



COLNEY HEATH PARISH COUNCIL

Highfield Park Office
 Highfield Park Visitor Centre
 Hill End Lane
 St Albans AL4 0RA

Village Office
 83 High Street
 Colney Heath
 Hertfordshire AL4 0NS

Tel: 01727 825314 Email: clerk@colneyheathparishcouncil.gov.uk

MINUTES OF THE COLNEY HEATH PARISH COUNCIL MEETING

THURSDAY 3 OCTOBER 2019, 7.30pm

COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL, COLNEY HEATH, ST ALBANS

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr C Brazier, Chair (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Highfield Ward)	Cllr K Slaughter, Vice-Chair (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees	
County Councillor Hale 2 members of the public	

19/55	<p>APOLOGIES & ANNOUNCEMENTS</p> <p>The Chair made an announcement regarding an incident in Colney Heath village. Apologies – none received. Members and public were asked to note the signs regarding recordings of the meeting, and it was noted that one Cllr and one member of the public was recording the meeting.</p>
19/56	<p>DECLARATIONS OF INTEREST</p> <p>a) No declarations were raised although Cllr Cook noted that he had recently changed his declaration of interests and this was with the Clerk to be sent to SADC and put on the Council website.</p> <p>b) None received</p> <p>c) No requests for dispensations were received or requested in advance of the meeting. Cllr H Brazier requested a dispensation for both the items on Roestock Park and also Colney Heath Football Club. It was agreed that at the time of the item and once facts had been reviewed that Cllr H Brazier and all Cllrs remain in the debate until such time as any item went into private session and any dispensation would be agreed on at that point.</p>
19/57	<p>QUESTIONS FROM THE PUBLIC</p> <p><i>7.40pm Standing Orders were suspended so members of the public could ask questions or make statements to the Council.</i></p> <p>Question 1 – relating to Charles Morris Hall, Tyttenhanger</p> <p>A member of the public stated that on the Charities Commission website for the Charles Morris Hall charity - the Lease and Deed of Trust dated 1975 is the only document listed under Charity Framework. This states the Parish Council is the Custodian Trustee of the Charity. This is confirmed by the Parish Council's website which continues to state the Parish Council's responsibilities include Custodian Trustees of Charles Morris Hall. The two related questions were:</p> <ol style="list-style-type: none"> 1. The Parish Council's Internal Audit Report for 2018/19 states the Council do not have any trustee responsibilities – will this be corrected? 2. How is the Parish Council managing the conflict of interest where it is both the Landlord and Custodian Trustee of the charity? <p>The Chairman thanked the member of the public for their question and advised that a written response would be provided.</p>



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	<p>Statement 1 – relating to planning application 5/2019/2278 A member of the public gave background and a statement regarding their planning application listed on the agenda. Members asked some questions and the Chair and Cllr Cook gave some advice on permitted development criteria and checking SADC portal. 7.47pm One member of the public left the meeting</p>
<p>19/58</p>	<p>REPORTS FROM COUNTY & DISTRICT COUNCILLORS</p> <p>a) County Councillor Hale</p> <ul style="list-style-type: none"> • Cllr Hale gave updates on the A414 footpath works – it was noted that the tree roots were causing a potential hazard and HCC officers wished to do a longer length of pathway but that funding was being sought. • There is an Intalink bus consultation which although may not have an impact on CH village it would impact on other areas. • Growth and Transport Plans are being drafted to prepare the County for growth. There is recognition of the Transport Plan. Noted that it cross-references the A414 strategy. • A414 Lights are still confirmed to be in this year’s financial plan, potentially installing at Easter 2020. • Thanks to Council for their comments on Sandridge NPSG. • Noted attendance at Ellenbrook Trust Meeting on 30 September and gave update. <p>b) District Councillor Brazier</p> <ul style="list-style-type: none"> • Cllr Brazier noted that he had met the new vicar of St Marks Church. It was noted that the church would like to note on their leaflets that the Christmas lunch would run with the support of the Parish Council. It was asked that this would be placed on the next agenda. • Cllr Cook asked a question of the District Councillor relating to the enforcement for Land at Roehyde. The matter was raised by a previous Councillor in 2016 to District Cllr Brazier and the District Council. There was a strong feeling that nothing had happened since then. Cllr Cook advised that as part of a District Council Scrutiny Committee he was informed that the new SADC portal advised when enforcement action had been taken. An SADC officer mentioned that Ward Councillors will be advised if interested. County Councillor Hale noted that there was a joint review by WHBC and SADC as the site was shared in both areas. District Councillor Brazier confirmed that he would follow up and update Council. <p>8.10pm Standing Orders were resumed.</p>
<p>19/59</p>	<p>MINUTES OF PREVIOUS MEETINGS OF THE PARISH COUNCIL Minutes of 5 September 2019 – no amendments for accuracy were made.</p> <p>The minutes were unanimously RESOLVED to be a true and accurate reflection of the meeting and were duly proposed by Cllr Solts and seconded by Cllr H Brazier. The minutes were signed by the Chairman.</p>
<p>19/60</p>	<p><u>PLANNING - LISTS, APPLICATIONS, RECOMMENDATIONS, REFUSALS & ENFORCEMENTS</u> <i>The Council reiterates it is not the Planning Authority, merely a consultee.</i></p>



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	<p><u>It is noted that Chairman Councillor C Brazier will not take any part in discussion and abstain from any vote on planning due to him being a member of SADC Planning Referrals and SADC Planning South as a District Councillor</u></p> <p>a) The following applications were discussed, and it was RESOLVED that no comment be made on the following applications 5/2019/2227, 5/2019/2246, 5/2019/2271, 5/2019/1957, 5/2019/2278, 5/2109/2213, 5/2019/2264. It was RESOLVED unanimously that applications 5/2019/0955 and 5/2019/2806 would be checked for previous comments and submitted again as appropriate and for consistency of approach.</p> <p>b) Planning Appeal hearing – Nuckies Farm The correspondence was noted and change of hearing date amendment. Cllr C Brazier noted he was attending as a District Councillor and it was unanimously RESOLVED that on this occasion, he speak on behalf of the Parish Council.</p> <p>c) Ellenbrook Trust It was noted that the meeting on 30 September was attended by District Cllr Brazier and the Clerk. After being proposed by Cllr Cook and seconded by Cllr Solts it was unanimously RESOLVED that delegated authority be given to the NPSG Voluntary Project Officer working with the Clerk to submit traffic analysis on the HCC Ellenbrook Quarry application by 11th October 2019.</p> <p style="text-align: right;">ACTION: NPSG PO & Clerk</p> <p>Council discussed the decoupling of the Ellenbrook S106 agreement and the HCC quarry application and it was a unanimous decision after a proposal by Cllr Cook and seconded by Cllr Solts that the Council disagrees with decoupling and a letter would be drafted and sent on behalf of the Council. Drafted by Cllr Cook and the Clerk and copied to Cllr Hale and in packs for next Council meeting.</p> <p><i>8.26pm County Councillor Hale and 1 member of the public left the meeting.</i></p>
	<p><u>FINANCE, AUDIT & GOVERNANCE</u></p>
<p>19/61</p>	<p>FINANCE</p> <p>The Clerk reminded the Council that an eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). This was noted by Council.</p> <p>a) The RFO tabled an updated paper 19/61a. The invoices for BACS Payments for payment 10 October 2019 invoices were noted and signed by Cllr Solts and Cllr Slaughter. The payment was approved in the amount of £23,886.27 was proposed by Cllr Cook and seconded by Cllr C Brazier. The payment run was unanimously RESOLVED by all present.</p> <p>b) The quarterly bank statements were signed by Cllr Barnes.</p> <p>c) Month 6 I&E report as circulated was noted. The RFO was complimented on a clear and easy to follow variance report which accompanied the I&E report. There were no questions on the report or variances, however the RFO noted that in depth questions on the report and budget discussions were welcomed at the Finance Committee on Thursday 10th October.</p>



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Payments Approved for BACS – Thursday 10th October 2019

Ref. No	Payment To	£ inc. VAT
120 -125	Staff salaries and associated payments noted below paid on Monday 30 th September 2019	6091.72
126	St Marks Closed Graveyard Maintenance 2019/20	1500.00
127	HAPTC – Training course NALC Cllr H Brazier	50.00
128	CP Associates – HR Consultancy	366.78
129	9 Group – IP Service/Line Rental	83.27
130	Debenhams Ottaway – Roestock Park and Old Air Raid Shelter	3702.60
131	D Honor & Son – 10% retention payment Roestock MUGA	1401.08
132	Finance Officer expenses – Remembrance wreaths and postage	56.20
133	Highfield Park Trust – electricity and room Hire	32.61
134	G Stayton – Cleaning of bus shelters August	135.00
135	CHVHC – Hire of Community Room	22.50
136	Viking – Stationery and water	151.96
137	Archant – Advertising for Assistant to Clerk	698.00
138	Ricky Tyler Landscapes – Grass Cutting Contract	3324.00
139	Playground Facilities – Removal High St equip.& ROSPA recs	3608.89
140	PKF Littlejohn LLP – External Audit 2018/19	720.00
141	Mr R Munt – installation of two signposts	90.00
142	Shared Internal Audit Services – internal audit 2018/19 4 days	1680.00
143	Clerk expenses - Heavy duty chain & padlock for Horseshoe Field	83.96
144	SLCC – The Clerks Manual 2019	52.30
DD	BT Mobile Rental	24.00
DD	Bank Charges	11.40

Staff Salaries September 2019 (BACS)

Clerk/RFO	£6091.72
Finance Officer	
Common Ranger	
HMRC Payment – Month 6	
LGPS Pension Contributions – Month 6	

CHPC Income

Date	Received from	Amount
05/09/19	Colney Heath Football Club – Rent	500.00
30/09/19	Salvation Army – Clothing bank income	1.44

19/62	<p>AUDIT</p> <p>a) The external audit completed by PKF Littlejohn LLP was noted as returned and had been displayed on the website prior to 30 September as per legal requirement. Cllr Solts as Chair of Finance Committee noted and congratulated the RFO seconded by Cllr Barnes on the successful outcome of a second consecutive clean audit showing that the Council had moved on significantly with their governance and audit processes and procedures.</p> <p>b) The CHPC Audit Plan for 2019/20 was noted. The RFO stated the internal auditor would make their first visit in November 2019.</p>
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19/63	<p>GOVERNANCE</p> <p>a) Recording policy Council noted the draft as circulated, a discussion on deleted recordings followed. Cllr C Brazier raised a concern on 2.2 of the policy but accepted that it had to remain but requested his concern was noted. Cllr Cook proposed, Cllr Solts seconded, and the policy was unanimously RESOLVED to be adopted.</p> <p>c) Dispensations procedure Council noted the draft Dispensations procedure as circulated, after a discussion on the content the document was proposed by Cllr Solts and seconded by Cllr Barnes, and the policy was unanimously RESOLVED to be adopted subject to the insurance matter being checked and inserted to ensure all Cllrs were aware.</p> <p>c) Guidance on the Declarations of interest at Meetings The document circulated was noted as a for guidance only and would be used in conjunction with the Dispensations procedure.</p> <p>d) Training & Development Strategy and Policy Council noted the draft document and this was proposed by Cllr Solts and seconded by Cllr H Brazier unchanged and unanimously RESOLVED to be adopted.</p> <p>e) To discuss renewal of CHPC insurance policy 2019 It was noted that this matter would be discussed in a closed session due to the legal matters. <u>POST MEETING NOTE:</u> Due to the late hour and significant contents of the agenda it was not possible to discuss this matter. This will be discussed at Finance Committee on 10th October where a recommendation will be presented to Full Council on 7th November 2019</p>
19/64	<p>ENVIRONMENT WORKING PARTY</p> <p>a) The terms of reference for the Environment working party were unanimously adopted as drafted</p> <p>b) Council unanimously RESOLVED to accept the following recommendations of the Environment working party:</p> <ul style="list-style-type: none"> • £1000 allocated to 'tidy up' part of Gloucester Park area. Clerk will check costs of clearing area with grass contractor and this may include weed-killing. • Council noted criminal damage at Horseshoes Field reported to police and crime reference number received. Gate made secure but internal gate is broken. It was agreed to monitor the land and discuss future provision for use of the land. • Scrub clearance of the Common - specialist job requiring mechanical flail and work to be carried out before bird nesting season - £4k allocated. • To proceed with two interpretation boards for installation on CH Common at the quoted cost of £2k per board. It was noted – four quotes were obtained in 2018 so will be updated and specification and artwork will be approved by Environment working party at their meeting on 14th November 2019.
19/65	<p>GRASS CUTTING CONTRACT 2020/21</p> <p>Council noted the two options as presented and Cllr H Brazier proposed to renew the current providers contract for cutting season 2020/21 giving 12 months' notice that the Council will be retendering in 2021/22. The proposal was seconded by Cllr Barnes and unanimously RESOLVED by all present.</p>



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	<p>Prior to renewing the contract, the specification would be reviewed with the Environment working party at their meeting on 14th November 2019.</p>
<p>19/66</p>	<p>PARISH ADMINISTRATION CLERK REPORT</p> <p>a) The Clerk tabled a report for information, and this was noted.</p> <p>b) To circulated report was noted and the dates proposed within were unanimously RESOLVED by all present. Venues for the meetings for February - May 2020 would be booked and then these dates would be displayed on the website.</p> <p>c) Remembrance Sunday 2019 The Clerk noted that two remembrance wreaths had been purchased and were in the HPT office, Cllr C Brazier agreed to represent CHPC at the St Marks Church event and lay the wreath and Cllr Cook would check his availability and notify the Clerk if he was available.</p> <p>d) SADC Electoral Review Cllr Cook gave a brief overview of the SADC presentation attended by him and the Clerk. Cllr Cook proposed a response from CHPC along the lines of boundary movement and 4 yearly elections. This was unanimously RESOLVED to be sent by the Clerk for the 4th November deadline.</p> <p style="text-align: right;">ACTION: Clerk & Cllr Cook</p>
<p>19/67</p>	<p>REPORTS FROM REPRESENTATIVES OF EXTERNAL BODIES</p> <p>a) Police & Crime Report and/or Police Liaison representatives No report</p> <p>b) Highfield Park Trust Cllr Barnes noted that Apple Day was taking place on Sunday 6th October 2019</p> <p>c) Tyttenhanger Quarry Minutes of meeting available from Clerk</p> <p>d) Twinning Association Council noted that a new representative required</p>
<p>19/68</p>	<p>LEGAL UPDATE</p> <p>a) Fredericks Wood No further update – negotiations continue, and deed of easement remains unsigned</p> <p>b) Roestock Hut Correspondence received and noted. Council noted that despite multiple attempts by both former and new Councillors it had not been possible to reach negotiated terms on the building. It was therefore RESOLVED unanimously by those present that the Clerk be instructed to confirm in a letter to the Scout group requesting whether they have issued proceedings to claim a new lease. It was noted that any remaining discussion would be in closed session due to the ongoing legal case.</p> <p style="text-align: right;">ACTION: Clerk</p> <p>c) Adverse Possession claim of the Old Air Raid Shelter The Statement of Case as circulated to all members was noted – The Clerk noted that the Council were recommended to comment and challenge the following paragraphs namely 6, 7, 8, 9, 10, 11, 12, 17, 24, 25, 26, 27, 28 and 29 as the Council had evidence to refute each statement. Any remaining discussion on the type and nature of evidence was recommended to take place in a closed session due to the ongoing legal case.</p>



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19/69	<p>The Council RESOLVED 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.</p> <p>Chairman closed the meeting at 9.33pm</p>
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L Chaplin - Clerk to the Council
Drafted 09/10/2019

Signed by Chair of Council
Cllr C Brazier
7th November 2019



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COLNEY HEATH PARISH COUNCIL MEETING

THURSDAY 3 OCTOBER 2019, 9.34pm (Closed Session)
COMMUNITY ROOM, COLNEY HEATH VILLAGE HALL

Members in attendance

Cllr K Barnes (Highfield Ward)
Cllr C Brazier, Chair (Highfield Ward) left at 9.59pm
Cllr H Brazier (Hill End Ward) left at 10.13pm
Cllr P Cook (Highfield Ward)
Cllr K Slaughter, Vice-Chair (Colney Heath Ward) left at 9.59pm
Cllr R Solts (Highfield Ward) Chair from 9.59pm
Clerk of the Council, Ms. L. Chaplin

CLOSED SESSION commenced 9.34pm

19/69

1. Roestock Hut

The Clerk was instructed by Council to follow due legal process and the recommendations of the solicitors in continuing to deal with this matter. This was unanimously **RESOLVED** by all present.

9.59pm as noted, due to both pecuniary and conflict of interest in matters relating to Colney Heath Football Club Cllr C Brazier and Cllr Slaughter left the meeting.

It was agreed that Cllr Solts would Chair the meeting as both CHPC Chair and Vice-Chair had left the room.

Cllr H Brazier again requested dispensation for remaining in the discussion on the next item. After a lengthy discussion between Councillors Cllr H Brazier withdrew her request for dispensation for the next item and would investigate the declared pecuniary interest.

10.13pm Cllr H Brazier left the meeting due to the declared pecuniary of Cllr C Brazier in the Colney Heath Football Club.

2. Air Raid Shelter - Adverse Possession

The Clerk was instructed to continue working with the solicitor's advice and prepare the case.

Chairman Cllr Solts closed the meeting at 10.34pm

L Chaplin - Clerk to the Council
Drafted 09/10/2019

Signed by Chair of Council
Cllr C Brazier
7th November 2019



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Minutes have been redacted and this page is intentionally blank.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.