



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 25 MARCH 2021, 7pm

Members in attendance	
Cllr K Barnes (Highfield Ward)	Cllr K Slaughter (Colney Heath Ward)
Cllr H Brazier (Hill End Ward)	Cllr R Solts (Highfield Ward)
Cllr P Cook (Chairman) (Highfield Ward)	Cllr N West (Colney Heath 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	
12 members of the public and the Neighbourhood Plan Project Officer (voluntary).	

20/21-126	APOLOGIES & ANNOUNCEMENTS There were no apologies required, but the apologies of the County Councillors and District Councillor C Brazier were noted. The recent resignation of Cllr C Brazier was noted and thanks on behalf of the Council to Councillor C Brazier for his commitment since he was elected as a Parish Councillor in May 2019.
20/21-127	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
20/21-128	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 no questions asked. <i>7.04pm Standing Orders were resumed.</i>
20/21-129	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of Emergency Council Meeting held 11 th March 2021 were noted as issued in draft. 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.
20/21-130	PLANNING a) Planning Committee Minutes The minutes of the Planning Committee for 1 March 2021 were taken as read, noted, and approved unanimously with no queries over content or any requested changes made. b) Update on Local Plans including from neighbouring councils Councillors were updated by Cllr Cook who had attended the 4-day Smallford Works Planning inquiry, thanks were given to the Neighbourhood Plan Project Officer (voluntary) for his work on preparation to this case.



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	The appeal for the Planning inquiry for the development on Bullens Green Lane/Roundhouse Farm was noted to be at the end of April 2021. It was noted that Neighbourhood Plan Project Officer (voluntary) would be working with the Colney Heath Residents Association collaboratively on this case, the Residents Association would focus on the village impact whilst the Parish Council submission would focus on the needs of the Parish. It was unanimously RESOLVED by a show of hands that the Neighbourhood Plan Project Officer (voluntary) would share the submission prepared regarding Butterwick Brook and flooding issues with interested residents and parties.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-131	FINANCE a) Approval for BACS payments scheduled for Month 12 (March 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 £14,698.55 taken from the payment sheet plus the sum of £6,957.47 for the payment of Month 12 salaries a total expenditure of £21,656.02 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 12. These payments would be made on 26 March 2021 by BACS. b) End of Financial Year Delegated Payment Authority Payments that were required to be made to contractors from 20/21 budget between this Council meeting and 31st March 2021 were delegated to the Clerk to be made. A payment sheet for these payments would be completed and this would be retrospectively approved by Council in April 2021. This delegated authority was duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands. c) Payment of CHPC salaries in 2021/22 Monthly wages payments as calculated by the payroll company were delegated to the Clerk/RFO to be run monthly and would only be required to be authorised by Council subject to any change in payment amount. A confidential sheet for these payments would be prepared as previously and the total amount noted by Council in the monthly minutes. Authority to proceed with the annual wage payments for financial year 2021/22 was duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands. d) Direct Debit and Standing Order Approval 2021/22 The expected payments being made for 2021/22 by direct debit and standing order were noted as circulated. Subject to the amounts noted to be clearly stated as monthly, quarterly or annually Council gave their authority for these payments to be made on the basis as noted for the financial year 2021/22. This authority was duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands.



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Payments Approved for BACS – 26 th March 2021 (Month 12)		
Ref. No	Payment To	£ inc. VAT
PL140	Microshade Business Ltd – Monthly Hosted Application Service	£ 70.20
PL141	Highfield Park Trust - Electricity Parish Office – February 2021	£ 40.10
PL142	TBS Hygiene – Removal of Dog Bin CL11	£ 72.00
PL143	TBS Hygiene - Dog Waste Collection – February 2021	£ 241.92
PL144	TBS Hygiene - Litter Bin Collection – February 2021	£ 295.20
PL145	Maydencroft Limited – Tree Survey Open Spaces	£ 1,320.00
PL146	Maydencroft Limited – Tree Survey CH Common	£ 1,650.00
PL147	Net Nerd Unlimited Hosting March 2021-March 2022	£ 59.99
PL148	Neighbourhood Plan Project Officer (voluntary) Honorarium	£ 1,500.00
PL149	Debenhams Ottaway - Re: Land Registry - Old Air Raid Shelter	£ 232.80
PL150	G Stayton - Cleaning of Bus Shelters December 2020	£ 135.00
PL151	G Stayton - Cleaning of Bus Shelters February 2021	£ 135.00
PL152	Staff training – First Aid at Work	£ 360.00
PL153	Archant Advertising Land EOI 2 nd advert	£ 420.48
PL154	Herts Full Stop – Stationery/Office Supplies	£ 134.95
PL155	Viking – Water/Office Supplies	£ 46.78
PL156	CP Associates – CHFC Lease - November 2021	£ 474.00
PL157	CP Associates – CHFC Lease and HR appraisals - November 2021	£ 677.15
	Staff Salaries – Month 11 February 2021 (paid 26 th February 2021)	£ 6,615.62
	Staff Salaries – Month 12 March 2021 (paid 26 th March 2021)	£ 6,957.47
Direct Debits		
DD	Bank Charges	£ 10.85
DD	Jola	£ 60.18
DD	9 group	£ 86.28
DD	BT Mobile	£ 53.30
CHPC Income		
Date	Received from	Amount
26 Feb	Interest on reserve account	£ 0.81
04 Mar	Colney Heath Football Club – Rent	£ 500.00
Direct Debits/Standing Orders Approved for 2021/22		
Monthly		
	BT Group PLC	Approx. £52.80
	Jola Cloud Solutions Ltd	Approx. £85.00
	9 Group Retail	Approx. £65.00
Quarterly	E. ON Street Lighting	Approx. £66.62
Bi-Annual	Public Works Loan Board	£1,287.58
Annual	Hertfordshire & Middlesex Wildlife Trust (HMWT)	£40.00
	Campaign to Protect Rural England (CPRE)	£36.00
	Information Commissioners Officer	£35.00
	The Open Spaces Society (OSS)	£45.00
	Hertfordshire Society of Rural England	£30.00
	Savills – Wayleave for CH Recreation Ground	£100.00



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20/21-132

LEGAL & LANDOWNER MATTERS

a) Fidelity working party update

The confidential report was noted as circulated. The Chairman noted the background and that an amount of in excess of /in the order of £250,000 had been lost in ultra-vires payments over a period of approx.10 years from 2004-2015. It was proposed, seconded, and unanimously **RESOLVED** to issue a public interest report. This would be issued along with some background paperwork. This would be issued w/c 19th April 2021 and available on the website along with a press release. A request was made to include a complete list of serving Councillors, Chairmen and Proper Officers to be issued an appendix.

The following motions were passed on the matter of future fidelity action:

MOTION – No further action to be taken against the previous Internal Auditor during the accounting period 2004-2015. This motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

MOTION – No further action to be taken against the previous Clerk's estate in recovery of overpaid amounts or payments made for the accounting period 2004-2015. This motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

MOTION – No further action to be taken against the previous Deputy/Assistant Clerk in recovery of overpaid amounts or payments made for the period 2004-2015. This motion was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

b) Lands Tribunal Case

A two-month extension has been negotiated until early May, in an attempt to resolve matters.

c) Roestock Hut

Correspondence received had been presented in advance to councillors. It was noted there was a significant amount of information received and this would have to be reviewed in much more detail. It was duly proposed, seconded, and **RESOLVED** by a show of hands to hold a working party as soon as possible to discuss this in further detail.

The Working Party would discuss the works required to the building and discussion about the future of this asset. In particular as St Albans DC intend to start a Community Governance Review (CGR) later this year and its likely impact on the precept from 2023/24. (NOTE The intention would be for the CGR to be concluded in time for any changes to be brought into effect at the parish elections in May 2023. The change of district ward boundaries in 2022 will have no effect on the outer boundary of Colney Heath Parish.

Clarification should be sought on the communication's 'route' as new solicitors now advised to have been instructed. It was noted this was the third change of legal adviser.

The Scouts should be thanked for their letter and Cllr Slaughter would like an apology to be sent for time it has taken to resolve this matter.

d) Colney Heath Pavilion and Recreation Ground

Papers circulated were noted. It was duly proposed, seconded, and **RESOLVED** by a show of hands with one abstention to hold a working party as soon as possible to discuss this in further detail.



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	e) Land interest in Gloucester Park/Fields, Highfield, and Horseshoe Field, Smallford The report detailing the expressions of interest was noted as circulated. Members were pleased to see several interested parties in both sites. Cllr Slaughter advised the meeting of her position on both pieces of land. Members noted that they must demonstrate best value, evaluate the liabilities, and noted Cllr Slaughters comments, it was felt an auction of the land should be considered. Council required a more detailed plan for each offer and on what basis the offer was being made lease or purchase. Council wished to form a scope and would discuss this at the working party where Roestock Park Hut would also be discussed. The proposed motion to discuss this matter at a working party was duly proposed, seconded, and unanimously RESOLVED. f) Settlement Offer update As instructed the without prejudice counter offer was made on behalf of the Council. The response received was noted and due to legal privilege, a motion to discuss this in a closed session without the public and press was duly proposed, seconded, and unanimously RESOLVED by a show of hands. due to legal privilege. g) Protection of the Colney Heath Common Local Nature Reserve It was duly proposed, seconded, and RESOLVED that further bollards be installed on the Common as suggested by the Common Ranger and a budget of £2,540.52 to assist in ceasing the access currently enjoyed by 4x4 vehicles across the Common. This was subject to an arranged visit to the site of installation, or the provision of photographs provided to members of the Environment Committee. h) Charles Morris Hall working party There was an update from the recent working party and the recommendation was for the Clerk to be instructed to carry out research with the archives (when reopened), with the land registry and from documents held. A report would be prepared for a future meeting. This was duly proposed, seconded and unanimously RESOLVED by a show of hands.
20/21-133	PARISH ADMINISTRATION
	To note a verbal report from the Parish Clerk and to discuss/note the following: a) Cattle – Willows Farm It was noted that the cattle would not be returning to the Warren for the foreseeable future. This would result in a loss of income approx. £3,500 and increased costs of management of this area to replace the work done by the cattle in managing the hawthorn Council requested that the Environment Committee review management of the are at their next meeting. b) Other administration matters or items for allocation to Committees or future Council meetings: • Speeding in the High Street and Colney Heath Lane was noted with resident raising issues. • Next Planning Committee Monday 12th April 2021 • Next Environment Committee Wednesday 14th April 2021 • Next Council meeting will be Thursday 22nd April 2021 • Annual Parish Meeting of the Electorate Thursday 29th April 2021



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20/21-134	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) County Councillors Reports were received from both County Councillors – these were circulated to members by email. b) District Councillors No reports received c) Highfield Park Trust Update from Cllr Barnes on matters relating to the Trust including the current marking of the football pitches, the management of 4x4 vehicles getting into the park and an abandoned motorbike. d) Police Liaison Group Cllr Mulroney reported on her recent attendance at the recent PSF meeting. Small vehicle trespass and the theft of catalytic converters the priorities.
20/21-135	QUESTIONS FROM THE PUBLIC <i>8.23pm Standing Orders were suspended.</i> <i>All attendees were unmuted, and the Chairman asked for any questions.</i> The following comments, statements and questions were noted: • Charles Morris Hall working party document request • Bus Shelter damage in Tyttenhanger • Recreation Ground boundary • Speed monitoring in High Street • Traffic counter noted in Bullens Green Lane <i>8.28pm 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. The Chairman thanked all for their attendance and closed the meeting at 8.29pm

Meeting closed at 8.29pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 06/04/2021

Signed by
Chairman, Councillor Peter Cook
Approved by Council 22 April 2021