

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 21 SEPTEMBER 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 S Parish (Tyttenhanger 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	
13 members of the public, an officer of the Parish Council and the Neighbourhood Plan Project Officer (voluntary)	
23/24-39	APOLOGIES & ANNOUNCEMENTS It was noted that 3 councillors and 3 members of the public were audio recording the meeting. The Chair of Council welcomed the Parish Clerk back and to the meeting. It was expected that some items would require to be discussed in a confidential session and these would likely be Items 45 a) and b) and Item 50.
23/24-40	DECLARATIONS OF INTEREST a) Cllr Shaw and Cllr Clemow declared a non-pecuniary interest in Item 44 b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance.
23/24-41 <i>Item related to Roestock Hut</i>	QUESTIONS FROM THE PUBLIC <i>7.32pm 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 regarding reporting open garage door and whether the Parish Council could report the missing contents and obtain a crime reference number for insurance purposes. It was confirmed that the health and safety matter regrading the gas bottles remained an issue and the Clerk was instructed to investigate reporting of the matter and action as required. <i>7.37pm Standing Orders were resumed.</i>
23/24-42	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL a) The Minutes of 22 nd June were presented to the Chair of Council to be formally signed. b) The Clerk requested to know the status of the meeting held directly after the Council meeting on 3 rd August 2023 and highlighted that no minutes were taken. It was confirmed that the meeting was an informal meeting between councillors and officers to discuss Council business, it was also confirmed that this meeting was recorded. Considering the contents of the meeting held the Clerk voiced her disappointment with Council noting that the meeting and its recording were subject to Freedom of Information requests. An amendment to page CHPC 636 Item 36c was amended by hand to read ' <i>and to ascertain the position of the Parish Council land both surrounding and land it sits on</i> ' and also ' <i>by majority vote</i> ' were added. There were no further comments regarding accuracy of the minutes. The minutes were duly proposed, seconded, and unanimously RESOLVED by a show of hands to be a true and accurate record of the meeting. Motion carried.

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	The minutes were signed for the record and would be marked as signed on the website.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
23/24-43	FINANCE a) Retrospective approval August 2023 payments The payment sheet with month 5 payments 67-79 in the amount of £10,521.69 was noted as circulated. The Chair asked for any queries or questions on any of the payments, there was a question on payment 77 which was an invoice to cover the minute taker of the August Council meeting, as there were no further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the payments be retrospectively approved. Motion carried. b) Payment Approval for September 2023 The payment sheet with month 6 payments 80-88 in the amount of £2,810.54 was noted as circulated. The Chair asked for any queries or questions on any of the payments, Payment 85 was identified as a duplicate payment and was removed from the schedule. There was also a question on bus shelter cleaning which currently was not being carried out. The Clerk was instructed to chase this with the District Council and report back if a contractor could be found again. As there were no further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the payments be signed by two councillors. Payments would be put onto the bank and the two nominated councillors would be emailed to approve the payments. Motion carried. c) Rejected Invoices The RFO confirmed that there was no budget line for booking of working party meetings. If Council wanted to hold working parties at a venue then all bookings should be requested to be made via the Clerk/RFO. Council were asked to approve the two invoices working party bookings. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the two invoices be paid. A further invoice had been rejected and this was because it was for a third party. The RFO reminded councillors that invoices were required for services provided to the Parish Council only and could not be paid on behalf of a third party. Also if a service is provided by the office then this should be co-ordinated with staff rather than instructing a third party to carry out tasks. Council noted. The third party invoice would be reissued and paid. d) Q1 Financial Report Paper noted as circulated. There were the following questions on the report: • Overspend on Consultancy code 4250, explanation required at next Council meeting e) Budget Committee Terms of Reference were noted as circulated. Cllr Clemow was thanked for drafting them by the Chair of Council. The following changes would be made: • Item 5 would be changed to review and approve • 2.10 change to three clear working days • There were some duplicate a) and b) issues to be amended.

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	It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that subject to amendments as stated the terms of reference be adopted by a unanimous show of hands. Motion carried.
23/24-44	COMMUNITY GRANTS 2023/24 The confidential circulation to councillors was noted. After some debate and the following awards were duly proposed, seconded, and unanimously RESOLVED by a show of hands that the following organisations should receive what they had requested as follows: • Colney Heath School were awarded £200.00 in part award for their planting scheme. The Clerk was instructed to ask the School to check their application type and consider amending for the second round. • 4Colney Heath Residents Association were awarded £660.00 as requested for their editions of the village newsletter • St Marks Church were awarded £200.00 as requested for their community event in October 2023. It was duly proposed, seconded, and RESOLVED by a majority show of hands that the community grants as stated above were awarded. Cllr Clemow and Shaw non-pecuniary interests were again noted and they did not vote. Total amount awarded using S137 £1060.00 this would mean a second round would commence in January 2024. Motion carried.
23/24-45	COLNEY HEATH HIGH STREET RECREATION GROUND NEW PLAY AREA TENDER FOR WORKS It was recommended that this item be discussed in a confidential/closed session due to the commercially sensitive nature of the tender process. Awarding of the tender would be published.
23/24-46	AUDIT CONCLUSION OF CHPC ACCOUNTS YEAR 2022/23 The circulation of the completed and signed off AGAR was noted by Council, and it was noted that there were no matters raised. The RFO reported that the noticeboards and website had all been updated prior to the statutory legal deadline of 30th September 2023 with the required paperwork. There was one matter outstanding where a member of the electorate had 18 questions on their inspection of accounts which would be answered by the RFO over the next week.
23/24-47	PARISH COUNCIL NEWSLETTER a) The format of the Kite newsletter was noted as circulated. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk would have delegated authority to work with the Communication Working Party to publish. Motion carried. b) Advertising in the Kite newsletter, the report was noted as circulated. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that all advertising requests would go via the Parish Clerk/Office. Motion carried.

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	c) Quotes for printing of the newsletter. At least three quotes would be required. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk would have delegated authority to work with the Communication Working Party to agree to print. Motion carried. d) Distribution of the newsletter. The Clerk noted their concerns regarding a back up plan should the volunteers not be forthcoming. Councillors were confident that there would be a wealth of helpers. Volunteer forms would be required and insurances would be checked. The Clerk was instructed to send the current volunteer form to Councillor Clemow for review.
23/24-48	PARISH COUNCIL WORKING PARTIES Reports were noted as circulated. a) Communications Report was noted as circulated. No further update since the issue of the report b) Community Organisations Report was noted as circulated. Councillors asked if there could be a list of organisations that were in attendance at the recent meeting. Date for conference was noted as 2nd November 2023 at Charles Morris Hall a booking was confirmed and an invoice would be sent to the office. c) Planning Report was noted as circulated. A short update on the ongoing Planning Inquiry at Tollgate Road was confirmed along with a call to support the Parish Council by attending the hearing at the District Offices. Ellenbrook was noted to not be on the meeting agenda for DMC 28 September 2023 so could be 31 October 2023. d) Charles Morris Hall Report was noted as circulated. Cllr Clemow noted things had moved on since the report and reported that the Chair of Charles Morris Hall had confirmed in principle a new lease. Cllr Clemow had attended a recent meeting of the Trustees and dialogue was ongoing. It was agreed that the Trustees would decide on forming a legal entity to ensure a new lease could be issued. As previously reported the land registration was to be investigated. e) Roestock Hut Reports were noted as circulated. Since issue of the report it was noted that an alternative route had been investigated by the Chair visiting with a local charity who had taken over a building belonging to the District Council and with their support had brought the building back into use. This would be further investigated by the working party and once more information was known a meeting with the Scouts would be arranged. f) Environment Report was noted as circulated. A report on the formation of a working party and their responsibilities would come to the next Council meeting.
23/24-49	ST ALBANS CITY & DISTRICT LOCAL PLAN CONSULTATION The working draft of the Parish Council response was noted as circulated. The Chair thanked all for their input especially with the huge amount work on the Planning Inquiry at Tollgate also going on at the same time. Councillors felt it was an good piece of

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	work. A final version would be sent to the Clerk to submit by 25th September 2023. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk submit the final version on behalf of the Parish Council when received and prior to 25th September 2023 deadline. Motion carried
23/24-50	COLNEY HEATH COMMON AND ASSOCIATED MATTERS It was recommended that this item be discussed in a confidential/closed session due to the sensitive nature and history of the topic in question.
23/24-51	PARISH COUNCIL EVENTS a) Remembrance Sunday Parade Cllr Shaw confirmed that a meeting had been held recently with several members of the Church and the District Commissioner of Girlguiding for Colney Heath and London Colney and arrangements were being made. The timings were 10.29am at the church and other organisations to be invited. Cllr Clemow would lay the wreath on behalf of the Parish Council at the event. Quotes were being obtained for road closure and would be confirmed at the next meeting. b) St Albans City & District Council Remembrance Sunday Civic event Cllr Pettit will possibly attend the event and he will confirm.
23/24-52	<u>PARISH ADMINISTRATION & EVENTS</u>
	a) Clerk report The Clerk noted a Parish Councillor Whatsapp group was being used by all 7 councillors and warned all councillors that this was subject to Freedom of Information requests and Subject Access Requests. b) Questions to the Clerk An update on Colney Heath Football Club lease was requested and it was confirmed that an entity had not yet been confirmed, as soon as this was confirmed the lease could proceed.
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: • Ellenbrook Fields Trust Cllr Tallents confirmed there was a shadow board meeting in a few weeks but no meeting held to report on. • St Albans District Association of Local Councils Next meeting is being held on 2nd October 2023 • Highways Liaison Next meeting scheduled for 4th October 2023 at 2pm, Sandridge Parish Council Offices • Tyttenhanger Quarry Report noted as circulated. Cllr Clemow added that meetings would be quarterly and that when reporting HGVs the date, street location and registration were key pieces of information to obtain.

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23/24-54

QUESTIONS FROM THE PUBLIC

9.18pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

- A comment regarding the community organisations meeting which was notified at short notice. And a request from Smallford Station and Heritage Society have a goods van which they need assistance to insure and would like to put on the Parish Council insurance, the Chair of Council asked the Clerk to investigate and report to the next meeting.
- A resident noted the website had not been updated throughout August.
- A resident complained regarding bins at a bus stop which were confirmed to be the responsibility of St Albans District Council and could be reported to the District Council or taken up with the District Councillor.

9.24pm Standing Orders were resumed.

The Chair thanked all for their attendance and closed the meeting at 9.24pm

Meeting closed at 9.24pm

L Peters LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 29th September 2023



Signed by Chair at meeting 21/09/2023

Signed copy held on file

Signed by

Chair Cllr Tallents

Approved by Council 19th October 2023



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MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING CONFIDENTIAL SESSION HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 21 SEPTEMBER 2023, 9.28pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) Cllr S Parish (Tyttenhanger 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
23/24-45	COLNEY HEATH HIGH STREET RECREATION GROUND NEW PLAY AREA TENDER FOR WORKS a) The tender documents were noted as circulated. There was debate regarding the costs and timing of the works. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the tender for Colney Heath Recreation Ground was awarded to D Honour and Sons in the amount of £77,896.51 this would be subject to any increase since the tender was submitted in June 2023. Motion carried The Clerk was instructed as soon as possible to obtain a works timeline for Council to note. b) The agreement for the grant of £30,000 was noted as circulated and signed by the Chair of Council and the Proper Officer/RFO.
23/24-50	COLNEY HEATH COMMON AND ASSOCIATED MATTERS a) The registration of the Colney Heath Common was noted as still being with the Land Registry and was reported to be taking up to 18 months to resolve. b) The letter as drafted was noted as circulated. The options were discussed. The Clerk was instructed to get a site visit from DEFRA as soon as possible. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Chair of Council amend the draft and send to the Clerk to send to the resident/occupiers of the properties 53-81 High Street. Motion carried.

Meeting closed at 10.02pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 29th September 2023

Signed by Chair at meeting 21/09/2023
Signed copy held on file

Signed by
Chair Cllr Tallents
Approved by Council 19th October 2023

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COLNEY HEATH PAYMENTS LIST – Q1 2023/24

Approved payments for June 2023 (Month 3)		
Ref. No	Payment To	£ inc. VAT
39	London Green Belt Membership - 2023/24	£ 25.00
40	HAPTC - New Councillor Training - 7th June Cllr Tallents	£ 30.00
41	Vision ICT Ltd - Hosted email accounts July 2023 - June 2024	£ 64.80
42	TBS Hygiene Ltd - Litter Bin Collection - May 2023	£ 192.48
43	TBS Hygiene Ltd - Dog Waste Collection - May 2023	£ 237.60
44	Ricky Tyler Landscaping - Maintenance of Parkland - June 2023	£ 1,671.00
45	Microshade - Hosted Application Service - May 2023	£ 77.47
46	CP Associates - Project manger support for CHPC	£ 928.55
47	HAPTC - New Councillor Training - 21st June Cllr Clemow	£ 30.00
48	Highfield Park Trust - Electricity - May 23	£ 18.97
49	IAC - Provision of Internal Audit Service	£ 354.00
50	Microshade - Hosted App Sv Final Payment 3/7/2023 - 03/08/2023	£ 77.47
51	KG Tree Care - Tree Pruning at Tyttenhanger Open Space	£ 3,500.00
52	Chairmans Allowance 2022/23	£ 150.00

COLNEY HEATH PAYMENTS LIST – Q2 2023/24

Approved payments for July 2023 (Month 4)		
Ref. No	Payment To	£ inc. VAT
53	Vision ICT - Email Hosting for Aug 23 - July 24	£ 21.60
54	KG Tree Care - Remainder of works at Tyttenhanger Open Space	£ 2,900.00
55	KG Tree Care - Maintenance of Hedge play area at CMH	£ 340.00
56	CP Associates - Project Manager Support for CHPC	£ 928.55
57	Ricky Tyler Landscapes - Maintenance of Parkland July 2023	£ 1,671.00
58	SADALC - Annual Membership of 2023-24	£ 50.00
59	Peoplesafe - Safety Alarm - Common Ranger - Month 4 Q2	£ 79.20
60	CDA Herts - Membership - June 2023 - August 2024	£ 36.00
61	Herts Garden Machinery Ltd - New Brushcutter	£ 469.00
62	SLCC - Themed Summit - Finance 13th September 2023	£ 72.00
63	TBS Hygiene Ltd - Dog Waste Collection - June 2023	£ 297.00
64	TBS Hygiene Ltd - Litter Bin Collection - June 2023	£ 240.60
65	HAPTC- GDPR - Cllr Clemow	£ 17.00
66	Tarmac Trading Ltd - Entrust LCF 23/15 Third Party Contr re: Grant	£ 3,344.05

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Approved payments for August 2023 (Month 5)		
Ref. No	Payment To	£ inc. VAT
67	Highfield Park Trust - Electricity - July 2023	£ 14.75
68	SADC - Parish Council Election May 2023	£ 6,277.75
69	Ricky Tyler - Maintenance of Parkland	£ 1,671.00
70	TBS Hygiene - Fly Tip Warren Farm Track 07/07/2023	£ 72.00
71	TBS Hygiene - Litter Bin Collection - July 2023	£ 192.48
72	TBS Hygiene - Dog Waste Collection - July 2023	£ 237.60
73	Highfield Park Trust - Room Hire 21/07/2023	£ 45.00
74	Highfield Park Trust - Electricity - June 2023	£ 14.70
75	FCBS - Quarterly advanced prints photocopier	£ 85.80
76	Ricky Tyler Landscapes - Tidy up of grass area in Roestock Park	£ 528.00
77	CP Associates - Provision of minute clerk services	£ 352.65
78	PKF Littlejohn LLP - External Audit 2022/23	£ 756.00
79	Herts Garden Machinery - Honda Strimmer UMK425	£ 273.96

Approved payments for September 2023 (Month 6)		
Ref. No	Payment To	£ inc. VAT
80	Highfield Park Trust - Electricity - August	£ 14.51
81	Highfield Park - Business rates 01/04/2023-31/03/2024	£ 51.75
82	Ricky Tyler - Maintenance of Parkland	£ 1,671.00
83	Ricky Tyler - Attend & install site fencing park area & fence hire	£ 307.20
84	Ricky Tyler - Attend site & remove existing lock install new padlock	£ 96.00
85	Ricky Tyler - Carry out & tidy up of overgrown grounds around Hut	£ 528.00
86	KG Tree Care - Maintenance of shrubbery/brambles - Church Lane	£ 240.00
87	TBS Hygiene - Dog Waste Collection - August	£ 237.60
88	TBS Hygiene - Litter Bin Collection - August	£ 192.48