

# 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 26 JANUARY 2023, 7.30pm

<b>Members in attendance</b>	
Cllr K Barnes (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr T Burns (Colney Heath Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Mulroney (Highfield Ward)	Cllr G Shaw (Colney Heath Ward) Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Mrs L Peters
<b>Other attendees</b>	
10 members of the public	

<b>22/23-82</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> Apologies were noted from Cllr Llewelin and accepted for the reason stated. It was confirmed that two councillors and two members of the public were audio recording the meeting.
<b>22/23-83</b>	<b>DECLARATIONS OF INTEREST</b> a) Cllr Slaughter confirmed her conflict in Item 86c. Cllr Burns also noted a conflict in the same item but after discussion it was noted that Cllr Burns had no conflict. b) All councillors in attendance confirmed that their published declarations were correct and up to date. c) No dispensations received in advance. d) No dispensation requests verbally requested.
<b>22/23-84</b>	<b>QUESTIONS FROM THE PUBLIC</b> 7.31pm <i>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 asked or statements made. 7.31pm <i>Standing Orders were resumed.</i>
<b>22/23-85</b>	<b>MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL</b> Minutes of the Parish Council Meeting held 1 <sup>st</sup> December 2022 were noted as circulated and taken as read. It was confirmed that the grammatical changes suggested by Cllr Shaw had been changed in the copy to be signed. After the Chair confirmed that the minutes were not Hansard, the Chair allowed Cllr Shaw to propose a motion to make an addition in amendment to the minutes in Item 76b relating to the sale of CHPC asset Gloucester Park, a recorded vote was requested. The proposer was Cllr Shaw, seconder was Cllr Brazier. <ul style="list-style-type: none"> <li>➤ In favour – Cllrs Shaw, Burns &amp; Brazier</li> <li>➤ Against – Cllrs Cook, Slaughter, Solts, Mulroney &amp; Barnes.</li> </ul> <b>Motion failed.</b> The Chair allowed Cllr Shaw to propose a second motion with regards sale of CHPC asset Gloucester Park and the removal of a sentence. A recorded vote was requested. The proposer was Cllr Shaw, seconder was Cllr Burns. <ul style="list-style-type: none"> <li>➤ In favour – Cllrs Shaw &amp; Burns</li> <li>➤ Against – Cllrs Cook, Slaughter, Solts, Mulroney &amp; Barnes.</li> <li>➤ Abstention – Cllr Brazier</li> </ul> <b>Motion failed.</b> The Chair allowed Cllr Shaw to propose a third motion with regards sale of CHPC asset Gloucester Park and the insertion of a further sentence into the minutes. A recorded vote was requested. The proposer was Cllr Shaw, seconder was Cllr Burns.

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	<ul style="list-style-type: none"> <li>➤ In favour – Cllrs Shaw &amp; Burns</li> <li>➤ Against – Cllrs Cook, Slaughter, Solts, Mulroney &amp; Barnes.</li> <li>➤ Abstention – Cllr Brazier</li> </ul> <p><b>Motion failed.</b></p> <p>The Clerk wished to confirm for the record the continual challenge to her integrity and role as Proper Officer for this Council. This was noted by Council.</p> <p>Chair asked for any further comments as to their accuracy. There were no other comments regarding accuracy. The minutes were duly proposed, seconded, and <b>RESOLVED</b> by a majority vote to be a true and accurate record of the meeting.</p> <p><b>Motion carried.</b></p> <p>The Chair also note the continued challenge to the Clerk and her integrity in the draft minutes. Cllr Solts suggested a motion asking for changes to the minutes to be prepared and issued with the agenda so members had time to reflect on the changes suggested. The Chair allowed the motion suggested.</p> <p>A recorded vote was requested. The proposer was Cllr Solts, seconder was Cllr Barnes.</p> <ul style="list-style-type: none"> <li>➤ In favour – Cllrs Cook, Slaughter, Solts, Brazier, Mulroney, Burns &amp; Barnes.</li> <li>➤ Abstention – Cllr Shaw</li> </ul> <p><b>Motion carried.</b></p> <p>The minutes were duly proposed, seconded, and <b>RESOLVED</b> by a majority vote to be a true and accurate record of the meeting. <b>Motion carried.</b></p> <p>The minutes were signed by Chair Councillor Cook for publication on the website.</p>
	<p><b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b></p>
<p>22/23-86</p>	<p><b>FINANCE</b></p> <p><b>a) Approval of payments Month 9 – December 2022</b></p> <p>The signed payment sheet was noted as circulated with payments 120-133 in the amount of £14,578.71 confirmed as paid. There were no questions on the payment sheet. Therefore, retrospective approval for the Month 9 payments was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands.</p> <p><b>Motion carried.</b></p> <p><b>b) Approval of payments Month 10 – January 2023</b></p> <p>The signed payment sheet was noted as circulated with payments 134-150 in the amount of £16,290.61 confirmed to be paid. There were questions on payment for bollards, this was confirmed to have been approved by the Environment Committee as part of their delegated budget. Question on CP Associate Project Management work which had been confirmed in the last minutes dated 1<sup>st</sup> December 2022 and a question on photocopying. There were no further questions and the payment were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands. <b>Motion carried.</b></p> <p><b>c) Community Grant – 2<sup>nd</sup> round 2022/23</b></p> <p>The grant application report was noted as circulated. There being only one application to consider this was debated and it was duly proposed, seconded and <b>RESOLVED</b> by majority vote to award £1500 which was the full request amount to the Colney Heath Football and Social Club towards their project for new chairs.</p> <p><b>Motion carried.</b></p>

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<b>22/23-87</b>	<p><b>COMMUNITY GOVERNANCE REVIEW (CGR) UPDATE</b></p> <p><b>a) To receive and debate the contents of the Sealed CGR Order</b>          It was noted that a draft copy of the order was requested. It had not been provided in time for inclusion on the agenda, despite Cllr Solts intervening and requesting in several emails.          A copy of the sealed order was delivered by hand by a solicitor from the District Council. The Clerk signed its receipt at 7.15pm, witnessed by Cllrs Cook and Solts. Council were extremely disappointed with the late delivery of the contents of the order and felt that this was insulting, disrespectful and unjust to expect the Parish Council to make decisions without sight of this important document.          It was then proposed that a letter from the Parish Council Chair be sent to the District Council to inform them of this disappointment. The letter to be sent was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands. <b>Motion carried.</b></p> <p><b>b) St Albans District Association of Local Councils</b>          The minutes of the meeting held 9 January 2023 were noted as circulated and also the correspondence from the SADALAC Chair to St Albans District Council. There was a question on who attends these meetings and it was confirmed that these were for Chair and Clerks of Parish Councils in the St Albans District.</p> <p><b>c) Update on the sale of Gloucester Park</b>          It was confirmed that the land known as Gloucester Park/Gloucester Fields was submitted and fees paid for sale in December and a solicitor had been instructed to deal with legal aspects. The auction was scheduled for 16<sup>th</sup> February 2023 and was being handled by Allsop Property auctioneers.          It was further confirmed that last week the Parish Council were notified of an application by the Gloucester Park Action Group who had a valid application accepted to request the land be registered as an Asset of Community Value. Until the decision on listing the asset was made the sale process was confirmed to continue. The low guide price was noted but this was on recommendation of the auctioneers to raise interest.</p> <p><b>d) Update on actions as a result of the CGR order</b>          The Clerk confirmed that the assets within the unparished area as defined in the proposals were confirmed to St Albans District Council. Further to confirmation received that any asset remaining would be transferred steps would now be taken to remove the two noticeboards but that the bins and bus shelters would remain and be taken over by the District Council.          The land would be auctioned and the lease on the Parish Office would be subject for debate when the item on the budget was discussed.</p>
<b>22/23-88</b>	<p><b>COLNEY HEATH COMMON AND NATURE RESERVE</b></p> <p><b>a) Hertfordshire &amp; Middlesex Wildlife Trust Common Management Report</b>          It was confirmed that the Hertfordshire &amp; Middlesex Wildlife Trust report on the management for the Common had been received and would be sent out with the Environment Committee agenda.</p> <p><b>b) Vehicular Access</b>          The report was noted as circulated. There were some governance questions regarding matters in 2010 which were clarified from records held. It was confirmed that works carried out in 2010 were without consent. The options were noted and debated.</p>

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	<p>Council confirmed that they were keen to treat all users of the Common and all adjoining landowners equally. The Clerk was instructed to investigate the advantages and disadvantages of deregistering parts of the Common for parking and bring a further report back to a Council meeting</p>
22/23-89	<p><b>BUDGET 2023/24</b></p> <p><b>a) Budget Proposal and Precept 2023/24</b>                  Larger A3 copies of the budget were handed out. Councillors noted the amended 4<sup>th</sup> version of the draft budget. It was suggested that a decision on the Parish Office was needed to ensure that the new councillors could have some time to consider their options and it would give some security to all parties. It was felt not having an office from September 2023 put the Council at greater risk to make a quick decision in only a few short months after taking office.                  A proposal to extend the current lease on the Highfield Park Office to March 2024 aligning to the end of the financial year 2023/24 was duly proposed, seconded and <b>RESOLVED</b> by a majority show of hands. <b>Motion carried.</b>                  It was confirmed that until the contents of the Community Governance Order was reviewed the Precept could not be ratified. It was suggested that the Precept decision be deferred until the next Council meeting.</p> <p><b>b) CHPC Balance Sheet 2022/23</b>                  A copy of the current balance sheet was noted The RFO gave an explanation of the CHPC Balance Sheet.</p> <p><b>c) CHPC Ear-marked reserves (EMR) 2022/23</b>                  It was considered that the EMR 321 should be renamed as new office/community building for 2023/24, giving a more precise name would highlight the foundation of what the money was ear marked for. The renaming of EMR 321 from Building Fund to Office/Community Building was duly proposed, seconded and <b>RESOLVED</b> by a majority show of hands. <b>Motion carried.</b>                  It was noted that funds in the general reserves were higher than expected. There was a proposal that some funds be taken from general reserves and be placed into the Colney Heath High Street Play Area project EMR 318 to enable to get underway. The transfer of £29,282.00 into the Play Area project was duly proposed, seconded and <b>RESOLVED</b> unanimously by a show of hands. <b>Motion carried.</b> The Clerk was instructed to commence the tender process.                  It was confirmed that Nicholas Breakspear RC School in the unparished area after the split.</p>
22/23-90	<p><b>PARISH ADMINISTRATION &amp; EVENTS</b></p> <p><b>a) Freedom of Information Request – Fredericks Wood</b>                  The response on the questions asked regarding the dumping of earth at Fredericks Wood were noted and some councillors were shocked by the responses. The Clerk was instructed to send the responses to the County Councillor and the MP for their input as there appears to be no action being taken.</p> <p><b>b) ID Requirement at 2023 Elections</b>                  It was noted that this was a requirement for the elections from May 2023.</p> <p><b>c) March 2023 Full Council meeting</b>                  It was confirmed that the March 2023 meeting would now be held on 16<sup>th</sup> March 2023.</p> <p><b>d) Clerk report</b></p> <ul style="list-style-type: none"> <li>• Crime figures were circulated in December</li> </ul>



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	<ul style="list-style-type: none"> <li>• Confirmed that the external auditor for the next 5 years will be PKF Littlejohn LLP</li> <li>• A staff handbook project has progressed with the handbook now ready in draft for next month's HR Committee meeting</li> <li>• Rural payment Agency Higher Level stewardship renegotiated for 5 years increasing the income to the Council by at least £3,000 annually</li> <li>• Neighbourhood Plan area confirmation of options received from SADC and will come to the next Council meeting for a decision</li> <li>• Lots of potholes, street lights and salt requests all sign posted to the correct authority</li> <li>• Roestock Survey booked in for February</li> <li>• Fly tipping remains an issue on Warren Farm track, the gates installed have been surveyed for installation of an electric motor but there may be issues with power supply.</li> <li>• Serious amount of work being undertaken by Mike Rawlins and Cllr Cook on major planning applications and the Ellenbrook Quarry submission which ran into 56 pages plus a further appendix. There is also Welwyn Hatfield Local Plan consultation, Affinity Water consultation plus the Roestock and Tollgate major applications work.</li> <li>• The new internal auditor started with an in person audit, was supposed to be in the office for a full day but because the Clerk/RFO is so administratively meticulous was able to undertake the planned whole day audit in half a day saving costs. Comments were that the paperwork and accounts management were 'very impressive'. There were some observations made which will be implemented and in due course and there will be a report issued.</li> </ul> <p><b>e) Questions to Clerk</b></p> <ul style="list-style-type: none"> <li>• Insurance query on personal liability of potential employment matters, awaiting response.</li> <li>• Salt bins – if Parish Council do not fill, who does? If on public highway best option is to get a volunteer community co-ordinator and get salt delivered locally to that bin</li> <li>• Email storage options and succession planning for February or March meeting.</li> </ul>
22/23-91	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p><b>a) Highfield Park Trust</b> Cllr Barnes reported that Wassailing 2023 was very successful and attended by nearly 200 people from all age groups. Chair of Highfield Park Trust thanked the Parish Council for sponsoring the event.</p> <p><b>b) Twinning Association</b> Cllr Burns reported that there was an AGM held recently and once the minutes were available they would be forwarded to the Parish Council for onward distribution. .</p>
22/23-92	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p><i>9.04pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p>

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	<ul style="list-style-type: none"><li>• There was a question on a whether Council would consider a bid from a group of residents. Cllr Cook commented that selling by auction demonstrated best value was obtained as required by section 123 of the Local Government Act 1972 and gave certainty of sale prior to the Community Governance Order split date of 1<sup>st</sup> April 2023. The decision was made and debated at length at Council on 1<sup>st</sup> December 2022 and no offer had been received for the land recently.</li><li>• Another comment on Gloucester Park regarding the community survey and also reference to the expressions of interest exercise.</li><li>• Question from a Trustee of the Colney Heath Village Hall regarding liability on Common Land.</li></ul> <p><i>9.09pm Standing Orders were resumed.</i></p> <p>The Chairman thanked all for their attendance and closed the meeting at 9.09pm</p>
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## Meeting closed at 9.09pm

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 30/01/2023

Signed by  
Councillor Peter Cook  
Chair  
Approved by Council 23<sup>rd</sup> February 2023



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## COLNEY HEATH PAYMENTS LIST – Q3 2022/23

Approved payments for December (Month 9)		
Ref. No	Payment To	£ inc. VAT
120	Ace Shelters - Replacement Polycarbonate & Beading	£ 300.00
121	KG Tree Care - Cut Back Willow Trees, Ivy take away & Tidy	£ 6,740.00
122	Highfield Park Trust - Room Hire 30/11/2022	£ 75.00
123	Neighbourhood Plan Project Officer (Voluntary) approved honorarium	£ 1,500.00
124	Peoplesafe - Security Alarm for Common Ranger - 29/09 - 28/12/2022	£ 79.20
125	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
126	Renteq Highways - Traffic Management Road & Lane Closure	£ 2,010.00
127	Iris - Payroll - Month 8	£ 113.43
128	CP Associates - Project Management- December 2022	£ 928.55
129	TBS Hygiene - Litter Bin Collection - December 2022	£ 352.80
130	TBS Hygiene - Dog Waste Collection - December 2022	£ 283.50
131	Microshade - Hosted Application Service	£ 73.80
132	Clerk/RFO Expenses - Broadband - Annual Dropbox renewal	£ 379.43
133	SLCC Themed Summit 22/03/2023 - Clerk/RFO	£ 72.00

## COLNEY HEATH PAYMENTS LIST – Q4 2022/23

Approved payments for January (Month 10)		
Ref. No	Payment To	£ inc. VAT
134	Auction Entrance Fee - Land at Gloucester Fields, St. Albans	£ 300.00
135	Herts Full Stop - Stationery	£ 236.72
136	Parish Online - Digital Mapping	£ 288.00
137	People Safe - Security Alarm Common Ranger - 29/12/2022 - 28/03/2023	£ 79.20
138	Highfield Park Trust - Electricity - December	£ 52.00
139	Microshade - Hosted Application Service	£ 73.80
140	TBS Hygiene - Removal of Flytipped Rubbish on Warren Farm Track	£ 504.00
141	CP Associates - Project Manager - January 2023	£ 928.55
142	ABC Fencing - 900mm High bollards - Coursers Road, Colney Heath	£ 8,265.60
143	ABC Fencing - Phase 1 - 2 hoop barriers Village Hall	£ 2,139.24
144	ABC Fencing - 1 Pedestrian gate replacement - Roestock Park	£ 2,170.02
145	Highfield Park Trust - Wassailing Grant	£ 342.12
146	Vision ICT - Hosted Emails - March 2023 - February 2024	£ 43.20
147	CP Associates - Prep Staff Handbook/Review of Employment Policies	£ 434.50
148	FCBS - Quarterly Scanner Service 14/10/2022 - 13/01/2023	£ 206.50
149	Viking - 2 x Toner Cartridges HP 207x HY	£ 198.96
150	Rural Payments Agency - removal of 0.12 hectares from agreement	£ 28.20
151	Anglia Sign Casting Memorial Plaque replacement WJ Inv 58568	£ 188.56
152	Glasdon - Salt Bin for KGV Car Park Inv S1854626	£ 215.11