

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 – 15th September 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 21st September 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

23/24-39 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence and to note announcements

23/24-40 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

23/24-41 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.

23/24-42 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

- a) The Chair to formally sign the minutes of the meeting held 22nd June 2023.
- b) To note and approve meeting minutes for the previous meeting of the Parish Council held 3rd August 2023.
- c) Information on the closed session meeting held 3rd August 2023 as no minutes were taken

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FINANCE, AUDIT & GOVERNANCE

23/24-43

FINANCE

- a) To retrospectively approve the payments made under delegated authority for August 2023 (Month 5).
- b) To approve the payment schedule for September 2023 (Month 6) Invoices to be signed in Council meeting by two councillors.
- c) To note invoices which have been rejected and for the RFO to take instruction from Council on their payment.
- d) To review the Q1 Financial Reports, as requested at the previous Council meeting.
- e) Budget Committee Draft Terms of Reference

23/24-44

COMMUNITY GRANTS 2023/24

To review, approve and award expenditure to grant applications received from the 1st round of Community Grants 2023/24.

Papers sent to Councillors only as contain financial operational information but redacted papers available on request.

Depending on the amounts awarded will then determine if there will be a 2nd round later in the financial year.

1. 4CH Resident Association – requesting £660.00
2. Colney Heath JMI School – requesting £1700.00
3. St Mark's Church – requesting £200.00

23/24-45

COLNEY HEATH HIGH STREET RECREATION GROUND NEW PLAY AREA TENDER FOR WORKS

- a) To review and approve tenders received for the commencement of the project and award the tender.

Documents for this item are commercially confidential and have been circulated to councillors only.

It is the Clerks recommendation that this item is taken into a closed session when discussing commercially confidential information of the operating costs and supplied tender documents.

- b) To sign the agreement between Colney Heath Parish Council and Derbyshire Environmental Trust for the funding of £30,000 contribution received for the High Street Recreation Ground new play area.

23/24-46

AUDIT - CONCLUSION OF CHPC ACCOUNTS YEAR 2022-23

To receive and note that external auditors PKF Littlejohn LLP have completed and returned their review of the Colney Heath Parish Council Limited Assurance review for the year ended 31 March 2023 and that no matters were raised.

Papers included with this item:

1. Annual Governance return (AGAR) signed Sections 1 and 2
2. Annual Governance return (AGAR) signed Section 3
3. Notice of Conclusion of Audit

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23/24-47 PARISH COUNCIL NEWSLETTER

- a) To approve the format of the October edition of the Parish Council newsletter 'The Kite' as the draft is not complete delegated authority to issue will be required to be approved by Council.
- b) Advertising in the Parish Newsletter. A proposal and agreement is required for the issuing of invoices for any proposed advertising.
- c) Quotes for printing are required to be confirmed
- d) Distribution requirements are also to be confirmed

23/24-48 WORKING PARTIES

To receive and note the reports from working parties. To note that reports of working parties in future should include dates of all meetings held for good governance and transparency.

- a) Communications Working Party
- b) Community Organisations Working Party
- c) Planning Working Party
- d) Charles Morris Hall Working Party
- e) Roestock Hut Working Party
- f) To note a report from an Environment Working Party which is yet to date be formed or approved by Council.

23/24-49 ST ALBANS CITY & DISTRICT LOCAL PLAN CONSULTATION

To approve current working draft of the response to the consultation on the St Albans City & District Council Local Plan as prepared and to delegate authority for the response when completed to be sent on behalf of the Parish Council.

23/24-50 COLNEY HEATH COMMON REGISTRATION & ASSOCIATED MATTERS

- a) To note any update on the registration of the Colney Heath Common received from the Land Registry
- b) To review a letter which has been drafted to be sent to residents at 53-81 High Street, Colney Heath.

23/24-51 PARISH COUNCIL EVENTS

- a) To note any arrangements to be confirmed for the Remembrance Sunday Parade
- b) To confirm any attendance by Parish Councillors at the St Albans City & District Council Remembrance Sunday Civic event

23/24-52 PARISH ADMINISTRATION

- a) To note the contents of the Clerks report
- b) To note a verbal report given by the Parish Clerk with an update on matters raised and correspondence received since the issuing of the summons

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23/24-53 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) St Albans District Association of Local Councils
- c) Highways Liaison
- d) Tyttenhanger Quarry

23/24-54 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.

The following papers were all issued with the summons to all Councillors or placed on the Parish Council website by the Parish Clerk/RFO on behalf of the Parish Council however any paper that has been issued by a Parish Councillor/s has been prepared without any input or advice of the Proper Officer/RFO.

- Item 42 Draft Minutes of previous Parish Council meeting held 3rd August 2023
- Item 43a Signed Payment Sheet Month 5 (August 2023)
- Item 43b Draft Payment Sheet Month 6 (September 2023)
- Item 43d CHPC Q1 Financial Report
- Item 43e Budget Committee Draft Terms of Reference - issued by Cllr Clemow
- Item 44 **CHPC Grants Application forms and financial information - Councillors only**
- Item 45a **Tenders for the new CH High Street Recreation Play Area - Councillors only**
- Item 45b Draft Agreement Derbyshire Environmental Trust/CHPC for £30,000 grant
- Item 46.1 Annual Governance return (AGAR) signed Sections 1 and 2
- Item 46.2 Annual Governance return (AGAR) signed Section 3
- Item 46.3 CHPC Notice of Conclusion of Audit
- Item 47a The Kite Newsletter – October 2023 – Pages 1-4 issued by Cllr N Pettit
- Item 47a The Kite Newsletter – October 2023 – Pages 5-8 - issued by Cllr N Pettit
- Item 47b The Kite Newsletter Advertising Report - issued by Cllr J Clemow
- Item 48a Comms Working Party Report - issued by Cllr N Pettit & Cllr J Clemow
- Item 48b Community Organisations Working Party Report - issued by Cllr S Parish
- Item 48c Planning Working Party - issued by Cllr T Burns and Cllr J Clemow
- Item 48d CM Hall Working Party - issued by Cllr C Tallents & Cllr J Clemow
- Item 48e.1 Roestock Hut Working Party report - issued by Cllr C Tallents & Cllr J Clemow

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- Item 48e.2 Roestock Hut actions for refurbishment budget issued by Cllr J Clemow
- Item 48e.3 Roestock Park Hut-asbestos scope report - issued by Cllr J Clemow
- Item 48f Environment Working Party Report - issued by Cllr N Pettit & Cllr H Brazier
- Item 49 SADC Local Plan response V3 - issued by Neighbourhood Plan Project Officer (voluntary)
- Item 50 Draft Letter to residents at 53-81 High Street - issued by Cllr J Clemow
- Item 53d Tyttenhanger Quarry Liaison Report - issued by Cllr J Clemow