



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 ANNUAL MEETING OF THE COLNEY HEATH PARISH COUNCIL HELD VIRTUALLY THURSDAY 5 MAY 2021, 7pm

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 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
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 District Councillor J Day and District Councillor Brazier (9.04pm-9.07pm only) and 10 members of the public	
21/22-01	ELECTION OF CHAIRMAN Cllr Cook was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Councillor Peter Cook would serve as the Chairman for Colney Heath Parish Council for 2021/22.
21/22-02	ELECTION OF VICE-CHAIRMAN Cllr Slaughter was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Councillor Kate Slaughter would serve as the Vice-Chairman for Colney Heath Parish Council for 2021/22.
21/22-03	APOLOGIES & ANNOUNCEMENTS The Clerk announced the resignation of Cllr Mulroney from her position as Ward Councillor for Colney Heath Ward which was accepted. The Chairman commented on the disappointing turnout for the Annual Parish Electorate meeting, but the important points of the meeting were again repeated.
21/22-04	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
21/22-05	QUESTIONS FROM THE PUBLIC <i>7.07pm 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 requested to know about a lease listed on the asset register. It was noted that this was a historic document added by the previous Clerk and all were being investigated prior to further details being included or the item being updated on the asset register. <i>7.10pm Standing Orders were resumed.</i>
21/22-06	MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of Council Meeting held 22 April 2021 noted as circulated and taken as read. 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. <i>MCC</i>



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21/22-07	CO-OPTION OF PARISH COUNCILLOR FOR HIGHFIELD WARD The vacancy for the Highfield Ward was duly advertised and there was only one applicant which was Judy Mulroney the Council duly proposed, seconded, and unanimously RESOLVED that Judy Mulroney serve as a Ward Councillor for the Highfield Ward.
21/22-08	APPOINT LEAD MEMBERS TO COMMITTEES AND REPRESENTATIVES OF OUTSIDE BODIES The report was noted as circulated. The Committees terms of reference and membership were discussed, and it was duly proposed, seconded, and unanimously RESOLVED that the following was agreed: HR Committee - Cllr Solts, Cllr Mulroney, and Cllr Cook with Terms of reference unchanged Finance & Governance Committee Cllr Solts, Cllr Slaughter, Cllr Brazier, Cllr Barnes with Terms of Reference unchanged Environment Committee Cllrs Slaughter, Cllr Brazier, Cllr Barnes, and Cllr Mulroney with Terms of Reference unchanged Planning Committee All Cllrs would be members of the Committee with a schedule of delegation tabled which would be reviewed in due course. Until such time as the delegation terms were agreed no change to the terms of reference for this Committee. There would be a working party meeting held by Zoom 17 May to review this and planning applications. The two vacancies were noted and if new Councillors would like to they could be added to the membership of the Committees as required. Outside Bodies Representation Highfield Park Trust – representative was agreed to be Councillor Barnes Police Priorities Forum – representative was agreed to be Councillor Mulroney St Albans District and Local Council Association – Chairman and Clerk would continue to report. All the above were proposed, seconded, and RESOLVED by a show of hands which excluded the named representative
21/22-09	COUNCIL MEETING DATES The circulated proposal for dates for 2021/22 was duly proposed, seconded, and unanimously RESOLVED. The details of local venues with COVID secure facilities allowing for social distancing was noted, the challenges of holding a safe public meeting would be reviewed regularly. It was confirmed that the first in person meeting would be scheduled for 24 June 2021 at a venue to be confirmed.
21/22-10	COUNCIL DOCUMENTATION a) Standing Orders The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands. b) Financial Regulations The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands c) Code of Conduct The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands d) Health and Safety Policy Statement



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	The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands. e) Scheme of Delegation It was noted that this would be amended to reflect the changes in both the terms of reference, names of Councillors would be added for 2021/22 and delegated changes to meeting and delegation to the Clerk. It was unanimously RESOLVED to be adopted for 21/22 by a show of hands. f) Asset register The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands. It was confirmed that should restatement of any assets be required this would be first reviewed by the Finance & Governance Committee prior to next years annual review at the May Council meeting. g) Freedom of Information Policy The circulated documents as noted, circulated as displayed with the agenda were unanimously RESOLVED to be adopted for 21/22 by a show of hands. It was requested that the publication of the costs of the requests should be regularly reviewed including how much time and funds are being spent on requests from each party. The Clerk was instructed to prepare a review with costs for the next Council meeting. This instruction was duly proposed, seconded, and unanimously RESOLVED by a show of hands.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
21/22-11	FINANCE a) Confirm Bank Signatories 2021/22 To confirm that Councillors Solts, Cook, West and Brazier were signatories on the NatWest accounts, Cllrs Solts, Cook and West were signatories on the Unity account and Cllr Solts and Cook were signatories on the Metro bank account. Cllr Solts would like to note that he has read only access to the Metro bank account on an app which links his accounts to view only. Council noted further signatories were required for the Metro account. b) To reconfirm agreement to pay by BACS to May 2023 It was duly proposed, seconded, and unanimously RESOLVED that BACS and Fastpay payments were approved to May 2023 and financial regulations would be updated to reflect this resolution.
21/22-12	ENVIRONMENT COMMITTEE Minutes noted as circulated. It was duly proposed, seconded, and unanimously RESOLVED that Council note and accept the actions and recommendations within the minutes.
21/22-13	LEGAL & LANDOWNER MATTERS a) Colney Heath Recreation Ground and Pavilion Lease Letter of tenure request to support CHFC promotion. The letter was noted. Councillors confirmed they are keen to support the ambitions of the football club but wished to protect the public recreation ground. Members wanted to know what members of the community wanted so a consultation should be carried out. It was also noted that whilst a new lease on the pavilion was confirmed under the Landlord and Tenant Act 1954 that there had never been a lease issued for the remaining areas of the recreation ground including the main pitch. A commercial proposition was needed with respect to the landlord and community that wished to use the recreation ground. The Chairman confirmed he had no executive power over any other councillor.



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It was decided to take a vote to see where Councillors were after significant debate on the matter.

A motion suggested was to issue a letter of intent to confirm tenure security on the clubhouse and intention to grant a lease on the main pitch and therefore support promotion to Step 4. Members indicated 4 votes against and 3 abstentions. It was therefore agreed that an urgent meeting be set up between the Council and the football club to discuss what could be issued.

Council also requested that public consultation was planned for this matter.

It was raised that any events that were run on parish council owned or leased land would require permission and appropriate documentation prior to being held.

b) Roestock Park

There was a request by an organisation for a key to be retained to open the gate to Roestock Park.

The Council required the gate to remain closed, but it was duly proposed, seconded, and unanimously **RESOLVED** that a copy of key be issued. Council requested that the key be changed to a non-copyable controlled key and that all documentation was complete prior to a copy of the key being signed for.

The Clerk would be given delegated authority to deal with any other groups in the same way. A schedule of charges for business use would be agreed.

c) Land behind Charles Morris Hall

It was noted that there were requests for hire of open spaces within the parish. The Council were asked to review potential hire costs and use requirements. There were two specific requests one for a picnic which was discussed at length. It was duly proposed, seconded, and **RESOLVED** by a show of hands with 3 votes for, 2 against and 2 abstentions that as the hall was closed and could not be hired in conjunction no toilets would be available so Council should decline to hire on this occasion.

The second hire request for the parish owned land behind Charles Morris Hall was for a personal training session of one hour, again after lengthy debate and without the potential to hire the hall for toilets the Council would hire the area at a cost of £15.00 per hour. This amount was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands.

It was further proposed, seconded, and unanimously **RESOLVED** that the hire charges for any parish owned open space would be £50 per event as a minimum with charges for items like bouncy castles and hog roasts to be decided depending on number of attendees but that no glassware would be permitted. Further discussion was required, and this was delegated to the Finance & Governance Committee.

21/22-14 PARISH ADMINISTRATION

a) Council previously noted a verbal report from the Clerk on the increasing amounts of FOI requests.

b) Council was also informed about an investigation taking place into a payment that was sent to the incorrect bank account. As soon as the RFO was made aware of the error steps were taken to correct and funds were returned the same day. The amount was £171.30. Council requested to know further details, and as this was a payment to a staff member it was duly proposed, seconded, and unanimously **RESOLVED** to discuss in a closed session.

c) Reports of green space hire demand as reported in all areas of the parish and District. Insurance and risk assessment for all events would be obtained.

9.03pm Standing Orders were suspended.



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21/22-15	REPORTS FROM COUNTY, DISTRICT & OUTSIDE BODIES a) County Councillors Apologies were received from both County Councillors. b) District Councillors District Councillor Day had no update for Council. District Councillor Chris Brazier joined the meeting at 9.04pm and updated the Council confirming that planning permission would be required for the introduction of turnstiles, a question raised in the debate on changes to the recreation ground. Confirmed his attendance at the Tyttenhanger Liaison Meeting and reported on the application for a detour to the public footpath and also, he had received a formal approach from a resident for a planning application for social housing at Boissy Park. c) Highfield Park Trust No update d) Police Liaison Group No further meeting
21/22-16	QUESTIONS FROM THE PUBLIC <i>All attendees were unmuted, and the Chairman asked for any questions.</i> The following questions were asked: • With regard the increase in green open space requests how would this work with function clashes for organisations that use the area • Use of the Tyttenhanger field for the bonfire event was raised with regards permission. A resident noted it was not considered a commercial event despite this the definition of the event was considered a commercial event. It was also noted that the field was being used 26 June for a family fun day as organised by the Tyttenhanger parties and events committee. • A resident raised their concern over the increase in car parking resulting from promotion for the football club and that the parking of coaches could only be within the area which was leased and in partial ownership of the Parish Council. This was not a leased area for parking but for pass and repass only. Consideration should be given to both the owners tarmac and the local farmer. <i>9.16pm 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 for reasons of confidentiality of the staff payment information to be shared. The Chairman thanked all for their attendance and closed the public meeting at 9.17pm

Meeting closed at 9.17pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 14/05/2021

Signed by
Chairman Peter Cook
Approved by Council 24 June 2021



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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF COLNEY HEATH PARISH COUNCIL (CLOSED SESSION) HELD VIRTUALLY THURSDAY 5 MAY 2021, 9.17pm

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 (Highfield Ward)	Clerk of the Council, Ms. L. Chaplin

21/21-14b

BANKING ERROR

The investigation into the payment was discussed. It was noted that a staff expenses payment to the Assistant to the Clerk of £171.30 was paid into the bank account of the Clerk in error.

It is not clear how this happened as the approval information stated the staff member's name. Steps would be taken to ensure that this would not happen again. The member of staff responsible would receive a written warning.

Meeting closed at 9.24pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 14/05/2021

Signed by
Chairman Peter Cook
Approved by Council 24 June 2021