



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 17 DECEMBER 2020, 7pm

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr C Brazier (Highfield Ward) (from 7.02pm) Cllr H Brazier (Hill End Ward) (from 7.02pm) 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) (from 7.32pm) 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 7 members of the public.	

20/21-83	APOLOGIES & ANNOUNCEMENTS It was noted that Cllr West would be late to join the meeting. The Chairman made the following announcements: • Pleasure to see the A414 Longabout works now completed and lights installed and working • Roundhouse farm application for 100 dwellings was refused at officer level of Welwyn Hatfield Borough Council • Boundary Commission review likely to have a large impact on urban/rural split of the Parish in the future Thanks to the Clerk on her community engagement and co-ordination of the 'lockdown' calendar for Colney Heath Village
20/21-84	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk 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
20/21-85	QUESTIONS FROM THE PUBLIC <i>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.</i> A resident asked about an item in another meeting relating to the utility bills at the Roestock Hut. Council confirmed that these would be taken over and the final meter readings taken early in 2020 would be used by the Council to calculate the bills. Any group wishing to claim a refund of utilities paid would need to contact the Council and request this in writing with evidence of payments made. <i>7.06pm Standing Orders were resumed.</i>
20/21-86	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 26 November 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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20/21-87	<u>PLANNING</u> a) Planning Committee Minutes The minutes of the Planning Committee for 23 October were taken as read, noted, duly proposed, seconded, and RESOLVED with no changes. b) Update on Local Plans from neighbouring councils No further update noted.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-88	FINANCE a) Approval for BACS payments scheduled for Month 9 (December 2020) The payment schedule circulated on the agenda was noted. Members were asked for any questions. There was clarity required by Councillor Slaughter who would confirm her questions with the Finance Officer in the morning. Subject to the question on bank charges being confirmed and signed off, the amount of £15,272.84 was duly proposed, seconded, and RESOLVED by a show of hands. It was noted the bank reconciliations would also be signed by Cllr Slaughter and Cllr Mulroney. b) Finance & Governance Committee The minutes of the meeting held 3rd December 2020 were noted as circulated, actions reviewed and approved with no changes. Chairman noted his and the Clerk's attendance at the London Colney Finance & General Purposes Committee meeting earlier at 5.30 pm with speakers from St Albans District Council on the recent tax base calculations for the Colneys. The meeting was noted as useful and the presentation would answer several of members questions – the Clerk would circulate the presentation when received to all Councillors. c) Review of Councillor visits to Tyttenhanger Play Area surface, and consideration of Sleepshyde fencing work Tyttenhanger Play area several councillors had visited the area and reviewed, it was duly proposed, seconded, and unanimously RESOLVED to await the next playground inspection in 2021 and also to request the specific lifecycle of the surface prior to approving any works. Sleepshyde Play Area fencing it was agreed that two further quotes be obtained for the fencing and that councillors visit the park to note the challenge of scale and size of the area to be fenced and whether they feel it necessary at this time. A review of any grants that could be applied for would also be sought.
20/21-89	HR COMMITTEE The minutes of the meeting held 3rd December 2020 were noted as circulated, actions reviewed duly proposed, seconded, and RESOLVED with no changes.
20/21-90	NEWSLETTER – EDITION 2 The second edition of the Parish newsletter will be issued in late February 2021. Some biographies from Councillors and head/shoulder pictures still required. Delegated authority was duly proposed, seconded, and unanimously RESOLVED for the Clerk to edit the newsletter, all articles would be credited to those who had written them and only changes would be factual, typographical errors or for creativity and flow of the newsletter. <i>7.32pm Cllr West joined the meeting.</i>



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Payments Approved for BACS – 24th December 2020 – Month 9

Ref. No	Ref. No	£ inc. VAT
PL090	G Stayton - Cleaning of Bus Shelters - November 2020	321.30
PL091	R Munt Collection and fix of 4 interpretation boards CH Common	369.00
PL092	CP Associates – Work on CHFC lease	50.00
PL093	Microshade Hosting Rialtas	3317.15
PL094	TBS Hygiene Ltd – Dog Waste Collection - October	32.56
PL095	TBS Hygiene Ltd - Litter Bin Collection - October	70.20
PL096	TBS Hygiene Ltd – Removal of waste from Warren Farm Track	231.00
PL097	Ricky Tyler Landscapes – Grass Cut – Sleepshyde Park	135.00
PL098	Highfield Park Trust – Electricity November 2020	168.00
PL099	Clerk/RFO Expenses – Broadband and land registry searches	999.00
PL100	Finance Officer Expenses – annual Docusign CHPC	145.20
Salaries	Staff Salaries Month 8 November 2020	138.25
Salaries	Staff Salaries Month 9 December 2020	10.40
DD	Nat West bank charges	396.00
DD	Jola Broadband	14.00
DD	9 group Telephone System	109.94
DD	BT Mobile 07484 520070	6252.00

CHPC Income

Date	Received from	Amount
30 Nov	St Marks Church Closed Graveyard annual interest payment	346.95
04 Dec	Colney Heath Football Club – Rent December 2020	500.00

20/21-91

ELECTORAL REVIEW ST. ALBANS

The paper circulated was taken as read and Cllr Cook gave an update on the potential ramifications for the Parish of Colney Heath. Thanks were to be passed to the Neighbourhood Plan Steering Group Project Officer (voluntary) who had produced the evidence and statistics to accompany the Council response.

20/21-92

LEGAL & LANDOWNER MATTERS

a) Colney Heath Recreation Ground Lease renewal

It was explained that this document was produced after reviewing the current lease and arrangements, taking comments from both the Clerk on behalf of the Parish Council and representatives of the football club working through a third party representative. It was hoped that this would ensure all aspects of the use of the recreation ground would be encompassed in these heads of terms therefore, regularising the use of this public open space and asset of the Parish Council.

The Chairman went through the heads of terms noting and reading each section, after each page he checked with all members for comments on each page then moved on. The following comments were noted and would need to be reviewed, clarified or marked on the plan attached to the heads of terms version 1:

- 25-year lease agreed on the areas to include the clubhouse, parking on the two previous tennis courts, the stands and the one main pitch directly in front of the clubhouse. Should the football club wish the toilet block or the tunnel area or indeed any other are to be within the scope of the lease/heads of terms they would need to note these areas in their response.



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	• VOA rental valuations would be accepted by Council and as above these would be on the areas stated within the lease clubhouse, stands, parking and the main pitch. • Planning permission rules on the 6 installed floodlights would need to be adhered to and any other lights installed would require planning permission and noting. • Research into why the fences would come down twice yearly written into the previous lease. Was this a request of the Council in 2009 or is this something that is legally required of a public open space designated for recreation, this should be checked and if a legal requirement inserted into the current heads of terms. Version 1 of the heads of terms was duly proposed, seconded, and RESOLVED by 5 votes in favour with 2 abstentions. The heads of terms would be sent for review and comment and version 2 would come back to Council in January/February Council depending on when returned. b) Tyttenhanger Access request The resident request to remove the debris was noted. The proposal to 'tidy up' was duly proposed, seconded, and unanimously RESOLVED to be accepted. The Clerk was instructed to ensure that all safety compliance was met and to advise the resident to proceed.
20/21-93	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Tree Planting initiative March 2021 The Clerk spoke about a resident wishing to carry out a tree planting initiative with volunteer planters in March 2021. Council raised concerns about ongoing maintenance and costs including the location of the trees. Subject to agreement by the Environment Committee on planting locations, reviewing of ongoing maintenance, and successfully receiving trees the Woodland Trust initiative Council duly proposed, seconded, and unanimously RESOLVED to proceed with ordering up to 200 trees for planting on Parish Council owned land in March 2021. b) Colney Heath Village Calendar The Clerk confirmed the one-off initiative to print a 'lockdown' calendar showing of the photographic talent of many of the residents in Colney Heath Village. 200 calendars would be printed ready for issue early in the new year. Selling for £3.00 officer would investigate cashless payments. Dates of note for 2021 • First meeting of 2021 will be a Planning Committee which will be held on Thursday 7th January 2020 at 7pm • Next Full Council meeting will be held on 21st January 2021 when the review of virtual meetings will be debated. • Next Environment Committee meeting to be held Thursday 28th January 2021 at 7pm • Finance & Governance Committee and HR Committee meetings scheduled for Thursday 4th February 2021. 8.24pm Standing orders were suspended



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20/21-94	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) District Councillors District Cllr C Brazier spoke about the long-awaited completion of the A414 Longabout works and that the District was now confirmed to be going into Tier 3 and raised the plight of the hospitality industry also referring to the staggered start for schools in January 2021. b) County Councillors Apologies received from County Councillor Gordon and County Councillor Hale who noted also the completed A414 works and thanked residents for their patience during the extended works. No news on Smallford Pits solar farm application but that there were no horses grazing in this area any longer. Parking on verges especially at the junction of Tollgate/Fellowes Lane was noted and hopefully would be addressed with bollard installation. c) Highfield Park Trust Update from Cllr Barnes on matters relating to the Trust. d) Police Liaison Group No reports received but Councillor Mulroney offered to attend the next Police Liaison meeting. The Clerk would forward the details when received and Councillor Mulroney was thanked for her offer and accepted as the representative for this Council.
20/21-95	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> There was a question on the remedial works to damage caused by illegal electricity connection across The Warren at Colney Heath Common. The request was noted and if/when works took place advice would be taken when considering the most effective way to manage this already damaged and delicate landscape. <i>8.33pm Standing Orders were resumed.</i> The Chairman thanked all for their attendance and wished everyone best wishes for a safe and enjoyable festive season then closed the meeting at 8.34pm

Meeting closed at 8.34pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 18/12/2020

Peter Cook 23/03/2021

Signed by
Chairman, Councillor Peter Cook
Approved by Full Council 21 January 2021