

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 28 JULY 2022, 7.30pm

Members in attendance

Cllr K Barnes (Highfield Ward) Cllr T Burns (Colney Heath Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Mulroney (Highfield Ward) until 9.14pm	Cllr G Shaw (Colney Heath Ward) Cllr K Slaughter (Colney Heath Ward) Clerk of the Council, Ms. L. Chaplin
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Other attendees

6 members of the public and County Councillor Hale from Item 33

22/23-26

APOLOGIES & ANNOUNCEMENTS

Apologies were noted from Cllrs Solts, Brazier and Llewellyn. Apologies accepted for the reasons stated.

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

The Chair made the following announcements:

- Meeting held 27th July 2022 with the developers of the proposed application in Tollgate Road for 155 houses
- Meeting with developers for Boissy Close proposed application taking place 4th August 2022

22/23-27

DECLARATIONS OF INTEREST

a) None noted

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

Councillor Cook asked for clarity from Councillor Shaw on his membership and degree of control in the organisations he serves on. Councillor Shaw confirmed he was not on the St Marks Church PCC and it was noted that the register of interests currently held on file is therefore incorrect. Councillor Shaw confirmed he was on the Colney Heath Boissy Sous St Yon Town Twinning Association Committee, a Trustee of the Colney Heath Village Hall, and also is the bookkeeper for 4 Colney Heath Residents Association but held no voting rights.

22/23-28

QUESTIONS FROM THE PUBLIC

7.34pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council. No statements made or questions asked so Standing Orders were resumed at 7.34pm

22/23-29

MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

Minutes of the Parish Council Meeting held 30th June 2022 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy. The Clerk confirmed that there were two changes made to the draft as circulated

- Item 17 - the minutes were 19th May and not April as stated and
- Item 21a - the deadline for the CG review is 16th September not 18th September

Councillor Shaw had sent comments in advance and the typographical errors were amended in the final minutes. There were also three requests for amendment or inclusion to the minutes, after debate there was no motion put forward for any changes to the minutes. The minutes were duly proposed, seconded, and **RESOLVED** by majority to be a true and accurate record of the meeting. The minutes were signed by meeting Chairman Councillor Cook for the parish website. **Motion carried.**

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	FINANCE, AUDIT & GOVERNANCE
22/23-30	FINANCE a) Approval of payments Month 4 – July 2022 The payment sheet listing payments 039-059 was noted as circulated. There was a change which Councillor Slaughter raised in advance and this was confirmed to be a typo in payment 059 which should read Clerk expenses FiLCA not CiLCA. • Payment 043, Cllr Shaw asked if this amount would come from the training budget, RFO confirmed it would. • Payment 056/057 Cllr Shaw asked why grants had been paid without receipts, RFO confirmed receipts must be received by 31st March 2023 • Cllr Shaw asked why only two grant payments had been made when there was a 3rd application, RFO confirmed that the written confirmation of grant acceptance had not been received from 4CH Residents Association There were no further questions on the payments made. The payments totalling £9,063.68 were duly proposed, seconded, and unanimously RESOLVED by a show of hands to be approved for payment. Motion carried. b) Environment Committee request - EMR for replacement bus shelters The request from the Environment Committee to use £2,600 from earmarked reserves to replace two bus shelters one near Bramley Way, Highfield in the urban part of the Parish and the other one in Colney Heath High Street which was in the rural part of the Parish was noted. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that £3,000 from ear marked reserve 333 be delegated to the Environment Committee for use in the bus shelter replacement. Motion carried.
22/23-31	PARISH COUNCIL COMMITTEES a) Environment Committee The draft minutes were noted as circulated. The Chairman congratulated the Committee on their thorough attention to the budget. Cllr Shaw raised question on fly-grazing and the appointment of a horse bailiff, cost centre 4540 and what this included and raising crowns of trees. b) HR Committee The budgetary recommendations were noted c) Finance & Governance Committee The budgetary recommendations were noted
22/23-32	COMMUNITY SURVEY TOPLINE DATA Initial data was received as circulated. It was noted that there were further free text responses. Several comments name individuals/councillors, it was debated that a confidential circulation be shared with councillors in advance of the meeting in September. It was confirmed that the free text responses and the Eventure report on the survey would be circulated to all councillors in a confidential circulation no later than Friday 9th September, item to be added to the September agenda for debate. There was some discussion concerning drilling further down into the data, it was agreed that Council could instruct further information and comparisons at the September Council meeting.
22/23-33	COMMUNITY GOVERNANCE REVIEW a) Urban Parish Council Motion It was confirmed that the motion had been accepted. Councillor Cook gave background. There was debate on what the new Parish Council would be doing.

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The urban Parish Council would be a statutory consultee including on planning matters, management of assets and increasing services in the Highfield. It was noted the area needed clearly identifiable boundaries which would result in part of the urban area, mainly in the Hill End Ward, being unparished. It was duly proposed and seconded and **RESOLVED** by majority to request the District Council create a Parish Council to represent the urban area of the Parish so the electorate are not subject to a democratic deficit when submitting the response to the St Albans District Council Community Governance Review. **Motion carried**

b) Budget for Community Governance Review 2023/24

The amended budgets as reviewed by the Environment, HR and Finance & Governance Committees were noted as included in changes made to the rural budget and an urban budget had been added and circulated as version 2 to Council. The Chairman asked that it be noted that if savings had not been made by the three sub Committees an increase of 102% would have been required to preserve the same level of services. Cllr Shaw still wanted to address the wages bill and make the rural part cheaper and more efficient. It was noted that the councillors representing the urban areas of the Parish had only recently seen the budget which had been drafted by the RFO. The budget was approved at this stage with no further changes made.

c) Response to the St Albans District Council Community Governance Review

The skeleton paper was noted as circulated.

There was significant debate about the production of leaflets for the three affected areas the proposed urban, rural and unparished areas. It was duly proposed, seconded and unanimously **RESOLVED** that three leaflets be produced for these three areas with a budget of up to £1500 being £500 each area for production and distribution. **Motion carried.** The Clerk would co-ordinate the production of the leaflets after receipt of a finalised pdf and would make herself available for informal/virtual meetings with those representing the urban/rural areas.

It was confirmed that in an email received from Local Government Boundary Commission it states that the Parish Council should seek its own independent advice on the matter of Community Governance Review. It was duly proposed, seconded and unanimously **RESOLVED** that a budget of £1500 be allocated for legal advice from Parish Council specialist solicitors Wellers Hedley on the Community Governance Review. **Motion carried.**

It was suggested that councillors representing the rural and urban areas should make separate representations via the Clerk and the Clerk was delegated to write a summary of these responses to submit as the formal Parish Council response. It was duly proposed, seconded and unanimously **RESOLVED** that there would be four representations submitted to the St Albans District Council Community Governance Review, these were confirmed as urban, rural, urban unparished and overall summary and these would be written as follows:

Rural – Colney Heath Ward Councillors

Urban – Highfield Ward Councillors

Urban unparished – Highfield Ward Councillors

CHPC Overall Summary – Parish Clerk

In her absence Councillor Brazier would have the choice to assist in either urban or rural groups. Deadline for submissions to be sent to the Clerk would be Monday 5th September 2022. **Motion carried**

Chairman.....CHPC 567

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	It was further delegated to the Clerk to include in the response that, in the event the decision was that the Parish Council splits, Colney Heath Parish Council and the new urban Parish Council would defer their Precept demands for 2023/24 until end of February 2023. <i>9.12pm A short comfort break was taken, meeting suspended from 9.12pm</i> <i>Councillor Mulroney left the meeting at 9.14pm, meeting resumed at 9.15pm</i>
22/23-34	PARISH ADMINISTRATION
	a) Charles Morris Hall Management Committee lease renewal 2025 Council confirmed this item be deferred until the decision on the Community Governance review is made. Any decision and debate on any future lease should rest with whichever Parish Council is appropriate at the time. b) Hertfordshire Minerals and Waste Local Plan It was duly proposed, seconded and unanimously RESOLVED that delegated authority to draft and send a response to the Hertfordshire Minerals and Waste Local Plan (deadline is 30th September 2022) be given to the Clerk, Neighbourhood Plan Project Officer (voluntary) and the Chairman of Council. Motion carried c) Matters raised by Clerk after agenda issued that do not require a decision There were none raised d) Questions to the Clerk from members of Council There were none raised
22/23-35	REPRESENTATIVES ON OUTSIDE BODIES
	a) Highfield Park Trust Cllr Barnes reported on several activities including bat evenings, opera performances and the new forest school for which places were going fast, the website should be checked as the events usually get booked up pretty quickly. b) Twinning Association Cllr Burns reported that the French visit happened over Jubilee weekend and was a very enjoyable visit for all. Disappointing that numbers have fallen over the years but membership is reasonable and there is a good community which welcomes new members so anyone interested should get in touch.
22/23-36	QUESTIONS FROM THE PUBLIC
	<i>9.19pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council. No statements made or questions asked so Standing Orders were resumed at 9.19pm</i> The Chairman thanked all for their attendance and closed the meeting at 9.19pm

Meeting closed at 9.19pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 02/08/2022
Signed by

Councillor Peter Cook
Chair

Approved by Council 29th September 2022

