



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 22 APRIL 2021, 7pm

Members in attendance	
Cllr H Brazier (Hill End Ward)	Cllr K Slaughter (Colney Heath Ward)
Cllr P Cook (Chairman) (Highfield Ward)	Cllr R Solts (Highfield Ward)
Cllr J Mulroney (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	
15 members of the public. District Councillor Chris Brazier from 8.18pm-8.22pm only	
20/21-136	APOLOGIES & ANNOUNCEMENTS There were apologies from Councillor West for illness. Apologies from the County Councillors were noted. The Chairman apologised if the Parish response has been slower than usual as the last week has been very busy linked to the public interest Report publication. The Chairman had received several complimentary comments from around and outside the Parish for having the courage to publish it. He confirmed that with the placing of the photo he was not the beneficiary of payments. He thanked the current Councillors for input in to the two working parties on the Report and the Assets working party – 3 hours plus respectively. In addition, we have been preparing for the Annual Audit (today) and Internal Audit. The Roundhouse Farm Inquiry starts on Tuesday and has up to 7 working days allocated. Questions on public interest report will be answered in a FAQ sheet.
20/21-137	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
20/21-138	QUESTIONS FROM THE PUBLIC 7.08pm 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. A representative of the Scout Group addressed the Council regarding item 144b. 7.13pm Standing Orders were resumed.
20/21-139	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of Council Meeting held 25th March 2021 noted as circulated and taken as read. 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.
20/21-140	PLANNING a) Planning Committee Minutes The minutes of the Planning Committee for 22 March 2021 and 12 April were taken as read, noted, approved unanimously with no queries over content or any requested changes made. b) Update on Local Plans including from neighbouring councils No real update as Councils are in period of purdah due to elections.



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	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-141	FINANCE a) Retrospective approval of year end payments made 30 March 2021 The circulated and approved payment sheet was noted as circulated and the amount of £8225.89 was duly proposed, seconded, and RESOLVED by a show of hands. b) Approval for BACS payments scheduled for Month 1 (April 2021) The payment schedule as circulated was noted with all payment invoices listed having been signed by two councillors Cllr West and Cllr Mulroney. Members were asked for any questions. There were no questions on the payment schedule. The amount of £10,391.36 was duly proposed, seconded, and RESOLVED by a show of hands. It was noted the bank reconciliations were also signed when approving the invoices for Month 1. These payments would be made on 30 April 2021 by BACS. c) Community Grant Policy & Application Form The policy and application were noted along with the date schedule. The documents were reviewed and there were no suggested amendments. The documents were duly proposed, seconded, and unanimously RESOLVED to be updated and published by a show of hands. d) Local Councils Foundation Award The report circulated was noted. The Council confirmed by resolution that it recognises its duties in relation to biodiversity and crime and disorder and that all documentation and information is in place for a specified award. The Council confirmed by resolution that all documentation and information is in place for a specified award these motions were duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands. There was a request to ensure that the duties of the Council were noted on the website, so all residents and councillors were informed. e) CHPC Logo Change The report circulated was noted. After a strong debate and comments including that it was a strong way forward with a strong identity, it was duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands that the Parish Council logo be updated to include all areas of the Parish with the form of words on page 2 of the report and the larger tree, however an addition of the wording from the scroll would be added to the logo. The Clerk was instructed to get a mock-up of the new logo made and circulated prior to introduction.
20/21-142	CLIMATE EMERGENCY The policy circulated was noted. It was duly proposed, seconded, and unanimously RESOLVED that Colney Heath Parish Council declare a climate emergency. The policy and an action plan were delegated to the Environment Committee for review and discussion at their next meeting in June 2021.
20/21-143	RETURN TO FACE-TO-FACE MEETINGS The report was noted as circulated. There was some debate regarding the safety of the public and the councillors. It was considered that public engagement would suffer. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Annual Parish Meeting be moved from 13th May to 5th May and after this date delegation for all matters that could be delegated would be with the Clerk. This delegation would last until such time as the Council could legally and safely return to meetings or legislation allowed for virtual meetings to continue.



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Retrospective approved payments for year end March 2021 (Month 12)		
Ref. No	Payment To	£ inc. VAT
PL158	Purchase of CH Chronicles Book	£ 7.50
PL159	Clerk/RFO Expenses	£ 245.80
PL160	People safe – Man Down Alarm	£ 79.20
PL161	TBS Hygiene - Litter Bin Collection – March 2021	£ 295.20
PL162	TBS Hygiene - Dog Waste Collection – March 2021	£ 272.16
PL163	SADC Play Area Inspections 2021/22	£ 220.56
PL164	Assistant to the Clerk Expenses	£ 16.00
PL165	Debenhams Ottaway – Land Registry Old Air Raid Shelter	£ 132.00
Month 1 payments April 1 (Month 1)		
001	Viking Stationery – Common Ranger Black Sacks	£ 21.47
002	NALC – Local Council Award Registration Fee	£ 60.00
003	FCBS – Photocopier	£ 114.60
004	P Fleming – Forth Bridge Protocols	£ 18.00
005	Herts Pension Fund III Health Insurance	£ 839.62
006	Common Ranger Expenses	£ 36.28
007	Vision ICT Cllrs email accounts May 2021 – April 2022	£ 151.20
008	SADC – Business Rates Colney Heath Parish Office	£ 898.20
009	HAPTC Subscription/Membership 21/22	£ 1,124.23
010	Microshade Business – Remote access to accounts	£ 73.80
011	Weller Hedleys – re 83 High Street eviction	£ 708.00
012	Highfield Park Trust – 20% Electricity contribution March 2021	£ 35.32
013	B&C Energy Solutions new bus shelters Hatfield Rd	£ 4,348.80
014	Assistant to the Clerk Expenses – Fairy Door order	£ 171.30
015	Ricky Tyler Maintenance Contract grass cutting	£ 1,671.00
016	Highfield Park Trust – Contribution to building insurance	£ 119.36
CHPC Income		
Date	Received from	Amount
29 Mar	Clothing Bank	£ 28.75
31 Mar	Interest on reserve account	£ 1.12
06 Apr	Colney Heath Football Club – Rent 2021	£ 500.00

20/21-144	LEGAL & LANDOWNER MATTERS
	a) Land & Assets Working Party Recommendations Expressions of Interest in Parish owned land The report was noted as circulated. The Council reviewed the recommendations of the working party. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Council would • proceed with land valuation on both parcels at Smallford and Hill Lane sites. • once valued the evaluation criteria for both bids received and future bids would be agreed. • Council confirmed that any sales or lease complies with the appropriate legislation. • Council confirmed that there would be a Parish wide consultation on the options for both sites. The Clerk was instructed to proceed with land valuations.

FAE



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Roestock Park

The report was noted as circulated. Council also noted the statement made at the start of the meeting. After reviewing the recommendations of the working party. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that

- All works as listed are carried out prior to the building being checked for legal compliance and before any occupation is approved
- works listed are considered to exceed £100,000 therefore a meeting should be arranged with the Scout Association to review the way forward, this meeting should be as arranged as soon as possible.
- to instruct the Clerk to commence obtaining quotes for the refurbishment of the building.

Colney Heath Recreation Ground and Pavilion Lease

The report was noted as circulated. The Council reviewed the recommendations of the working party. It was duly proposed, seconded, and **RESOLVED** by a show of hands with one abstention that the Council would

- to instruct the Clerk to clarify the points raised formally in correspondence.
- to instruct the Clerk to commence action on the points raised within the report by the working party.

It was further duly proposed, seconded, and **RESOLVED** by a show of hands with one abstention that the Clerk be delegated authority to remove the High Street Recreation Ground, when necessary.

b) Settlement Offer relating to the Old Air Raid Shelter

It was confirmed that there had been no response to the settlement offer made by the Parish Council to avoid further proceedings and legal costs.

c) Land Registry case relating to the Old Air Raid Shelter

In the absence of any settlement offer or response, it was duly proposed, seconded, and **RESOLVED** by a show of hands with one abstention that the Clerk be delegated authority to proceed with the Lands Tribunal case which is listed for early May.

d) Tyttenhanger Accessway

it was duly proposed, seconded, and **RESOLVED** by a show of hands to discuss this item in a closed session.

20/21-145

PARISH COUNCIL - COMMUNITY EVENTS

Council noted the following events:

- 23rd May - 6th June 2021 Sustainability Events 2021
The event planned was called Rocks around the Common where painted rocks would be hidden and discovered.
- 6th June 2021 The Great British Spring Clean
Community litter pick – volunteers were already coming forward and this could be done in your own area, a park or the Common
- 30th May 2021 Beating the Bounds
Event confirmed for this year but with no refreshments
- 17th April 2022 Colney Heath Parish Council 75th Anniversary
Forward planning for this event
- 2nd – 5th June 2022 Queens Platinum Jubilee
Co-ordinating applications for road closure for street parties.

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20/21-146	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Road Names Report was noted as circulated. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that no individuals' names were used for Parish road names – suggestions confirmed Kingfisher, Hawthorn, Warren, Prince Philip, Earthworks, Alexandra, Hine, Cherry. The Clerk was instructed to submit the Parish Council response by the deadline. b) Installation of a noticeboard in Smallford A resident had requested a noticeboard fore this location. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that A review of the potential locations of the noticeboards and the budget required would be reviewed by both the Finance & Governance and Environment Committees. c) There were no other matters raised. - Annual Parish Meeting of the Electorate Thursday 29th April 2021 - Next Council meeting will be the Annual Parish Council Meeting Thursday 5th May 2021 <i>8.18pm Standing Orders were suspended.</i>
20/21-147	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) County Councillors Updates along with apologies were received from both County Councillors. b) District Councillors District Councillor Chris Brazier joined the meeting and updated the Council on school appeals and other casework matters. The Chairman asked the District Councillor to liaise with the Colney heath Residents Association with regards data from the school appeals that might be useful for the planning enquiry at Bullens Green Lane. c) Highfield Park Trust No update d) Police Liaison Group No further meeting
20/21-148	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> There was a question regarding the timing of the meeting with the Scout group. <i>8.25pm Standing Orders were resumed.</i> It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Council should now go into a closed session that excluded the press and public for reasons of confidentiality of resident/landowner correspondence. The Chairman thanked all for their attendance and closed the public meeting at 8.26pm

Meeting closed at 8.26pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 26/04/2021

Signed by
Chairman Peter Cook
Approved by Council 05 May 2021

www.colneyheathparishcouncil.gov.uk

CHPC MINUTES 22 APRIL 2021

Chairman.....CHPC 497