



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
Hill End Lane
St Albans
Hertfordshire AL4 0RA
Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

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

Summons issued – 17th September 2021

To Members of the Parish Council,

Councillors, Kevin Barnes, Hilary Brazier, Peter Cook, Jane Llewelin, Judy Mulroney, Graeme Shaw, Kate Slaughter, Russell Solts (one vacancy)

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 23rd September 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. 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/>

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

**PLEASE BE AWARE
THIS MEETING WILL BE RECORDED
BY THE COUNCIL AND POSSIBLY
THIRD PARTIES**

AGENDA

21/22-47 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence

21/22-48 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

21/22-49 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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21/22-50

MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL

- a) To note and approve meeting minutes for the Council meeting held 22nd July 2021. The minutes can be viewed by using this link-
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/08/DRAFT-CHPC-Minutes-22-July-2021.pdf>
- b) To note and approve meeting minutes for the Emergency Council meeting held 9th September 2021. The minutes can be viewed by using this link-
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/DRAFT-CHPC-Minutes-EGM-09-September-2021-1.pdf>

FINANCE, AUDIT & GOVERNANCE

21/22-51

FINANCE

- a) To retrospectively approve payments for Month 5 (August 2021) as delegated to the Clerk/RFO. To view signed Month 5 payment schedule use link –
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/Payment-Sheet-Signed-Month-5.pdf>
- b) To approve payments for Month 6 (September 2021) payments to be made by BACS 30 September 2021. To view draft Month 6 payment schedule use link –
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/Draft-Payment-Sheet-Month-6-September-2021.pdf>
- c) To receive an update on the external audit 2020/21
- d) To receive a report and appoint a contractor for the public consultation survey on all land and asset matters. To view the report please use link -
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/51d-Public-Consultation-Report-September-2021.pdf>
- e) To receive a report and appoint a contractor to fix the roof on the old air raid shelter and associated works. To view the report please use link -
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/51e-Roof-Repair-OAS-Report-September-2021.pdf>
- f) To reconfirm the non-registerable interests in a grant application and hold a revote for the application of £250 from 4Colney Heath Residents Association.

21/22-52

GOVERNANCE

- a) To receive the timetable for the Community Governance Review (CGR). To view the timetable please see the following link –
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/52a-CGR-Timetable-Report-September-2021.pdf>
- b) To receive the review of Review of Parliamentary Polling Districts and Polling Places. To view the documents associated with this item please see the following links – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/Polling-District-Review-2021-timetable.pdf>
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/ARO-Proposed-schedule-of-polling-districts-and-polling-places.pdf>



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21/22-53

PLANNING

- a) To note that Colney Heath Parish Council has been granted Rule 6 Status in the Ellenbrook/Hatfield Quarry appeal to reconfirm delegated authority for Councillor Cook and Neighbourhood Plan Project Officer to proceed with submission and representation at appeal in November.
- b) To note the publication of the Hertsmere Local Plan and to delegate the Clerk to organise a public meeting to hear residents' views and to approve the collaborative working with London Colney Parish Council.

21/22-54

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

To view the report on the following matters, please use the link – <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/54a-CHFC-Report-September-2021.pdf>

1. To review ground grading inspection report and issue instructions as necessary.
2. To confirm acceptance of offer made for preferential use of bottom pitches.
3. To confirm delegated authority to proceed with Heads of Terms draft for approval.

b) **Roestock Park**

To view the report on the following matters, please use the link –

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/Item54b-Roestock-Hut-Correspondence-September-2021.pdf>

1. To receive open letter correspondence and instruct response
2. To receive correspondence from Colney Heath Scout Group, request to enter building and instruct responses
3. To receive any available verbal update on the pre-planning meeting held 23rd September 2021.

c) **Other legal matters**

1. To receive outstanding paper requested by Council with regards the Tyttenhanger Green Annual Bonfire & Fireworks Event in November and for Council to confirm the event can proceed as planned. To view the document received please see the following link - <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/09/Supplemental-information-requested-by-CHPC-at-its-Full-Council-meeting-on-22-July-2021.pdf>
2. To receive any available verbal update on the instructed matters from the Emergency Council meeting 9th September 2021 concerning the village office eviction and money claim



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21/22-55

PARISH ADMINISTRATION

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

- a) To receive an update on pressure groups formed since the last meeting of Council, to confirm and to take instructions on any response
- b) To note the virtual Highways meeting 11 October 2021 and note any councillor attendees
- c) To confirm the statutory days for all staff 2021/22
- d) To receive an update on Freedom of Information numbers/costs since April 2021
- d) To note other matters the Clerk would like to report to Council that do not require a decision.

21/22-56

REPORTS REPRESENTATIVES ON OUTSIDE BODIES

To note written reports received or receive verbal reports:

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

21/22-57

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.