

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 19 OCTOBER 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	
12 members of the public and the Neighbourhood Plan Project Officer (voluntary)	
23/24-55	APOLOGIES & ANNOUNCEMENTS It was noted that 3 councillors and 1 member of the public were audio recording the meeting.
23/24-56	DECLARATIONS OF INTEREST a) There were none raised or confirmed. b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance.
23/24-57	QUESTIONS FROM THE PUBLIC <i>7.31pm 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 from a resident speaking on item 61d a planning application being debated later in the meeting. - There was a second resident who also confirmed their objection to 61d. The Chair of Council requested for more volunteers to come forward with information to assist those already volunteering to formulate the Parish Council response to this and other large applications. Cllr Burns was noted as the lead contact for volunteers. - Cllr Clemow raised a 4CH Residents Association issue relating to the Tollgate Road appeal asking for Parish Council support. This was noted. <i>7.47pm Standing Orders were resumed.</i>
23/24-58	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the meeting held 21 st September 2023 were noted as circulated and taken as read. An amendment to page CHPC 639 Item 41 was noted to relate to Roestock Hut and this amendment was added by hand. The payment schedule on the back page was noted as a duplicate and this would be checked and amended prior to being finalised. There was a request for a slightly fainter watermark for the draft minutes. 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. The minutes would be signed by the Chair of Council for the record and would be marked as signed on the website.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
23/24-59	FINANCE a) Payment Approval for October 2023 The payment sheet with month 7 payments 89-100 in the amount of £5,267.36 was noted as circulated. The Chair asked for any queries or questions on any of

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the payments. There were questions on the number and location of the PC's being backed up, it was confirmed this was for one PC and two laptops all located in the Parish Office. There was a question regarding why dog waste and litter waste was collected separately, a response was given but would also be posed to the waste contractor. 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 and paid by BACS at the end of October 2023.

Motion carried.

b) Q2 Financial Report

The report was noted as circulated. There were the following questions on the report:

- Why was the payment from SADC towards the Gloucester Park loan not noted in income. This would be checked with the Finance Officer.
- For what reason was there an election budget line? It was explained that this was an annual amount towards any by-election called or if unspent moved to an EMR (Ear marked reserves) for the next election in 2027.
- Confirmed that EMRs were now listed separately under a new code on the back page of the report.

There were no further questions or queries raised. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the report be noted and accepted.

Motion carried.

c) Extension of Highfield Parish Office Lease

The lease on the current Parish office expires at the end of March 2024. It was suggested that the lease be extended to allow more time for another option for the Parish Office to be investigated. A decision was required at this meeting as the Highfield Park Trust have an alternative offer on the office for March 2024.

Current costs of office in 2023/24 are £4512.67 and would increase in 2024/25 to £5,535.00 due to a rent review where the office is now valued at £25 per sq. ft. After debate it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the extension of the Highfield Park Parish Office be extended to March 2025 at the specified annual cost of £5,535.00.

Motion carried.

d) Remembrance Parade Road Closure quotes

The road closure notice had been approved by Herts County Council Highways and circulated to all councillors including District and County. It was confirmed that two companies were approached for quotes and only one prepared and submitted a quote for £1775.00. Council debated the cost and felt that the quoted cost was too high especially as there was an alternative route to walk down the path. Councillors were keen to support an event of this kind but did not feel that the associated costs could be justified. It was confirmed Cllr Clemow would attend the event and lay the Parish Council wreath. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the quote for road closure not be accepted and that the event continue with a parade on the pavement. This would no longer be a Parish Council organised event.

Motion carried.

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23/24-60

GOVERNANCE

a) RFO BANKING CONCERNS

The RFO raised her concerns over the lack of signatories on the Unity bank account for monthly payment approvals. Since the election in May 2023 a process of attempting to get Parish Councillors as signatories commenced on 19th May 2023. The RFO has approved all payments since May 2023 due to there not being sufficient signatories on the bank account. It was confirmed that some signatories were now on the banking system so the bank account would be restored to dual signatories for the November payments. There was a request on how to approve payments in the Unity banking system.

b) CHPC PLAY AREA STRATEGY AND QUOTES

The quotes received were noted as circulated. The Chair confirmed that it would be £40k to repair and maintain the play areas to the required standard. This would equate to approximately a £41 increase to each household on the Precept. The most pressing issue was the replacement bridge in Roestock Park which was subject to either a quote for £4,800 or £14,000 one for wood and one for harder wearing plastic. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the bridge be replaced with wood at a cost of £4,800.

Motion carried.

It was further duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that a strategy for the play areas be drafted along with funding options for the next Council meeting.

Motion carried.

c) DELIVERY OF THE KITE NEWSLETTER AND ASSOCIATED MATTERS

Documents relating to this item were noted as circulated and taken as read. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that all documents presented be accepted with no changes made.

Motion carried.

d) PARISH COUNCIL INSURANCE RENEWAL

The policy renewal was noted as circulated and taken as read. The following amendments were noted and would be changed on the draft schedule:

- 10 Bus Shelters not 17
- Remove defibrillator
- Small plant to be removed
- Photocopier now leased so remove as owned
- Declined to offer an insurance value for Smallford Station as not an owned Parish Council asset
- Remove the money section if not included as standard as the Parish Council do not handle cash

Cost confirmed currently at £3803.94 per annum for 1 year and £3452.98 per annum for 3 years. It was noted that due to the changes above the final amount charged would be amended. This would be confirmed in the November payment schedule.

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Clerk make the changes as discussed and then renew the Parish Council insurance with Zurich for one year to November 2024.

Motion carried.

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23/24-61	PLANNING & CONSULTATIONS a) 5/2023/1837 – Land at rear of Station Road Clerk noted there were 14 objections to date on SADC portal and has been called in by the District Councillor. Council reviewed and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk submit an objection to this application on the basis of badly planned access between two properties, trees had been removed and buildings demolished there was also no indication of appropriate asbestos management. Motion carried. b) 5/2023/1820 – Hatfield Road The Clerk noted there was one comment on the SADC portal regarding an easement. Council reviewed and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk submit an objection to this application on the basis that this was overdevelopment within the green belt. Motion carried. c) 5/2023/2059 – Ye Olde House The Clerk noted there were no comments or objections on SADC portal. Council reviewed the application and it was agreed that the Council neither supported nor objected to this application. d) 5/2023/1923 – Land between The Alban Way and Colney Heath Lane Clerk noted that there were 14 objections on SADC portal to date. Council reviewed and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that this application be delegated to the Clerk and Planning working party to draft the Parish Council response which would be to object to the application. The Clerk was further asked to request an extension from the planning case officer until at least after the next Parish Council meeting in November so the response to this application could be reviewed in Council. Motion carried. e) Neighbourhood Plan Committee The Clerk informed Council that the CHPC request for an amendment to the NP boundary had been formally submitted and would be submitted to the SADC Planning Policy & Climate Committee meeting on 12th December to formally agree the amended NP designation area. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk contact and work with the Neighbourhood Plan Project Officer (voluntary) to discuss and bring to Council how to move forward and a potential timetable. Motion carried.
23/24-62	ENVIRONMENT a) WARREN POND UPDATE The report was noted as circulated and taken as read. There were no further comments or points raised. b) WARREN FENCING Council were advised of the issue with the gates at the Warren and quotes for both bollards and kissing gates to be installed had been obtained. 4 bollards at a cost of £446.55 each so total cost of £1786.20 or 4 kissing gates at £1451.80 total cost of £5,807.20. It was agreed that councillors would carry out their own site visits to

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	review the issues at this site and bring their thoughts to the Council meeting in November where this issue would be revisited. c) COUNCILLOR REPORT Report noted as circulated and taken as read. There were no further comments or points raised.
23/24-63	PARISH COUNCIL WORKING PARTIES a) Communications Report was noted as circulated and taken as read. Newsletter would be out shortly hopefully next week. It was noted that no invoices had been issued it was therefore duly proposed, seconded, and unanimously RESOLVED by a show of hands that the newsletter proceed without payment for the adverts and the invoices for the adverts be sent out by the Finance Officer as soon as possible. Motion carried. b) Community Organisations Report was noted as circulated and taken as read. It was confirmed that 51 invitees had been contacted and to date 7 had responded for the event being held on 2nd November. The Clerk requested a list of those invited be sent to the office and Cllr Parish would forward this on. c) Planning Report was noted as circulated and taken as read. The Chair raised the question asked earlier regarding the Parish Council support for a planning matter also supported by the Planning working party. It was therefore duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Parish Council support the request to the Rt Hon Michael Gove by 4 Colney Heath Residents' Association to recover and dismiss the appeal (APP/B1930/W/23/3323099 – Land to the Rear of 42-100 Tollgate Road & 42 Tollgate Road, Colney Heath) that is currently the subject of an ongoing Inquiry. Motion carried. The Chair of Council was keen to thank those councillors, the Neighbourhood Plan Project Officer (voluntary) and the volunteers who planned, contributed to and attended the inquiry along with those residents who also attended in the chamber. The Chair wished to use some of his allowance for 2023/24 to reimburse those councillors who attend and their car parking charges which were as much as £15 per day. The Clerk would send a claim form to the councillors for them to complete and send receipts for payment. d) Charles Morris Hall Report was noted as circulated and taken as read. There were no further comments or points raised. e) Roestock Hut Report was noted as circulated and taken as read. There were no further comments or points raised.
23/24-64	PARISH ADMINISTRATION & EVENTS a) Clerk report The Clerk raised the following in her verbal report: The application for funding from the Community Ownership Fund has been unsuccessful.

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	• Tarmac has approved the tender so the High Street Recreation Ground Play Area will proceed subject to weather in January 2024-March 2024 • Clerk will attend the HCC Cost of Living webinar on 7th November 2023, Flood Awareness webinar on 8th November and the Pension Forum on 23rd November. • County Councillor Hale report received and circulated to all councillors • High Sheriff service invitation from SADC circulated to all councillors • The 2 statutory annual leave days for all staff for December 2023 will be Wednesday 27th December and Thursday 28th December 2023. Christmas Office Opening hours will be confirmed next month. b) Matters raised since the issue of the agenda Document received from SADC on changes to postal and proxy voting this will be circulated to all councillors by email tomorrow. c) Questions to the Clerk • Cllr Clemow requested to go on an HAPTC training course, he would email the Clerk with his request. • Letter to residents regarding the Common would be sent out over the next week or so and would go by post to ensure a posting receipt is on record. • A recent Freedom of Information (FOI) request was raised regarding an anonymity request. Councillors demanded the name of the person who requested the FOI be disclosed. The Clerk refused the request, there were reasons to not disclose the name of the requestor and these had been discussed with the Information Commissioners Office who advised the name of the requestor would not be relevant to the answering of the question. The Clerk confirmed that the request had been validated. A scanned copy of the request which was redacted was confirmed to have been circulated as requested by the Chair of Council. Some councillors were not pleased with the nature of the redaction, where white out had been used in preference to black and this was noted.
23/24-65	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 a meeting of the Shadow Trust was held but that there were still no plans to form the Trust itself. • St Albans District Association of Local Councils Minutes noted as circulated. • Highways Liaison Meeting held 4th October 2023 and referenced in County Councillor Hale report sent to all councillors. It was noted that at the meeting the underpass at the end of Roestock Lane would be cleared shortly. • Tyttenhanger Quarry Nothing to report.

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23/24-66	QUESTIONS FROM THE PUBLIC <i>9.29pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> • A question as to when the newsletter would be ready to deliver – it was confirmed that hopefully ready to go next week. • Were the Parish Council notified about highway repairs in advance – not routinely especially as utility companies could turn up and perform required works as needed. • Further development question on Smallford Pits application item 61d noted. <i>9.32pm Standing Orders were resumed.</i> The Chair thanked all for their attendance and closed the meeting at 9.32pm
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Meeting closed at 9.32pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 26th October 2023



Signed by Chair of meeting 23/11/2023
Signed copy held on file



Signed by
 Chair of meeting Cllr Clemow
 Approved by Council 23rd November 2023

COLNEY HEATH PAYMENTS LIST – Q3 2023/24

Approved payments for October 2023 (Month 7)		
Ref. No	Payment To	£ inc. VAT
89	Grant - St Marks Church - Community Event - The Big Lunch	£ 200.00
90	Grant - 4CH Residents Assoc. - 3 issues "Village News"	£ 660.00
91	Grant - Colney Heath School - Planting	£ 200.00
92	St. Marks Church - Annual Graveyard Maintenance Grant	£ 1,650.00
93	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
94	TBS Hygiene Ltd - Dog Waste Collection - September 23	£ 297.00
95	TBS Hygiene Ltd - Litter Bin Collection - September 23	£ 240.60
96	Colney Heath Village Hall Rm Hire - Comms WP 24/07/2023	£ 18.00
97	Colney Heath Village Hall Rm Hire - Planning WP 14/08/2023	£ 18.00
98	FCBS Photocopying - 30/06/23 - 25/09/2023	£ 6.94
99	Herts Fullstop - A4 Copier Paper - 3 Boxes	£ 50.22
100	VisionIct - Annual Data Backup 3 PC's 2023-24	£ 255.60