



**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  
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**MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING  
 HELD AT COLNEY HEATH SCHOOL ON THURSDAY 22 JULY 2021, 7.30pm**

<b>Members in attendance</b>	
Cllr K Barnes (Highfield Ward)	Cllr G Shaw (Colney Heath Ward)
Cllr P Cook (Chairman) (Highfield Ward)	Cllr K Slaughter (Colney Heath Ward)
Cllr J Llewelin (Colney Heath Ward)	Cllr R Solts (Highfield Ward)
Cllr J Mulroney (Highfield Ward)	Clerk of the Council, Ms. L. Chaplin

**Other attendees**  
 18 members of the public, Neighbourhood Plan Project Officer and District Councillor Jamie Day

**21/22-29 APOLOGIES & ANNOUNCEMENTS**  
 Apologies were received from Cllr Brazier who was on holiday and Cllr West who was in COVID isolation. Apologies were noted and accepted. The Chairman welcomed Councillor Llewelin who was recently elected.  
 It was noted that there had been an on-site Working Party meeting with the Colney Heath Football Club at 7pm on Thursday 15 July which was very productive in resolving long standing issues and have a long-term collaborative plan.  
 The Chairman and Clerk accepted the invitation to an online meeting with Daisy Cooper MP at 4pm on Thursday 1<sup>st</sup> July to discuss issues the 1<sup>st</sup> Colney Heath Scouts had raised concerning Roestock Hut.  
 At the Committee meetings last week, it was discussed that the Public Interest Report generated lots of public interest and that all questions as a result will be treated as Freedom of Information (FOI) requests, so all responses are in the public domain. Cllr Solts referred to an email which was sent to him and placed on this agenda as the response was required from the corporate body and not an individual councillor.

**21/22-30 DECLARATIONS OF INTEREST**  
 a) Councillor Barnes had raised a conflict of interest in Items 33a and 34 in his role as Trustee of Highfield Park Trust. Councillor Slaughter noted her conflict of interest in Item 38c. There were no other noted conflicts of interest declared.  
 b) All councillors in attendance confirmed by a show of hands that the published declarations were correct and up to date.  
 Councillor Cook confirmed that he had recently had a change of employment and his new form was with the Clerk for posting on the website. This was noted by Council. A question was raised on the addition of dormant companies, the Chairman quoted advice from a previous Monitoring Officer that for greater transparency all information including dormant companies should be included.  
 c) None received or noted  
 d) None received or noted

**21/22-31 QUESTIONS FROM THE PUBLIC**  
*7.37pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.*  
 The following was noted:

- A representative of the scout group asked a question on the Council's understanding of a feasibility study
- A representative of the scout group requested their legal costs for reviewing the Heads of Terms in early 2021 returned to them
- A representative of the scout group asked if the public would be consulted on the new building



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	<ul style="list-style-type: none"> <li>• Councillor Shaw requested to know when public questions were answered.</li> <li>• A statement was made by a resident asking for the conflict between residents and the Parish Council to cease. There was a call for a conciliatory approach, and it was noted that there was a disproportionately more issues within Colney Heath village but that nothing was achieved by the constant conflict, work together to achieve something for the whole community.</li> </ul> <p>The Chairman thanked all for their statements and questions and confirmed that most questions would be covered within the agenda and those that were not answered could be asked officially in writing and would receive a formal response on behalf of Council from the Clerk.</p> <p><i>7.45pm Standing Orders were resumed.</i></p>
21/22-32	<p><b>MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL</b></p> <p>Minutes of the Annual Parish Council Meeting held 24<sup>th</sup> June 2021 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy, there was one issue raised but this was withdrawn and there were no further requests for any amendments. The minutes were duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands to be a true and accurate record of the meeting. Motion carried. The minutes were signed by the Chairman Councillor Cook for posting on the parish website.</p>
	<p><b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b></p>
21/22-33	<p><b>FINANCE</b></p> <p><b>a) To approve payments for Month 4 – July</b></p> <p>The payment sheet was noted as circulated and questions were welcomed. There was a question on the logo and the absence of Hill End from the approved version. This was confirmed as a Ward name and not an area of the Parish. It was confirmed that Councillors Slaughter and Mulroney signed off the payments and the bank reconciliations for July. There were no further payment queries the payments to be made for July in the amount of £10,392.70 were duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands. <b>Motion carried.</b></p> <p><b>b) Delegation for August payment run</b></p> <p>It was confirmed that the payment run would be made on 27<sup>th</sup> August and two councillors would inspect the invoices with two different councillors making the payments. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the payment run process be delegated to the Clerk/RFO with retrospective approval at the Council meeting in September. <b>Motion carried.</b></p> <p><b>c) Finance &amp; Governance Committee Meeting minutes 8<sup>th</sup> July 2021</b></p> <p>The minutes for the meeting held 8<sup>th</sup> July 2021 were noted as circulated. The Clerk gave the following update:</p> <ul style="list-style-type: none"> <li>• Confirmation that action taken to close NatWest account and transfer all remaining funds into Unity Bank account with the Metro Bank £85,000, Nat West Reserve £85,000 and the remaining £198,493.20 into Unity Bank. Figures correct as at end of June does not include July payments or salaries.</li> <li>• Without Prejudice legal meeting taking place 12<sup>th</sup> August 2021 on the Colney Heath Parish Office eviction</li> <li>• Arrangements are underway for the community bus bookings to be managed from the Parish Office and this will move forward hopefully commencing in early October 2021 subject to volunteer's agreement.</li> </ul> <p>There was a question regarding the decision on the Community Bus. It was confirmed that the Assistant to the Clerk would be co-ordinating the</p>



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	<p>Community Bus from the Parish Office.        Councillor Shaw requested a motion for the previous co-ordinator to continue with the role stating that she wished to do the role for free and not take the offered honorarium. The motion was duly proposed, seconded. The motion failed with a vote of 2 in favour and 5 against.        There was a further motion for the Community Bus to move forward as agreed by the Finance &amp; Governance Committee and to review the operation 3 months from when it commences in October so a review in January 2022. The motion was duly proposed, seconded, and <b>RESOLVED</b> by majority vote. <b>Motion carried.</b> Councillor Shaw requested a recorded vote, and this is noted as follows: Councillor Shaw and Councillor Llewellyn voted against and Councillor Slaughter, Cook, Barnes, Solts and Mulronev voted in favour.</p> <p><b>d) Update on External Audit 2020/21</b>        All paperwork was submitted to the external auditor PKF Littlejohn by the statutory deadline and an acknowledgment was received. Details of the public inspection period have been posted on noticeboards and social media and there has been one request to view accounts but no date for this has yet been confirmed.</p> <p><b>e) Membership Finance &amp; Governance Committee 2021/22</b>        Councillor Shaw had sent a request to the Clerk wished to be on the Committee this was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands, Councillor Shaw would be added to the Committee for 2021/22. <b>Motion carried.</b></p>
<p><b>21/22-34</b></p>	<p><b>GRANT APPLICATIONS 2021/22</b>        The grant applications report was noted as circulated and the Councillors reviewed all the applications prior to voting on each one as follows:</p> <p><b>a) Colney Heath Primary School</b>        The grant allocation of £1000 was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands. <b>Motion carried.</b></p> <p><b>b) 4CH Residents Association</b>        There was a question of conflict of interest in this application as Councillor Shaw is noted as the Treasurer of the 4CH Residents Association. Councillor Shaw informed the meeting he felt he did not have a conflict as he carried out the Treasurer role for free and received no income from it.        Cllr Cook proposed and seconded by Cllr Solts for the grant to be matched funded by North Mymms Parish Council. The motion failed 2 in favour 3 against, 2 abstentions.        A further motion to give a grant allocation of £250 was duly proposed, seconded, and <b>RESOLVED</b> by 2 votes in favour, 2 votes against, 3 abstentions and the Chairman using his casting vote in favour. <b>Motion carried.</b></p> <p><b>c) Highfield Park Trust</b>        The grant allocation of £450 was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands, the abstention of Councillor Barnes was noted. <b>Motion carried.</b></p>
<p><b>21/22-35</b></p>	<p><b>ENVIROMENT COMMITTEE</b></p> <p><b>a) Environment Committee minutes</b>        The minutes of the Environment Committee held 30 June 2021 were noted as circulated the following were noted:</p> <ul style="list-style-type: none"> <li>• Warren Farm track gates have not yet been closed due to communication issues with the landowner and agent. It is anticipated that gates will be closed by the end of the month.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Roestock Hut and Colney Heath play area grass cut        There was a question regarding the contract of the areas cut, it was confirmed that these were out of the contract. Roestock Hut as no determination of what was happening had been made and the Colney Heath recreation area as this was marked for removal in September 2021.</li> </ul> <p><b>b) Tree Works – tree survey 2021</b>        The quote for amber works on trees as noted in the tree survey were confirmed. The quote for £5980.00 would include the following trees and this would be taken from ear-marked reserve 342. The trees to be removed or reduced were confirmed as T3, 4 and 5 at the recreation ground, T11 CH Common, T17 CH Common, G3 CH Common Warren Field (5 trees), T18 CH Common Warren Field, T24, 25 &amp; 26 Roestock Park, T30 &amp; T31 Sleafshyde Park. The tree works were duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands. <b>Motion carried.</b></p> <p><b>c) Colney Heath Rabbit population</b>        Complaint received from a landowner who backs onto the CH Common that rabbit population has dramatically increased and needs to be controlled as gardens being damaged and plants being eaten. The view of the Common Ranger is that the rabbit population has increased and there is no sign of any disease in these animals, in the time he has worked on the Common the Parish Council has never considered culling the rabbit population. The Clerk was requested to investigate both the manner and costs of reducing the issue and bring this back to the next Council meeting for a decision.</p>
21/22-36	<p><b>HR COMMITTEE</b>        The minutes of the HR Committee held 8 July 2021 were noted as circulated and the only update to report was that the payroll outsourcing as agreed by Committee would begin at the end of August 2021.</p>
21/22-37	<p><b>PLANNING</b></p> <p><b>a) Affinity Water Consultation Response</b>        The document drafted by the Neighbourhood Plan project Officer was noted as circulated. There were no questions on the draft and no request for amendments. It was duly proposed, seconded, and <b>RESOLVED</b> unanimously that the Clerk be delegated to submit the response when finalised. <b>Motion carried.</b></p> <p><b>b) Boundary Commission Consultation Response</b>        It was duly proposed, seconded, and <b>RESOLVED</b> unanimously that the Clerk be delegated to submit the response when finalised. <b>Motion carried.</b></p> <p><b>c) Roundhouse Farm Appeal – Potential Judicial Review</b>        The documents circulated were noted. It was confirmed that the Council were disappointed with the County Council representations on highways and school's information. It was duly proposed, seconded, and <b>RESOLVED</b> unanimously that a letter of complaint be sent regarding the poor representation from the County Council on this matter to the County Councillor and the District Council. <b>Motion carried.</b>        It was further duly proposed, seconded, and <b>RESOLVED</b> unanimously that the Council do not support a judicial review. <b>Motion carried.</b></p>
21/22-38	<p><b>LEGAL &amp; LANDOWNER MATTERS</b></p> <p><b>a) Marketing Reports on parcels of Land at Smallford and Hill End Lane</b>        The marketing reports were noted as, informative, well laid out documents. There was debate on the future for the parcels of land and whether they should be now sold, auctioned, or leased. It was suggested that peppercorn rents did not</p>





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demonstrate best value. There were several motions suggested and recorded votes were requested the motions were as follows:

It was duly proposed, seconded to sell Gloucester Park by auction and the voting was recorded as Cllrs Cook, Solts, Mulroney in favour, Cllr Slaughter, Barnes, Llewelin, Shaw against. Motion failed

It was duly proposed, seconded to sell Horseshoe Field, Smallford by auction and the voting was recorded as Cllrs Cook, Solts in favour, Cllr Slaughter, Barnes, Llewelin, Shaw against. Cllr Mulroney abstained. Motion failed.

It was duly proposed, seconded, and **RESOLVED** to consult with the public prior to selling both parcels of land and the and the voting was recorded as Cllr Slaughter, Barnes, Llewelin, Shaw, Mulroney in favour and Cllr Cook and Solts abstained.

**Motion carried.**

The Clerk was instructed to look at costs for an independent parish wide consultation process for this matter and bring the item back to Council in September.

*9pm -9.05pm Comfort break*

### **b) Roestock Park**

The architect study which was part 1 of the approved feasibility study was noted as circulated. It was confirmed that pre-application planning permission was the next step. In parallel the plan for costs would be confirmed. It was noted that to save costs this was being done in stages. The costs feasibility would be allocated to the Finance & Governance Committee to review. The public would be consulted when there was a proposal to be consulted on. It was hoped a new facility would be of benefit to the whole community and serve the parish. It was duly proposed, seconded, and **RESOLVED** by a majority vote to proceed with the next part of the feasibility study Stage 2 at a cost of £3250.00. **Motion carried.**

*9.25pm A representative of the scout group who had been given repeated warnings as to his behaviour during the meeting by the Chairman left shouting across the meeting room and continuing to be disruptive.*

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

Council noted again the constructive meeting with the representatives of the football club and the following were noted as recommended to be agreed:

- The main pitch and pavilion to be included in the new lease
- The play area to be removed in September 2021
- The hedge at the far end of the tennis courts/car park to be removed
- A new play area to be installed to include disabled access
- Grants were available and could be applied for
- Consideration of new ANPR car parking machine
- Extension to the pavilion
- Licence to be issued for use of the remaining grass area, depending on usage
- Cutting and lining to be carried out by Club
- Remove tree T1 from recreation ground to provide turnstiles

It was duly proposed, seconded, and **RESOLVED** by majority vote to delegate the drafting of the Heads of Terms to the Clerk who would place this item on the agenda for approval in September. **Motion carried.**



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	<p><b>d) Tyttenhanger Open Space</b></p> <ul style="list-style-type: none"> <li>• <b>Annual Bonfire Event</b>        The event document was noted as circulated. Councillors noted the excellent and informative document presented. Information remained to be provided and this included the organisation chart and constitution of the Parties Committee. Also, the link between Charles Morris Hall Management Committee and the Parties Committee and with regards insurance as no evidence provided. There remained a question of requirements of food standards on parish owned land which all required to be confirmed. The event was confirmed in principle subject to the documentation that was outstanding being provided to the Clerk by the date of the next Council meeting in September 2021. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> that subject to the provision of paperwork as outlined the event in November 2021 should be allowed to go ahead for no charge. <b>Motion carried.</b></li> <li>• <b>Tyttenhanger correspondence campaign</b>        The Council noted the correspondence circulated including the suggested draft response, changes were noted after this evening's decision of the previous item. It was duly proposed, seconded, and <b>RESOLVED</b> by majority vote with one abstention that the draft response would be sent on behalf of Council to any future correspondence. <b>Motion carried.</b></li> <li>• <b>Cllr Solts email response</b>        It was duly proposed, seconded, and <b>RESOLVED</b> by majority vote with that the draft response would be sent by Cllr Solts as approved at this Council meeting. <b>Motion carried.</b></li> <li>• <b>Use of Bouncy Castles on parish owned land</b>        The requests to use bouncy castles was discussed and several concerns were raised by Councillors. After extensive debate it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that this item would be investigated by the next Finance &amp; Governance Committee meeting in October 2021 and until such time no bouncy castles would be permitted on parish owned land. <b>Motion carried.</b></li> </ul>
<p><b>21/22-39</b></p>	<p><b>PARISH ADMINISTRATION</b></p>
	<p><b>a) Scout Group correspondence</b>        Council noted the significant increase from this organisation and reviewed each piece of correspondence in turn reviewing the draft response:  <b>2<sup>nd</sup> July letter</b> – The draft response was noted, and it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that the response would be delegated to the Clerk to send on behalf of the Council. <b>Motion carried.</b>  <b>4<sup>th</sup> July letter</b> – The draft response was noted, and it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that the response would be delegated to the Clerk to send on behalf of the Council. <b>Motion carried.</b>  <b>5<sup>th</sup> July letter</b> – The correspondence was noted as circulated and some matters raised within were debated concerning proof of slander. The insurance company were recommended to be put on notice. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> that a response would be delegated to the Clerk to draft and send on behalf of the Council. <b>Motion carried.</b></p>



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	<p><b>6<sup>th</sup> July letter</b> – Cllr Slaughter raised her concerns over the content of this letter and expressed her hope that the respondent was getting the support they needed from their organisation. The concerns shared should be addressed to the senior members of the District Scout leaders who should be investigating the issues raised. It was duly proposed, seconded, and <b>RESOLVED</b> by majority vote that a response would be delegated to the Clerk to send on behalf of the Council. <b>Motion carried.</b></p> <p><b>9<sup>th</sup> July letter</b> – The correspondence was noted, it was suggested that a response was sent recommending that the Scout District Commissioner were notified and that the appropriate process for reporting these matters was followed, this response was duly proposed, seconded, and unanimously <b>RESOLVED</b> that the Clerk send on behalf of the Council the response as suggested. <b>Motion carried.</b></p> <p><b>13<sup>th</sup> July letter</b> – The points raised in the letter were reviewed by Council and a draft response was suggested. The Clerk felt that due to the significant abuse directed at her both personally and via social media she confirmed publicly that she was not an author of ‘the letter’. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> that the response would be delegated to the Clerk to send on behalf of the Council. <b>Motion carried.</b></p> <p>It was noted that a member of the 1<sup>st</sup> Colney Heath Scout Group was recording the meeting without advising the members, a Councillor formally requested a copy of the recording, and the Clerk was instructed to follow this up with the individual and the 1<sup>st</sup> Colney Heath Scout Group.</p> <p><b>b) Parish Newsletter</b>      Confirmed that the newsletter would be issued in September and the deadline for articles to the Clerk by 30 July 2021.</p> <p><b>c) Other administration matters</b></p> <ul style="list-style-type: none"> <li>• Apologies received from County Cllr Hale and the Clerk will circulate his report</li> <li>• Vandalism at Roestock Hut, broken window</li> <li>• Suggestion of a picnic table in Roestock Hut</li> <li>• Request for an internal review on an FOI response carried out by the Chairman of Council and one other councillor.</li> <li>• Planning meeting 29<sup>th</sup> July 2021 virtually by Zoom</li> </ul>
<p><b>21/22-28</b></p>	<p><b>REPORTS FROM OUTSIDE BODIES</b></p> <p><b>a) Highfield Park Trust</b>      Cllr Barnes gave an update including the 25<sup>th</sup> anniversary celebrations this weekend attended by the District Mayor and Daisy Cooper MP. There were new pathways now installed and a future plan to extend the park</p> <p><b>b) Police Liaison Group</b>      Cllr Mulroney reported on continued issues with catalytic converter theft, theft of mopeds and flytipping.</p> <p><i>10.32pm Standing Orders were suspended.</i></p>



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21/22-29

### QUESTIONS FROM THE PUBLIC

*The Chairman asked for any questions.*

The following questions were asked:

- Emailing directly to Councillors, it was noted for transparency all emails should be copied to the Clerk. Councillors responding on their own behalf should make it clear that it is their personal opinion and not that of the corporate body. All mails sent by a Councillor are subject to disclosure under the Freedom of Information Act.

*10.34pm Standing Orders were resumed.*

The Chairman thanked all for their attendance and closed the meeting at 10.35pm

### ***Meeting closed at 10.35pm***

L Chaplin LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 26/07/221

Signed by  
Chairman Peter Cook  
Approved by Council 23 September 2021