

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



24/25 Item 63

MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 31 OCTOBER 2024, 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 C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters
Other attendees	
Five members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
24/25-46	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr Shaw and Cllr Parish; apologies were accepted for reasons stated. It was noted that one councillor and one member of the public were audio recording the meeting.
24/25-47	DECLARATIONS OF INTEREST a) There were none raised or confirmed in advance or at this point in the meeting. b) No written requests for dispensations were received. c) No dispensations received in advance.
24/25-48	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 were no questions raised, or comments made. <i>7.32pm Standing Orders were resumed.</i>
24/25-49	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the meeting held 26 th September 2024 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. There were no comments raised regarding accuracy of the minutes. The minutes were duly proposed, seconded, and RESOLVED unanimously by 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>
24/25-50	FINANCE a) Approval for payments made under delegated authority in October 2024 (ref 39b 26/09/2024) The payment sheet with month seven payments numbered 069-079 in the combined amount of £4,832.35 was noted as circulated. Questions on the payment sheet included the following: - On payment 078 a question regarding which matter the legal fees related to and this was confirmed as the instruction from the last meeting on Tyttenhanger Fields. - On payment 076 this was confirmed as in relation to the clearance of the pots on the Common and thanks was given to County Cllr Hale who had given £500 towards this project from his Locality Budget. There were no

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	further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the October payments be retrospectively approved Motion carried. b) CHPC Q2 Financial reports 2024/25 The reports were noted as circulated. There were no questions raised or suggested changes for quarter 3 2024/25. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the reports be accepted for the record. Motion carried. c) Honorarium payment to the Neighbourhood Plan Project Officer (voluntary) After debate and acknowledgment of the amount of work carried out by the NPPO over the year especially on planning applications, consultations and the several inquiries were noted by the whole Council. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to work on the amount to cover expenses and make sure all expenses were claimed and that an amount of £1500 would be paid to the NPPO as an honorarium. If this figure did not cover the cost of expenses, it would be restored to Council for a further decision. Motion carried. d) Parish Council Insurance 2024/2025 The policy schedule was noted as circulated. The policy renewal was noted as circulated and taken as read. The new play area was currently being costed and added so the policy schedule circulated would be updated. Cost confirmed currently at £3803.94 per annum for 1 year. 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. There was a question from Cllr Clemow which was requested to be raised in a confidential session. It was decided that the question would be debated and this matter resolved in a confidential session.
24/25-51	AUDIT CONCLUSION OF CHPC ACCOUNTS YEAR 2023/24 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 2024 with the required paperwork. The Chair asked about the bank reconciliation action noted on the internal auditor's report, it was confirmed that this was due to the timing of the signing by Council of the bank reconciliation. Action was in place, so this was resolved in this budget year 2024/25. It was duly proposed, seconded, and unanimously RESOLVED that documentation required had been formally received and that all statutory requirements for the publication of the conclusion of audit were met as required in the Accounts and Audit Regulations 2015 (SI 2015/234) Motion carried
24/25-52	COMMUNITY GRANTS 2024/25 The confidential circulation to councillors was noted. After debate, the following grant was duly proposed, seconded, and unanimously RESOLVED by a show of hands

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	St Marks Church to receive an award of £500.00 to contribute to their event the Big Lunch. Noted power used S137. Motion carried. Council was informed that there were funds remaining and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that there would be a second round of community grants advertised, and these would come to Council in the last quarter of 2024/25 for awarding. Motion carried
24/25-53	GOVERNANCE Council reviewed the following policies: It was confirmed that these were new policies and not amended from previous versions. a) Communications Protocol/Policy There were no proposed changes to the policy as drafted. Review date set for November 2027. b) Community Engagement Policy There were no proposed changes to the policy as drafted. Review date set for November 2027. c) Public Participation at Meetings There were no proposed changes to the policy as drafted. Review date set for November 2027. d) Recording and Photography at Meetings There were no proposed changes to the policy as drafted. Review date set for November 2027. e) Pension LGPS Employers Discretion There were no proposed changes to the policy as drafted. Review date set for November 2025. f) Email, WhatsApp and Text Policy There were no proposed changes to the policy as drafted. There was a question as to what constituted a WhatsApp group, which was confirmed as a discussion or conversation by two or more participants. Review date set for November 2026. g) Records Management & Retention Policy There were no proposed changes to the policy as drafted. Review date set for November 2026. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the all policies in Item 53a-g be adopted as drafted and the review dates would be as stated. Motion carried
24/25-54	LEGAL & LANDOWNER MATTERS a) LEGAL ADVICE ON TYTTENHANGER FIELDS The report was noted as circulated. There was debate about both the legal advice, and the Clerks subsequent report and the solicitor who had written the legal advice. Cllr Clemow raised concerns over using the advice as offered. The Clerk confirmed that the form of lawyers used were recommended by NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks). It was noted that any liability arising from reliance on the solicitor's advice would be assumed by the solicitor and their firm. It was agreed to proceed on this basis and the Clerk was instructed to respond to the letter from 2022. It

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	was noted that Cllr Clemow had met with the management and confirmed that there were no amendments to the proposed Heads of Terms so that a formal letter confirming both this and their legal representatives would be sent.
24/25-55	PLANNING APPLICATIONS, APPEALS & CONSULTATIONS Council reviewed the planning applications presented to them commented as a consultee as follows: a) 5/2024/1759 - Comment by 5TH November 2024 Tollgate Road, Colney Heath AL4 0PX It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried b) Planning Inquiry Updates There will be verbal updates on status of the two Rule 6 party appeals process. Attendance and involvement at planning inquiries are under delegated authority to the Parish Clerk. - Land adjacent to Colney Heath Football Club, Colney Heath Cllr Burns gave a verbal update that the inquiry resumed this week after being suspended for a re-consultation. The inquiry had proceeded well and last night the news came through that the appellant had withdrawn from the process. The appeal closed this morning. There followed debate on the application of costs and how these could be measured in the considerable time that volunteers had spent. The Clerk and officers time plus other expenses were noted including parking charges and car park marking. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that a claim for costs be submitted, and the Clerk was assigned delegated authority to prepare and submit the application on behalf of the Parish Council. Motion carried - Land at Former Hatfield Aerodrome, Hatfield Cllr Talents gave an update on the status of the inquiry. The former parties being CHPC, Hatfield Town Council, Ellenbrook Area Residents Association and Sleapshyde and Smallford Residents Association were now, at the request of the inspector taking part in the inquiry and preparing for the inquiry which commences on 19th November for 2 weeks.
24/25-56	PARISH COUNCIL WORKING PARTIES a) Communications Verbal report from Cllr Pettit who reported that the most recent edition had gone well. The next edition would be prepared and out in mid-December 2024. b) Community Organisations Nothing to report and Cllr Parish not in attendance c) Planning Verbal report from Cllr Burns included submission of the St Albans District Local Plan Regulation 19 by 8 November. Confirmed withdrawal of an application to build 110 houses on Roestock Lane, Colney Heath. d) Charles Morris Hall

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	Verbal report from Cllr Clermow who confirmed again that once formally confirmed the Heads of Terms could be moved to a lease. e) Roestock Hut Verbal report from Cllr Clemow who confirmed meeting with surveyor had been held and all detail was now being worked on. There would be a paper drafted with the options for Council to consider. e) Environment working party Verbal report from Cllr Petitt who confirmed that a meeting with Hertfordshire County Council to discuss improvements to the river and riverbank had happened today. A report would follow for action and with the help of volunteers the Parish Council could see some real change.
24/25-57	<u>PARISH ADMINISTRATION & EVENTS</u> Clerk report Matters raised in the Clerk's report were noted as follows: • Remembrance Sunday 10th November 2024 – Councillor Clemow will be laying the Parish Council wreath at St Marks. • Save the Date for the High Sheriff Service event on Sunday 17th November 2024. The service will be held in the Cathedral and Abbey Church of St Alban at 11.15am. Formal invitation is available for those who wish to attend. • Pots on the Common, thanks to County Cllr Hale who has given £500 towards the payment of their clearance from his Locality budget. • The new play area had a soft opening on Friday for the exclusive use of the pupils at the Colney Heath primary school, the Clerk spent an hour meeting with parents and children to gather feedback and any concerns were passed onto the contractor and play specialist. • The Budget Committee will take place at 11am on Thursday 14th November in the atrium of Highfield Park Visitor Centre. • Letter received from the managing agent of Tarmac Aggregates requesting the Parish Council's support in reporting any incidents of vandalism on their land which has recently been occurring. A response has been drafted to their letter and the Parish Council will inform the tenant of the issues requesting any observances of vandalism are reported so swift action can be taken. • The Parish Council Neighbourhood Plan website went live this week and is being reviewed and will be updated as and when time allows it can be found at https://colneyheathnbp.org.uk/ • The next Parish Council meeting will be held on Thursday 21st November 2024 with papers and agenda being issued Friday 15th November 2024. The closing date for motions and items of business will be Friday 8th November 2024. Other matters raised by Councillors • Cllr Clemow raised his concerns over the unresolved matter of parking on the Colney Heath Common. The Clerk confirmed again her advice that this should be brought before Full Council or a Committee, but this had not been put on an agenda as there was too much other competing priorities including the two planning inquiries. Cllr Burns volunteered to look at this matter as he now had time free after the ending of the recent inquiry.

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23/24-58	REPRESENTATIVES ON OUTSIDE BODIES a) Ellenbrook Fields Trust No meeting scheduled due to inquiry. b) St Albans District Association of Local Councils Cllr Tallents gave an update on the most recent meeting including his role as the liaison for St Albans visitors' partnership and notified of the St Albans Christmas Cracker staring 17 th November. Next meeting of SADALC 6 th January 2025 c) Highways Liaison Next meeting 26 th November 2024, 2pm. Attendees please advise the Clerk. d) Tyttenhanger Quarry Liaison Meeting scheduled was cancelled and another date is pending
24/25-59	QUESTIONS FROM THE PUBLIC – with permission of the Chair oi Council <i>8.46pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> There were no questions raised, or comments made. <i>8.47pm Standing Orders were resumed.</i> The Chair thanked all for their attendance, closing the meeting at 8.47pm

Meeting closed at 8.47pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 12/11/2024



Signed by
Chair of Council Cllr Tallents
Approved by Council 21st November 2024

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CONFIDENTIAL MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 31 OCTOBER 2024, 8.49pm

Members in attendance

Cllr H Brazier (Colney Heath Ward)	Cllr N Pettit (Colney Heath Ward)
Cllr T Burns (Colney Heath Ward)	Cllr C Tallents (Colney Heath Ward) (Chair)
Cllr J Clemow (Colney Heath Ward)	Clerk of the Council, Mrs L Peters

2024/25-50d

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Parish Council go into a confidential session to discuss legal and urgent business as outlined by the Chair of Council.

Parish Council Insurance

Cllr Clemow asked about a specific insurance cover and where it appeared in the Zurich policy. The Clerk confirmed this was not included in the Zurich insurance policy but was in a separate policy with Legal and General.

On this basis it was duly proposed, seconded, and unanimously **RESOLVED** that the Zurich insurance policy be renewed and that the updated policy and invoice would be delegated to the Clerk to review and schedule for payment as soon as possible to ensure cover remained in place for 14th November 2024 for one year to November 2025.

Motion carried

The Chair of Council closed the meeting at 8.42pm

Confidential session closed at 8.53pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 12th November 2024



Signed by Cllr Tallents
Chair of Council
Approved by Council 21st November 2024



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COLNEY HEATH PAYMENTS LIST – Q3 2024/25

Payments to be retrospectively approved for October 2024 (Month 7)		
Ref. No	Payment To	£ inc. VAT
069	Instantprint - 1500 Copies of The Kite	£ 560.00
070	Colney Heath Village Hall - Hire of Studio - 14/08/2024	£ 18.00
071	Ricky Tyler Landscapes - Maintenance of Parkland- October 24	£ 1,671.00
072	Vision ICT - Data Backup December 2024 - November 2025	£ 264.00
073	Highfield Park Trust - Electricity - September 2024	£ 36.05
074	KG Treecare - To clear fallen Willow Tree on Common	£ 180.00
075	PeopleSafe - Safety Alarm for Common Ranger Q3	£ 79.20
076	Ricky Tyler Landscapes - To Clear Plant Pots along High Street	£ 828.00
077	PFK Littlejohn - External Audit - year end 31st March 2024	£ 504.00
078	Wellers Hedleys - Legal Advice Tyttenhanger Fields	£ 600.00
079	FCBS - Quarterly Scanner Service Q3	£ 92.10