



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 COLNEY HEATH PARISH COUNCIL MEETING
 THURSDAY 24 JUNE 2021, 7.30pm**

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| Members in attendance | |
| Cllr K Barnes (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Mulroney (Highfield Ward) Cllr G Shaw (Colney Heath Ward) | Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Cllr N West (Colney Heath Ward) (from 7.05pm) Clerk of the Council, Ms. L. Chaplin |
| Other attendees 14 members of the public | |
| 21/22-17 | APOLOGIES & ANNOUNCEMENTS No apologies were required. The Chairman welcomed all those returning to this first in person meeting since early 2020 and also Councillor Shaw who was recently elected and attending his first in person Council meeting. |
| 21/22-18 | 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 |
| 21/22-19 | QUESTIONS FROM THE PUBLIC <i>7.33pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.</i> There was a question on the accuracy of the minutes which the Chairman noted and confirmed would be reviewed by Council when the minutes were discussed in the meeting. There was a statement and questions on the item regarding the Roestock Hut from a representative of the 1 st Colney Heath Scout Group. Chairman noted the questions, and these would be covered during that item if possible. <i>7.36pm Standing Orders were resumed.</i> |
| 21/22-20 | MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL Minutes of the Annual Parish Council Meeting held 5 May 2021 were noted as circulated and taken as read. Chairman asked for any comments especially with item 13c as raised in public questions as to their accuracy, there were no issued raised and no request for any amendments. The minutes were duly proposed, seconded, and RESOLVED by a majority show of hands to be a true and accurate record of the meeting. The minutes were signed by the Chairman Cllr Cook for posting on the CHPC website. |
| <u>FINANCE, AUDIT & GOVERNANCE</u> | |
| 21/22-21 | FINANCE a) To approve payments for Month 3 – June 2021 The draft payment schedule was noted as circulated and a final payment schedule was tabled including two extra payments. Payments 037-057 in the amount of £14,336.53 was duly proposed, seconded, and unanimously RESOLVED to be paid. The payments having been circulated to Cllr Brazier and Cllr West for review. The bank reconciliations were signed by Cllr Brazier and Cllr West. There was a question regarding payment 044. It was explained that this invoice had been |



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| | <p>received and processed in advance of the works scheduled to take place at the end of the month. If the works were not completed, then this payment would not be made until next month.</p> <p>There was a question on the playground inspection costs and playground inspection training. The Clerk explained that the playground inspections were an annual inspection of the equipment and carried out by an expert who would look at the equipment in depth and the recent training was for staff to perform regular visual inspections.</p> |
| <p>21/22-22</p> | <p>INTERNAL & EXTERNAL AUDIT 2020/21</p> <p>a) Internal Audit report The document as circulated was noted by Council as a good audit. Cllr Solts mentioned that the 'greyed out' areas within the document showed it was a 100% 'clean audit' which shows a major improvement over the last five years. It was noted that there were no action points to be reviewed therefore no action needed.</p> <p>b) Review of Effectiveness of Internal Controls The document as circulated was to confirm and review the internal controls and presented to Council to review. The document was adopted and would be reviewed regularly by the Clerk and the Finance & Governance Committee as required.</p> <p>EXTERNAL AUDIT</p> <p>c) Section 1 of the Annual Governance and Accountability Return 2020/21 (AGAR) The Council were issued with several documents to review including the budget and outturn figures, the balance sheet, and the draft annual return all for financial year 2020/21. There were questions on admin costs and their reduction and also questions on the balance of the Public Works Loan Board (PWLB) and history of the loan. The RFO answered all questions, and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 1 of the AGAR should be signed by the Chairman of Council. This was signed and dated.</p> <p>d) Section 2 of the Annual Governance and Accountability Return 2020/21 There were no questions on the figures for section 2 of the AGAR and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 2 of the AGAR should be signed by the Chairman of Council. This was signed and dated.</p> <p>e) Confirmation of the dates of public rights 2020/21 The period as stated on the agenda were confirmed as starting Friday 25th June 2021 and ending Friday 6th August 2021. These dates were accepted by Council and would be confirmed with PKF Littlejohn, they have been on display on the website since 17th June 2021.</p> |
| <p>21/22-23</p> | <p>GOVERNANCE</p> <p>The decisions made between the end of the legislation which allowed virtual meetings and this first in person Council meeting were made by the Clerk under delegated authority. The report circulated with agenda/summons highlighted the decisions made. A motion to retrospectively approve the expenditure by the Clerk of £2459.14 for the damaged surface at Sleafshyde Park was duly proposed, seconded, and unanimously RESOLVED by a show of hands and this motion was carried.</p> <p>The listed planning applications which had been reviewed in a working group of councillors and comments delegated to the Clerk were noted as in the report and the motion to accept the comments and decisions made on these applications was duly proposed, seconded and unanimously RESOLVED to be approved. Motion carried.</p> |



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| 21/22-24 | <p>PLANNING</p> <p>The scheme of delegation was noted as circulated. Council in principle accepted the planning scheme of delegation, the planning comments would be circulated regularly no less than every 3 weeks and the schedule would be used in a similar way to the call-in system at the District Council. The motion to accept the planning scheme of delegation was proposed from the Chair, seconded, and unanimously RESOLVED to be adopted with a review at Council in 3 months' time at October 2021 meeting.</p> |
| 21/22-25 | <p>COMMUNITY BUS</p> <p>The Council noted the report circulated from the Community Bus Co-ordinator. Council noted this valuable community service and although it was noted that a loss was made it was confirmed that a 'service' should continue to be provided but not necessarily a bus service. Comments were noted on the social aspect of this service that some other options would not bring. The motion to look at costs and prepare a paper on options go to the Finance & Governance Committee meeting in July with recommendations to Council for a decision at the July Council meeting was proposed, seconded, and RESOLVED by a show of hands 7 in favour with one abstention. Motion carried.</p> |
| 21/22-26 | <p>LEGAL & LANDOWNER MATTERS</p> <p>a) Expressions of Interest in Parish owned Land at Gloucester Park and Horseshoe Field</p> <p>The Clerk reported that the parcels of land had now been valued and the marketing options reports were being prepared. It was duly proposed, seconded, and RESOLVED that the reports would first be presented to the Finance & Governance Committee for recommendation prior to going to July Council meeting all in favour (<i>Cllr West was not present in the room for this vote</i>). Motion carried.</p> <p>b) Roestock Park</p> <p>The report and correspondence circulated with the agenda was accepted and noted by Council.</p> <p>The Chairman confirmed a quote which had been attributed to him in correspondence was taken from 20210506-4ColneyHeath closing statement to the planning Inquiry for Roundhouse Farm and clarification on this point was noted.</p> <p>There was significant debate on the matter including: the insurance challenges of works carried out by a third party; the discussions between the corporate landlord surveyor and a third-party surveyor would have no legal standing; and there would have to be a reinstruction of a surveyor on behalf of the Council. Council were disappointed that there had been a change of opinion from the working party meeting with the Scouts where there was a positive response to a new building to now being against a new community building. The Chairman tried to get a feeling for where the councillors would like to go on this matter considering that they are the corporate landlord and would need to take responsibility and liability for the building moving forward. A proposal to demolish the existing building and carry out a feasibility study on a new community building was duly proposed, seconded, and RESOLVED with 4 in favour, 0 against and 4 abstentions, the motion was carried.</p> <p>The proposal to accept the quote for a feasibility study costing £750 was duly proposed, seconded, and RESOLVED with 6 in favour, 0 against and 2 abstentions, the motion was carried.</p> <p>With regards the correspondence received the Clerk was asked to notify the parties of the decisions made in this meeting and on the letter from Daisy Cooper MP request a meeting with her to update on this and the Parish Council position.</p> |



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| | <p>c) Colney Heath Recreation Ground and Pavilion Lease Council noted the correspondence and commented that they thought it a well constructed and thoughtful response from the Football Club to Council. There were also positive comments shared on the constructive meeting held with the football club recently. On this basis the Council were very happy to proceed with a further meeting and this would be offered virtually on 15th July at 7pm</p> <p>d) Land registry – Old Air Raid Shelter The matter remains ongoing with the Tribunal despite an agreement being reached. It is expected this is merely an administrative issue that can be easily resolved, and the Clerk will continue to get an update and satisfactory outcome. A further update will be given to the Finance & Governance Committee next month.</p> <p>e) Request for Tyttenhanger Bonfire and meeting request from Parties Committee Correspondence noted as circulated. The decision on the bonfire and correspondence received should be deferred until after the meeting with the “Parties Committee”. The Council accepted the meeting but would like it held virtually on Monday 28th June 2021 at 8pm. The Clerk would confirm details to all councillors.</p> |
| <p>21/22-27</p> | <p>PARISH ADMINISTRATION</p> |
| | <p>a) Council noted the report presented on the status and increase in Freedom of Information (FOI) requests. The FOI menu and requests/responses are now more prominent on the CHPC website so councillors can easily locate and review answers.</p> <p>b) The circulated tree survey was noted and works to trees T6, 7, 8, 10 and 16 as marked on the tree survey as requiring urgent works would be actioned at a cost of £1460.00 this was proposed, seconded, and unanimously RESOLVED. The works to the sycamore tree in Roestock Park would be quoted for and the Clerk was given delegated authority to proceed as necessary with works suggested.</p> <p>c) The bus shelter in Wistlea Crescent, Colney Heath was duly proposed, seconded and unanimously RESOLVED to be replaced. Funding would be allocated from ear marked reserves for this replacement.</p> <p>Other administration matters noted included:</p> <ul style="list-style-type: none"> • All office staff are now first aid trained • The Clerk and Assistant to the Clerk are now qualified to undertake visual playground inspections • The Clerk will shortly be assigned as an emergency issuer of Foodbank vouchers to those in crisis who meet the criteria • Environment Committee meeting being held in the atrium at Highfield Park Trust Visitor Centre, 7pm 30th June • Finance & Governance and HR Committee meetings will be held as scheduled and will be in person in this hall from 8pm, 8th July 2021 • Next Council meeting will be held in this hall on 22nd July 2021 at 7.30pm • The Clerk has a SADC roundtable meeting scheduled for 14th July if any members wish her to raise matters with St Albans District Council, please confirm any topics by email • To confirm that the outturn and budget for next year have been published on the audit page of the CHPC website. If anyone cannot find what they are looking for please do get in touch and we are happy to either signpost you to the information or send you a copy by email for you to review. <p><i>9.17pm Standing Orders were suspended.</i></p> |



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| 21/22-28 | REPORTS FROM OUTSIDE BODIES a) Highfield Park Trust Cllr Barnes gave an update including the successful mini-beast event held recently as well as a litter picking day. The return of the Luna Outdoor Cinema was confirmed as well as a Gilbert and Sullivan Operetta. b) Police Liaison Group Cllr Mulroney had attended the recent meeting and reported on continued issues with catalytic converter theft, hot wiring, and theft of mopeds and flytipping. Other issues debated the car meets now taking place in Bricket Wood after being moved away from Colney fields and lack of safety measures on Alban Way especially for avoiding electric scooters. |
| 21/22-29 | QUESTIONS FROM THE PUBLIC <i>The Chairman asked for any questions.</i> The following questions were asked: <ul style="list-style-type: none">• With regard the Roestock Hut a statement was made by a scout representative.• A representative of a parish organisation management committee raised a social media question, an issue of lack of information from the parish council and also that the budget figures on the website were different to those submitted for audit.• A representative of a parish organisation management committee raised issues about charging for parish owned open space, page 4 of the booking agreement, correspondence from the Clerk to a third party.• A resident raised concerns regarding a tree opposite Hall Gardens in Colney Heath Village.• A representative of a parish organisation management committee raised a question as to why an email sent to the Clerk was responded to as a Freedom of Information request. <i>9.25pm Standing Orders were resumed.</i> The Chairman thanked all for their attendance and closed the public meeting at 9.26pm |

Meeting closed at 9.26pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 30/06/2021

Signed by
Chairman Peter Cook
Approved by Council 22 July 2021