

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 JMI SCHOOL ON THURSDAY 19 MAY 2022, 7.30pm

Members in attendance

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

Other attendees

3 members of the public

22/23-01	ELECTION OF CHAIRMAN Cllr Cook was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Councillor Peter Cook would serve as the Chairman for Colney Heath Parish Council for 2022/23, a declaration of office was signed. Motion carried
22/23-02	ELECTION OF VICE-CHAIRMAN Cllr Slaughter was nominated and was seconded. There being no other nominations it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Councillor Kate Slaughter would serve as the Vice-Chairman for Colney Heath Parish Council for 2022/23, a declaration of office was signed. Motion carried
22/23-03	APOLOGIES & ANNOUNCEMENTS Apologies were noted from Cllr Shaw. Apologies were accepted for the reason stated. It was confirmed that one councillor was audio recording the meeting. Congratulations were offered from Council to the elected District Councillors, District Councillor Brazier for Colney Heath Ward and Councillor Jamie Day, Councillor Asmat Mughal and Councillor Antony Rowlands all elected for the new Hill End Ward.
22/23-04	DECLARATIONS OF INTEREST a) No declarations were made. 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
22/23/05	QUESTIONS FROM THE PUBLIC 7.36pm <i>Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> A resident noted that after attending the Parish Office it was closed, it was confirmed that currently due to recruitment of a new administration assistant the office was only open Thursday and Friday mornings regularly or by appointment with the Clerk. Despite this being on the website it would be consider to put the current opening hours on noticeboards and amend the sign outside the office. 7.39pm <i>Standing Orders were reinstated</i>
22/23-06	MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL Minutes of the Parish Council Meeting held 21 st April 2022 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy. The Clerk confirmed that there was an amendment to the circulated draft as Councillor Mulroney was in attendance and was added. There was a further challenge to the minutes by

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	Councillor Burns on a matter concerning the Scouts correspondence, this change was debated and rejected. There were no other amendments and the minutes were duly proposed, seconded, and unanimously RESOLVED to be a true and accurate record of the meeting. The minutes were signed by meeting Chairman Councillor Cook for posting on the parish website. Motion carried.
22/23-07	APPOINT MEMBERS TO COMMITTEES AND REPRESENTATIVES ON OUTSIDE BODIES The paper was noted as circulated. There was a question on non-members of Council serving on Committees and this was clarified. The Committees terms of reference and membership were discussed, and it was duly proposed, seconded, and unanimously RESOLVED that the following was agreed: Environment Committee Cllrs Slaughter, Cllr Brazier, Cllr Barnes, Cllr Llewellyn and Cllr Mulroney with Terms of Reference having a minor change to remove working party from page 1 and the following to be added, details of quorum, number of members, names of members and that Councillor Slaughter was duly proposed, seconded, and unanimously RESOLVED to be Environment Committee Chair for 2022/23. Motion carried Finance & Governance Committee Cllr Solts, Cllr Slaughter, Cllr Brazier, Cllr Burns and Cllrs Shaw with Terms of Reference unchanged with exception of the following to be added, details of quorum, number of members, names of members and that Councillor Solts was duly proposed, seconded, and unanimously RESOLVED to be Finance & Governance Committee Chair for 2022/23. Motion carried HR Committee - Cllr Solts, Cllr Mulroney, and Cllr Burns all self-nominated. Prior to the vote taking place the Clerk made a statement stating she had taken employment law advice and that she reserved her right to challenge decisions and actions made by the HR Committee if members of Council living or residing in the Colney Heath Ward or area were to serve on the HR Committee during 2022/23. The Clerk confirmed that the decision of who was to be on the Committees remained a decision for the Council and that Council could take independent legal advice should they so wish. As a Council there was no motion to instruct independent legal advice. Council debated and Councillor Burns withdrew his nomination. Councillor Barnes self-nominated. It was confirmed that all councillors were able to attend HR Committee meetings. Cllr Solts, Cllr Mulroney and Cllrs Barnes with Terms of Reference unchanged with exception of the following to be added, details of quorum, number of members, names of members and that Councillor Solts was duly proposed, seconded, and unanimously RESOLVED to be HR Committee Chair for 2022/23. Motion carried Planning Committee It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the delegation document and delegated authority contained within would be continued for the following Council year 2022/23. It was further duly proposed, seconded and unanimously RESOLVED by a show of hands that £10,000 be placed into an EMR (ear marked reserve) for

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	applying for Rule 6 status on planning appeals particularly those recently coming through in the Colney Heath Ward area. Motion Carried Outside Bodies Representation Highfield Park Trust – representative was agreed to be Councillor Barnes Police Priorities Forum – it was confirmed that there would be no attendance at these meetings but the paperwork sent in advance of the meetings would be circulated to all councillors routinely St Albans District and Local Council Association – Chairman and Clerk would continue to report. Membership would be reviewed by the new Council after the 2023 election. Twinning Association - representative was agreed to be Councillor Burns All the above were proposed, seconded, and RESOLVED by a show of hands which excluded the named representative. Motion carried
22/23-08	COUNCIL DOCUMENTATION a) Standing Orders The circulated copy of Standing Orders with changes highlighted was noted, there were no further amendments. CHPC Standing Orders were duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried b) Financial Regulations The circulated copy of CHPC Financial Regulations with changes highlighted was noted, there were no further amendments. CHPC Financial Regulations were duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried c) Code of Conduct Council noted the LGA Model Code of Conduct and it was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried d) Health and Safety Policy Statement The circulated Health and Safety Statement with changes highlighted was noted, there were no further amendments. The statement was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried e) Complaints Policy The circulated copy of the Complaints Policy was noted and it was requested the document be changed to Complaints Process, there were no further amendments. The process was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried
	<u>FINANCE, AUDIT & GOVERNANCE</u>
22/23-09	FINANCE a) Approval of payments Month 2 – May 2022 The payment sheet listing payments 001-010 was noted as circulated. The payments totalling £3,434.28 with an amendment to payment 20 to £562.73 noted the payments were duly proposed, seconded, and unanimously RESOLVED by a show of hands for payment. Motion carried.

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	b) Community Bus The Council instructed the Clerk to make contact with the passengers and investigate what has been happening since December and report back to Council on the results in June
22/23-10	INTERNAL AUDIT 2021/22 a) Internal Audit report 2021/22 The document as circulated was noted by Council again as a good and clean audit. Cllr Solts mentioned that the 'greyed out' areas within the document showed it was a 100% 'clean audit'. It was noted that there were no action points to be reviewed therefore no action needed. It was further noted that this was the draft report and the finalised report received 18th May 2022 would be circulated to councillors and placed on the website. The RFO was commended and congratulated on the hard work put into the audits during the pandemic, Cllr Barnes wished to reinforce Cllrs Solts comments and requested the comments were minuted in their entirety. b) Review of Effectiveness of Internal Controls 2022/23 The document as circulated was to confirm and review the internal controls and presented to Council for review and comment. There were no further amendments. It was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 22/23 by a show of hands. Motion carried The document would form part of the quarterly budget review by the Finance & Governance Committee.
22/23-11	EXTERNAL AUDIT 2021/22 a) CHPC Balance Sheet The Balance Sheet for 2021/22 was noted as circulated, there was a question on one of the ear marked reserves allocated to the Warren security. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the CHPC Balance Sheet for 2021/22 be signed by the Chairman. Motion carried b) Detailed Annual Return The circulated detailed annual return was noted and was read in conjunction with the next item. c) Section 1 of the Annual Governance and Accountability Return 2020/21 (AGAR) There were no questions prior to reviewing the assertion responses. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 1 of the AGAR responses should be 'yes' for all boxes 1-8 with n/a for response to box 9, it was further duly proposed, seconded, and unanimously RESOLVED by a show of hands that the document and figures were accepted and that the document should be signed by the Chairman of Council. This was signed and dated. Motion carried d) Section 2 of the Annual Governance and Accountability Return 2020/21 There were no questions on the figures for section 2 of the AGAR and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 2 of the AGAR accounting statements was accepted and that the statement should be signed by the Chairman of Council. This was signed and dated. Motion carried

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	e) Confirmation of the dates of public rights 2020/21 The period as stated on the agenda were confirmed as starting Friday 13th June and ending Friday 22nd July 2022. These dates were noted by Council and would be confirmed with PKF Littlejohn, a room would be required to be booked to view the accounts so an appointment will be required to view the accounts during this period.
22/23-12	<u>PARISH ADMINISTRATION</u> a) Parish Annual Electorate Meeting Meeting will now take place on Thursday 26th May 2022, 7pm at Colney Heath JMI School. The agenda will be issued tomorrow and will be posted on the website. b) Council correspondence - The correspondence was noted as circulated. After debate Council determined that a short and simple response be sent along the following lines - Council thank you for your correspondence and the contents were noted, there will be no further engagement or responses from this Council to you as individual as you are not a member of our electorate and it has been confirmed that you do not represent them in these matters. The instruction to the Clerk was duly proposed, seconded, and RESOLVED by a majority to be adopted. Motion carried. - Response received from Buckingham Palace to the letter sent to congratulate HM Queen on her 70 years on the throne. Council asked that the card be placed on the website. - Event requests for use of the Common for family events. After debate it was decided to respond confirming the Parish Council take no responsibility for activities taking place on the Common, that any rubbish should be taken home with the user, that nothing that could damage the Common such as paint etc be brought onto the Common and that a copy of the byelaws of the Common be sent with the response. - Tyttenhanger Access further disputes. This was deferred to the first meeting of the Finance & Governance Committee in July 2022 for review and recommendations back to Council for further action. - Water leak reported near Gloucester Park. Reported to Thames Water and Affinity Water who confirmed that there are no underground pipes at Gloucester Park under Parish Council owned land. Also although quotes were obtained the Parish Council did not install the allotment water supply, it is believed by the water company that as it is under a public footpath this was dealt with by the District or County Councils. c) Community Survey update It was confirmed that the survey launched on 10th May 2022 as planned. The figures for the first week were noted 169 responses received to date. It was clarified that a local organisation had shared the link and access code widely across social media and responses were coming in from residents outside the Parish. The responses which are clearly from outside of the Parish will be noted but discounted from the data. Council wish to review the responses before deciding on how the data will now be interpreted and published.

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	Councillor Burns asked how many surveys had been requested to be posted – it was confirmed that 4 had been issued. d) Questions to the Clerk by Council There were no further questions for the Clerk
21/22-13	QUESTIONS FROM THE PUBLIC 9.07pm <i>Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> A resident requested to know more about the statement made by the Clerk regarding the HR Committee. The Chairman confirmed this was a matter for Council and there would be no further comment at this time. Same resident also asked for a meeting title change, the observation was noted. It was noted that the kissing gate in Tillage Close had now been installed. 9.18pm <i>Standing Orders were reinstated</i> The Chairman thanked all for their attendance and close the meeting at 9.21pm

Meeting closed at 9.21pm

L Chaplin LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 24/05/2022

Signed by

Councillor Peter Cook

Chairman

Approved by Council 30th June 2022

