

# COLNEY HEATH PARISH COUNCIL

✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 ☎ Telephone: (01727) 825 314  
 💻 Website: <https://colneyheathparishcouncil.gov.uk>  
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## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH SCHOOL ON THURSDAY 13 JANUARY 2022, 7.30pm

### Members in attendance

|                                         |                                      |
|-----------------------------------------|--------------------------------------|
| Cllr H Brazier (Hill End Ward)          | Cllr G Shaw (Colney Heath Ward)      |
| Cllr T Burns (Colney Heath Ward)        | Cllr R Solts (Highfield Ward)        |
| Cllr P Cook (Chairman) (Highfield Ward) | Cllr K Slaughter (Colney Heath Ward) |
| Cllr J Llewellyn (Colney Heath Ward)    | Clerk of the Council, Ms. L. Chaplin |
| Cllr J Mulrone (Highfield Ward)         |                                      |

### Other attendees

County Councillor Hale, and 3 members of the public

### 21/22-73 APOLOGIES & ANNOUNCEMENTS

Apologies were noted from Cllr Barnes, and these were accepted for the reason given. It was confirmed that two councillors were audio recording the meeting.

### 21/22-74 DECLARATIONS OF INTEREST

- Councillor Slaughter reconfirmed her interest in item 76b. Councillor Burns confirmed he was a member of the organisation subject of the item, and this was not a conflict of interest as he had no decision-making powers for the organisation.
- All councillors in attendance confirmed by a show of hands that the published declarations were correct and up to date.
- None received or noted
- None requested

### 21/22-75 QUESTIONS FROM THE PUBLIC

7.32pm *Standing Orders* were suspended so members of the public could ask questions/make statements to the Council.

A question was asked as followed:

- Can you please explain the Land registration budget for this year and the progress?

*Response – The Government has asked local authorities to voluntarily register their land and assets. The Colney Heath Common and High Street recreation ground are in the process of being registered but this has been a long process delayed by COVID.*

7.33pm *Standing Orders* were resumed.

### FINANCE, AUDIT & GOVERNANCE

#### 21/22-76 FINANCE

##### a) St Albans District Council Community Governance Review (CGR)

The terms of reference for the CGR were noted as circulated. It was confirmed that a virtual meeting had been arranged between Councillors and the team running the review to ask specific parish related questions. Questions were being sent in advance and should be sent to the Clerk by 9am on 1<sup>st</sup> February 2022. It was considered by some members that the CGR would have a significant impact on the future of the Parish and some analysis was being carried out which should be available for circulation shortly.

##### b) REQUEST FOR EXTENSION TO CHFC LEASES ON PAVILION AND PITCH

The agreed heads of terms for the lease renewal of the pavilion and the new lease regularising the main pitch arrangements had been agreed for 25 years, however a

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|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | request recently received to extend this to 30 years was discussed. There were questions on break clauses and the condition of the building which would be reviewed when the draft lease was presented to Council for sign off. It was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands, with one abstention noted. <b>Motion carried.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 21/22-77 | <p><b>PATHWAY 23 - ROESTOCK PARK</b></p> <p>HCC Footpath Officer had contacted the Council regarding the reopening of footpath 23 which runs through Roestock Park. The Clerk was instructed to put the footpath details within the minutes and the extract from the Wildlife &amp; Countryside Act 1981 2015 Statement. The Definitive Map &amp; Statement of Public Rights of Way in Hertfordshire for footpath 23 as stated: <i>Commences from Roestock Lane opposite Roundhouse Farm thence SE and SW to S of Pumping Station thence SE to join end of cul-de-sac of Hall Gardens and continuing to junction with FP44 just N of Fellowes Lane.</i></p> <p>Council noted the request to reopen the footpath and that there may well be other alternative openings which will be investigated once the plans for Roestock Hut are confirmed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 21/22-78 | <p><b>PARISH ADMINISTRATION</b></p> <p><b>a) National Association of Local Council Foundation Award</b></p> <p>Due to some disappointing comments made recently on social media, it was felt that this item was not deferred. It was clarified that this award was for process within the Councils administration function and the quality of those processes. Thanks were given to the Clerk for ensuring the requirements of the award were met. The award logo will be used on all issued documents and paperwork of the Council. There was a comment on the cost of the next award, this was noted. Other stages of the award were noted as Quality and Quality Gold.</p> <p><b>b) Fredericks Wood, Coursers Road</b></p> <p>A newspaper story from Herts Advertiser was noted as tabled. An update on the current situation and the extensive work carried out by the office was noted. County Councillor Hale was asked to give an update on matter and reported that a 'cease and desist' letter was issued by the Environment Agency. If there were continued works then this should be reported. The Clerk was instructed to detail on social media/CHPC website to include the contact telephone number for reports. The Council would be commenting on the planning application as the landowner of the accessway and as a planning consultee. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that an objection be delegated to the Clerk and the Neighbourhood Plan Project Officer for the planning comment and that the Clerk would submit the objection on behalf of the CHPC as the landowner. <b>Motion carried.</b></p> <p>With regards the accessway it was reported by the Clerk that the deed of easement as agreed in December 2019 had been breached and action had been instructed through a solicitor. £1500 had been spent to date on letters before action. It was suggested that the CHPC apply to register the deed themselves with the land registry as this had not yet been completed. A further £1500 would be required. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that a budget of £3000 be assigned for this work by the solicitor, although Council will look to recoup costs <b>Motion carried.</b> The budget for these costs would form part of a legal update at the Finance &amp; Governance Committee later this month.</p> |

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## c) Clerk Report

### 1. Consultations

- A submission to the Hertfordshire to Essex Rapid Transit (HERT) consultation was submitted 16 pages as prepared by Neighbourhood Plan Project Officer (NPPO)
- A submission on the SADC LCWIP 3 pages as prepared by NPPO

### 2. Planning

- Vehicle movements data collection and photographs collected by NPPO who will assist in formulating the planning response
- Site visits of 7 four-bedroom homes in Barley Mow Lane along with photographs by Cllr Cook/NPPO
- Meetings and correspondence on Ellenbrook Quarry by Cllr Cook/NPPO
- Developer meetings continue to be requested, currently organising with Oaklands Lane developer for early February

### 3. Community Bus

The bus has sadly been vandalised and the fuel tank has been stolen so it is off the road but has been operating from September to December so a review of the costs to date will be shared with the Finance & Governance Committee.

### 4. Councillor Shaw Questions by email

- Roestock Hut – question in respect of any works being undertaken to keep the building from deteriorating. This would incur financial cost and would be for the Council to debate and decide. This would be added to the agenda of the Finance & Governance Committee meeting.
- Speaking to parishioners – the Clerk stated *'as the Proper Officer any time I give advice in the Council chamber this is both legal and professional advice based on my decades of experience with elected officials and my clerking qualifications. As an elected councillor you are free to speak to any member of the public or elector on any matter, however as you well know the Council have a long and challenging history with members of the Scout group, their representatives, and supporters and as such it was suggested that you ensured an officer was present in any Council discussions. Other councillors also confirmed their advice along the same lines, this is to protect you and the Council's position from accusations of being misquoted, predetermination or having a conflict of interest. This is standard advice given to all elected officials be they MPs, County, District or Parish Councillors.'*

### 5. Queens Jubilee

Requests are being received for funding for street parties and events in the Parish. This will be raised along with Community grants at the February Full Council meeting.

### 6. FOI Update

The total of FOI's asked of the Council now stands at 71 at a cost of £6,249.90 in financial year 2021/22

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## 7. Colney Heath Lane

A letter of support to be sent for Nicholas Breakspear School who had another near miss this week and are petitioning for a pedestrian crossing near the school.

## 8. Meetings

- HR Committee has been postponed from 27<sup>th</sup> January 2022 to a date to be confirmed in February 2022
- Finance & Governance Committee 7.30pm at Colney Heath School Thursday 27<sup>th</sup> January 2022
- Environment Committee will have a February meeting due to extra business in preparation for Spring 2022 including tree planting date to be advised
- Community Governance Meeting with SADC 7pm 8<sup>th</sup> February 2022 on Zoom invite to follow
- Full Council 24<sup>th</sup> February 2022, agenda will be out by 18<sup>th</sup> February 2022 and deadline for submissions, items, reports, and motions is 10am on 10<sup>th</sup> February 2022.

## Questions to the Clerk by Council

The following questions were raised:

- Cllr Shaw raised the correspondence from 1<sup>st</sup> Colney Heath Scout Group and asked when it would be answered. Confirmed that it was being deferred to the Finance & Governance Committee 27<sup>th</sup> January 2022. The Clerk was asked to confirm this in writing to the Scout Group.
- Cllr Shaw challenged a response to an FOI in relation to Roestock Hut and the headlease with SADC. The FOI in question would be added to the Finance & Governance Committee agenda 27<sup>th</sup> January 2022.
- Virtual versus in person meetings. There was no legislation to allow virtual meetings and approve decisions of Council, although a delegation scheme is in place, the challenges of 'in person' and virtual meetings remained. It was noted that all future meetings were expected to be 'in person' with only developer and working party meetings being held virtually by this Council.

**Chairman thanked all those in attendance and closed the meeting at 8.39pm**

## Meeting closed at 8.39pm

L Chaplin LCGI PSLCC CPFA CILCA  
Clerk to the Council  
Drafted 17/01/2022

Signed by \_\_\_\_\_  
Chairman Peter Cook  
Approved by Council 24<sup>th</sup> February 2022

