



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 23 JULY 2020, 7pm

Members in attendance

Cllr P Cook (Chairman) (Highfield Ward)
Cllr K Barnes (Highfield Ward)
Cllr J Mulroney (Colney Heath Ward)

Cllr K Slaughter (Colney Heath Ward)
Cllr R Solts (Highfield 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) & 10 members of the public at commencement of meeting - there were up to 13 members of the public at one point & 11 members of the public remained when meeting closed at 8.45pm

20/21-33

APOLOGIES & ANNOUNCEMENTS

Apologies received from Cllr West attending a course. Apologies from Cllr H Brazier advising she was away and advised of the apologies given on behalf of Cllr C Brazier for the same reason. Cllr Jones advised she had a work commitment. Apologies were noted and accepted. The apologies of County Councillor Hale and County Councillor Gordon were also noted.

20/21-34

DECLARATIONS OF INTEREST

- Nothing in advance raised with the Clerk. Councillors were offered the opportunity to declare but none were raised at this time.
Cllr Solts referred to the recent internal audit report and the point raised on the updating of Cllr register of interests. It was noted that these are the responsibility of each individual the councillor to update and amend and not that of the Parish Council or Parish Clerk. The only responsibility of the Parish Council is to display a copy on the website.
- None received or noted
- None received or noted

20/21-35

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.

There were no questions asked or points raised.

7.04pm Standing Orders were resumed.

20/21-36

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

Minutes of 25 June 2020 – The meeting minutes were circulated with papers and the Chairman asked for any comments as to their accuracy, there were none.
Cllr Cook gave clarification of a point which was noted in the minutes. With reference to item 20/21 – 30 it noted that District Cllr C Brazier advised an item would be discussed in Cabinet. This was not the case as the item was discussed in the Liberal Democrat Cabinet. Members noted the information and asked for an update, which would follow in due course.

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 and posted on the website.



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20/21-37	<u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <u>The Council would like to confirm that it is not the Planning Authority, merely a consultee.</u> 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 5/2020/1427, 5/2020/1435, 5/2020/1417, 5/2020/1466, 5/2020/1311, 5/2020/1332, 5/2020/1458, 5/2020/0358, 5/2020/1247, 5/2020/1287, 5/2020/1342, 5/2020/1355, 5/2020/1288, 5/2020/0250, 5/2020/1518, 6/2020/1445VAR and PL/0161/20. 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: • 5/2020/1262 this application was discussed and it was noted had not demonstrated exceptional circumstances for development within the Green Belt. The Council wished to object to the application on this basis, this was duly proposed and seconded by members and unanimously RESOLVED by a show of hands. b) Verbal updates or reports on the following: • Local Plans Cllr Cook gave an update on the recent St Albans Council decision not to allocate Rail Freight for housing and a debate in the House of Commons on 01 September. . • PPC & Planning Referrals Minutes from both when received would be circulated. • Ellenbrook Trust and minerals application The meeting being held to discuss was now put back until September 2020 • Parish Council Neighbourhood Plan consultations The Council response to the Sandridge Parish Council Neighbourhood Plan consultation was unanimously RESOLVED by a show of hands to be delegated to the CH Neighbourhood Plan Steering Group and Project Manager working with the Clerk for submitted response. • Other wider planning matters relevant to this Council A meeting between Hertsmere and the Council would now be a joint meeting with London Colney Parish Council and it was unanimously RESOLVED by a show of hands that NPSG Project Manager would also attend along with the Parish Clerk and Chairman of Council as representatives of Colney Heath Parish Council.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-38	FINANCE a) BACS payment schedule Month 4 The payment schedule circulated with the papers was noted. Members were asked for any questions. Cllr Solts raised the payment of £65.90 for E-on which was confirmed to be a standing charge for lighting at Roestock Park. Cllr Solts asked that the matter of lighting provision be investigated by the Environment Committee to see if these lights could be fixed or the standing charge removed. ACTION: Environment Committee



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A further request was to remove the personal information of the Clerk/RFO it was confirmed that the laptop and monitor were delivered to a home address but that now the invoice details should be redacted. The payments and invoices had been checked, signed, and approved by Cllr Solts and Cllr Mulroney. There were no other questions raised. The following payments were duly proposed and seconded:

Payments 051-056 staff salaries Month 4 Total = £6,603.92

Payments as listed 057-077 Total £11,592.31

Expenditure for Month 4 was unanimously **RESOLVED** by a show of hands.

b) Q1 Budget report

Councillors noted the circulated report and accompanying variance report. Questions were welcomed by the Chairman although none were asked. The next quarterly report would be presented to the October meeting.

c) Minutes of the Finance & Governance meeting held 9 July 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 by members although the Chairman would like to make it clear that the comments raised by members of the public received with regards the occupancy of the High Street Recreation Ground were going to be discussed and considered when looking at the renewal of any lease. The resolutions were noted and these plus all recommendations within the minutes were duly proposed, seconded, and unanimously **RESOLVED** by a show of hands. It was noted that the audit recommendations would be actioned later in the agenda.

d) Delegated authority to make payments on 28th August 2020

Due to no Parish Council meeting in August delegated authority was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands for the Clerk/RFO to prepare the routine and required payments which are due to be paid for Month 5 on Friday 28th August. Payments would still need to be checked and authorised by two Councillors and invoices inspected in line with Financial Regulations.

e) Installation of gate on Warren Farm Track

Members noted the two quotes. It was duly proposed and seconded that installation of a gate at Warren Farm Track be carried out at budget not exceeding £1250. The arrangements and details of installation and communication with users would be discussed by the Environment Committee. Council would like any keys to be coded so they cannot be copied without permission.

ACTION: Environment Committee

f) Installation of bus shelter at Tollgate Road

Quote of £4300 noted to remove and replace the bus shelter in Tollgate Road which was next on the list for replacement. Members discussed the need for a strategy for bus shelters and whether there would be any differences between rural and town located shelters. The funds were to be assigned from the ear marked reserves. Feedback on the two new bus shelters had been extremely positive from all side of the Parish and no negative responses had been received to date. Installation would be arranged.

ACTION: Clerk/RFO



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Payments Approved for BACS – 31st July 2020

Ref. No	Payment To	£ inc. VAT
051-056	Staff salaries and associated payments for Month 4	6,603.92
057	SLCC Preparing Website Accessibility and Documents	180.00
058	Three Oaks Building Ltd – Bus Shelter Repair – CMH	852.00
059	NCS Countryside Svs Ltd – Bridges Installation FP 64,65 & 66	2,760.00
060	Wellers Hedley Law – Action for damage to Common Land	405.00
061	Vision ICT – Domain Renewal	90.00
062	Ricky Tyler Grass Cutting Contract monthly bills	1,356.00
063	Common Ranger Expenses – Padlock and chain The Warren	47.12
064	CHVHC – Room Hire for NPlan	67.50
065	St Albans District Council – Business Rates VH Office	898.20
066	FCBS – Photocopying 2019/20 and April – July 2020	1,341.93
067	TBS Hygiene – Dog waste and Litter Bins	940.00
068	HAPTC – Staff training e-learning courses	70.00
069	CDA Herts Membership 20/21	35.00
070	CP Associates – Consultancy CHFC	479.65
071	Herts Full Stop – Hand sanitiser	12.94
072	Creative Lincs – Play area banners COVID-19	220.00
073	Clerk/RFO Expenses – Laptop, Monitor, Broadband, Zoom, glasses	1,332.51
074	Hardcastle Blake – Payroll services Q1 2020	133.20
075	Highfield Park Trust – Electricity June 2020	9.92
076	Handy Brand – Printed Logo Asset tags	195.60
077	Marks Building – Removal of 8 noticeboards and make round good	395.00
DD	Bank Charges	1.40
DD	Jola – Broadband & Line Rental	60.18
DD	9 Group – Telephone service	82.38
DD	E-ON Electricity	65.90

CHPC Income

Date	Received from	Amount
23/06/20	Legal & General Refund from Ill Health staff cover	267.75
17/07/20	Oaklands College contribution to sleeper bridges at FP 64,65, 66	1,150.00
22/02/20	HMRC VAT Refund	3,495.44

20/21-39 AUDIT

Council are required to resolve as necessary the audit process for 2019/20:

a) Internal Audit report 2019/20 and CHPC action plan

Councillors noted the SIAS Internal Audit Plan of 2019/20 and CHPC Action Plan circulated with the papers. An overview of the report was given by the Chairman of Finance & Governance Committee. The RFO noted the points raised and the action to be taken as a result including the upgrade of Rialtas Omega to the Purchase Ledger system. The costs of the upgrade included £538 for outright purchase of the Additional Purchase Ledger Module which would include batch input direct to bank, sending emails directly from the system and the issuing of remittances with a further £143 per year for ongoing support. A separate cloud for more than one user to be able to access would be a cost of £50 per month allowing the RFO or councillors to access the accounts and reporting system. The current system only allows one user



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	access at a time from within the Parish Office in Highfield. The upgrade to the Purchase Ledger was duly proposed and seconded then unanimously RESOLVED by a show of hands. The recommendation in the CHPC Action plan to remove Financial Regulations 3.1, 3.3, 14.2 and 14.5 was duly proposed and seconded then unanimously RESOLVED by a show of hands. The RFO would report on any updates to the CHPC Action plan at each Finance & Governance Committee meeting held. b) To confirm the review of effectiveness of internal controls These were noted and the recommendations in the CHPC Action Plan would ensure even more effective controls. c) To approve the Chairman signs Section 1 of the Annual Governance Statement 2019/20 Section 1 was duly proposed and seconded then unanimously RESOLVED by a show of hands to be signed off by the Chairman on behalf of the Council. d) To approve the Chairman signs Section 2 of the Annual Governance Statement 2019/20 Section 2 was duly proposed and seconded then unanimously RESOLVED by a show of hands to be signed off by the Chairman on behalf of the Council. e) To note dates for the public rights period 2019/20 Dates of 1st September 2020 – 12th October 2020 inclusive were noted. Littlejohn. The RFO would now action and send all documentation to PKF Littlejohn to finalise the audit for 19/20 and will report to Council when the signed off papers are received. ACTION: RFO
20/21-40	GOVERNANCE a) To note contact with the Information Commissioners Office and issues reported by the CHPC Data Protection Officer All action notified had been taken. SADC had acknowledged the action taken. b) Council and Committee meeting arrangements for remainder of 2020 It was duly proposed, seconded, and unanimously RESOLVED that the remainder of Council and Committee meetings will take place virtually until January 2021 with a review of this arrangements at Full Council 21 January 2021. c) To discuss accepting liability of future maintenance for the two bridges recently installed on footpaths 64,65 & 66. It was discussed and noted that land agents representing Oaklands College have approached the Parish Council to take ownership of both bridges and the footpaths. After discussion it was duly proposed, seconded, and unanimously RESOLVED that Council would not take 100% responsibility but wished to work with the landowners in a sensible arrangement. Council wished to know what normal practice in this situation was and as such this matter was deferred to the Footpaths Working Party to discuss. The Clerk was asked to send the email from the land agent to the members of the working party for review and suitable holding response. ACTION: CLERK & FOOTPATH WORKING PARTY



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20/21-41	PARISH COUNCIL FUTURE LAND MANAGEMENT a) To discuss a report on the proposal to sell the land known locally as Gloucester Park Council reviewed the report submitted. After debate it was duly proposed, seconded and RESOLVED unanimously by a show of hands that the land at Gloucester Park be marketed for sale. The Clerk would commence preparation investigation into a sales report for this land. ACTION: CLERK/RFO b) To discuss the future and potential lease arrangement or development of the land known locally as Horseshoe Field It was noted that there were several parties interested in the lease of this land. Cllr Slaughter had received a recent email advising that a Residents group now wanted to acquire the area and take the liability from the Parish Council so this would be added to the increasing list of options. The Clerk was instructed to investigate the total costs of the land purchase and a review of the detailed proposals would be necessary, bringing a further report to the Finance & Governance Committee meeting scheduled 3 September 2020. ACTION: CLERK/RFO
20/21-42	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Consultation on traffic speed – HCC Speed Management Strategy Members noted the ongoing consultation. b) To receive and note the HCC Local Outbreak Plan Members noted the plan. c) To receive an update on Freedom of Information requests. • 28 May 2020 Nuckies Farm has taken 40 days for response – 16 hours to date due to extensive research and prepare response • 29 June 2020 Copy of Village Hall Council letter to CHPC of 2001 answered in 10 days took 3 hours • 8 July 2020 Question on Cllr developer meetings response due 07/08/2020 2 hours to date with one response outstanding deadline 27 July • 10 July 2020 Question on IA Report from 2017/18 response due 07/08/2020 not started • 16 July 2020 Request for 132 sets of minutes from 1997-2008 inclusive 2 hours to date response due 13/08/2020 • 23 July 2020 Horseshoe Field significant request received on the acquisition of response due 20/08/2020 it is likely this response will have to be extended. • Audit 2019/20 Questions already received. Given the number of ongoing FOIs these have unfortunately had to be placed at the end of the queue or will form part of the usual the public rights period commences. The Clerk was instructed to add officer hours taken to the list of FOI responses published on the CHPC website. ACTION: CLERK d) To delegate authority to the Clerk to edit/issue the Summer newsletter It was duly proposed, seconded, and unanimously RESOLVED that the Clerk would edit, issue, and distribute the Parish newsletter. ACTION: CLERK



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	e) Other relevant matters raised by the Clerk • Recommencing the Community Bus decision to be taken to Finance & Governance Committee Meeting 3 September 2020 • The Scout Hut Planned Preventative Maintenance report arrived at 4.30pm this afternoon, once reviewed will go to Finance & Governance Committee Meeting 3 September 2020 for recommendation and then to Full Council 24 September 2020. • Request to run a café on the Common will be discussed by Environment Committee prior to recommendation to Full Council • CHFC have instructed their solicitor to withdraw the case if the Council withdraw any claim for costs in this case. This was agreed to be discussed at Finance & Governance Committee Meeting 3 September 2020 • Correspondence received on 22 July 2020 from CHVHC will be taken to Finance & Governance Committee Meeting 3 September 2020 • Meeting 29 July with PCSO and HPT 11.30am <i>8.35pm 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>
20/21-43	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors No report received b) County Councillors Report from County Councillor Hale who had sent apologies. The report was read by the Clerk and covered items such as the Hatfield Aerodrome Quarry, Longabout works, Hatfield Road and repairs, Smallford Pits update. c) Highfield Park Trust Cllr Barnes updated Council on anti-social behaviour which was an issue. Reporting that a higher police presence with walk throughs was increasing. Noted the meeting next week on 29 July with any issues that could be passed on. d) Police Liaison Group No meetings, no update.
20/21-44	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions. There were two statements made on the history of Horseshoe field and the future for the land. There were no questions on these statements from members.</i> <i>20.44pm Standing Orders were resumed.</i>

Meeting closed at 20.45pm

L Chaplin, Clerk to the Council

Drafted 27/07/2020

John Atkinson 23/08/2021

Signed by

Chairman, Councillor Peter Cook

Approved by Full Council 24 September 2020