

# COLNEY HEATH PARISH COUNCIL

 **Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 **Telephone:** (01727) 825 314  
 **Website:** <https://colneyheathparishcouncil.gov.uk>  
 **E-mail:** [clerk@colneyheathparishcouncil.gov.uk](mailto:clerk@colneyheathparishcouncil.gov.uk)



## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH SCHOOL ON THURSDAY 24 MARCH 2022, 7.30pm

### Members in attendance

|                                                                                                                                                                                         |                                                                                                                                                  |
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| Cllr K Barnes (Highfield Ward)<br>Cllr H Brazier (Hill End Ward)<br>Cllr T Burns (Colney Heath Ward)<br>Cllr P Cook (Chairman) (Highfield Ward)<br>Cllr J Llewellyn (Colney Heath Ward) | Cllr G Shaw (Colney Heath Ward)<br>Cllr R Solts (Highfield Ward)<br>Cllr K Slaughter (Colney Heath Ward)<br>Clerk of the Council, Ms. L. Chaplin |
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### Other attendees

6 members of the public

21/22-91

### APOLOGIES & ANNOUNCEMENTS

Due to a power cut, apologies were given for the low-level lighting and the change of venue as emergency lighting only worked in one area. Apologies were noted from Cllr Mulroney and the reason was noted and accepted.

It was confirmed that two councillors were audio recording the meeting.

The Chairman made announcements regarding the completion of some pathways in Highfield. It was confirmed that CHPC was now the registered landowner of the High Street Recreation Ground and land strip to the highway.

Due to the low numbers attending the Ward Surgeries it was agreed that these would be halted and instead meetings would be arranged on particular topics and matters such as the Zoom meeting being held on Monday evening (28<sup>th</sup> March) to discuss a planning application affecting Colney Heath Village.

21/22-92

### DECLARATIONS OF INTEREST

- Councillor Slaughter reconfirmed her interest in item 95
- 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

21/22-93

### QUESTIONS FROM THE PUBLIC

7.34pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.

A resident welcomed the new speed indicators installed in the village of Colney Heath but raised concerns about lack of monitoring with regards HGVs. A survey was undertaken in late 2021 but the results were not reported. The Clerk would check with County Councillor Hale to see if there was any update on this.

21/22-94

### MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

Minutes of the Parish Council Meeting held 24<sup>th</sup> February 2021 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy. Cllr Burns raised the issue of why his request to join the Finance & Governance Committee was refused and the request of Cllr Llewellyn to join the Environment Committee was taken to Council and approved. The Clerk clarified that all Committees were populated by resolution of Council, ordinarily this is done annually in May, however new Councillors are welcome to join during the year. Cllr Shaw joined the Finance & Governance Committee during the year but as there would not be

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|          | <p>another Finance &amp; Governance Committee meeting until after May 2022 when the Finance &amp; Governance Committee membership would be decided by Council. There was little point debating this or adding to an agenda, this was the information that had been sent in an email sent to Cllr Burns at the time of his request. Cllr Llewellyn however made a request whilst there was still another Environment Committee and in time for the matter to go before a Council meeting, this action was carried out and confirmed at the last meeting.</p> <p>The minutes were duly proposed, seconded, and unanimously <b>RESOLVED</b> to be a true and accurate record of the meeting. The minutes were signed by the Chairman Councillor Cook for posting on the parish website.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 21/22-95 | <p><b>LEGAL &amp; LANDOWNER MATTERS</b></p> <p><b>a) Permission for proposed Works at Colney Heath Recreation Ground</b><br/>Councillors reviewed the satellite picture of the works. It was noted that there were two residents who had made a request to reinstate the tennis courts and some that had called against this proposal. At this stage the fencing was not relevant to that, and it was therefore duly proposed, seconded, and <b>RESOLVED</b> by majority vote, with one abstention due to the declared conflict, that the 6ft perimeter fence would be permitted to be installed as shown on the circulated drawing. <b>Motion carried.</b> There was a point raised about risk to the CHFC with regards the RAMS coming from the contractor, the Clerk would raise these concerns raised to the Club.</p> <p><b>b) Alternative Storage request update</b><br/>It was noted that there had been no further response to an email sent on behalf of Council 28 February 2022. It was reported to Council that access to the Roestock Hut had been requested and organised 18 March 2022.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|          | <p><b>FINANCE, AUDIT &amp; GOVERNANCE</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 21/22-96 | <p><b>FINANCE</b></p> <p><b>a) Approval of payments Month 12 – March 2022</b><br/>The payment sheet noting all payments to be made 30<sup>th</sup> March 2022 were noted as circulated. Councillor Cook explained the use of Chairmans Allowance for payments 242 &amp; 243. There was a minor amendment to payment number 235 where an amount of 0.95p would be added to the payment sheet by the Finance Officer. Payments 228-253 in the amount of £8,610.71 were duly proposed, seconded, and unanimously <b>RESOLVED</b> for payment. <b>Motion carried.</b></p> <p><b>b) Expenditure Plan for Fidelity Funds EMR 2022/23</b><br/>The paper was noted as circulated. After debate, it was duly proposed, seconded, and <b>RESOLVED</b> by a majority vote with one abstention that the following funds should be earmarked as follows for expenditure in 2022/23.</p> <p>For Highfield &amp; Hill End Wards:</p> <ul style="list-style-type: none"> <li>• <b>£5,000</b> to be allocated to the installation of a safe crossing, pedestrian, pelican, or zebra as decided by Hertfordshire County Council in the direct vicinity of Nicholas Breakspear School on Colney Heath Lane where reported incidents involving children have been reported.</li> <li>• <b>£10,000</b> to be allocated to the project to restore Cell Barnes Pond and Ansons Barn Project as detailed in the presentation received from the Highfield Park Trust</li> <li>• <b>£7,950</b> to be allocated to the Highfield Park pathways project previously funded with S106 funds but not completed due to lack of sufficient funds.</li> </ul> |

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|          | <p>r Colney Heath Ward:</p> <ul style="list-style-type: none"> <li>• <b>£5,000</b> to be allocated to the installation of a safe crossing, pedestrian, pelican, or zebra as decided by Hertfordshire County Council in the direct vicinity of Nicholas Breakspear School on Colney Heath Lane where reported incidents involving children have been reported.</li> <li>• <b>£17,950</b> to be allocated to the 2022/23 project - High Street Recreation Play Area which includes disability access.</li> </ul> <p><b>Motion carried.</b></p> <p>It was duly proposed, seconded, and <b>RESOLVED</b> unanimously to accept the quote from Groundworks Hatfield of £1500 for them to produce the concept plan for the new play area at High Street Recreation Ground. <b>Motion carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 21/22-97 | <p><b>COUNCIL COMMITTEES</b></p> <p><b>a) Environment Committee</b></p> <p>The minutes of the meeting held 16<sup>th</sup> February 2022 were noted as circulated, there was a matter raised as to whether a word in the minutes was quite correct, but an explanation was given, there were no further questions or matters raised.</p> <p><b>b) HR Committee</b></p> <p>The minutes of the meeting held 22<sup>nd</sup> February 2022 were noted as circulated, there were no questions or matters raised.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 21/22-98 | <p><b>COMMUNITY GOVERNANCE REVIEW</b></p> <p>The report was noted as circulated. During the debate, there were several concerns raised such as how this would work financially and that drastic changes would need to be made. It appeared that there was a consensus with all councillors agreeing that a separation of the parish was needed. There was an indication that councillors would wish for a possible staff reduction and wished to 'cut their cloth'. The following was duly proposed, seconded, and unanimously <b>RESOLVED</b> to be submitted as the response of the Parish Council <i>The community identity of this Parish is that there is clearly an urban and rural split, and the urban part would be governed in a way to be determined. The assets remain all within the rural area. Details of the governance of the Highfield and Hill End (urban) areas would need to be provided and also the Council would like to know if there will be any support in funding of a split of the Parish Council. Therefore, it is the decision of this Council that the Parish should be split between the urban and rural areas.</i> <b>Motion carried.</b></p> <p>The Clerk was instructed to submit this response to the Community Governance Review Team.</p> |
| 21/22-99 | <p><b>PARISH ADMINISTRATION</b></p> <p><b>a) Formal confirmation of grants received</b></p> <ul style="list-style-type: none"> <li>• National Lottery Community Fund - £10,000</li> <li>• Speed Indicator Devices – devices installed</li> <li>• Defibrillator for Highfield Ward from Locality Budget of County Councillor Sarah Tallon - £1500 location for defibrillator to be confirmed</li> </ul> <p><b>b) Joint Jubilee Event – 4<sup>th</sup>/5<sup>th</sup> June 2022</b></p> <p>A joint Parish Council and Football Club event comprising of a family fun day on Saturday 4<sup>th</sup> June, main pitch to be opened for residents to use. Sunday 5<sup>th</sup> would be a 50/60s style afternoon tea with live music. It was duly proposed,</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|           | <p>seconded, and unanimously <b>RESOLVED</b> that £1,000 be allocated to this joint community event. <b>Motion carried.</b></p> <p><b>c) Confirmation of Community Survey timetable</b><br/>Flyers would be going out in the next two weeks with the survey to be launched 20<sup>th</sup> April if all goes to plan with the online testing.</p> <p><b>d) Meeting dates and other matters</b></p> <ul style="list-style-type: none"><li>• 28<sup>th</sup> March 2022, 7pm Zoom for Planning Application 5/2022/0599</li><li>• 21<sup>st</sup> April 2022, 7.30pm next Full Council meeting</li><li>• 28<sup>th</sup> April 2022, 7pm Annual Parish Electorate Meeting</li><li>• 5<sup>th</sup> May 2022 SADC Elections</li><li>• 19<sup>th</sup> May 2022 7.30pm Annual Meeting of the Parish Council</li></ul> <p><b>e) Questions to the Clerk by Council</b></p> <ul style="list-style-type: none"><li>• It was confirmed that the kissing gate which was part of a grant to the Highfield Park Trust was due to be installed at Tillage Close imminently</li></ul> |
| 21/22-100 | <p><b>QUESTIONS FROM THE PUBLIC</b></p> <p>There was an offer to the members of the public to ask any questions but there were no questions so Standing Orders were not required to be suspended.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 21/22-101 | <p><b>CONFIDENTIAL SESSION RESOLUTION</b></p> <p>It was duly proposed, seconded, and unanimously <b>RESOLVED</b> that due to the confidential nature of the item to be discussed that the Council should enter a closed session where the public and press would not be permitted to attend. Members were also reminded that they should not record the session from here.</p> <p><b>Chairman thanked all those in attendance and closed the public meeting at 8.36pm</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 21/22-102 | <p><b>CONFIDENTIAL STAFF MATTERS</b></p> <p>The recommendation of the HR Committee was discussed, and it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that the recommendation be approved, and the Clerk was instructed to take the necessary action to implement from 1<sup>st</sup> April 2022. <b>Motion carried</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

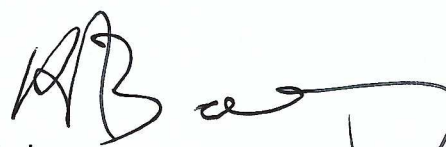
## Meeting closed at 8.40pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 28/03/2022

Signed by

  
Chairman **COUNCILLOR BARNES**  
Approved by Council 21<sup>st</sup> April 2022



  
Chairman.....CHPC 549