

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 SCHOOL ON THURSDAY 21 APRIL 2022, 7.30pm

Members in attendance	
Cllr K Barnes (Chairman) (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr T Burns (Colney Heath Ward)	Cllr J Llewellyn (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward) Clerk of the Council, Ms. L. Chaplin
Other attendees 4 members of the public	
21/22-103	<p>APOLOGIES & ANNOUNCEMENTS</p> <p>Due to the absence of the Chairman and Vice-Chairman, it was duly proposed, seconded, and unanimously RESOLVED that Councillor Kevin Barnes would be the Chairman of this meeting. Motion carried.</p> <p>Apologies were noted from Cllrs Cook, Slaughter, and Solts, and the reasons were noted, and apologies accepted.</p> <p>It was confirmed that one councillor and one member of the public were audio recording the meeting.</p>
21/22-104	<p>DECLARATIONS OF INTEREST</p> <p>a) No declarations were made. b) All councillors in attendance confirmed by a show of hands that the published declarations were correct and up to date. c) None received or noted d) None requested</p>
21/22-105	<p>QUESTIONS FROM THE PUBLIC</p> <p><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></p> <p>There were no questions from those in attendance.</p> <p><i>7.33pm Standing Orders were reinstated</i></p>
21/22-106	<p>MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL</p> <p>Minutes of the Parish Council Meeting held 24th March 2022 were noted as circulated and taken as read. Chairman asked for any comments as to their accuracy. There was a change of year in 21/22-94 from 2021 to 2022 and the word 'raised' was inserted in 21-22-95. These changes were made by hand. Subject to these amendments the minutes were duly proposed, seconded, and unanimously RESOLVED to be a true and accurate record of the meeting. The minutes were signed by meeting Chairman Councillor Barnes for posting on the parish website.</p>
<u>FINANCE, AUDIT & GOVERNANCE</u>	
21/22-107	<p>FINANCE</p> <p>a) Retrospective approval of 2021/22 year-end payments</p> <p>The payment sheet listing payments 254-257 was noted as circulated. There was a question on the location for payment 254 which was confirmed as Warren Farm Track (WFT). The payments totalling £656.58 were duly proposed, seconded, and unanimously RESOLVED for payment. Motion carried.</p>

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	<p>b) Approval of payments Month 1 – April 2022 The payment sheet listing payments 001-010 was noted as circulated. There was a question on payment 001 which was confirmed to be People safe personal alarm and tracker for the Common Ranger. The Clerk would confirm the annual cost to the Council at the next meeting. The payments totalling £6,661.93 were duly proposed, seconded, and RESOLVED by a majority for payment. Motion carried.</p> <p>c) Standing Orders/Direct Debits 2022/23 The paper was noted as circulated. There were questions about street lighting and the Public Works Loan Board (PWLB) payments. It was duly proposed, seconded, and unanimously RESOLVED that the listed payments be approved for payment in 2022/23. Motion carried.</p> <p>d) 2022/23 Grant Policy & Timetable The papers were noted as circulated. It was confirmed that the previous Council resolution to request copies of meeting minutes would be added to the policy in section 6 of the policy and on page 3 of the application form. There was a question on the difference between a grant and the recent decision to award funding to street closures which did not require the same paperwork. It was explained that official paperwork was being submitted prior to payment being issued for this one-off event. Subject to these changes the documentation and timetable for grants were duly proposed, seconded, and unanimously RESOLVED for 2022/23. Motion carried.</p>
21/22-108	<p>AUDIT</p> <p>a) Update on Internal & External Audit 2021/22 The Clerk confirmed the timetable for the audit process 2021/22. Dates included confirmation of the end of the financial year, which was 31st March 2022, the signing off by the Council of the unaudited accounts will be on 19th May 2022, the period of public rights commences 13th June 2022 and ends 22nd July 2022, the deadline for the signed Annual Governance Annual Return is 1st July 2022. All these dates and a more detailed explanation can be found on the Parish Council website on the audit page at the following link: https://www.colneyheathparishcouncil.gov.uk/audit-2/</p> <p>b) Parish Council Asset Register 2021/22 The asset register was noted as circulated. There were questions on the location of the interactive whiteboard which was confirmed to be held in storage at Roestock Hut, and it was confirmed that there was no depreciation for assets of the Parish Council. The asset register was confirmed in the amount of £1,267,255.00 which was an increase from the previous year from £1,262,658.24. This 2021/22 figure was duly proposed, seconded, and unanimously RESOLVED to be added to the Annual Governance Annual Return (AGAR0 for 2021/22). Motion carried.</p>
21/22-109	<p>GOVERNANCE</p> <p>a) Council Action Plan 2022/23 The plan was noted as circulated. There was a question on the inspection of play areas. There were no other points raised. The Clerk noted that this document would be updated and next reviewed by the Finance & Governance Committee. The plan was duly proposed, seconded, and unanimously RESOLVED to be adopted. Motion carried.</p>

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	<p>b) Financial Management Risk Assessment 2022/23 The document was noted as circulated with changes to the documents highlighted in yellow. There was a change to the date on page 2 where the Business Continuity Plan had been reviewed more recently than the date stated. This would be checked in the minutes and updated accordingly. There was a question on the inspection of the Parish Council assets such as Roestock Hut and if the details of the inspections were kept. The Clerk confirmed that inspection records were kept. The name of Colney Heath Primary School was asked to be changed to Colney Heath JMI School on page 14. Subject to these changes being made the risk assessment was duly proposed, seconded, and unanimously RESOLVED to be adopted. Motion carried. Now the document was adopted it would be placed on the Parish Council website.</p> <p>c) Nomination of Trustee – Ellenbrook Trust The paper was noted as circulated. Councillor Cook who was not in attendance but had advised he would be willing to undertake the role initially was duly proposed, seconded, and unanimously RESOLVED to be adopted. Motion carried.</p>
21/22-110	<p>COUNCIL COMMITTEES Environment Committee The draft minutes of the meeting 16th March 2022 were noted as circulated and Council accepted the contents and actions.</p>
21/22-111	<p>LEGAL & LANDOWNER MATTERS The end of the financial year legal update was noted as circulated. There were no questions, but Council was pleased that the document was now down to one page with a lot of the cases now resolved.</p>
21/22-112	<p>PARISH ADMINISTRATION</p>
	<p>a) Parish Council meeting dates 2022/23 The meeting dates were noted as circulated. It was confirmed that there would be no meeting in April 2023 as the Parish Council would be in the purdah period prior to the May 2023 elections. The meeting dates for 2022/23 were duly proposed, seconded, and unanimously RESOLVED to be adopted. Motion carried.</p> <p>b) Annual Parish Electorate Meeting It was noted that the meeting scheduled for April had now been moved to after the May 2022 District Councillor elections. The rescheduled date would be circulated once a date and venue had been confirmed.</p> <p>c) Council correspondence The correspondence was noted as circulated. After debate Council determined that the correspondence was a series of statements and there were very few questions to be answered. The Clerk was instructed to send a simple response confirming that any decisions of the Council would be contained in the Council minutes and that the Council would consider the next steps once the community survey results had been received. The instruction to the Clerk was duly proposed, seconded, and RESOLVED by a majority to be adopted. Motion carried.</p> <p>d) Clerk matters</p> <ul style="list-style-type: none"> Community Bus was off the road from December until 7th April 2022. Councillors asked that the Community Bus trial extension be placed on the next available agenda

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	<ul style="list-style-type: none">• The ICO recordings issue remained unresolved• The May agenda which is the Annual Parish Meeting is now full but the June agenda deadline for business would be open until 9am 13th June 2022.• The Community Survey launch date had been put back until after the elections so would now launch with a flyer being issued 10th May 2022. <p>e) Questions to the Clerk by Council</p> <p>The Clerk was asked to report on the following:</p> <ul style="list-style-type: none">• Review on HGV's going through Colney Heath Village, nothing had been received to update Council• It was confirmed that the Scout group accessed Roestock Hut on 18th March 2022
21/22-113	<p>QUESTIONS FROM THE PUBLIC</p> <p>There was an offer to the members of the public to ask any questions but there were no questions so Standing Orders were not required to be suspended.</p> <p>The Chairman thanked all for their attendance and closed the meeting at 8.27pm</p>

Meeting closed at 8.27pm

L Chaplin LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 25/04/2022
Signed by

Chairman
Approved by Council 19th May 2022

