



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA
Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

Colney Heath Village Office
83 High Street
Colney Heath
Hertfordshire AL4 0NS

Summons issued – 19th March 2021

To Members of the Parish Council,

Councillors, Kevin Barnes, Chris Brazier, Hilary Brazier, Peter Cook, Judy Mulroney, Kate Slaughter, Russell Solts & Natalie West (one vacancy)

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held virtually via Zoom on **Thursday 25th March 2021 at 7pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded. Papers required for the meeting are shown within the agenda via links to the Parish Council website. When you see the words 'use link' click on the underlined part of the agenda and you will be taken to the relevant document referenced or as background provided for that item. Hard copies of any documents can be requested from the parish offices.

To join the meeting please click on the link below or use the meeting ID and password. To join by telephone please call the Parish Office on 01727 825314 for details:

<https://us02web.zoom.us/j/89616899439?pwd=ZXJQU2NNRExNUTZJUFNqeFoybHFSdz09>

Meeting ID – **896-1689-9439**

Password – **CHPCMAR25**

**PLEASE BE AWARE
THE MEETING WILL BE RECORDED
AND MAY BE LIVESTREAMED**

Lisa Chaplin LCGI PSLCC CPFA CiLCA

Clerk to Colney Heath Parish Council

CHPC operates under General Power of Competence

since adopted 16 May 2019 ref: 19/20-11

AGENDA

20/21-126 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence

20/21-127 DECLARATIONS OF INTEREST

a) To receive declarations of interest from members regarding this agenda – guidance for councillors can be viewed at the following link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/02/CHPC-Dec-of-interest-Flowchart-Feb-2021.pdf>

b) Councillors to reaffirm that their registered declarations of interest are up to date as of this meeting. To view current declarations, use link -

<https://www.colneyheathparishcouncil.gov.uk/councillors/>

c) To receive written requests for dispensations for declarable interests; and

d) To grant any requests for dispensation as appropriate



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20/21-128 **QUESTIONS FROM THE PUBLIC**

Members of the public may make representation, ask questions, or give evidence in respect of the business on the agenda for a maximum per item of 3 minutes. For further guidance on public participation use link - <https://www.colneyheathparishcouncil.gov.uk/public-participation/>

20/21-129 **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

To note that the previous meeting minutes were approved by the Emergency Full Council meeting held 11th March 2021. The meeting minutes of 11th March are being drafted and will be available on the CHPC website from Wednesday 24th March on the following page of the website. <https://www.colneyheathparishcouncil.gov.uk/minutes/>

20/21-130 **PLANNING COMMITTEE**

a) To receive the minutes of the Planning Committee meetings held on 1 March 2021 noting comments and objections submitted on behalf of Council.

For draft minutes use link below –

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/03/CHPC-Planning-Committee-Minutes-01032021-draft.pdf>

b) To note any updates on planning matters from - St Albans, Hertsmere, and Welwyn Hatfield Councils including appeals and inquiries.

FINANCE, AUDIT & GOVERNANCE

20/21-131 **FINANCE**

a) To approve payments for Month 12 (March 2021) to be paid by BACS 26 February 2021 and the monthly bank reconciliations – for Month 12 payment schedule use link –

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/03/Month-12-BACS-Payment-List.pdf>

b) To delegate authority to the Clerk/RFO to make payments between the March Council meeting and 31st March 2021 to ensure a smooth year end. Internal controls for the approval of invoices and payments by two councillors will continue to be followed however retrospective approval for the invoices by Council will be sought at the Council meeting in April 2021.

c) To delegate authority for the Clerk/RFO to continue with payroll administration and management of wages payments for financial year 2021/22. Internal controls will require the payments made to be retrospectively approved by Council with the payments each month and that two members of the HR Committee sign off and check the payments made both by payroll and the BACS run each month.

d) To approve for the financial year 2021/22 the list of Direct Debits and Standing Orders presented with this agenda. Any items added during the year will require a further resolution.

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/03/Yearly-DD-SO-Approval-List-2021.pdf>



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20/21-133 LEGAL & LANDOWNER MATTERS

To review updates/actions on the following:

- a) To receive an update on the working party meeting and confirm any recommendations. *Confidential report circulated.*
- b) To review correspondence and information received regarding Lands Tribunal case relating to the Old Air Raid Shelter
- c) To note correspondence received on Roestock Hut and confirm response/further action required. *Confidential correspondence circulated.*
- d) To note correspondence on Colney Heath Recreation Ground and Pavilion lease renewal and confirm response/further action required. *Confidential lease amendments circulated.*
- e) To note the expressions of interest on land at Gloucester Park and Smallford and decide on next steps.
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/03/EOI-Report-March-2021.pdf>
- f) To receive an update on the settlement offer proposed to the applicants in the Land Registry case relating to the Old Air Raid Shelter
- g) To delegate authority for the Clerk to continue to install bollards as recommended by the Common Ranger for the prevention of 4x4 and other motorised vehicles from accessing Colney Heath Common
- h) To receive an update on the working party meeting with Charles Morris Hall Management Committee and confirm recommendations.

20/21-134 PARISH ADMINISTRATION

To note a verbal report from the Parish Clerk and to review decisions/actions on the following matters:

- a) To note the cattle from Willows Farm will not be returning for the 2021/22 season.
- b) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions other than to agenda an item for future discussion may be made.

20/21-135 REPORTS FROM COUNTY, DISTRICT COUNCILLORS & OUTSIDE BODIES

To note written reports received or receive verbal reports by exception and with the permission of the Chair and available time:

- a) County Councillors
- b) District Councillors
- c) Highfield Park Trust
- d) Police Liaison Group

20/21-136 QUESTIONS FROM THE PUBLIC

Time permitting members of the public may ask questions in respect of any of the business discussed or for future items to be raised for future debate.

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.