend was noted. A letter before action sent to the person who instructed the works was sent on behalf of the Council by a specialist solicitor. The Clerk has now registered a complaint with the police on action taken on Saturday 20th June 2020 and the matter is now under investigation as criminal damage has occurred. The damage done will be surveyed and the Council have reserved their right to take further action including adding costs to restore the land and also to take out an injunction against the party should any type of work on Common land be attempted again. The matter is now in the hands of a solicitor acting on behalf of the Council at a budget of £1500. • Bus Shelters The new bus shelters were installed over last two days at Hatfield Road and Hill End Lane. The shelter being repaired at Tyttenhanger was noted to have



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	been rotten on one side when being fixed and current costs have moved from £530 to £710. There is scope to replace or repair two more bus shelters so suggestions on these would be welcomed. The Clerk noted a bus shelter on Tollgate Road has been highlighted as requiring the most urgent attention. Councillors and residents are asked to email the Clerk with further suggestions and photographs if appropriate. Cllr C Brazier raised a request to potentially install free standing hand sanitizer stations at parks in the Parish. Quotes would be obtained. ACTION: Clerk <i>7.49pm Standing Orders were suspended for the next item and also so members of the public could ask questions relating to the business that has been discussed.</i>
20/21-30	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors Chairman asked a question on the approach of the current District Council administration to a more even distribution of Gypsy and Traveller sites within the District. District Cllr Brazier advised this was being asked at SADC Cabinet this evening. There was no other report. District Cllr Brazier requested discussion in a closed session of Parish Council. Councillors agreed to this and they would all continue after the Parish Council meeting had closed. b) County Councillors Report circulated from County Councillor Hale who has sent apologies. c) Highfield Park Trust Littering and crime on increase in the park. There was an issue on ingress at Tillage Close which required more information. d) Police Statistics Report Report circulated and noted. Names and contact details for local PC and PCSO's given to Highfield Park Trust and publicised on social media. <i>7.53pm Cllr Barnes joined the meeting.</i>
20/21-31	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> No questions raised. <i>7.56pm Standing Orders were resumed and the public meeting closed at 7.57pm</i>
20/21-32	Councillors agreed to go into private session. The content of the requested private session was in relation to District Council action, therefore members remained to listen to a confidential statement made by District Councillor Brazier. Whilst the information was relevant to the Parish the Clerk did not minute the statement as it was not considered part of the Parish Council meeting.

Meeting closed at 8.02pm

L Chaplin, Clerk to the Council

Drafted 26/06/2020

Colney Heath 23/03/2021

Signed by

Chairman, Councillor Peter Cook

Approved by Full Council 23 July 2020