

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 ANNUAL PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 18 MAY 2023, 7.30pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) Cllr N Pettit (Colney Heath Ward)	Cllr G Shaw (Colney Heath Ward) Cllr C Tallents (Colney Heath Ward) Clerk of the Council, Mrs L Peters
Other attendees 25 members of the public, one officer of the Parish Council and the Neighbourhood Plan Project Officer (voluntary)	
23/24-01	Cllr Brazier was nominated to open the meeting and welcome all residents and Councillors to the first and Annual Meeting of the new rural Parish Council. ELECTION OF CHAIR Cllr Tallents was nominated and wished to take the position of Chair of the Council. There being no other nominations it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Councillor Craig Tallents would serve as the Chair for Colney Heath Parish Council for 2023/24, a declaration of office was signed. Motion carried
23/24-02	APOLOGIES & ANNOUNCEMENTS It was confirmed that two councillors and two members of the public were recording the meeting. a) Apologies were noted from former Chair of Council who was due to open this meeting. There were also apologies received and accepted from the elected member not in attendance and from County Councillor John Hale whose report had been received and was tabled to all members. b) It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the elected member who was absent be permitted to sign their acceptance of office within the next 28 days. Motion carried c) Chair thanked the previous Councillors both present and absent for their service to the community during their tenure. The Chair then made an announcement which covered how the Parish Council wanted to work in the future and that working groups were suggested to be formed to get through the amount of business. It was also stated that the seven elected members had met and wished to work in a positive and collaborative way communicating effectively with the residents.
23/24-03	DECLARATIONS OF INTEREST a) None disclosed b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance and no verbal dispensations requested.
23/24-04	QUESTIONS FROM THE PUBLIC <i>7.45pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> The following questions were taken: • Revisiting of the Precept for 2023/24. The Chair confirmed that this was not possible at this stage. • When would newsletters be issued. The Chair confirmed that the Coal post would potentially become the community newsletter. After some concern was

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	expressed about accessing it in digital form, the Chair confirmed that it was the intention to continue to issue it in hard copy to the community with consideration given to also using digital means for both the Coal Post and other communications. - Update on the formation of the ponds at The Warren. A member of the public who had been speaking to contractor commented on the recent fire and the wet weather. A follow up question on the fact that many people were not online so allowances would be needed to ensure all residents were included in communications from the Parish Council. - Information and history saving. The Chair confirmed that this was not something the Parish Council had the storage for. Hertfordshire County Council have a dedicated archive for Parish and Town Councils and all archive material is sent on to them to be catalogued. <i>7.59pm Standing Orders were resumed.</i>
23/24-05	MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL Minutes of the Parish Council Meeting held 16th March 2023 were noted as circulated and taken as read. Chair asked for any further comments as to the accuracy of the minutes. Cllr Shaw requested the removal of a line in the minutes and this was done by hand and would be removed from the electronic copy for the website. There was a comment regarding the removal of 3 unnecessary words on page 608 which then made the sentence read better. 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 official record and would be marked as signed on the website.
23/24-06	COUNCIL MEETINGS DATES, STAFFING COMMITTEE MEMBERSHIP AND EXTERNAL ORGANISATION REPRESENTATIVES a) The Full Council meetings dates for 2023/23 were noted as circulated. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Clerk be instructed to attempt to move all meetings to the 3rd Thursday of the month and confirm the new dates to all councillors and update the website. b) The following members were duly proposed, seconded and unanimously RESOLVED by a show of hands to form the Staffing Committee for 2023/24 Cllr Clemow, Cllr Burns and it was proposed that the elected member who was absent be asked if he wished to be a member of the Staffing Committee once his acceptance of office form was duly signed. Subject to agreement. The terms of reference for the Staffing Committee 2023/24 received no comments or suggested changes and were duly proposed, seconded and unanimously RESOLVED by a show of hands. Motions carried c) The named representatives were duly proposed, seconded and unanimously RESOLVED by a show of hands to be as follows: - Ellenbrook Fields Trust – Cllr Craig Tallents - St Albans District Association of Local Councils – Cllr Craig Tallents - Twinning Association – requirement proposed to be removed - Highways Liaison – Cllr Shaw - Tyttenhanger Quarry – Cllr Clemow Motion carried

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23/24-07	COUNCIL DOCUMENTATION REVIEW a) Standing Orders 2023/24 Standing Orders were noted as circulated, there was a lettering issue with the addition 'r' at Page 4. There were no further amendments. Standing Orders were duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried b) Financial Regulations 2023/24 Financial Regulations were noted as circulated. There were no further amendments. Financial Regulations were duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried c) Code of Conduct 2023/24 Code of Conduct was noted as circulated. There was a question on conflicting interest groups. Clerk gave advice as to the councillors responsibility to be impartial and to decide if they had a conflict of interest when deciding a matter to be debated/decided. There were no further amendments or clarification sought. . Code of Conduct was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried d) Health & Safety Policy Statement The Health and Safety Statement was noted as circulated. There were no amendments. The Health and Safety Statement was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried e) Freedom of Information requests Policy The Freedom of Information Policy was noted as circulated. There were no amendments. The Freedom of Information Policy was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried f) Data Protection Policy The Data Protection Policy was noted as circulated. There were no amendments. The Data Protection Policy was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried g) Press/Media Policy The Press & Media Policy was noted as circulated. There were no amendments. The Data Protection Policy was duly proposed, seconded and unanimously RESOLVED by a show of hands to be adopted for 23/24. Motion carried The Chair gave a warning to all members to be very careful when speaking to the press and that all Parish Council comments should be left to the Clerk.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
23/24-08	FINANCE a) Retrospective approval March 2023 payments The payment sheet with payments 185-186 in the amount of £1,875.39 was noted as circulated. The Chair asked for any queries or questions on any of the payments, there were no questions or queries raised. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the payments for March 2023 as circulated were approved retrospectively. Motion carried

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	b) Retrospective Approval April (Month 1) payments The payment sheet with payments 1-19 in the amount of £13,097.00 was noted as circulated. The Chair asked for any queries or questions on any of the payments, there was clarification sought on what the Project manager was working on and this was noted to be land registration of the Colney Heath Common. There was a second question on the payment of rent to Highfield Park Trust and this was confirmed to be annual rent and the contract for the Parish Office was confirmed to be until September 2024 after a Parish Council extension. It was duly proposed seconded and unanimously RESOLVED by a show of hands that the payments for April 2023 (Month 1) 23/24 as circulated were approved retrospectively. Motion carried c) May (Month 2) payments It was confirmed that until new signatories could be set up on the Unity bank system the Clerk was the only signatory. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the payments for May 2023 would be set up and delegated authority was given to the Clerk to make the payments subject to approval by two councillors. The payment sheet for May 2023 would be retrospectively approved at the June Council meeting. Motion carried d) Approval of Direct Debits and Standing Order 2023/24. The list of all direct Debits and standing orders were noted as circulated. There was a question on the payment of the Public Works Loan Board payments for Gloucester Park now that the Parish Council no longer owned the asset. Clerk confirmed that an invoice for the outstanding loan amount was issued to St Albans City and District Council payment was pending. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the direct debits and standing orders for 2023/24 be approved. Motion carried. e) CHPC Bank Signatories 2023/24 It was duly proposed, seconded and unanimously RESOLVED by a show of hands that Cllr Burns, Cllr Tallents and Cllr Brazier be added as signatories to the Unity Bank account and to the Cambridge and Counties account. Motion carried. f) S137 23/24 The confirmed S137 payment amount per registered elector for 2023/24 is £9.93 and the total amount for 2023/24 is confirmed as £20,992.02. Council noted. g) Sleapshyde Park Hedge work Quote received 5 April 2023 – required works include trimming fence which is encroaching on neighbours property and that runs along the boundary including reducing height by 50% £1380.00 and trimming the hedges along back boundary in the park and reducing height by 50% £880.00 in both cases all arisings will be cleared and area left tidy. Total cost for approval of £2260.00. Works were duly proposed, seconded and unanimously RESOLVED by a show of hands. Motion carried
23/24-09	AUDIT a) Asset register 2022/23 The CHPC asset register was noted as circulated. There were no amendments or questions on the register. The asset register for 2022/23 was duly proposed,

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	seconded and unanimously RESOLVED by a show of hands to be adopted for the year end 31st March 2023. Motion carried b) Review of Effectiveness of Internal Controls for 2023/24. The review document was noted as circulated. There were no amendments or questions on the review. The effectiveness of internal controls for 2023/24 was duly proposed, seconded and unanimously RESOLVED by a show of hands to be sufficient for 2023/24. Motion carried c) Review of Financial Management Risk Assessment 2023/24. The review document was noted as circulated. There were no amendments or questions on the review. The Financial Management Risk Assessment for 2023/24 was duly proposed, seconded and unanimously RESOLVED by a show of hands to have been sufficiently reviewed for 2023/24. Motion carried
23/24-10	INTERNAL AUDIT 2022/23 a) Internal auditor letter for audit 2022/23. The letter was noted as circulated. b) Internal auditors observations 2022/23. The observations were noted as circulated. c) Internal Auditors signed page 3 of the CHPC Annual Governance Annual Return 2022/23. The completed page was noted as circulated.
23/24-11	EXTERNAL AUDIT 2022/23 a) CHPC Balance Sheet 2022/23 The Balance Sheet for 2022/23 was noted as circulated. The Clerk confirmed there was a system error on this report and that this was amended by hand. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the CHPC Balance Sheet for 2022/23 be signed by the Chair. Motion carried b) Detailed Annual Return 2022/23 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 2022/23 (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 Chair of Council. This was signed and dated with minute reference 23/24-11c Motion carried d) Section 2 of the Annual Governance and Accountability Return 2022/23 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 Chair of Council. This was signed and dated with minute reference 23/24-11c. Motion carried

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	e) Confirmation of the dates of public rights 2022/23 The period as stated on the agenda were confirmed as starting Monday 19th June 2023 and ending Friday 28th July 2023. These dates were noted by Council, the Clerk explained what the period was for and how residents could make an appointment which required a room booking to view the invoices and audit reports for 2022/23. These dates would be confirmed with PKF Littlejohn and displayed on the noticeboards and the website. Council noted the dates as stated.
23/24-12	PLANNING APPLICATIONS a) 5/2023/0555, 65 High Street, Colney Heath AL4 0NS Application for a dropped kerb was reviewed by Council and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Parish Council endorsed comments made by HCC Highways regards visibility. Motion carried. b) 5/2023/0912, Ard Maca, Smallford AL4 0SE Application for certificate of (proposed) certificate of lawfulness for a garden outhouse was reviewed by Council and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Parish Council wished to have clarity on the dimensions prior to making comment. The comment after drawings were requested was duly delegated to the Clerk to submit. Motion carried.
23/24-13	<u>PARISH ADMINISTRATION & EVENTS</u> Clerk report The Clerk gave a verbal update on the following matters: • Councillors training with dates to be sent to all members by email. • Issue with a bouncy castle on coronation weekend placed on the main pitch at Colney Heath Sports and Social Club this resulted in issues on social media over the Bank Holiday weekend as the Parish Council were thanked and tagged there were hundreds of notifications including retweeting by a former Premier League footballer, a tweet that received 1.2 million views. Complaints received by email and press were copied in and responded to. No response given on social media. • The tender for the Colney Heath Recreation Ground Play Area will go live in the next week on the Government Tender Portal. • There are two applications which will be heard by St Albans City and District Council Development Management Committee (DMC) on 22nd May there will need to be a change in the spokesperson representing the Council, a volunteer councillor was requested and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that Cllr Clemow would speak on both applications on behalf of the Parish Council. Motion carried • Correspondence received from Charles Morris Hall regarding renewal of lease which expires in 2025. This matter will require investigation and heads of terms to be drawn up plus input from Fields in Trust scheduled to be on the agenda in September 2023. Correspondence received chasing the Colney Heath Football Club Pavilion lease, this cannot be expedited any faster as we have only recently received required changes from Fields In Trust these were passed to the Parish Councillor solicitor and Business Manager of the Football Club last month, awaiting a response. Parish Council solicitor is on annual leave until 26th May 2023 so no update until then.

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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: • Ellenbrook Fields Trust Request received from St Albans City and District Council Senior Spatial Planning Officer on the name of the representative and that there are meetings planned shortly, Clerk will confirm name of representative. • Twinning Association – will be removed from next meeting. • St Albans District Association of Local Councils Next meeting is being held on 3rd July 2023 and Clerk will notify the secretary of the change of representative. • Highways Liaison No update on next meeting. • Tyttenhanger Quarry No update on next meeting expected to be in September.
23/24-15	QUESTIONS FROM THE PUBLIC <i>8.58pm 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 statement made by the new Chair of the Colney Heath Scout Group who was looking forward to working with the new Council. The Chair thanked the speaker and wished to manage expectations but that the Council too were looking forward to resolving matters as soon as was practicable. A letter was hand delivered and would be circulated to all members by email. <i>9pm Standing Orders were resumed.</i> The Chair thanked all for their attendance and closed the meeting at 9.01pm

Meeting closed at 9.01pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 24/05/2023



*Signed by Chair at meeting 22/06/2023
copy held on file*

Signed by
Cllr C Tallents
Chair
Approved by Council 22 June 2023



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COLNEY HEATH PAYMENTS LIST – Q4 2022/23

Approved payments for March (Month 12) part 2		
Ref. No	Payment To	£ inc. VAT
185	Highfield Park Trust – Electricity -Feb 2023	£ 41.19
186	Herts & Middlesex Wildlife Trust Survey	£ 1,834.20

COLNEY HEATH PAYMENTS LIST – Q1 2023/24

Approved payments for April 2023 (Month 1)		
Ref. No	Payment To	£ inc. VAT
1	FCBS - Quarterly Scanner Service Q4 Jan - March - 2023	£ 205.33
2	Peoplesafe - Safety Alarm - Common Ranger Q1 March - June	£ 79.20
3	Peter Fleming - Research and Resolve Issue on Website	£ 18.00
4	Microshade - Hosted Application Service - April 2023	£ 77.47
5	Wellers Hedley - Prof Charges - Land at Gloucester Fields	£ 1,154.40
6	Iris - Payroll - March 2023	£ 113.42
7	Open Spaces Membership - 2023/24	£ 45.00
8	Insignia - HM King Charles III Commemorative Coronation Coin -	£ 932.40
9	Marks Property Service - Relocate 2 signs	£ 210.00
10	TBS Hygiene Ltd - Dog Waste Collection - March 2023	£ 283.50
11	TBS Hygiene Ltd - Litter Bin Collection - March 2023	£ 352.80
12	Highfield Park Trust - Office Rent April - March 2024	£ 4,280.92
13	Highfield Park Trust - Commemorative Bench	£ 1,100.00
14	Fields In Trust - Prof. Services Re: Colney Heath Playing Fields	£ 420.00
15	Viking - 2 Mineral Water 15L	£ 43.18
16	Viking - 1 Chord High Back Office Chair	£ 304.80
17	HAPTC - Annual Subscription 1 April 2023 - 31st March 2024	£ 859.03
18	CP Associates - Project Manager support Colney Heath Parish Council	£ 928.55
19	Ricky Tyler Landscapes - Maintenance of Parkland - April - 2023	£ 1,671.00