



# COLNEY HEATH PARISH COUNCIL

Highfield Park Office  
Hill End Lane  
St Albans  
Hertfordshire AL4 0RA

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

Tel: 01727 825314 Email: [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)

**Summons issued – 16<sup>th</sup> July 2021**

To Members of the Parish Council,

Councillors, Kevin Barnes, Hilary Brazier, Peter Cook, Jane Llewelin, Judy Mulrone, Graeme Shaw, Kate Slaughter, Russell Solts & Natalie West

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 22<sup>nd</sup> July 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. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

All those attending will be required to provide their contact details for track and purposes. Masks will not be mandatory but remain recommended. The Council 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

### **21/22-29 APOLOGIES & ANNOUNCEMENTS**

To receive and accept apologies for absence

### **21/22-30 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

### **21/22-31 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/>



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21/22-32

### **MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL**

To note and approve the previous meeting minutes for the meeting held 24<sup>th</sup> June 2021. The minutes can be viewed by using this link-  
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/DRAFT-CHPC-Minutes-24-June-2021.pdf>

21/22-33

### **FINANCE, AUDIT & GOVERNANCE**

#### **FINANCE**

- a) To approve payments for Month 4 (July 2021) to be paid by BACS 30 July 2021 and monthly bank reconciliations. For draft Month 4 payment schedule use link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Payment-Sheet-Month-4.pdf>
- b) To delegate to the Clerk/RFO delegated authority to make payments in Month 5 (August 2021) subject to invoices being electronically approved by two councillors with payments retrospectively approved at next Council meeting in September.
- c) To receive and note the Finance & Governance Committee minutes for the meeting held 8<sup>th</sup> July 2021. The minutes can be viewed by using this link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/CHPC-Finance-Governance-Committee-Minutes-080721.pdf>
- d) To receive an update on the external audit 2020/21
- e) To elect a new member to the Finance & Governance Committee

21/22-34

### **GRANT APPLICATIONS 2021/22**

To review, assess and resolve grant awards for applications received for the first round 2021/22 – for a copy of the grant application report use link –  
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Item-34-Grant-Applications-report-July-2021-.pdf>

21/22-35

### **ENVIRONMENT COMMITTEE**

- a) To receive and note the Environment Committee minutes for the meeting held 30<sup>th</sup> June 2021. The minutes can be viewed by using this link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/CHPC-Environment-Minutes-30-June-2021.pdf>
- b) To approve works from the CHPC tree survey from ear marked reserves
- c) To review management of the increased rabbit population on Colney Heath Common

21/22-36

### **HR COMMITTEE**

To receive and note the HR Committee minutes for the meeting held 8th July 2021. The minutes can be viewed by using this link –  
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/DRAFT-HR-Committee-Minutes-8-July-2021.pdf>

21/22-37

### **PLANNING**

- a) To review the draft response to the Affinity Water Consultation response, ask any questions and then delegate responsibility to the Clerk to submit response on behalf of Council. To review the draft response please use the following link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Item-37a-CHPC-response-Affinity-Drought-Plan-V1.1a.pdf>



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- b) To delegate the Boundary Commission consultation response
- c) To review Round House Farm Inquiry appeal decision to review the appeal use the following link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/06/Appeal-Decision-3265925-3265926.pdf>
  - i. To provide details of discussion with St Albans District Council officers and Councillors, to view the response to a question asked at Council use the following link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Item-37c-i-Question-to-SADC-Full-Council-14-July-2021-and-answer.pdf>
  - ii. To discuss any grounds for judicial review
  - iii. To note the parameters for judicial review are that the appeal decision was illegal, irrational or procedurally unfair.
  - iv. To review guidance on judicial reviews please see the following links – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Judicial-Review-Guide-Web-Stephens-Scown.pdf>  
[https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/HMCTS\\_Admin\\_Court\\_JRG\\_2020\\_Final\\_Web.pdf](https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/HMCTS_Admin_Court_JRG_2020_Final_Web.pdf)

21/22-38

### **LEGAL & LANDOWNER MATTERS**

To review current or outstanding matters. Council may resolve to delegate or defer to relevant Committees for recommendations or in-depth debate.

#### a) **Marketing Reports for Gloucester Park and Horseshoe Field**

To receive, review the completed marketing reports and to resolve to auction, sell or lease the land parcels. To view the reports use the links - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Land-at-Gloucester-Fields-marketing-report-June-21-Final.pdf>  
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Land-at-Oaklands-Lane-marketing-report-June-21-Final.pdf>

#### b) **Roestock Park**

To review the completion of the feasibility study and resolve to decide on next steps. To view the plan, use the link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Item-38b-Roestock-Hut-Feasibility-Plan.pdf>

#### c) **Colney Heath Recreation Ground and Pavilion Lease**

To receive an update on the meeting held 15<sup>th</sup> July 2021 and to confirm recommendations discussed. To delegate to the Clerk actions to ensure the heads of terms are agreed in principle and prepared for the Council meeting in September.

#### d) **Tyttenhanger Open Space**

- 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/2021/07/2021-07-14-Annual-Bonfire-Night-and-Firework-Party-in-Tyttenhanger-Green.pdf>
- To approve draft response to webpage internet campaign, to approve councillor correspondence draft, requests for bouncy castle use on open space and to note resident correspondence



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**21/22-39**

### **PARISH ADMINISTRATION**

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

a) To approve draft responses to the following correspondence dated as received from 1<sup>st</sup> Colney Heath Scout Group.

To view the correspondence please use the following link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/07/Item-39a-CH-Scout-Group-Correspondence-July-2021-.pdf>

- 2<sup>nd</sup> July 2021 - letter
- 4<sup>th</sup> July 2021 - email
- 5<sup>th</sup> July 2021 - letter
- 6<sup>th</sup> July 2021 - email
- 9<sup>th</sup> July 2021 - letter
- 13<sup>th</sup> July 2021- letter

b) To note newsletter deadlines and content request

c) To note other matters the Clerk would like to report to Council that do not require a decision.

**21/22-40**

### **REPORTS REPRESENTATIVES ON OUTSIDE BODIES**

To note written reports received or receive verbal reports:

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

**21/22-41**

### **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.