

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 16 MARCH 2023, 7.30pm

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr T Burns (Colney Heath Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Llewellyn (Colney Heath Ward)	Cllr J Mulroney (Highfield Ward) Cllr G Shaw (Colney Heath) Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Mrs L Peters
Other attendees	
9 members of the public	
22/23-111	APOLOGIES & ANNOUNCEMENTS No apologies were required as all councillors were in attendance. It was confirmed that two councillors and one member of the public were audio recording the meeting. As this was the last Parish Council meeting being held in the four-year term the Chair took the opportunity to thank two ex-councillors for their input. There was also a vote of thanks for the planning work and submissions to the Neighbourhood Plan Project Officer (voluntary). To the current councillors Cllr Slaughter for taking on the Environment Committee, the position of Vice-Chair and for the many planning comments, to Cllrs Barnes and Solts for their long-standing community service and also for Cllr Solts who was Chair of the HR and Finance & Governance Committees. Also thanks to the Clerk for guidance and support. Council noted that the increase in the Precept was 85.3% as the increase was on a Band D property which was £84.45 and now £156.60 the St Albans District & City Council collection rate of 98.5% was also noted.
22/23-112	DECLARATIONS OF INTEREST a) There were no conflicts of interest noted on items in this agenda. It was noted that Cllr Shaw had signed his declaration of interest. b) All councillors in attendance confirmed verbally and individually by raising their hand that their published declarations were correct, up to date as of this meeting. c) No dispensations received in advance. d) No dispensation requests verbally requested.
22/23-113	QUESTIONS FROM THE PUBLIC 7.38pm <i>Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> There was a concern raised regarding worries over parking with all the planning proposals in the village. This was noted 7.43pm <i>Standing Orders were resumed.</i>
22/23-114	MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL Minutes of the Parish Council Meeting held 16 th February 2023 were noted as circulated and taken as read. The points raised by Cllr Shaw by email had been incorporated if required. Chair asked for any further comments as to the accuracy of the minutes. There were no comments regarding accuracy. The minutes were duly proposed, seconded, and RESOLVED by a majority show of hands to be a true and accurate record of the meeting. Motion carried. The minutes were signed for the record and would be marked as signed on the website.

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



	<u>FINANCE, AUDIT & GOVERNANCE</u>
22/23-115	FINANCE a) Approval of payments Month 12 – March 2023 The payment sheet with payments 167-181 in the amount of £12,876.24 was noted as circulated. A further updated payment sheet was tabled including payments 167-184 in the amount of £13,481.76 these payments were confirmed to be scheduled to be paid by BACS 31st March 2023. The Chair asked for any queries or questions on any of the payments, there were no questions or queries raised. The payments were duly proposed, seconded and unanimously RESOLVED by a show of hands. Motion carried. b) Year End Payments Delegated Authority It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the RFO pass payments for approval to two councillors up to year end March 2023 and that these payments would be retrospectively approved by Council at the next Council meeting in May 2023. Motion carried. c) Council Payments Month 1 April 2023 It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the RFO pass payments for approval to two councillors for the first month of the new financial year 2023/24 and that these payments would be retrospectively approved by Council at the next Council meeting in May 2023. Motion carried. d) Staff payroll and associated payments 2023/24 It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the RFO complete and make payments as reviewed and approved by the HR Committee having reviewed the confidential cashbook for 2023/24. Payments to commence April 2023 – March 2024 and would be made through the payroll provider. Motion carried. e) MOTION IN ADVANCE – Bench Purchase There was a debate on the motion. Cllr Solts and Cllr Barnes were informed that this was a bench in recognition of their long community service, Cllr Solts and Cllr Barnes both declared an interest in this item but chose to vote for each other. It was duly proposed, seconded and RESOLVED by a majority show of hands that a bench was purchased for Highfield Park Trust and that the Clerk would be delegated to organise the plaque and wording. The funds would come from the remaining grant allocation of £1125. Motion carried. After some questioning on the potential pecuniary interest in this matter. It was clarified by the Chair that without the votes of Cllr Solts and Cllr Barnes the motion would still have passed by a majority vote. f) Coronation 2023 It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the following items be purchased and donated to help the community celebrate the Coronation: • Budget of £500 allocated to the purchase of coins for the children attending Colney Heath Primary School • Budget of £500 allocated to the purchase of coins for the children attending youth organisations in Colney Heath such as Scouts, Cubs, Beavers, Rainbows, Guides and Brownies. • £200 grant to be given to the Tyttenhanger Street Party and £200 to be given to the Colney Heath Football & Social Club for their community event.

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



	• £200 for Royal British Legion Lamppost decorations • £400 remaining to be delegated to the Clerk to be able to allocate to street parties and organisations that meet requirements within the new parish boundaries. Motion carried. g) Freedom of Information Response 8th March 2023 The response was noted as too large to be placed on the website. Several requests for copies of the documents to be emailed to residents had been received. There was a challenge to the Clerk advice of being open and transparent. There was a potential risk of challenge to some of the decisions made after what could be determined as predetermination. Guidance by the Information Commissioners Office was noted and some councillors have differing opinions on their interpretation of the guidance. The Clerk requested sight of the email referred to in text messages disclosed. Both councillors either could not recall an email or advised they had not received an email as stated. When asked what the meeting was about both Cllr Burns and Cllr Shaw neither had a record or recollection of any meeting or conversation. Cllr Solts believed there had not been openness and transparency in this matter. The Clerk was instructed to review the emails and ensure redaction was complete as on some computers names could be seen. h) Earmarked Reserves 2023/24 A draft proposal was tabled by the RFO, the line items marked in blue were ringfenced items as either the money was given or donated for a specific purpose. Chair noted all comments made. It was confirmed that EMR 339 be removed as no longer required. It was duly proposed, seconded and RESOLVED by a majority show of hands that the EMR 350 for Legal Contingency should be increased by £5,000. The funds would be taken from General Reserves which was set at £50,000 and would be reduced to £45,000. Motion carried
22/23-116	PLANNING CONSULTATIONS a) A list of the recent response submitted was noted by Council. It was noted that Planning would return to the Full Council agenda as a standing item for the next Council term. b) It was noted that the formation of the Ellenbrook Trust group was pushing forward and that there was a site visit which the Chair was unable to attend due to work commitments. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Neighbourhood Plan Project Officer (voluntary) be delegated to attend on behalf of the Parish Council and in the Chair's absence. Motion carried. It was also noted that this position would be a standing item on the Full Council agenda for the next Council term replacing the Highfield Park Trust.
22/23/117	PARISH COUNCIL COMMITTEES Human Resources Committee The redacted minutes of the HR Committee meeting were noted as circulated. Cllr Solts who was Chair of the HR Committee gave a brief overview of the meeting and outcomes. It was noted that the Clerk's appraisal, HR policies and email requirements were all approved at this meeting. There were no questions regarding the minutes or the meeting.

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



22/23-118	ASSET OF COMMUNITY VALUE (ACV) a) Gloucester Park/Gloucester Fields Council noted the documents as circulated. The response was noted as too large to be placed on the website. Several requests for copies of the documents to be emailed to residents. b) Gloucester Park/Gloucester Fields – oral hearing It was noted that the date for the oral hearing had not been set. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Chair of Council Cllr Cook would represent the Parish Council at the oral hearing and if the timing resulted in this not being possible then the Clerk would be the representative. Motion carried.
22/23-119	LANDOWNER MATTERS a) Roestock Hut Building Survey The survey was noted as circulated. It was felt that this was a useful and comprehensive update. The Clerk had taken the advice of the surveyor and amended the insurance value of the building with the insurance company at a cost of £75 extra per year. The survey would be passed to the next Council for review, action and instruction. b) Dog Show, Tyttenhanger Open Space It was noted that all insurance and risk assessments had been received for this event and the Clerk recommended the event proceed as planned. It was duly proposed, seconded and unanimously RESOLVED that the event proceed as planned. Motion carried.
22/23-120	<u>PARISH ADMINISTRATION & EVENTS</u>
	a) Clerk report • Bus Shelters removed and reinstalled as instructed to High Street, Colney Heath and Hatfield Road. This was not as the CH ward councillors requested but the bus shelter at Smallford works requires more remedial work prior to replacement. • Fields In Trust Planning & Policy Committee are reviewing the application submitted for the Colney Heath Sports and Social Club lease the Committee meeting will be held on 29th March and then will move to confirm, Clerk has delegated authority to proceed. • Permission was given for an interview and filming for entry into the Botanical Society of Great Britain and Ireland, Atlas of Wildflowers at the Warren • Works on ghost ponds works imminent but delayed due to weather issues. Lots of works will be happening on the Warren over the next few month and the twenty five management plan for the restored ponds has been signed. • Unfortunately, the grazer recommended has issues with the distance and location for the cattle and as a lone farmer this would be a challenge so has declined. • The Clerk reported that she applied and was successful in securing all the funding for the acquisition and planting of the Tyttenhanger rowan trees from the Locality Budget Allocation of County Councillor Sarah Tallon who was thanked for her support and £1,080 which was received this month. • Pet buried on the Common – unfortunately cannot be buried in a public space so has to be removed and the Common Ranger is dealing. • On Saturday 4th March at around 12.30pm Roestock Hut was broken into. Photographs of the damage and repairs were noted by Council. Costs would be obtained for boarding up all the windows as suggested by a councillor.

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



	- Local Wildlife Site survey for the River Colne at Coney Heath. The Environment Agency took morphological measurements which are part of the requirement of the qualifying process. Although the plant species diversity was high, the functioning of the river was poor and the river did not pass. Outlined in the report is a suggestion of the processes required for restoration deferred for the new Council to review and action. - In the preliminary process of going to tender for the new Colney Heath play area – the tenders are scheduled to come in late April 2023. - Notice of election was received 9th March but is embargoed until 20th March 2023 purdah commences as of the date of the notice and deadline for nomination forms is 4th April 2023 and strictly 4pm that day. This Council will not be involved in the District Council elections this time but it is worth noting that there are Neighbourhood Plan referendums for Redbourn and Wheathampstead - The amended Parish Council logo was circulated to Council and noted – it will launch on the day of the election in May. - All councillors were invited to return any documents or files for shredding to the Parish Office. Parish Council documents should not be retained if you are not standing for re-election or are unsuccessful at election. b) Questions to Clerk Cllr Shaw started to raise confidential matters relating to the Monitoring Officer. The Clerk warned against disclosure as these matters were confidential.
22/23-121	REPRESENTATIVES ON OUTSIDE BODIES a) Highfield Park Trust Cllr Barnes offered his thanks on behalf of the Trust to all councillors and officers past and present for the support of the Parish Council. b) Twinning Association It was noted that there was a quiz night with food on 25th March 2023
22/23-122	QUESTIONS FROM THE PUBLIC <i>8.47pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> There was a question on the marketing and sale of Gloucester Park, the question was noted. <i>8.49pm Standing Orders were resumed.</i> The Chairman thanked all for their attendance, and support over the last 4 years and closed the meeting at 8.49pm

Meeting closed at 8.58pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 21/03/2023

Cllr C Tallents

Signed by Cllr Tallents
 Chair
 Approved by Council 18th May 2023



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



COLNEY HEATH PAYMENTS LIST – Q4 2022/23

Approved payments for March (Month 12)		
Ref. No	Payment To	£ inc. VAT
167	Microshade - Hosted Application Service - March 23	£ 73.80
168	Brasier Freeth - Survey of Roestock Park Hut	£ 2,100.00
169	Ace Shelters – Relocate bus shelters/dispose of wooden shelters	£ 4,800.00
170	Visionict - 7 Hosted Email Accounts May 2023 - April 2024	£ 151.20
171	SADC Annual Safety Inspection 3 play areas	£ 191.34
172	Ricky Tyler Landscapes - Gate repair Sleapshyde VGreen & Pond	£ 468.00
173	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
174	KG Tree Care Cherry Tree Removal at Tyttenhanger	£ 480.00
175	KG Tree Care To Supply & Plant 5 Rowan trees	£ 1,080.00
176	TBS Hygiene - Litter Bin Collection - February 23	£ 282.24
177	TBS Hygiene - Dog Waste Collection - February 23	£ 226.80
178	CP Associates - Project Management - March 23	£ 928.55
179	Herts Full Stop - Office Cleaning	£ 9.31
180	IAC - Provision of Audit Services (half day)	£ 354.00
181	Highfield Park Trust - Room Hire - 6th & 15th February 23	£ 30.00
182	Clerk RFO Expenses - Broadband - 08/01/2023 - 07-04/2023	£ 120.00
183	Net Nerd - Website Unlimited Hosting 20/03/23-19/03/2024	£ 59.99
184	ABC Fencing - Repair works to Colney Heath hut due to Break in	£ 455.53