

COLNEY HEATH PARISH COUNCIL

✉ **Postal 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



Summons issued – 12th May 2023

To Members of the Parish Council,
Councillors, Brazier, Burns, Clemow, Pettit, Parish, Shaw and Tallents.

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 18th May 2023 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Papers for the meeting are shown within the agenda via links to the Parish Council website. Any underlined part of the agenda when clicked will open the relevant background paper or report provided. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

Mrs Lisa Peters LCGI PSLCC CPFA CiLCA
Clerk to Colney Heath Parish Council

**THIS MEETING WILL BE RECORDED
BY THE COUNCIL AND POSSIBLY
THIRD PARTIES**



AGENDA

23/24-01 ELECTION OF CHAIR

To receive nominations and elect a Chair to serve for Council year 2023/24 and for the declaration of office for the Chair to be signed.

23/24-02 APOLOGIES & ANNOUNCEMENTS

- a) To receive and accept apologies for absence
- b) To agree that all newly elected councillors who are not present at the meeting can sign their acceptance of office notice within 28 days of the election
- c) To note any announcements

23/24-03 DECLARATIONS OF INTEREST

- a) To receive declarations of interest from members regarding this agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

23/24-04 QUESTIONS FROM THE PUBLIC

Members of the public may make representation, ask questions, or give evidence in respect of business on the agenda for a maximum of 3 minutes.

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23/24-05 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous meeting the previous Parish Council meeting held 16th March 2023. To view the draft minutes see the following link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/03/DRAFT-CHPC-Minutes-160323.pdf>

23/24-06 COUNCIL MEETINGS DATES, STAFFING COMMITTEE MEMBERSHIP AND EXTERNAL ORGANISATION REPRESENTATIVES

For full details on the matters to be discussed for this item please see the following report link:

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-06-Council-Meeting-Dates-Staffing-Committee-and-External-Organisations-2023-24.pdf>

- a) To note the Full Council meeting dates for 2023/24
- b) To confirm membership of the Staffing Committee for 2023/24 and to adopt the Terms of Reference.
- c) To appoint a named member representative for 2023/24 to each of the following:
 - Ellenbrook Fields Trust
 - St Albans District Association of Local Councils
 - Twinning Association
 - Highways Liaison
 - Tyttenhanger Quarry

23/24-07 COUNCIL DOCUMENTATION REVIEW

To review, amend as necessary and adopt for 2023/24 the following, current editions of each document is contained in the links below:

- a) **Standing Orders 2023/24**
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/05/01_CHPC-Standing-Orders-2022-23.pdf
- b) **Financial Regulations 2023/24**
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/05/02_CHPC-Financial-Regulations-2022-23.pdf
- c) **Code of Conduct 2023/24**
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2022/05/04_CHPC-Code-of-Conduct-2022-23.pdf
- d) **Health & Safety Policy Statement**
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-07d-Health-and-safety-statement-2023-24-1.pdf>
- e) **Freedom of Information requests**
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2019/04/CHPC-Freedom-of-Information-Act-2000-Policy-Dec-2016-Review-Dec-2017.pdf>
- f) **Data Protection**
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2021/02/09_3_Data-Protection-Policy-2021.pdf

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g) **Press/Media**

<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-07g-Press-and-Media-.pdf>

FINANCE, AUDIT & GOVERNANCE

23/24-08

FINANCE

- a) To retrospectively approve the payments made under delegated authority to complete the year end accounts 2022/23. To review the signed payment sheet please see the following link:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-08a-Month-12-Part-2-Signed-Sheet.pdf>
- b) To retrospectively approve the April (Month 1) payments sheet. To review the signed payment sheet please see the following link:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-08b-Month-1-April-2023-Signed-Payment-Sheet.pdf>
- c) To delegate authority for the May (Month 2) payments to be set up for payment and retrospectively approved by Council at the June meeting.
- d) To review and approve the Direct Debits and Standing Order payments for the financial year 2023/24. To review the report for this item please see the following link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-08d-Renewal-of-Approval-for-CHPC-Direct-Debits-and-Standing-Orders-.pdf>
- e) To confirm the signatories for the Parish Council bank accounts 2023/24
- f) To note the S137 payment amount for 23/24
- g) To approve an urgent quote for the cutting back of the hedges at Sleafshyde Park

23/24-09

AUDIT

- a) To review the asset register 2022/23 and note the removal of assets for 2023/24. To review the asset register for 2022/23 please see the following link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/CHPC-Asset-Register-2022-23-1.pdf>
- b) To confirm, comment and adopt the review of effectiveness of internal controls for 2023/24. To review the report for this item please see the following link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-09b-CHPC-Review-of-Internal-Controls-APM-May-2023-.pdf>
- c) To review the Financial Management Risk Assessment 2023/24. To review the report for this item please see the following link:
<https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-9c-CHPC-Financial-Management-Risk-Assessment-2023-24.pdf>

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23/24-10 INTERNAL AUDIT 2022/23

- a) To receive and note the internal auditor cover letter for 2022/23. To view the letter please use the following link:
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-10a-2022-23_Colney_Heath_Parish_Council_Year_End_Internal_Audit_Cover_Letter.pdf
- b) To receive and note the internal auditors observations for 2022/23. To view the observations please use the following link:
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-10b-2022-23_Colney_Heath_Parish_Council_Year_End_Internal_Audit_Observations.pdf
- c) To receive and note the internal auditors signed page 3 of the CHPC Annual Governance Annual Return. To view the signed page 3 of the CHPC AGAR please use the following link:
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-10c-2022-23_Colney_Heath_Parish_Council_SIGNED_internal_Audit_Report.pdf

23/24-11 EXTERNAL AUDIT 2022/23

To review and resolve that the following papers be signed by the Chair and submitted to PKF Littlejohn LLP:

- a) To receive the CHPC 2022/23 Balance Sheet, to view the Balance Sheet to be signed please use this link:
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Rialtas-YE-2022-23_Balance-Sheet-as-at-31_03_2023.pdf
- b) To receive the CHPC 2022/23 detailed Annual Return, to view the detailed Annual Return please use this link:
https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Rialtas-YE-2022-23_Annual-Return-Detailed-22-23.pdf
- c) To receive the draft Annual Governance Annual Return 2022/23, to view the CHPC Annual Governance Annual Return 2022/23 please use this link: <https://www.colneyheathparishcouncil.gov.uk/wp-content/uploads/2023/05/Item-11c-Annual-Governance-Annual-Return-2022-23.pdf>
and after review, to resolve that:
 - the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 22/23 (page 4 of 6) Council to confirm that responses are either marked yes or no
 - the Chair and Clerk sign Section 1 of the AGAR 22/23 (page 4 of 6)
 - the Chair signs Section 2 of the AGAR 2022/23 (page 5 of 6)
- d) To note the public rights period from Monday 19th June 2023 to Friday 28th July 2023

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23/24-12 PLANNING

To review planning applications received by the Parish Council and to make comment as a consultee. To search for the application please use the St Albans City & District Website at the following link which will allow you to search by the application number

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F0912>

a) 5/2023/0555, 65 High Street, Colney Heath AL4 0NS

Application for a dropped kerb

Comment by 22nd May 2023. Direct link to the application -

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F0555#VIEW?RefType=PBDC&KeyNo=126608>

b) 5/2023/0912, Ard Maca, Smallford AL4 0SE

Application for certificate of (proposed) certificate of lawfulness for a garden outhouse

Comment by 26th May 2023. Direct link to the application -

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F0912#VIEW?RefType=PBDC&KeyNo=127058>

23/24-13 PARISH ADMINISTRATION

To note a verbal report and update given by the Clerk

23/24-14 REPRESENTATIVES ON OUTSIDE BODIES

To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair:

- a) Ellenbrook Fields Trust
- b) Twinning Association
- c) St Albans District Association of Local Councils
- d) Highways Liaison
- e) Tyttenhanger Quarry

23/24-15 QUESTIONS FROM THE PUBLIC

If time permits members of the public may make representation, ask questions, or give evidence in respect of the business discussed for a maximum per item of 3 minutes.

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.