

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



MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH SCHOOL ON THURSDAY 24 FEBRUARY 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

Other attendees

2 members of the public

21/22-79 APOLOGIES & ANNOUNCEMENTS

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

The Chairman made announcements thanking those involved in the Quarry application which was noted as a team effort and included members of Smallford and Ellenbrook Residents Associations plus the Neighbourhood Plan Project Officer (voluntary).

The applications at the site Fredericks Wood, Coursers Road have been withdrawn. It was confirmed that the Assistant to the Clerk would be leaving her employment with the Council effective 31st March 2022. There would be a vacancy of 10 hours per week/40 hours per month advertised shortly.

21/22-80 DECLARATIONS OF INTEREST

- a) Councillor Slaughter reconfirmed her interest in items 83c and 87a/b.
- 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 requested

21/22-81 QUESTIONS FROM THE PUBLIC

7.38pm Standing Orders were suspended so members of the public could ask questions/make statements to the Council.

A statement in support of item 87b was noted. During this statement, it was confirmed that a typographical error had been made in the fencing height and this should be 6ft/1.8m and not 7ft as stated. Some councillors struggled with picturing the layout and requested a layout map of the fence location be submitted to the Clerk. This would be reconfirmed when the item came up for debate later in the meeting.

7.53pm Standing Orders were resumed and a member of the public left the meeting.

21/22-82 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

Minutes of the Parish Council Meeting held 16th December 2021 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy. There was extensive debate on an amendment concerning the insertion and location of apostrophes, the Clerk confirmed that the amendment requested in Full Council had been made and was correctly noted within the minutes.

There was a proposal made by Councillor Burns to delete a sentence from the minutes, the motion made was change the sentence 'during debate there were some inappropriate comments made by a Councillor towards the Clerk' and replace with 'during debate comments were made which resulted in suspended the meeting'

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The Clerk reminded Council that the minutes were those of the Clerk and should a change be required there would have to be a proposal which should be proposed and seconded and then taken to a vote. The HR Chairman confirmed that he had recently had to warn councillors regarding their behaviour and that as an employee of the Council the integrity of the qualified Clerk was being brought into question which he would like to raise as a concern.

A requested vote was noted. The motion put forward by Councillor Burns was seconded by Councillor Shaw, the votes were recorded as follows:

- In favour – Cllrs Burns and Shaw
- Against – Cllrs Slaughter, Solts, Llewellyn and Cook
- Abstention – Cllr Brazier

Motion failed

The Chairman repeated that if there are any queries on the minutes for accuracy they should be raised in advance of the meeting. The Clerk then confirmed and asked that if any member of Council had an issue with the minutes accuracy or a change to propose, that it would be respectful for members to raise this with the Clerk prior to the public meeting. The Clerk asked all members to treat her with respect.

The minutes were duly proposed, seconded, and **RESOLVED** by a majority to be a true and accurate record of the meeting. A recorded vote was requested for the approval of the meeting minutes and the votes were recorded as follows:

- In favour – Cllrs Brazier, Cook, Llewellyn, Solts, Slaughter
- Against – Cllr Burns & Cllr Shaw

Motion carried

The minutes were signed by the Chairman for posting on the parish website.

Minutes of the Parish Council Meeting held 13th January 2022 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy, there were no comments. The minutes were duly proposed, seconded, and unanimously **RESOLVED** 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.

FINANCE, AUDIT & GOVERNANCE

21/22-83

FINANCE

a) Approval of payments Month 11 - February 2022

The payment sheet noting all payments to be made 28th February 2022 were noted as circulated. There was a minor amendment to payment number 215 where a date was changed by the Finance Officer. There was a question on payment 221 and what this related to, the Clerk explained what the payment was for. Payments 212-227 in the amount of £6,473.21 were duly proposed, seconded, and unanimously **RESOLVED** for payment. **Motion carried.**

b) Delegated authority to make payments for year-end 2021/22

To have as few accruals as **possible** it was duly proposed, seconded, and **RESOLVED** unanimously that the Clerk/RFO be allowed to make payments and have them retrospectively approved at the April meeting to ensure a smooth year-end. **Motion carried.**

c) Grant Applications 2021/22 2nd Round

The grant applications report was noted as circulated and the Councillors reviewed all the applications prior to voting and community grants were awarded in the amounts as follows:

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	• Colney Heath Football & Social Club Awarded £1500 to contribute to first team pitch perimeter fencing • Highfield Park Trust Awarded £250 to contribute to replacement signs at entrances • CDA Hertfordshire Awarded £500 to contribute to purchase of ride-on mower for Community Garden at Hixberry Lane • Earthworks St Albans Awarded £650 for improvement to signage and entrance • Trestle Theatre Company Awarded £500 to assist in the Sing Out, Act Up and Dance Now sessions The total amount awarded was £3400 which was £100 over the remaining budget but this would be taken from reserves. The community grant awards as stated were duly proposed, seconded, and RESOLVED by majority vote with one abstention due to conflict. Motion carried. d) Council Reserve Funds The report on the reserves funds and research into bank account options offering interest rates and access lengths was noted as circulated. After debate it was confirmed that the following should be actioned: ➤ To open an Investec Business Account and deposit £85,000 ➤ To open a Cambridge & Counties account ➤ To close the Metro Bank account and the £85,000 funds placed in the new Cambridge & Counties account ➤ To open a Unity Savings account and place the fidelity funds of £45,900 in this account and any remaining funds from the closed Nat West Reserve account from financial year 21/22 ➤ Signatories to be added to the Unity current account Cllrs Shaw and Brazier The actions as stated were duly proposed, seconded, and unanimously RESOLVED. Motion carried.
21/22-84	GOVERNANCE a) Public Questions at Meeting Policy The draft policy was noted as circulated. After debate it was duly proposed, seconded, and unanimously RESOLVED that the policy was approved and would be reviewed in two years, at Council's request or as legislation changes. Motion carried. b) Community Governance Review (CGR) After a presentation by the CGR team recently and having listened to the proposals it appears that an urban/rural split is being suggested and the implications of this would need to be reviewed. It was noted the split was 'likened to divorce' so it would be useful to see the proposals in writing including the finances of a possible split. A report would be presented to the next Council meeting. There was a question that the consultation was not on the Parish Council website. The Clerk would check this and republish it. <i>Cllr Shaw left the meeting 8.57pm-9pm</i>
21/22-85	AUDIT The report on the appointment of an internal auditor was noted as circulated. After discussion and debate it was duly proposed, seconded, and unanimously RESOLVED that IAC Audit & Consultancy Ltd be appointed as the internal auditor on a 3-year contract commencing from the financial year 2022/23. Motion carried.

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21/22-86	COUNCIL COMMITTEES a) Finance & Governance Committee The draft minutes of the meeting held 27th January 2022 were noted as circulated, there were no questions or matters raised so the motion from that Committee went straight to the vote. It was duly proposed, seconded, and RESOLVED by majority vote that the funds received from the insurance company in respect of the fidelity claim be split 50% to the Colney Heath Ward and 50% to the Highfield and Hill End Wards, the Ward Councillors to discuss and recommend suggestions for projects but that any expenditure comes to Full Council for approval. Motion carried. A paper would be prepared for the next meeting. b) Environment Committee The minutes of the meeting held 8th December 2022 were noted as circulated, there were no questions or matters raised so the request by Cllr Llewellyn to join as a voting member of the Committee was put to the vote. It was duly proposed, seconded, and RESOLVED by majority vote that Cllr Llewellyn was now a member of the Environment Committee. Motion carried. Next meeting was 16th March 2022.
21/22-87	LEGAL & LANDOWNER MATTERS a) Draft Licence, lower pitches Colney Heath Recreation Ground The draft licence was noted as circulated. The Clerk was instructed to circulate to the Colney Heath Football Club for their comments. b) Permission for proposed Works at Colney Heath Recreation Ground The statement made in the public session was noted. Councillors confirmed that they wish to have a satellite picture of the works circulated. It was duly proposed, seconded, and RESOLVED by majority vote with one abstention due to conflict that the 6ft perimeter fence would be permitted in principle. This would be subject to a complete plan and sketch with all dimensions being received. c) Alternative Storage request Council noted a request from the Colney Heath Scout Group for alternative storage for their equipment. The Clerk was instructed to obtain information on the amount of storage required, what would be stored, how often was access to the equipment required. A paper to be restored to Council for a decision in March if possible. d) Fredericks Wood, Coursers Road As noted at the beginning of the meeting the planning applications at this location had been withdrawn so no decision required at this time.
21/22-88	COMMUNITY SURVEY The Clerk had confirmed at the Council meeting in December that if there were too many comments and changes being requested then the item would be restored back to Full Council. The survey questions not agreed in December were noted and gone through with the following changes made: • Addition to the front page of the survey where it stated twice Colney Heath add the word; 'Parish' • Question 1 – alphabetical order for the areas • Questions 5 & 6 – remove if anything from opening question • Questions 8, 9, 10, 11, & 17 – all confirmed as in version 5 draft circulated • Question 10 & 11 – Remove 'other' and 'don't know' as options for this question • Question 20 – add the character limit

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	Subject to these changes which would be made to version 6 the final version it was duly proposed, seconded, and RESOLVED by majority vote that the survey would be published as drafted. Motion carried.
21/22-89	<u>PARISH ADMINISTRATION</u>
	a) Highfield Cell Barnes Pond Restoration Project The document was noted as circulated. b) Queens Jubilee It was noted that there were some groups meeting locally to organise events and the Clerk would be attending one such group reporting any joint events to Council. The Council although not organising anything separately discussed issuing funds to those holding Street Parties. It was duly proposed, seconded, and unanimously RESOLVED that £1,000 from Community Events be allocated to the first 20 requests for street party funding. To qualify and as evidence, an HCC road closure permission certificate would be required for payment to be made. Motion carried. c) ICO Complaint The recording of the Council meeting in July 2021 was the subject of an ICO case which has been upheld. Negotiations continue to resolve this matter. d) Questions to the Clerk by Council • The Clerk confirmed that the National Lottery Community Grant Application had been successful in the amount of £10,000 this was to be put towards the new play area at Colney Heath Recreation Ground. • There was a Ward Surgery scheduled for 8th March 2022 an invitation to councillors would follow shortly, this would be a virtual Zoom surgery. • Environment Committee as already mentioned will be at 7.30pm Wednesday 16th March in the Atrium of Highfield Park Visitor Centre. • Full Council 24th March 2022, agenda will be out by 18th March 2022 and the deadline for items, reports, and motions is 10am, 10th March 2022. • Cllr Shaw requested a copy of the Roestock Hut building survey. The Clerk confirmed this was sent to all councillors last month and was also on the CHPC website.
21/22-90	There was an offer to the member of the public to ask any questions but there were no questions so Standing Orders were not required to be suspended. Chairman thanked all those in attendance and closed the meeting at 9.35pm

Meeting closed at 9.35pm

L Chaplin LCGI PSLCC CPFA CILCA
 Clerk to the Council
 Drafted 10/03/2022
 Signed by

Chairman Peter Cook
 Approved by Council 24th March 2022

