



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 26 NOVEMBER 2020, 7pm

Members in attendance	
Cllr K Barnes (Highfield Ward) from 7.13pm 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 Neighbourhood Plan Project Officer (voluntary) and three members of the public.	

20/21-71	APOLOGIES & ANNOUNCEMENTS It was noted that Cllr Barnes would be late to join the meeting.
20/21-72	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk however Cllr C Brazier confirmed his pecuniary interest declared in the Adverse Possession claim at item 79b. 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
20/21-73	QUESTIONS FROM THE PUBLIC <i>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.</i> There were none. <i>7.04pm Standing Orders were resumed.</i>
20/21-74	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 22 October 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.
20/21-75	PLANNING a) Planning Committee Minutes The minutes of the Planning Committee for 19 October and 10 November were taken as read, noted, and approved with no changes. b) CHPC Neighbourhood Plan Steering Group update The update as circulated was noted. It was confirmed an FOI had been received on costs for the Neighbourhood Plan from 2015 to date and the response would be circulated to Council. c) Update on Local Plans from neighbouring councils Any update was covered in the paper presented by the Neighbourhood Plan Steering Group



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	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-64	FINANCE a) Approval for BACS payments scheduled for Month 8 (November 2020) The payment schedule circulated on the agenda was noted. Members were asked for any questions. The standing order for Savills was confirmed to for access to the Colney Heath Recreation Ground. The amount of £28,425.70 was duly proposed, seconded, and RESOLVED by a show of hands except Cllr Barnes who abstained having arrived in the meeting at 7.13pm. It was noted the bank reconciliations were also signed when approving the invoices for Month 8 by Cllr Solts and Cllr Mulroney. Invoices were now being circulated and signed using Docusign a new system which appears to work well. Wages amounts for Months 6 & 7 were included. b) Precept demand and budget 2021/22 Version 2 of the 2021/22 budget as recommended by the Finance & Governance Committee was noted as circulated. The RFO reported that due to collection rates from SADC being 97.5% instead of 99% the tax base had reduced resulting in a 2.91% decrease in expected Band D properties. An explanation of the calculations had been requested from SADC. The challenge would now be amending the budget by just under £6k or increasing the Precept to 5.66%. The Council confirmed their disappointment at the lack of notice of the reduction in the tax base from SADC Council. After debate it was duly proposed, seconded and unanimously RESOLVED by a show of hands to increase the Precept by 5.66%. The Precept demand would be made in the amount of £195,017.13 from a tax base of 2367 at £82.39 per Band D household for 2021/22. c) Request from Colney Heath Football Club permission to apply for third party grant. The recommendation of the Finance & Governance Committee to not raise any objections to the application was noted and Council were also happy to endorse any application as suggested by Committee this was duly proposed, seconded and RESOLVED by all those in attendance with the exception of Cllr Slaughter who abstained for reasons of confirmed and declared conflict of interest. d) Finance & Governance Committee The minutes of the meeting held 5th November 2020 were noted as circulated, actions reviewed and approved with no changes. There was an update on the Fidelity claim where a meeting would be arranged under delegated authority. Further updates would follow. e) Repairs to the Tyttenhanger Play Area surface After a complaint with regards surfacing in Tyttenhanger Play Area the area was assessed for repairs. Parts of the playground remaining under warranty were repaired free of charge. However, other areas are quoted at £3,571.55 the work not considered essential needs to come to Council. Less than £500 remains after the broken slide and other repairs carried out. It was suggested that there were funds remaining from S106 funds which would be checked, and councillors were asked to view the proposed works themselves prior to the December Full Council meeting where this would be discussed again. ACTION: Clerk/Councillors



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20/21-77	AUDIT External Audit 2019/20 The circulated and signed off conclusion of audit was noted. It was therefore confirmed that the external auditors, PKF Littlejohn, concluded the audit for the financial year 2019/20 and are satisfied that the Parish Council's accounts, governance and supporting information supplied are in accordance with proper practices and that relevant legislation and regulatory requirements have been met. Official notification was placed on the website and all noticeboards on 16 th November the day the forms were received by the RFO.	
Payments Approved for BACS – 30th November Month 7		
Ref. No	Payment To	£ inc. VAT
PL071	TBS Hygiene Ltd - Dog Waste Collection -October	321.30
PL072	TBS Hygiene Ltd - Litter Bin Collection - October	369.00
PL073	St Albans District Assoc. of Local Councils Annual Membership	50.00
PL074	Zurich Municipal Insurance 14/11/2020-13/11/2021	3317.15
PL075	Highfield Park Trust - Electricity October 2020	32.56
PL076	Microshade - Hosted Application Service	70.20
PL077	Debenhams Ottaway Solicitors - Professional Services Re: CHFC	231.00
PL078	G Stayton - Cleaning of Bus Shelters - October 2020	135.00
PL079	Perfect Ground Solutions - Control of Japanese Knotweed	168.00
PL080	ABC Fencing - Supply & Install double leaf 5 bar field gate	999.00
PL081	Rialtas Annual Support	145.20
PL082	CP Associates re: CHFC	138.25
PL083	ATTC – Expenses – Archives Order	10.40
PL084	Ricky Tyler - Grass Cutting Contract 2020/21	396.00
PL085	Finance Officer - Expenses 3 x Key cutting	14.00
PL086	Playground Facilities – Supply/Install gate spring - High Street Rec	109.94
PL087	RCD Design& Print - 4 X Interpretation Boards CH Common	6252.00
PL088	KG Tree Care - Trimming & Pruning @ Sleapshyde Pond	640.00
PL089	PKF Accountants Audit - for year end 31/03/2020	720.00
Salaries	Staff Salaries Month 6 September 2020	7331.67
Salaries	Staff Salaries Month 7 October 2020	6632.02
DD	Nat West bank charges	17.20
DD	Jola Broadband	60.18
DD	9 group Telephone System	86.83
DD	BT Mobile 07484 520070	52.80
DD	ICO Data Certificate Renewal 2020/21- Z7316165	35.00
SO	Savills – Tarmac Wayleave CHFC Access	100.00
CHPC Income		
Date	Received from	Amount
23 Nov	Salvation Army Clothing Bank	19.50
23 Nov	CMH Ground Rent	25.00
04 Nov	Colney Heath Football Club – Rent November 2020	500.00



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20/21-78	GOVERNANCE a) Newsletter – February 2020 The newsletter is currently being put together for delivery into homes by end of February 2021. Councillors are asked to pass biographies plus a head and shoulders style photograph and any articles to the Clerk no later than 11th December 2020. This would ensure a draft version would be available by the next Council meeting in December. Clerk to include the 'who does what' sheet recently produced. Budget article on Parish Council will be included. b) Newsletter advertising policy The policy circulated was taken as read. After reviewing the policy, it was duly proposed, seconded, and unanimously RESOLVED to be adopted by a show of hands. It would be signed by the Clerk and posted on the CHPC website for review in 2 years or as legislation changes. It was requested that VAT would be added to every invoice issued for advertising. ACTION: Clerk
20/21-79	LEGAL & LANDOWNER MATTERS a) Colney Heath Village Hall Parish Office No further correspondence received on this matter in response to letters sent 18th September 2020, one correspondent requested some information and since responses sent 11th November no further correspondence received. The history of the matter was briefly reviewed, and all Councillors were given the opportunity by the Chairman to input into the debate. It was duly proposed, seconded, and RESOLVED by a show of hands that a County Court summons be issued in this case for the total quantum cost of £2,112 there were 6 votes for this and 2 abstentions from Cllr C and Cllr H Brazier for reason of previously declared conflict of interest. The Clerk was instructed to proceed with the action as resolved. b) Draft Consent Order – Adverse Land Possession Case 2018-2020 The drafted consent order was noted as circulated to all councillors. Council wished to get this matter resolved as quickly as possible. It was duly proposed, seconded, and RESOLVED that a sub-committee of three councillors working with the Clerk would amend the draft consent order and get it to an agreed version which would come back to Council for approval. This motion was passed with 5 votes in favour and 3 abstentions from Cllr Slaughter, Cllr H Brazier and Cllr C Brazier all of whom had previously declared conflict of interests or pecuniary interests in this matter. In relation to the costs it was expected that the Council would seek to recover at least 75% of the costs.
20/21-80	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Pavilion rent update The request for a rent freeze for November 2020 was withdrawn. b) Parish Office Closure Dates – Christmas & New Year 2020 After discussion with staff the office would be closed from 12 noon on Christmas Eve and will not reopen until 9am on Monday 4th January 2021. Emails to the Clerk will be monitored infrequently but for emergencies the mobile phone 07484 520070 will remain active and taking messages throughout this period. c) Hertfordshire Schools Consultation. Notification of the consultation would be circulated to all councillors to comment relevant to their Wards.



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	Other relevant matters raised by the Clerk verbal report • Interpretation boards now installed on CH Common, express thanks to all staff and past, present Councillors who worked towards completion of this project. • All land matters will be discussed at the Finance & Governance Committee meeting scheduled for Thursday 3rd December 2020 • HR Committee meeting scheduled for Thursday 3rd December 2020 • Next Planning Committee scheduled for Monday 14th December 2020 and Cllr Cook intended to represent the Council on an application at SADC 30th November 2020. • Next Council meeting will be Thursday 17th December 2020, and this will be the last Parish Council meeting of the year. <i>8.30pm Standing orders were suspended</i>
20/21-81	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors District Cllr C Brazier spoke about the works on the A414 traffic lights and the end of the works hopefully being 7th December 2020 hold up was a concrete barrier. b) County Councillors No reports. c) Highfield Park Trust Update from Cllr Barnes on matters relating to the Trust. Thanks to the Trust from the Council on the Remembrance soldiers displayed. d) Police Liaison Group Next meeting 6.30pm 3rd December and crime figures will be sent by Sgt Williams shortly and circulated to councillors.
20/21-82	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> There were no questions. <i>8.37pm Standing Orders were resumed.</i> The Chairman thanked all for their attendance and closed the meeting at 8.38pm

Meeting closed at 8.38pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 30/11/2020

filed A Cook 23/03/2021

Signed by

Chairman, Councillor Peter Cook

Approved by Full Council 17 December 2020