



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA
Tel: 01727 825314

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

Email: clerk@colneyheathparishcouncil.gov.uk

Summons issued – 28th April 2021

To Members of the Parish Council,

Councillors, Kevin Barnes, Hilary Brazier, Peter Cook, Judy Mulroney, Kate Slaughter, Russell Solts & Natalie West (two vacancies)

You are summoned to attend the **Annual Meeting of Colney Heath Parish Council** that will be held virtually via Zoom on **Wednesday 5th May 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 word 'link' click on the underlined part of the agenda and you will be taken to the relevant document referenced or background information 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/81033761389?pwd=ejl4Mks2bE9iZTV6RlV1dmtyc2o1dz09>

Meeting ID – **810-3376-1389**

Password – **CHPCAPM**

**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

- 21/22-01 ELECTION OF CHAIRMAN**
To receive nominations and elect a Chairman to serve for Council year 2021/22 and to accept the declaration of office for the Chairman
- 21/22-02 ELECTION OF VICE CHAIRMAN**
To receive nominations and elect a Vice Chairman to serve for Council year 2021/22 and to accept the declaration of office for the Vice Chairman
- 21/22-03 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence



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21/22-04

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

21/22-05

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/>

21/22-06

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

To note that the previous meeting minutes were approved by the Full Council meeting held 22 April 2021. The minutes can be viewed by using this link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/DRAFT-CHPC-Minutes-22-April-2021-.pdf>

21/22-07

CO-OPTION OF PARISH COUNCILLOR FOR HIGHFIELD WARD

To consider applications submitted for co-option for the vacant post of councillor in the Highfield Ward.

21/22-08

APPOINT LEAD MEMBERS TO COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES

- a) To appoint members to each of the following and adopt the Terms of Reference for 21/22. For further information and links to the terms of reference to be reviewed use this link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/APM-Item-08-Committees-2021.pdf>
 - HR Committee
 - Finance & Governance Committee
 - Environment Committee
 - Planning Committee
- b) To appoint representatives to each of the following:
 - Highfield Park Trust
 - Police Priority Setting Forum
 - St Albans District and Local Councils

21/22-09

COUNCIL MEETING DATES 2021/22

To receive, review and confirm the Full Council and Committee meetings dates for Council year 21/22. To review the proposed dates, use this link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/CHPC-Meetings-Calendar-2021-22.pdf>



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21/22-10 COUNCIL DOCUMENTATION REVIEW

To review, amend as necessary and adopt for a further year the following documents – to review the draft with any changes use links below each item:

- a) Standing Orders
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/APM-Item-10a-CHPC-Standing-Orders-Amended-DRAFT-2021.pdf>
- b) Financial Regulations
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/APM-Item-10b-CHPC-Financial-Regulations-Amended-DRAFT-2021.pdf>
- c) Code of Conduct
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/03_CHPC-Code-of-Conduct-2020.pdf
- d) Health & Safety Policy Statement
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/04_Health-and-safety-statement-2020.pdf
- e) Asset Register
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/APM-Item-10e-CHPC-Asset-Register-310321.pdf>
- f) Freedom of Information Requests Policy
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2020/08/CHPC-FOI-Policy-2020.pdf>

FINANCE, AUDIT & GOVERNANCE

21/22-11 FINANCE

- a) To reconfirm the bank signatories for 2021/22
- b) To reconfirm agreement to pay invoices by BACS until May 2023

21/22-12 ENVIRONMENT COMMITTEE

To receive and note the Environment Committee minutes for the meeting held 14 April 2021. To view the draft minutes use link -

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/04/CHPC-Environment-Minutes-14-April-2021-DRAFT.pdf>

21/22-13 **LEGAL & LANDOWNER MATTERS**

The Clerk will confirm verbally the requests and information and correspondence with regards the following requests:

- a) **Colney Heath Recreation Ground and Pavilion Lease**
To consider a request for a letter of intent for tenure to support promotion.
- b) **Roestock Park**
To consider a request by groups of the 1st Colney Heath Scouts for the use of Roestock Park and to either reopen or retain a key to the car park.
- c) **Request to use space behind Charles Morris Hall**
To consider a request to use Council owned space for hire and to decide requirements for paperwork, insurance, and potential charges.



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21/22-14 **PARISH ADMINISTRATION**

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.

21/22-15 **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

21/22-16 **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.