



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 ANNUAL PARISH COUNCIL MEETING HELD VIRTUALLY

THURSDAY 22 OCTOBER 2020, 7pm

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr C Brazier (Highfield Ward) Cllr H Brazier (Hill End Ward) 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	
14 members of the public.	

20/21-59	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr Barnes. Councillor C Brazier made an announcement and shared the sad news that Mr Geoff Stayton died over the weekend. He was a long-standing contractor and the condolences of the Parish Council to his family were noted. Chairman Councillor Cook noted that in the Herts Advertiser it was reported that Colney Heath and Tyttenhanger were named as the highest rate of COVID-19 in the District. He also thanked the Clerk for pulling together the papers for the many extra meetings since the previous Council meeting.
20/21-60	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk. Councillors were offered the opportunity to declare and Cllr West noted an interest in the item 66b. b) All councillors in attendance confirmed by a show of hands that the published declarations were correct and up to date. c) None received or noted d) None received or noted
20/21-61	QUESTIONS FROM THE PUBLIC 7.04pm 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 none. 7.05pm Standing Orders were resumed.
20/21-62	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 24 September 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.
20/21-63	PLANNING a) Planning Committee Minutes The minutes of the Planning Committee for 28 September and 14 October were taken as read and noted and no further comments raised. b) Planning Committee meetings for remainder of 2020 The dates of the Planning Committee meetings which would all be held virtually via Zoom at 7pm unless otherwise advertised with dates noted as 10th



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

	November, 23 rd November and 14 th December with January to be confirmed.	
	<u>FINANCE, AUDIT & GOVERNANCE</u>	
20/21-64	FINANCE a) Approval for BACS payments scheduled for Month 7 (October 2020) Payments for Month 6 (September) missed the payment deadline, and procedures need to be in place to ensure this doesn't happen in future. The payment schedule circulated on the agenda was noted. Members were asked for any questions. The amount of £7,323.65 was duly proposed, seconded and unanimously RESOLVED by a show of hands. It was noted the bank reconciliations were also signed when approving the invoices for Month 7. Wages would be approved and noted at the next meeting as they were only posted to the payroll company this morning and figures not yet received. b) Grass Cutting Tender 2021-2024 Document drafted by the Clerk was taken as read. Councillor were asked for their comments and noted that liability would need to be increased employers and public to 10million and 5 million. Subject to this change the tender was duly proposed, seconded, and RESOLVED unanimously by a show of hands. It was requested by the Chairman of Finance & Governance Committee that all current contractors had a copy of their insurance details held on file. ACTION: Clerk c) Fidelity Claim Delegated authority to proceed with negotiation and amount of settlement was given to the Clerk, Chairman of Council and Chairman of Finance & Governance Committee this was duly proposed, seconded, and unanimously RESOLVED .	
20/21-65	GOVERNANCE a) Noticeboard Usage Policy The policy was circulated and taken as read. Comments noted by members were that point number 14 to have ' <i>without reason</i> ' added. Subject to this amendment the policy was duly proposed, seconded, and unanimously RESOLVED to be adopted. It would be signed by the Clerk and posted on the CHPC website for review in 2 years. b) Privacy policy for the CHPC website The policy was circulated and taken as read. After reviewing the policy, it was duly proposed, seconded, and unanimously RESOLVED to be adopted. It would be signed by the Clerk and posted on the CHPC website for review in 2 years or as legislation changes. It was further suggested that policies for review would now be delegated to the Finance & Governance Committee and only those policies that were completely new would be adopted by the Full Council. The Clerk was asked to amend the Terms of Reference accordingly. This was duly proposed, seconded, and unanimously RESOLVED by a show of hands. ACTION: Clerk	
Payments Approved for BACS – 30th October 2020 Month 7		
Ref. No	Payment To	£ inc. VAT
PL045	Highfield Park Trust - Electricity - August & September 2020	23.07
PL046	TBS Hygiene - Dog Waste Collection - September 2020	257.04
PL047	TBS Hygiene - Litter Bin Collection - September 2020	282.24
PL048	FCBS Quarterly Photocopier/Scanner	115.72
PL049	VisionIct - PC Backups December 2020-November 2021	235.80



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

PL050	HAPTC - E-Learning - Effective Comms Strategy & Policy	30.00
PL051	Playground Facilities - Sleapsh/High St & Tyttenhanger Repairs	689.84
PL052	Marks Building Service - Removal of 2 noticeboards	100.00
PL053	K G Tree Care - Clearing fallen Willow Tree on The Common	480.00
PL054	KG Tree Care - Hedge at Tyttenhanger Green accessway	120.00
PL055	Viking - Stationery	12.55
PL056	Microshade - Hosted Application Service Citrix	70.20
PL057	CP Associates - Mediation/Lease renewal for CHFC	540.25
PL058	Herts Full Stop - Stationery	41.14
PL059	G Stayton - Cleaning of Bus Shelters - September	135.00
PL060	Substance - Creation of newsletter format and drafts	600.00
PL061	People Safe - Microguard alarm	103.20
PL062	Ricky Tyler - Grass Cutting Contract 20/21	768.00
PL063	20/21 1st Round Grant - Highfield Park Trust - Kissing Gate	400.00
PL064	20/21 1st Round Grant - Highfield Park Trust - Birds/Bats	600.00
PL065	20/21 1st Round Grant - Trestle Theatre Company - Sing Out	500.00
PL066	20/21 1st Round Grant - CH Old Friends Club - Transport	180.37
PL067	Hardcastle & Blake - Payroll Services - July - September 2020	133.20
PL068	Rialtas - Purchase Ledger Set up and Support 2020-2021	636.00
DD	Nat West bank charges	3.60
DD	Jola broadband	60.18
DD	9 group telephone system	86.83
DD	BT Mobile 07484 520070	52.80
DD	E-on electricity	66.62

CHPC Income

Date	Received from	Amount
28/09/20	Salvation Army Clothing Bank	1.65
30/09/20	Interest on NatWest Reserve Account	0.67
04/10/20	St Albans District Council Business COVID grant 2020	4,200.00
05/10/20	Colney Heath Football Club – Rent October 2020	500.00
14/10/20	HMRC VAT return	3,269.74
19/10/20	Zurich compensation	400.00

20/21-66

LEGAL & LANDOWNER MATTERS

a) Planning Application 5/2020/1992

The recent planning meeting minutes and papers referred. Council had not agreed any access onto between the proposed application site and Roestock Park. A formal approach would be considered if made but at this time based on the information provided the Council would be refusing permission. This was duly proposed, seconded, and **RESOLVED** by all in attendance except Cllr Slaughter who abstained having stated a conflict in this matter previously.

b) Roestock Hut

There was a comment about the tonality of the letter and several members would like to see the advice quoted in the letter. Council thanked those who wrote for their response and putting the detail together. It remained unclear how the works listed would be funded and this would require more clarification. It was suggested that the details requested would be discussed at the Finance & Governance Committee meeting in November to include a timetable for works, look at the rent amount, length of lease and further details of funding sources. This was duly



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

	proposed, seconded, and RESOLVED by in attendance except Cllr West who abstained due to conflict as already stated. ACTION: Finance & Governance Committee c) Colney Heath Village Hall disclosure A request to review the solicitors time schedules attached to invoices was discussed. The documents were deemed to be legally privileged and would not be shared unless a court decided this. This decision was duly proposed, seconded, and RESOLVED unanimously by a show of hands. ACTION: Clerk d) Meeting with CHFC re OAS – date suggested 2nd November at 7pm A request to meet with Councillors was noted and it was duly proposed, seconded, and RESOLVED by those in attendance except for Cllr Slaughter and Cllr C Brazier who declared a conflict and a pecuniary conflict respectively, that Councillors would be invited to meet with those representatives of Colney Heath Football Club to discuss this matter on a without prejudice basis. ACTION: Clerk e) Horseshoe Field The recent Freedom of Interest in this matter was used as a background paper. The purchase of the field was not recalled in any minutes held by the Parish Council and it was noted again that retrospective approval had to be obtained some 4 years after purchase. However, the cost of purchase was confirmed at £26,143.68. Cllr C Brazier confirmed that his understanding of the purchase was that there were horses on the field kept by a traveller, and it was purchased in the interests of the residents of Smallford. Concerns were shared over the selling of the land as it was purchased to protect the land from development. There were several options for the land and it was agreed that Finance & Governance Committee would discuss this at a specially convened Committee meeting focused on land to be held 3 December 2020. An expression of interest document would be drafted for review. ACTION: Clerk
20/21-67	ENVIRONMENT COMMITTEE a) Minutes of meeting 8 October 2020 The circulated minutes of the meeting held on 8 October 2020 were noted including all actions. b) Colney Heath By-laws The circulated by-laws recommended by the Environment Committee were noted as circulated. The by-laws were duly proposed, seconded, and unanimously RESOLVED to be adopted by a show of hands. ACTION: Clerk
20/21-56	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Councillor attendance at Remembrance Sunday events Cllr C Brazier and Cllr H Brazier would attend the service. The wreath would be delivered in advance to the Church Office. b) Statutory Christmas Leave dates Confirmed as 30th & 31st December 2020. Office closure dates to be confirmed. c) Update on external audit 19/20. Still awaiting return from external auditor – the deadline for the return is Monday 30th November 2020. The Interim Audit for 2020/21 commences 28th October 2020.



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

	Other relevant matters raised by the Clerk verbal report - Correspondence received from CHFC regarding a grant application – this would first go to the Finance & Governance Committee for decision in principle prior to going to Council in November 2020. - Response on potential sale of strip of land at CMH and associated issues raised will be discussed at the special land Finance & Governance Committee meeting to be held 3 December 2020. - Business offer on the land at Gloucester Park to lease with a view to create 21 allotments this and the options for this land would also go to the special land Finance & Governance Committee meeting to be held 3 December 2020 - Goods Vehicle License application to be reviewed will go to Planning Committee on 10th November. <i>8.02pm Standing orders were suspended</i>
20/21-69	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors District Cllr C Brazier spoke about Roundhouse Farm application and confirmed it would be decided by two Committees at WHBC and SADC. b) County Councillors <i>County Councillor Hale</i> reported on matters concerning Ellenbrook and anticipated A414 works completion, date of completion not yet finalised. Oaklands lane ditching complete. To note that LED lights covers on street lights can be removed or directed. <i>County Councillor Gordon</i> sent a written summary on issues such as the update report from Hertfordshire's Local Resilience Forum re COVID-19. The key message to redouble our efforts to keep the virus at bay. Updates on Ellenbrook, Highfield highways meeting regarding Ringway, the Parish Council should continue to make representations to the Police to carry out speed checks in this area. c) Highfield Park Trust No report d) Police Liaison Group No report
20/21-70	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions. There were no questions.</i> <i>8.10pm Standing Orders were resumed.</i> The Chairman thanked all for their attendance and closed the meeting at 8.11pm

Meeting closed at 8.11pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 02/11/2020

Robert Cook 23/8/2021

Signed by
Chairman, Councillor Peter Cook
Approved by Full Council 26 November 2020