

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 16 FEBRUARY 2023, 7.30pm

Members in attendance	
Cllr K Barnes (Highfield Ward) Cllr H Brazier (Hill End Ward) Cllr P Cook (Chairman) (Highfield Ward) Cllr J Llewellyn (Colney Heath Ward)	Cllr J Mulroney (Highfield Ward) Cllr K Slaughter (Colney Heath Ward) Cllr R Solts (Highfield Ward) Clerk of the Council, Mrs L Peters
Other attendees 8 members of the public	
22/23-99	APOLOGIES & ANNOUNCEMENTS Apologies were noted from Cllr Burns and accepted for the reason stated and Cllr Shaw with no reason stated. It was confirmed that one councillor and two members of the public were audio recording the meeting.
22/23-100	DECLARATIONS OF INTEREST a) There were no conflicts of interest noted on items in this agenda. b) All councillors in attendance confirmed verbally and individually that their published declarations were correct and up to date as of this meeting. It was noted that Cllr Shaw update referred to at the Council meeting of 6 th February remained unsigned and undated. c) No dispensations received in advance. d) No dispensation requests verbally requested.
22/23-101	QUESTIONS FROM THE PUBLIC <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> There was a question regarding approvals in the confidential cashbook. The question was noted by the Chair. <i>7.341pm Standing Orders were resumed.</i>
22/23-102	MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL Minutes of the Extraordinary Parish Council Meeting held 6 th February 2023 were noted as circulated and taken as read. Chair asked for any comments as to the accuracy of the minutes. There were no comments regarding accuracy. The minutes were duly proposed, seconded, and unanimously RESOLVED to be a true and accurate record of the meeting. Motion carried. The minutes were signed by Chair Councillor Cook for publication on the website.
<u>FINANCE, AUDIT & GOVERNANCE</u>	
22/23-103	FINANCE a) Approval of payments Month 11 – February 2023 The payment sheet was noted as circulated with payments 151-166 in the amount of £5,999.08 confirmed to be paid by BACS 28 th February 2023. There were no questions on any of the payments listed. The payments were duly proposed, seconded and unanimously RESOLVED by a show of hands. Motion carried. b) Earmarked expenditure for Tyttenhanger Open Space The request by the Environment Committee for expenditure of £3,380 to be spent from earmarked reserves on cutting back the perimeter of Tyttenhanger Open Space was noted. The expenditure in Tyttenhanger was noted as a good use of the Council reserves. It was duly proposed, seconded and unanimously

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	<p>RESOLVED by a show of hands that £3,380 would be spent from EMR 342 Trees & Hedges at Tyttenhanger Open Space to cut the three remaining perimeter hedges. Motion carried.</p> <p>c) CHPC Investment Policy The policy was noted as circulated. There were no further questions or amendments and it was duly proposed, seconded and unanimously RESOLVED by a show of hands that the investment policy be adopted for a period of 12 months, with the caveat that if the new Council wish to review investments then this review could be brought forward. Motion carried.</p> <p>AUDIT</p> <p>d) Interim Audit Cover Letter The cover letter from the new internal auditor was noted as circulated. There were no questions and the letter was noted by Council.</p> <p>Interim Audit Summary The interim audit summary was noted as circulated. There were no questions and the summary was noted by Council.</p> <p>Interim Audit Observations The interim audit observations and RFO comments on the observations were noted as circulated. Members noted there was a question as to where the 5.3% issue had arisen and asked for this to be reviewed with the auditor. The football club lease was noted as still not signed and the Fields in Trust delay and application were noted.</p> <p>The Chair advised in answer to the point raised in public questions the confidential cashbook was approved annually by the HR Committee and wages are [would be] paid on the basis of this authority and signed by two councillors on a monthly basis from the reports provided by the payroll administrator. The review for 2023/24 was due later this month.</p> <p>There were no further questions and the observations were noted by Council.</p>
22/23/104	<p>PARISH COUNCIL COMMITTEES</p> <p>a) Environment Committee The minutes and actions of the Environment Committee meeting held 1st November 2022 were noted as circulated. There were no questions on the content and these were accepted and noted by Council. The minutes and actions of the Environment Committee meeting held 30th January 2023 were noted as circulated. There were no questions on the content and these were accepted and noted by Council.</p> <p>b) Human Resources Committee It was noted that the next meeting of the HR Committee would be on Monday 27th February 2023 at 7.30pm.</p> <p>c) Finance & Governance Committee It was noted that there would be no further meetings of this Committee until after the elections in May 2023.</p>
22/23-105	<p>ASSET OF COMMUNITY VALUE (ACV)</p> <p>a) Gloucester Park/Gloucester Fields It was formally confirmed that the asset known as Gloucester Park/Gloucester Fields was listed as an Asset of Community Value on 9th February 2023 and that a request for a review of this decision was submitted 10th February 2023. Details of the timetable for the review would be confirmed by St Albans City & District</p>

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	<p>Council (SADC). An oral hearing was confirmed to be requested by Council. As there had been a number of comments and questions asked by residents of the whole Parish it was felt that an oral hearing would be the most transparent way of handling this.</p> <p>b) Marketing of Gloucester Park - motion in advance The motion in advance was explained and debated. The process was reconfirmed. It was noted that there had been comments from both sides of the parish – urban and rural. The review process which has been sent was recently updated in February 2023 and the Clerk was instructed to obtain the previous copy. St Albans District Council confirmed via the S151 Officer that there was no budget for this asset and any works would be funded via reserves. The motion received in advance and that was already duly proposed, seconded was ‘<i>To instruct the Clerk to market the property with immediate effect allowing the successful ACV nominee 6 weeks to make their bid as advised by SADC officers on Wednesday 6th February 2023 and as set out in the legislation</i>’ the motion was RESOLVED carried by a majority vote. Motion carried.</p>
<p>22/23-106</p>	<p>COMMUNITY GOVERNANCE REVIEW (CGR) UPDATE An overview of the meeting held with the St Albans District Council was noted by the councillors who attended. It was noted that information such as the legislation referred to and requested from the meeting was still to be provided by the legal officer present at the meeting. There would be a follow up would be lessons learnt and how constructive engagement by SADC officers and councillors on future public would take place.</p> <p>a) Bus Shelters in the unparished area It was noted that there were three bus shelters that would be transferred to St Albans City & District Council under the Community Governance Addendum Order, Council were asked to consider moving these bus shelters as assets within the new parish boundary as they had done with the noticeboards. Cost of the removal of the two bus shelters was confirmed as £1750 but that this did not include the removal of the wooden structures. There was some differences in opinion and after reasoned debate a motion to move the two bus shelters was duly proposed, seconded and RESOLVED by majority vote. Motion carried. It was delegated to the Clerk working with the Colney Heath Ward Councillors to decide which two bus shelters would be replaced, all to be considered with the exception of Hall Gardens which was being replaced by funds from the Bullens Green development.</p> <p>b) Neighbourhood Plan The paper written by the Neighbourhood Plan Project Officer (voluntary) was noted as circulated. The paper contained some questions which would be put to St Albans City & District Council. It was deemed that the questions should be put and then the answers would be looked at by the new Council. It was duly proposed, seconded and unanimously RESOLVED that the Clerk and the Neighbourhood Plan Project Officer (voluntary) continue to work on the Neighbourhood Plan until given further instructions by the new Council.</p> <p>c) Update on actions as a result of the CGR order The Clerk confirmed that the noticeboards would be moved imminently one to the school and one to the Notcutts bus stop. A contractor was being used to carry out this work.</p>

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22/23-107	<p>BUDGET 2023/24</p> <p>a) Budget Proposal and Precept 2023/24 The 5th version of the budget was noted and the current Month 10 figures had been added. The recent SADC papers issued for their budget meeting noted a 54.77% decrease in electorate due to the impact of the Community Governance Review. Council were asked by the HR Chair to note the statement made at the last meeting from the insurance company. In order to mitigate risk to the Council there was a proposal to increase the Precept by a further £15,000 but this failed to secure a seconder. The Precept was set at £172,027 which equated to a 82.15% increase this was duly proposed, seconded and unanimously RESOLVED to be submitted as the Precept demand for 2023/24. Motion carried. The Clerk was instructed to prepare an up-to-date report on the ear marked reserves (EMR) for review at the next Council meeting.</p> <p>b) CHPC Balance Sheet 2022/23 A copy of the current balance sheet was noted as circulated.</p> <p>c) CHPC Ear-marked reserves (EMR) 2022/23 A copy of the current earmarked reserves was noted as circulated.</p> <p>d) Income & Expenditure Report as at end January 2023 A copy of the income and expenditure report was noted as circulated and this would have been presented to the Finance & Governance Committee meeting it was added to this agenda.</p>
22/23-108	<p>PARISH ADMINISTRATION & EVENTS</p> <p>a) Clerk report</p> <ul style="list-style-type: none"> • Clerk confirmed for the record communication with the District Councillors and the reason for the statement made at the previous meeting. • To note an update on the Colney Heath Sports and Social Club lease and that an application is required to be submitted to Fields in Trust for their consent to the lease and that a recent request from the Valuation Office was completed and submitted • Request for two bouncy castles at CMH hall, Tyttenhanger for Saturday 8th July 2023, all inspection reports for inflatables have been received and 10 million PLI - event is 5pm-10pm. Council approved this event to go ahead. • Request for use of the field by a dog show by the Home Counties Boxer Welfare Society who have asked for plan for the day as they want to park on the field which isn't allowed, have also asked for PLI insurance and if this is sent will come to next Council meeting in March. • Michael Gove MP confirmed on 7 February 2023 that local (parish and town) councils would not be subject to the council tax referendum principles in 2023/24. • Email from The Lord-Lieutenant of Hertfordshire who is His Majesty the King's personal representative in Hertfordshire and the Lieutenancy are compiling a list of events across the County for the coronation. • Thank you letter for the £500 grant and picture of the sit on mower from CDA purchased for the Community Garden of St Albans • Confirming that there was no correspondence received from any of the District Councillors and indeed no acknowledgment of the email containing the agenda but that County Councillor Hale sent his apologies and has asked me to remind you of the next Highways meeting with him and highways officers which will take

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	<p>place on Tuesday 28 February at 2pm at the offices of Sandridge Parish Council. Cllr Slaughters attendance has been noted.</p> <ul style="list-style-type: none"> • Election briefing on MS Teams for prospective candidates at 11am on 28th February an invitation will be sent round for those who are interested in attending • Email from the solicitors representing NHS Estates requesting £1000 in legal fees to manage the transfer of the asset and that the Parish Council will have to issue certificates of compliance and any deed of covenant, these costs have been passed to the new owner SADC • FOI requests this month totalled 3. Responses are included on the Parish Council website. One request was for emails from councillor email accounts both personal and council accounts. The Clerk was instructed to take over all parish councillor email accounts and remove any data required for the FOI but to give councillors notice of when this would happen. • The last day for agenda items for the March meeting would be Monday 6th March. <p>b) Questions to Clerk</p> <ul style="list-style-type: none"> • There were no questions.
<p>22/23-109</p>	<p>REPRESENTATIVES ON OUTSIDE BODIES</p> <p>a) Highfield Park Trust There was nothing to report.</p> <p>b) Twinning Association Representative not in attendance but the Clerk reported that the most recent newsletter was circulated last week.</p>
<p>22/23-110</p>	<p>QUESTIONS FROM THE PUBLIC</p> <p><i>8.57pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p> <ul style="list-style-type: none"> • There were no questions. <p><i>8.58pm Standing Orders were resumed.</i></p> <p>The Chairman thanked all for their attendance and closed the meeting at 8.58pm</p>

Meeting closed at 8.58pm

L Peters LCGI PSLCC CPFA CILOA
Clerk to the Council
Drafted 24/02/2023



Signed by
Councillor Peter Cook
Chair
Approved by Council 16th March 2023

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COLNEY HEATH PAYMENTS LIST – Q4 2022/23

Approved payments for February (Month 11)

Ref. No	Payment To	£ inc. VAT
151	Highfield Park Trust - Electricity October 2022 & November 2022	£ 121.12
152	Highfield Park Trust - Electricity January 2023	£ 60.43
153	Highfield Park Trust - Room Hire 26/01/23 & 30/01/23	£ 135.00
154	Viking - Stationery & Office Cleaning	£ 44.74
155	CHFC - Grant Payment 2022/23 New Chairs & Tables	£ 1,500.00
156	Rural Payments Agency - Remaining payback for Pond regeneration	£ 176.34
157	TBS Hygiene Ltd - Clearance of 6 bags of glass bottles at WFT/Common	£ 24.00
158	TBS Hygiene Ltd - Metal Cladding at WFT/Common	£ 90.00
159	TBS Hygiene Ltd - Dog Waste Collection - January 2023	£ 226.80
160	TBS Hygiene Ltd - Litter Bin Collection - January 2023	£ 282.24
161	CP Associates - Project Manager Support - February	£ 928.55
162	Microshade - Hosted Application Service - November	£ 73.80
163	Microshade - Hosted Application Service - January	£ 73.80
164	ABC Fencing - Additional hoop barriers - Common near V Hall	£ 2,139.24
165	Ricky Tyler Landscapes - Tidy up and Weed 5 green planters	£ 108.00
166	Expenses - Common Ranger - Petrol for Brushcutter	£ 15.05

Draft until approved by Council 16/03/2023