



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 FEBRUARY 2021, 7.30pm

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr C Brazier (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Mulroney (Colney Heath Ward)	Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Cllr N West (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	
County Councillor Gordon, County Councillor Hale (from 8.12pm) and 7 members of the public.	

20/21-106	APOLOGIES & ANNOUNCEMENTS There were no apologies required.
20/21-107	DECLARATIONS OF INTEREST a) Nothing in advance raised with the Clerk. The Clerk drew the attention of all councillors to the new flowchart which can be referred to for ease when considering if they have a potential conflict. 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
20/21-108	QUESTIONS FROM THE PUBLIC <i>7.33pm 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> A resident raised the issue with the state of Coursers Road, especially at the London Colney end near to the gravel extraction site. It was confirmed that this was just outside the Parish boundary and although the Parish Council would continue to raise their concerns the County Council have authority over this, and the matters raised. <i>7.36pm Standing Orders were resumed.</i>
20/21-109	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 21 January 2021 – 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.
20/21-110	PLANNING a) Planning Committee Minutes The minutes of the Planning Committee for 19 January 2021, 25 January 2021 and 10 February 2021 were taken as read, noted, and approved unanimously with no queries over content or changes made. b) Pre-Application Protocol The draft circulated was taken as read, there were no changes. The protocol was duly proposed, seconded, and unanimously RESOLVED to be adopted by a show of hands.



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	c) Update on Local Plans from neighbouring councils Councillors were informed of the Parish Council obligation to agree in advance any S106 funds. If the appeal for the development at Roundhouse Farm be successful and planning permission were granted on appeal the Parish Council would lose the s106 money allocated if an agreement for expenditure is not reached prior to the planning appeal. Therefore, without prejudice to the Council objections, the Clerk on behalf of Council has agreed that based on 2 bed homes only the figure of £103,322 will be spent on Roestock Park and this will include amounts for the hut and equipment.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
20/21-111	FINANCE a) Approval for BACS payments scheduled for Month 11 (February 2021) The payment schedule circulated with the agenda remains up to date and all payment invoices have been signed by two councillors. Members were asked for any questions. There were no questions on the payment schedule. The amount of £15,069.60 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 11 by Cllr Slaughter and Cllr West. It was noted that the wages for February were not included and would be retrospectively approved at the next Council meeting. b) Finance & Governance Committee – 4th February 2021 The draft minutes circulated were taken as read, the recommendations and actions contained within the minutes were duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands. c) Tyttenhanger Accessway installation and budget It was confirmed that both the Environment Committee and the Finance & Governance Committee had looked at the proposed works and had made the same recommendation. The budget required for this work would be approximately £4,000. The Clerk confirmed the work was unlikely to be completed within this financial year 2020/21 so suggested that £4,000 was included as a new EMR for the coming financial year 2021/22 for this work to be completed. A motion to proceed on this basis was duly proposed, seconded, and RESOLVED by all those in attendance. The Clerk/RFO was instructed to add a new EMR for £4,000 and proceed with the works at the start of financial year 2021/22. d) Review budget leaflet and consider distribution The draft leaflet circulated with the agenda was taken as read, members were consulted for their opinions and it was suggested that the content be included in the next edition of the newsletter. The suggestion was duly proposed, seconded, and RESOLVED by a show of hands. e) Appointment of Grass Cutting Tender 2021 It was duly proposed, seconded, and RESOLVED by a show of hands that after hearing about the review and recommendations of the Environment and Finance & Governance Committee the current contractor would be appointed to carry out grass cutting in the Parish April 2021 on a three-year contract basis ending in October 2024. f) Honorarium for Neighbourhood Plan Project Officer (voluntary) There was a proposal that an honorarium be paid to the Neighbourhood Plan Project Officer (voluntary) for his work during 2020/21. The amount of the



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honorarium shall be £1500 this motion was duly proposed, seconded and unanimously **RESOLVED** by a show of hands. Payment would be made by BACS at the end of March 2021.

Payments Approved for BACS – 26th February 2021 (Month 11)

Ref. No	Payment To	£ inc. VAT
PL121	G Stayton - Cleaning of Bus Shelters January 2021	£ 135.00
PL122	ATTC Expenses - Postage	£ 2.39
PL123	RCD Play Area Dog & Pond Signs	£ 456.00
PL124	Microshade Business Ltd - Hosted Application Service	£ 70.20
PL125	TBS Hygiene - Litter Bin Collection - January 2021	£ 369.00
PL126	TBS Hygiene - Dog Waste Collection - January 2021	£ 302.40
PL127	SADC - 1 x Litter Bin @ Coursers Road WFT	£ 392.70
PL128	Highfield Park Trust - Electricity Parish Office - January 2021	£ 46.92
PL129	Substance Creative - 8 Page Newsletter Feb 2021	£ 600.00
PL130	Marks Building Service - Remove & Install new bin WFT	£ 190.00
PL131	CP Associates – CHFC Lease - November 2021	£ 197.50
PL132	Macpro – Lockdown Calendar 2021	£ 468.00
PL133	Macpro - 2500 Newsletter, 8-page A4 Colour Folded & Stapled	£ 435.00
PL134	Nationwide Cleaners Herts – Newsletter Distribution	£ 175.00
PL135	Highfield Park Trust – Grant - 2nd Round 2020/21	£ 965.00
PL136	Earthworks – Grant - 2nd Round 2020/21	£ 1,000.00
PL137	Debenhams Ottaway - Re: Recreation Ground	£ 480.00
PL138	Debenhams Ottaway - Re: Land Registry - Old Air Raid Shelter	£ 165.00
PL139	Archant - Herts Advertiser & Web Herts Advertiser S123 LGA	£ 420.48
PL120	SLCC - Virtual Practitioners Conference – 23-25 February 2021	£ 135.00
	Staff Salaries – Month 10 January 2021 (paid 29 th January 2021)	£ 6,615.62

Direct Debits

DD	Bank Charges	£ 9.60
DD	Jola	£ 60.18
DD	9 group	£ 87.23
DD	BT Mobile	£ 52.80

Standing Orders

SO	Herts & Middlesex Wildlife Trust Annual Membership	£ 40.00
SO	The Open Spaces Society Annual Membership	£ 45.00
SO	Public Works Loan Board	£ 1,287.58

CHPC Income

Date	Received from	Amount
22 Jan	Salvation Army Clothing Bank	£ 7.05
29 Jan	Interest on reserve account	£ 0.62
04 Feb	Colney Heath Football Club – Rent 2021	£ 500.00
09 Feb	Fidelity – commercial settlement	£ 45,900.00
15 Feb	VAT reclaim	£ 5113.09
25 Feb	Salvation Army Clothing Bank	£ 25.80

20/21-112

ENVIRONMENT COMMITTEE – 28th January 2021

The draft minutes circulated were taken as read, the recommendations and actions contained within the minutes were duly proposed, seconded, and unanimously **RESOLVED** to be accepted by a show of hands.



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20/21-113	LEGAL & LANDOWNER MATTERS a) Fidelity claim update The Clerk confirmed that the payment from the insurance company had been received 9th February 2021 in the amount of £45,900.00. Funds are currently in the reserve account. A working group has been set up virtually 16 March 2021 where councillors will review and prepare to issue a report along with recommendations on any further action to be taken. The report would be prepared in draft for presentation at the next available Council meeting hopefully March 2021. b) Lands Tribunal Case – Old Air Raid Shelter Council had received and been notified of a without prejudice settlement officer, Details of which were included in the confidential matters report. It was duly proposed, seconded, and RESOLVED by a show of hands with one abstention to take this matter into a closed session due to the confidentiality of the discussion required. c) County Court Money Claim Correspondence received had been presented in advance to councillors in the confidential matters report was taken as read. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to take this matter into a closed session due to the legal implications of the any discussion and decision by Council. d) Request to use recreation ground as a vaccine venue The request to use the recreation ground was noted by Council. It was agreed that Council would review this matter if a formal approach were made from the NHS or through a GP surgery. The Council would not have an issue in principle but would need to review once a proposal had been received. This approach was duly proposed, seconded, and unanimously RESOLVED by a show of hands.
20/21-114	HR COMMITTEE a) Minutes of meeting 4th February 2021 The draft minutes circulated were taken as read, the recommendations and actions contained within the minutes were duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands. b) Qualification recognition The recommendation made by the HR Committee was noted to have been circulated in the confidential matters report and was taken as read. The proposal as stated in both the confidential matters report taken from the unredacted HR Committee minutes of 4th February 2021 was duly proposed, seconded, and unanimously RESOLVED to be accepted by a show of hands.
20/21-115	PARISH ADMINISTRATION To note a verbal report from the Parish Clerk and to discuss/note the following: a) Correspondence to local MPs – continuation of virtual meeting legislation After discussion it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to correspond with local MPs asking that they support an extension to current legislation allowing Parish Councils to continue with virtual meetings after 6th May 2021. It was noted that benefits were greater transparency and attendance by the public. At a recent Ward Surgery several residents confirmed their preference for virtual meetings which they could attend whilst fitting in caring responsibilities and coming out on cold dark nights.



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	b) Other administration matters or items for allocation to Committees or future Council meetings: - Parish Council/Charles Morris Hall Management Committee joint working party meeting scheduled for 9th March at 7pm - Tyttenhanger Green bus shelter – an issue raised with the bus shelter would now go to the next Full Council meeting - The possibility of a late Summer event was noted and would be discussed at a future meeting depending on updated regulations and current COVID situation. - Next Planning Committee Monday 1st March 2021 - Next Council meeting will be Thursday 25th March 2021. <i>8.18pm Standing orders were suspended</i>
20/21-116	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) County Councillors <i>County Councillor Dreda Gordon</i> reported on the recent Council Tax decision and increase. Talks with residents who attended to mention tree planting and 20mph zones. The Public Health webinars were recommended and noted to be well worth attending. There was a question on the ditches in Nightingale Lane which Councillor Cook would liaise with County Councillor Gordon. <i>County Councillor John Hale</i> reported on Coursers Road and working with other County Councillors on tackling this issue, pushing for answers on the setting up of the Ellenbrook Park Trust and noted that a camera study of HGV's going through Colney Heath Village would be taking place shortly to assess the number and type of vehicles coming through the village. b) District Councillors <i>District Councillor Brazier</i> reported on his recent casework which included elderly visits, homelessness, and flooding issues. c) Highfield Park Trust Update from Cllr Barnes on matters relating to the Trust including the current marking of the football pitches which was underway, looking forward to the hopeful return of grassroots football. d) Police Liaison Group Dates of all meetings for 2021 had been passed to Cllr Mulroney and she would attend the next meeting in March 2021 reporting back with any initiatives that Council should be aware of.
20/21-117	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> It was noted that there would be a Sandridge Neighbourhood Plan referendum in May 2021. <i>8.41pm 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 8.43pm