



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 – 18th June 2021

To Members of the Parish Council,

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

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in the Main Hall, Colney Heath School, High Street AL4 0NP on **Thursday 24th June 2021 at 7.30pm**. 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 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 this will open the relevant background provided for that item. Hard copies of any documents can be requested from the parish offices.

Social distancing measures will be strictly adhered to. All those attending will be required to provide their contact details for track and purposes. Public admission will be on a first come first served basis and due to the venue limit please be aware that once the venue reaches capacity there will be no further admittance. The Council apologise for any inconvenience caused as a result and thank you in advance for your co-operation.

**PLEASE BE AWARE
THE MEETING MAY BE RECORDED
BY THIRD PARTIES 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

21/22-17 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence

21/22-18 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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21/22-19 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/>

21/22-20 MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

To note and approve the previous meeting minutes for the meeting held 5th May 2021. The minutes can be viewed by using this link- <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/05/DRAFT-CHPC-Minutes-APM-5-May-2021-.pdf>

FINANCE, AUDIT & GOVERNANCE

21/22-21 FINANCE

To approve payments for Month 3 (June 2021) to be paid by BACS 30 June 2021 and monthly bank reconciliations. For draft Month 3 payment schedule use link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Draft-Payment-Sheet-Month-3.pdf>

21/22-22 INTERNAL & EXTERNAL AUDIT 2020/21

INTERNAL AUDIT

To resolve the following to conclude the audit process for 2020/21:

- a) To note presentation of Internal Audit report 2020/21 and confirm that there are no formal requirements for an action plan for 2021/22 to view the audit please view at this link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/SIAS-Internal-Audit-Report-2020-21.pdf>
- b) To confirm, comment and adopt the review of effectiveness of internal controls to view document see link here: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-Review-of-Internal-Control-16-June-2021-.pdf>

EXTERNAL AUDIT

The following papers are required as background to the external audit for 2020-21 links to the papers are included here:

- <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-Annual-Budget-inc-Month-1-2021-22.pdf>
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Balance-Sheet-as-at-31_03_2021.pdf
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Annual-Return.pdf>
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-AGAR-Annual-Internal-Audit-Report-2020-21.pdf>
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-Annual-Return-Part3-2020-21.pdf>



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- c) To approve the Chairman signs Section 1 of the Annual Governance Statement 2020/21 page 4 of 6 see link:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-Annual-Return-Part3-2020-21.pdf>
- d) To approve the Chairman signs Section 2 of the Annual Governance Statement 2020/21 page 5 of 6 see link:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-Annual-Return-Part3-2020-21.pdf>
- e) To formally note and confirm the dates of 25th July 2021 – 5th August 2021 for the public rights period 2020/21

21/22-23 GOVERNANCE

To review and retrospectively approve those decisions made by the Clerk under delegated authority. To view the report use this link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Item-23-Delegated-authority-7-May-24-June-2021-.pdf>

21/22-24 PLANNING

To review the recommended scheme of delegation for determining planning applications. To view the draft scheme please use this link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/CHPC-planning-commenting-on-applications-delegation-criteria.pdf>

21/22-25 COMMUNITY BUS

To review the request to recommence Community Bus service. A report from the Community Bus Co-ordinator can be viewed at this link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Report-from-Community-Bus-Co-ordinator-June-2021.pdf>

21/22-26 LEGAL & LANDOWNER MATTERS

To review current or outstanding matters. If required Council may resolve to delegate or defer to relevant Committees for recommendations and more in-depth debate. The following matters will be discussed and reviewed:

a) Expressions Interest in Parish owned land Gloucester Park and Horseshoe Field

To receive an update from the Clerk which will confirm that the valuations have been carried out and when the marketing reports are received would Council resolve to review at the next meeting of Council in July 2021 or delegated first for recommendations to the Finance & Governance Committee being held in July 2021.



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b) Roestock Park

To review matters relating outstanding works required at Roestock Hut:

- Report updating on refurbishment quote – to see report see link here: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Item-26b-Roestock-Hut-Report-June-2021.pdf>
- To review and approve £750 for feasibility study for redevelopment to view quote see link here - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Item-26b-Feasibility-Study-quote-June-2021.pdf>
- To review correspondence received and instruction to Clerk on responses – to view correspondence received see links below: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Roestock-Hut-MP-Letter-May-2021.pdf>
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/St-Albans-Scouts-Letter-June-2021.pdf>
[Colney Heath Scout Group Letter to CHPC 14th June 2021.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Colney_Heath_Scout_Group_Letter_to_CHPC_14th_June_2021.pdf)
([colneyheathparishcouncil.gov.uk](https://www.colneyheathparishcouncil.gov.uk))

c) Colney Heath Recreation Ground and Pavilion Lease

- To review correspondence received – to see correspondence see link here: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Item-26c-CHFC-Lease-Matters.pdf>
- To respond to the request for a further meeting

d) Land Registry - Old Air Raid Shelter

To receive a verbal update on this matter from the Clerk

e) Request for Tyttenhanger Bonfire and meeting request from Parties Committee

- To review request for event on Tyttenhanger Open Space in November 2021 – to view provided event paperwork see link here: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Request-for-event-Tyttenhanger-Open-Space-2021-.pdf>
- To respond to meeting request from Parties Committee

21/22-27

PARISH ADMINISTRATION

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

- a) To receive an update and report on Freedom of Information requests, to view the report please see link here: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/FOI-Report-to-Council-June-2021.pdf>
- b) To receive the tree survey and note and approve urgent works
- c) To approve urgent replacement of bus shelter in Colney Heath Village



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21/22-27 REPORTS REPRESENTATIVES ON OUTSIDE BODIES

To note written reports received or receive verbal reports:

- a) Highfield Park Trust
- b) Police Liaison Group

21/22-28 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.