



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 24 SEPTEMBER 2020, 7pm

Members in attendance

Cllr H Brazier (Hill End Ward) – visual only, no sound
Cllr P Cook (Chairman) (Highfield Ward)
Cllr J Mulroney (Colney Heath Ward)
Cllr K Slaughter (Colney Heath Ward)

Cllr R Solts (Highfield Ward)
Cllr N West (Colney Heath 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) & 4 members of the public at commencement of meeting - there were up to 6 members of the public. County Councillor Hale joined at Item 20/21-51 remaining along with 3 members of the public until the public meeting was closed at 8.32pm

20/21-46	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr Barnes who was away and from Cllr C Brazier who was attending a District meeting in relation to COVID and other matters. Cllr Cook made an announcement that the Ellenbrook Quarry vote had taken place and recently finished where the application had been defeated by 5 votes to 4. All councillors like the new format of the agenda with papers in the form with links to the appropriate documents.
20/21-47	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk. Councillors were offered the opportunity to declare but none were raised at this time. b) All councillors in attendance confirmed by a show of hands that the declarations were up to date as this meeting. c) None received or noted d) None received or noted
20/21-48	QUESTIONS FROM THE PUBLIC <i>7.05pm 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.</i> There was a statement made about the proposed sale of Gloucester Park. Questions regarding the sale, status, purchase price and where proceeds would be assigned. No decisions on the questions raised had yet been discussed by Council so were unable to be answered at this time. There was a statement made with regards the assets of the Community Park, the resident would like Council to consider donating any items to Hertfordshire County Council. <i>7.10pm Standing Orders were resumed.</i>
20/21-36	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 23 July 2020 – The meeting minutes were taken as read and noted. The Chairman asked for any comments as to their accuracy, there were none. The minutes were duly proposed, 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 as soon as practicable.



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20/21-50	<u>PLANNING</u> a) Planning Committee Minutes The minutes of the Planning Committee for 18 August and 10 September were taken as read and noted and no further comments raised. b) Colney Heath and London Colney Press Release The press release and associated documents were noted as circulated. The Chairman offered thanks to the Neighbourhood Plan Project Officer for his assistance in bringing the information together and for photographs provided at short notice. c) Sandridge Neighbourhood Plan The submission circulated was noted. d) Ellenbrook The Chairman had covered this item in his announcements. e) Local Plans There was no further update on any Local Plans.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-51	<u>FINANCE</u> a) Retrospective approval for BACS payment schedule Month 5 The payment schedule circulated on the agenda was noted. Members were asked for any questions, there was a question on the location of the removed trees which was confirmed as Colney Heath Common. A further question on the location of the boundary bollards installed and this was also confirmed as Colney Heath Common. The amount of £14,627.22 was duly proposed, seconded then unanimously RESOLVED by a show of hands. Approval for BACS payments scheduled for Month 6 The payment schedule circulated on the agenda was noted. Members were asked for any questions. The amount of £28,904.99 was duly proposed, seconded, and unanimously RESOLVED by a show of hands. It was noted the bank reconciliations were also signed with when approving the invoices for Month 5. b) Minutes of the Finance & Governance meeting held 3 September 2020 The circulated minutes of the meeting held on 3 September 2020 were noted. The following actions were noted, and further resolution confirmed as follows: <i>Financial Management Risk Assessment</i> It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the document be adopted and signed. <i>Community Bus</i> It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the community bus restart should be delayed until at least January 2021 when this would be reviewed. <i>Roestock Hut – Scout group proposal</i> It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the matter would be delayed until a proposal was received from the Scout group and would be discussed at the next Full Council meeting in October 2020. It was further proposed, seconded, and unanimously RESOLVED by a show of hands that the building in Roestock Park should not be used by any organisation including the Parish Council for any purpose until it was in a useable condition. If access were required, an officer would be required to be onsite at all times.



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- The potential action in recovery of costs with regards the Land Registry case at the Air Raid Shelter was noted
- The potential action in recovery of costs with regards the eviction notice served on the Parish Council was noted.
- The timetable for budget and Precept for 21/22 was noted.
- The instructed actions regarding the potential sale of land in Tyttenhanger Green was noted.

c) Fidelity Claim

An update was given that the Parish Council insurers had been contacted regards the delay in the claim. It was duly proposed, seconded, and unanimously **RESOLVED** that the Clerk accept the £400 compensation offered to the Council in recompense of the delayed claim.

ACTION: Clerk/RFO

Payments Approved for BACS – 28th August 2020 Month 5

Ref. No	Payment To	£ inc. VAT
Salaries	Staff salaries and associated payments for Month 5	6,297.41
PL001	Microshade - Installation, set up & Migration of data Citrix/PL	130.20
PL002	CP Associates - Mediation for CHPC with CHFC	56.45
PL003	TBS Hygiene - Remove flytipping - Coursers Road	48.00
PL004	TBS Hygiene - Dig out & remove 1 x Plastic Green Litter Bin	72.00
PL005	TBS Hygiene - Dog Waste Collection – July 2020	321.30
PL006	Ricky Tyler - Grass Cutting	1092.00
PL007	Internal Audit - CHPC 2019/20	1,280.00
PL008	Highfield Park Trust - Electricity - July 2020	10.55
PL009	Ricky Tyler - Grass Cutting	396.00
PL010	TBS Hygiene - Litter Bin Collection	333.60
PL011	Herts Full stop - Stationery	20.22
PL012	KG Tree Care - Clear Broken Willow Trees - Colney Heath Common	680.00
PL013	R Munt - Supply & Fit 6 x 5 Posts to Common Boundary	410.00
PL014	FCBS - Cyan Toner	9.60
PL015	G Stayton - Parish Bus Shelter Cleaning – July 2020	135.00
PL016	Closed Graveyard Maintenance Grant - 2020/21	1,650.00
PL017	Stamps Direct Ltd - 2 x Rubber Stamps	60.17
PL018	Brasier Freeth – PPM survey Roestock Hut	1,440.00
DD	Bank Charges	12.55
DD	Jola – Broadband & Line Rental	60.18
DD	9 Group – Telephone service	83.99
DD	BT-Mobile	48.00

Payments Approved for BACS – 30th September 2020 Month 6

Ref. No	Payment To	£ inc. VAT
PL019	B & C Energy Solutions Ltd Bus shelter - Tollgate Road	4,756.80
PL020	Glasdon - 1 x Grit Salt Bin Tyttenhanger Accessway	310.55
PL021	G Stayton - Cleaning of Bus Shelters – August 2020	135.00
PL022	ATTC Expenses - Replacement Wireless Keyboard & Mouse	21.49
PL023	Finance Officer Expenses - VE Day Poppy Wreath	22.98
PL024	Rialtas Omega Purchase Ledger/Training, Software & Maintenance	622.58
PL025	Herts Advertiser / Web - Herts Advertiser, Call for Sites Ad	480.48
PL026	Herts Full stop – Stationery	6.22
PL027	R Munt - Install Park Bench - The Common	70.00



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PL028	TBS Hygiene - Litter Bin Collection – August 2020	282.24
PL029	TBS Dog Waste Collection – August 2020	257.04
PL030	TBS Hygiene - Removal of 3 x flytips - Coursers Road WFT	714.00
PL031	Clerk/RFO Exps – Annual Zoom Subscription/Broadband July/Aug	181.49
PL032	CP Associates - Mediation for CHPC with CHFC	325.46
PL033	SLCC - Webinar Session - Clerk/RFO	36.00
PL034	Ricky Tyler - Grass Cutting	5,388.00
PL035	RCD - 3 x Noticeboards Production & Installation	5,610.00
PL036	Macpro - 2500 Newsletter 8-page A4 Colour newsletter 1 st edition	435.00
PL037	TBS Hygiene – Collection of Fly tipping WFT Coursers Road	204.00
PL038	Microshade monthly Citrix support, storage & backups	70.20
Salaries	Staff salaries and associated payments for Month 6	7,331.67
PL045	Herts Leaflets - Delivery of the Parish Council newsletter 1 st edition	150.00
DD	Public Works Loan Board	1,287.58
DD	Bank Charges	10.80
DD	Jola – Broadband & Line Rental	60.18
DD	9 Group – Telephone service	87.23
DD	BT-Mobile	48.00

CHPC Income

Date	Received from	Amount
29/07/20	Salvation Army Clothing Bank	2.70
29/07/20	Colney Heath Football Club – Rent July 2020	500.00
31/07/20	Interest on NatWest Reserve Account	0.63
04/08/20	Colney Heath Football Club – Rent August 2020	500.00
28/08/20	Interest on NatWest Reserve Account	0.56
28/08/20	Salvation Army Clothing Bank	2.25
04/09/20	Colney Heath Football Club – Rent September 2020	500.00

20/21-52	GRANT APPLICATIONS 20/21 The grant application report was noted as circulated with the agenda. No powers are noted within these minutes due to the Council continuing to hold and be using General Power of Competence, therefore these grants are issued on this basis. The following applications were discussed and decisions on awards in the first round 20/21 were as follows: a) HIGHFIELD PARK TRUST The application in the amount of £800 to install a Radar Kissing Gate between Highfield Park and Tillage Close. Grant amount awarded by this Parish Council - £400 b) HIGHFIELD PARK TRUST The application in the amount of £600 to purchase equipment to encourage birds, bats, and reptiles into the park. Grant amount awarded by this Parish Council - £600 c) TRESTLE THEATRE COMPANY The application in the amount of £500 to continue running sessions of Sing Out for participants and their support workers keeping the sessions viable and allow the sessions to continue. Grant amount awarded by this Parish Council - £500
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	d) COLNEY HEATH OLD FRIENDS CLUB The application in the amount of £500 to subsidise transport costs for getting members to the Club weekly via a hired bus. Grant amount awarded by this Parish Council - £500 e) TWINNING ASSOCIATION The application in the amount of £600 to contribute to the £3,000 transport costs for the association bi-yearly trip to Boissy-sous-St-Yon 22nd May 2020-25th May 2020. Grant amount awarded by this Parish Council - £0 f) ST MARKS CHURCH The application in the amount of £2,000 to be used to employ a trained Youth Minister to lead a youth project along with a team of volunteers. Grant amount awarded by this Parish Council - £1,000 but this would be for the purpose of purchasing equipment for the youth project. Payments for the awards made would be paid by BACS during Council payment schedule for Month 7 payable Friday 30th October 2020. Total expenditure of grants awarded = £3,000 Total remaining for a second round = £3,500 It was agreed by Council that the 2nd round of applications would be presented to Council at the meeting scheduled in January 2021. The deadline for second round applications would be Monday 11th January 2021.
20/21-53	LEGAL/LANDOWNER REQUEST The Council noted the request for an additional footpath access to Roestock Park and at this time were not in favour as there was not enough information to fully understand the proposal. It was clear that this was part of a larger scheme and that the Council would like to view the entire planning application along with any possible S106 conditions and information. This decision was duly proposed and seconded, and unanimously RESOLVED.
20/21-54	ENVIRONMENT COMMITTEE The circulated minutes of the meeting held on 30 July 2020 were noted including all actions. The following was discussed, and resolution is noted: <i>Transfer of ear marked reserves for tree works at Tyttenhanger</i> It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that £3,000 be transferred from EMR 342 for the detailed tree works at Tyttenhanger. It was further noted that if the ear marked reserve was not used then the remaining part of the quote being a further £3,000 that this would be spent on the remaining tree and hedge works as quoted.
20/21-55	HR COMMITTEE The circulated minutes of the meeting held on 3 September 2020 were noted including all actions. Part of the minutes were read to the Council for information and noted. There was a confidential matter regarding a change to an employee's terms. It was agreed that this would be discussed in a closed session.
20/21-56	PARISH ADMINISTRATION



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	To note a verbal report from the Parish Clerk and to discuss/note the following: a) Update on Freedom of information requests Members noted the update. b) To note an update on the Horseshoe Field report Members noted the update. c) To receive an update on the Colney Heath Ward vacancy. Due to the request of ten members of the Colney Heath Ward electorate, members noted that the vacancy would be filled by a by-election to take place no earlier than 6 May 2021. The RFO would add a further £3,500 for the anticipated costs of this by-election. Other relevant matters raised by the Clerk in a verbal report - The final batch of newsletters from the 1st edition were delivered today. 2,500 copies were delivered, and the 2nd edition has an issue date of early February 2020. Deliveries were tracked and any resident who did not receive a copy could request to be sent one from the Parish Offices. - Parish Christmas Lunch organised by St Mark's Church has been cancelled due to obvious COVID restrictions perhaps going ahead next year in 2021. - New noticeboards are being installed with the ones at High Street, Colney Heath and Firwood Avenue already installed and in use. - Beating the Bounds would be cancelled again after being rescheduled in October 2020. This recommendation from the Common Ranger was noted and accepted by Council. <i>8.19pm Standing orders were suspended</i>
20/21/58	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors No reports received. b) County Councillors <i>County Councillor Hale</i> reported on matters concerning Ellenbrook outcome, A414 works, Smallford planning for solar park and CHPC agenda circulation. <i>County Councillor Gordon</i> had sent a written summary of her report and reported on issues concerning COVID in care homes and PPE shortages, Herts commitment to safe and inclusive County of Opportunity for all residents, ensuring safety in schools for children and staff, more funding in road space, introduction of more 20mph zones and met resident regarding flooding issues in Tyttenhanger. c) Highfield Park Trust Virtual AGM held yesterday 23rd September. Thanks were passed to Council regarding support via grants. Some discussion on a new dog bin to be placed in Tyttenhanger. d) Police Liaison Group Meeting held on 21st September from this meeting the following update. Anti-social behaviour police are continuing to work with local partners and members of the community to reduce ASB in the area, we will focus on Long Acres Park, Alban Way, Highfield Park, Cell Barnes Way and Napsbury Park. Nuisance bikes and cars - This will remain as police are still getting calls about bikes especially in Colney Heath – council will be updated regarding getting landowners to do something. Speeding and HGV use - this will continue. Police will continue to carry out speed enforcement across the area. Any new locations you become aware of please report to the police.



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20/21-58	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> There was a statement regarding delivery of the newsletter in Tyttenhanger Green. <i>8.31pm Standing Orders were resumed.</i> The Council RESOLVED to enter closed session to discuss topic raised during item 20/21-55 regarding a confidential matter in relation to a staff salary adjustment. The public meeting closed at 8.32pm
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REDACTED MINUTES OF THE CLOSED SESSION OF COLNEY HEATH PARISH COUNCIL MEETING HELD VIRTUALLY THURSDAY 24 SEPTEMBER 2020, 8.32pm

Members in attendance	
Cllr H Brazier (Hill End Ward) – visual only, no sound Cllr P Cook (Chairman) (Highfield Ward) Cllr J Mulroney (Colney Heath Ward) Cllr K Slaughter (Colney Heath Ward)	Cllr R Solts (Highfield Ward) Cllr N West (Colney Heath Ward) Clerk of the Council, Ms. L. Chaplin
20/21-55	HR COMMITTEE Council discussed an HR issue raised in the Internal Auditor report as noted in the HR minutes. It was duly proposed, seconded and RESOLVED that the Clerk undertake the action to place the member of staff discussed on the agreed pay point resulting in regular yearly increases year on year. This would be implemented from October 2020 salary and any contract amendments dealt with by the HR consultant.

Meeting closed at 20.37pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 28/09/2020

23/09/2021

Signed by
Chairman, Councillor Peter Cook
24 September 2020
Approved by Full Council 22 October 2020