

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 22 FEBRUARY 2024, 7.30pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) (Chair) Cllr S Parish (Tyttenhanger Ward)	Cllr N Pettit (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward) Clerk of the Council, Mrs L Peters
Other attendees	
6 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
23/24-104	APOLOGIES & ANNOUNCEMENTS Apologies were noted from Cllr Tallents and accepted for the reason given. It was noted that 3 councillors and 2 members of the public were audio recording the meeting.
23/24-105	DECLARATIONS OF INTEREST a) Cllr Clemow, Cllr Burns and Cllr Shaw declared a non-pecuniary interest in Item 109, a potential grant award to the Colney Heath Boissy Twinning Association of which Councillors Clemow and Shaw are members of the committee and Councillors Burns is a member of the association. b) No written requests for dispensations were received. c) No dispensations received in advance.
23/24-106	QUESTIONS FROM THE PUBLIC NOTE START TIME <i>7.33pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> <ul style="list-style-type: none"> • There was an update on from the Smallford Station and Alban Way Heritage Association who confirmed some dates such as a café event on 1st April 2024, an open day 16th June 2024 and the Annual Heritage day confirmed as the 18th November 2024. <i>7.35pm Standing Orders were resumed.</i>
23/24-107	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the meeting held 18 th January 2024 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. Cllr Parish raised an issue with a comment made by the Proper Officer within the minutes that didn't occur in the meeting. The Clerk explained that the minutes were a record and on this occasion the item debated and minuted was recorded as it was unusual to have such a debate without referring to the Clerk as Proper Officer to offer any guidance or recommendation, this was included in the minutes for good governance, transparency and insurance purposes regarding any decisions relating to the content of the debate at the January meeting, item 100e. The Clerk referred councillors to the Good Councillor Guide and other documents which define the Clerk's role. The Clerk noted she did not offer advice in this situation. There were no further comments raised regarding accuracy of the minutes. The minutes were duly proposed, seconded, and RESOLVED unanimously by a show of hands to be a true and accurate record of the meeting. Motion carried.

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	The minutes would be signed by the Chair of the meeting for the record and would be marked as signed on the website.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
23/24-108	<p>FINANCE</p> <p>a) Payment Approval for February 2024</p> <p>The payment sheet with month 11 payments 139-147 in the amount of £7,310.01 was noted as circulated. The Clerk noted two further payments to be approved which were the initial payment on the installation of the new play area at the Recreation Ground and the membership of the London Green Belt Council this amended the payment sheet for month 11 to payments 139-149 and the total to be paid to £22,597.34. The Chair of the meeting asked for any queries or questions on any of the payments.</p> <p>There was a query on a payment to clean a bus shelter where rubbish had been dumped, as soon as it was reported the bus shelter rubbish clearance had been organised by the Clerk but in the meantime Cllr Brazier had requested that the District Council also clear the rubbish. The rubbish was picked up but the bus shelter received a thorough clean and sweep, and the bus shelter was now clear.</p> <p>There was also a resident who had raised a query on the recent fix to the Roestock Park play area bridge. The Clerk explained that the Parish Council must comply with BS EN 1176 and for insurance and liability reasons the Council is required to engage qualified and recognised play area providers for both installation, maintenance and repairs. The certification of providers is provided by CHAS – who are a provider of health and safety assessments, requalification services and supply chain risk management solutions for contractors and clients. Providers should also hold the ROSPA accreditation and be a member of SAPCA – the Sports and Play Area Construction Association.</p> <p>The Parish Council endeavours to obtain quotations for work in accordance with the Council's procurement policy. The Council is not in a position to engage unqualified/uncertified tradespersons when requesting quotations. The speed of response and costs are a result of the limited number of available qualified providers.</p> <p>The work on the replacement bridge has been completed in accordance with the specification. The bridge was made off-site combining 13 pieces of treated wood with 12 short chains. The work on-site required the drilling of the holes in the 13 pieces of wood and the attachments of the two large chains to construct the joined bridge. That had to be performed on-site to ensure the holes were drilled to align with the current equipment.</p> <p>Further information was provided on the provision and costs of the security fencing erected in August 2023 total expenditure on the fencing less VAT was a total of £827.20 equated to £165.44 per month. Prior to booking with this contractor an option was explored to hire the fencing direct. This worked out as follows: 8 panels of HERAS fencing including clips and stands @ £36.00 per week = £792.00, delivery and collection by hire company = £50.00, contractor to</p>

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	<p>attend site, erect fencing then attend and remove fencing = £300 Total cost £1142.00 equated to £190.33 per month.</p> <p>The Chair noted the safety requirements to procure, maintain and repair playground equipment results in high costs for the Parish budget. The alternative was to remove the equipment and close the playgrounds. No support for that had been expressed by residents, while the provision of facilities for children were noted.</p> <p>There were no further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the invoices having been reviewed and signed by two councillors be paid by BACS before the end of February 2024.</p> <p>Motion carried.</p> <p>b) Colney Heath Recreation Ground Car Park resurfacing Background was given on the declining state of the car park surface. With the impending start of the playground works, the repair work would be better timed on completion of the new play area. As requested by the Chair, the Clerk confirmed she was satisfied with the proposed amended motion. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be instructed to obtain quotes for the works and report back to Council at an appropriate time.</p> <p>Motion carried.</p> <p>c) Woodland Trust tree planting plan It was noted that the 405 trees would be arriving soon and that Cllrs Brazier and Pettit were leading on this project working with the Clerk. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the works to plant the trees be delegated to the Clerk working with Cllrs Brazier and Pettit in co-ordinating the event and that a budget of £350 would be allocated to cover rabbit guards and bamboo canes for planting.</p> <p>Motion carried</p>
23/24-109	<p>COMMUNITY GRANTS 2023/24 - 2nd ROUND The confidential circulation to councillors was noted. After some debate including instruction to the Clerk to ensure the girl guiding last set of accounts were obtained for the files grant awards were duly proposed, seconded, and RESOLVED by a majority show of hands</p> <ul style="list-style-type: none"> • Colney Heath Boissy Twinning Association should receive an award from allocated grant funding and awarded £600.00 for a special event for the members and their visiting guests from France. The power used for this award was s144 of the Local Government Act – Power to contribute and encouragement of tourism and unanimously that • Colney Heath Girlguiding should receive an award from allocated grant funding and awarded £750.00 to organise a 2024 event for the whole Parish to be invited to attend. <p>Motion carried.</p>

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	<p>The power used for this award was s137 of the Local Government Act - Power of local authorities to incur expenditure for certain purposes not otherwise authorised. The budget for community grant allocation was £2500.00 and with these grants allocated there remains £90.00 in the 2023/24 allocation. The s137 amount for Colney Heath 2023/24 was £20,992.02 and £19,182.02 remains.</p>
<p>23/24-110</p>	<p>GOVERNANCE</p> <p>a) The Complaints Policy was noted as circulated. There was a question as to whether the policies were new or updated. The Clerk stated that all policies were updated. There were points raised on section 1.2,3.4, 3.6 and 4.4 all were discussed but no changes were proposed. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be adopted as drafted this would be for a period of 2 years.</p> <p>b) The Habitual & Vexatious Complaints Policy was noted as circulated. There was a comment on 1.3 a definition at 3.1 and 3.3 and clarification regarding the use of councillor in 4.6 but no changes were proposed. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be adopted as drafted this would be for a period of 2 years.</p> <p>c) The Members Allowance Policy was noted as circulated. Councillors deferred this policy review until the next meeting.</p> <p>d) The Procurement Policy was noted as circulated. Changes were noted to include</p> <ul style="list-style-type: none"> • provision from contractors of cashflow statements and current balance sheet on and within the table; • written would be added to provided quotations and; • three quotations would be obtained and any less than three would be by exception and reported to Council. <p>It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that subject to the proposed changes and additions the policy be adopted for a period of 2 years or updated as legislation requires.</p> <p>e) The report on the Freedom of Information request was noted as circulated. The Clerk was asked her opinion on the matter and recommended that the Parish Council speak with the ICO regarding what is required to self report. The Clerk also confirmed that her advice would be to stop using personal email addresses and either copy the Clerk in for information or delete any items that have been dealt with and that can be deleted and to do this regularly. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk would reply to the outstanding request and contact the ICO to self report the challenges within the Parish Council.</p> <p>Motion carried</p> <p>f) The Clerk reported on the policy review and the following were noted:</p> <ul style="list-style-type: none"> • Transparency Statement – removed as now a dedicated page on the website • Volunteer Policy – removed as form amended by Council • Asset Statement – removed as forms part of the CHPC Vision • Co-option procedure – removed and will only be published when required and as per the rules of the time • Privacy Policy Statement – removed as has its own dedicated page on the website

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	<ul style="list-style-type: none"> • Model Publications Scheme – reviewed and updated, statutory timescales used and documents held published so not required to be approved by Council <p>Council requested that these details be placed in the minutes.</p>
<p>23/24-111</p>	<p>PLANNING & CONSULTATIONS</p> <p>It was confirmed that the following applications were circulated under delegated authority between meetings;</p> <p>a) 5/2023/2594 – 115 Colney Heath Lane, Colney Heath It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>b) 5/2023/2601 – 7 Tyttenhanger Green, Tyttenhanger It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>c) 5/2023/2613 – Holly House, Roestock Lane, Colney Heath It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>d) 5/2024/0041 – 43 Meadway, Colney Heath Council noted the resident comments on the portal. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit an objection in that this application was not in keeping with the surrounding area in size or aesthetic look. Motion carried</p> <p>e) 5/2024/0081- 43 Meadway, Colney Heath Council noted the resident comments on the portal. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit an objection in that this application was not in keeping with the surrounding area in size or aesthetic look. Motion carried</p> <p>f) 5/2023/2157 – 3 Ye Olde House, Sleapshyde It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that this application be delegated to the Clerk working with the Planning working group to register an objection to this application. Motion carried</p> <p>g) 5/2024/0121 – 3 Ye Olde House, Sleapshyde It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that this application be delegated to the Clerk working with the Planning working group to register an objection to this application. Motion carried</p> <p>h) 5/2024/0120 – 3 Ye Olde House, Sleapshyde It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that this application be delegated to the Clerk working with the Planning working group to register an objection to this application. Motion carried</p>

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	<p>i) 5/2023/2201 – 3 Ye Olde House, Sleapshyde It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that this application be delegated to the Clerk working with the Planning working group to register an objection to this application. Motion carried</p> <p>j) 5/2024/0036 – The Crooked Billet, High Street, Colney Heath It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit a comment supporting this application. Motion carried</p> <p>k) 5/2023/2504 – 9 Sleapcross Gardens, Colney Heath Council noted the resident comments on the portal. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit an objection in that this application was not in keeping with the surrounding area in size or aesthetic look. Motion carried</p> <p>l) 5/223/0211 – 59 High Street, Colney Heath It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>m) Highfield Park Newsletter The circulation of the Highfield Park newsletter and the reference to the Parish Council approach in 2017 was noted. After debate. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to write a letter requesting details and a meeting in order to engage further. Motion carried</p>
23/24-112	<p>ELLENBROOK QUARRY RULE 6 PARTY In the event of an appeal being lodged it is the intention of Colney Heath Parish Council to register as a Rule 6 party. After debate. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to register as a Rule 6 party in the event of any appeal being lodged on the Ellenbrook Quarry. Motion carried Prior to an appeal being made it was proposed to work with representatives other interested objecting parties who intended to be Rule 6 parties. The Clerk confirmed this was not currently a financial implication. If and when it may, a budget would be put to the Council. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to work the representatives of the other parties intending to apply for Rule 6 status including Hatfield Town Council, Ellenbrook Area Residents Association and Smallford Residents Association, to undertake work as required to manage and support objections to the potential lodging of an appeal including any required or approved marketing designated as required by the potential Rule 6 parties. Motion carried</p>
23/24-113	<p>NEIGHBOURHOOD PLAN The Councillor workshop was noted.</p>

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a) The Terms of Reference for the Neighbourhood Plan Steering Group (NPSG) were noted as circulated. There were some amendments noted:

- 3.1 Add Chair as Chair of NPSG
- 3.2 Person chairing the meeting
- 4.1 Add NPSG and any sub-groups
- 4.2 Add after Chairman 'or if not available the Clerk'
- 5.2 Three members and this should include at least 1 officer

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that subject to the changes as noted being made the NPSG Terms of Reference were adopted and would be reviewed in 2 years.

Motion carried

b) It was reported that a grant had been offered of £912.00 for admin costs including the setting up of a new Neighbourhood Plan website. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Clerk work with the NPSG Project Officer on the expenditure of the grant.

Motion carried

c) **Strategic direction**

The paper was noted as circulated. The Chair of the meeting gave background to the item. After debate and recommendation of the Clerk. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to accept the recommendation for a mixture of some allocated suitable sites and policies against which other applications should be assessed against

Motion carried

9.06pm – 9.08pm Standing Orders were suspended so the Neighbourhood Plan Project Officer (voluntary) could offer advice to Council

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that a policy for redevelopment and demolition was to be included in the Neighbourhood Plan subject to a balancing policy to balance and protect historical buildings and sensitive sites.

Motion carried

9.12pm – 9.15pm Standing Orders were suspended so the Neighbourhood Plan Project Officer (voluntary) could offer advice to Council

Council noted the Hertsmere meeting to discuss their Local Plan being held both at the Hertsmere Council offices and also online on 20th March 2024.

9.17pm – 9.20pm Standing Orders were suspended so the Neighbourhood Plan Project Officer (voluntary) could offer advice to Council

It was noted that in the context of a Neighbourhood Plan a delivery plan was a list of items which were raised by residents but that could not be accommodated in a Neighbourhood Plan. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that a delivery plan would be provided as a non-statutory appendix to the Neighbourhood Plan and also that key activities and strategic milestones would be sufficient for the Parish Council.

Motion carried

Regarding priorities the Chair noted participation as a Rule 6 party in planning appeals required meeting short and demanding deadlines. Responding to planning applications was less demanding in terms of timescales but still required considerable time and work

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	<p>The Chair commented that he had recorded the amount of time he had spent on the Tollgate Road inquiry and this had been 250 hours. Residents expected the Council to oppose inappropriate proposals. The Neighbourhood plan was important but not as urgent and appeals and responding to planning applications. After debate it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the current priorities would be</p> <p>P1 – Planning Appeals P2 – Planning Applications P3 – Neighbourhood Plan</p> <p>Motion carried</p> <p>It was hoped that with bringing in more volunteers and skills these priorities could be reversed.</p>
<p>23/24-114</p>	<p>PARISH COUNCIL WORKING PARTIES</p> <p>a) Communications Verbal report from Cllr Pettit including the new edition of the Kite was being prepared for issue in March 2024.</p> <p>b) Community Organisations Nothing to report since the last Council meeting.</p> <p>c) Planning Verbal report from Cllr Burns. Since last meeting had submitted the objection to the CH Lane application. Main focus now was the Tarmac appeal which will start on 23rd April 2024. Thanks to all volunteers who assisted in the Tollgate Appeal, the paperwork issued from the inspector noted the evidence from the Parish Council.</p> <p>d) Charles Morris Hall Nothing to report since the last Council meeting.</p> <p>e) Roestock Hut The report was noted as circulated. The detailed assessment of potential options for the building which was a governance requirement was being fleshed out after advice from the Clerk. A brief would be prepared prior to quotes being obtained for professional fees to prepare a budget for the refurbishment. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to obtain cost estimates to establish a budget for the works including those identified in the most recent Brazier Freeth survey report and as noted in the circulated background paper. Fee quotes to be obtained from a Quantity Surveyor not trade estimates or quotations</p> <p>Motion carried.</p>
<p>23/24-115</p>	<p>PARISH ADMINISTRATION & EVENTS</p> <p>a) Clerk report The Clerk confirmed responses to the following questions. The emails, the councillors they were received from and the topic are noted below within the minutes. The full question and the formal response are appended to these minutes.</p> <ul style="list-style-type: none"> • 20th January 2024, Cllr Clemow, Charles Morris Hall • 20th January 2024, Cllr Clemow, Roestock Hut • 2nd February 2024, Cllr Parish, Tyttenhanger Accessway

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- 9th February 2024, Cllr Brazier, Trees and Litter Pick
- 9th February 2024, Cllr Clemow, Asset Statement
- 9th February 2024, Cllr Clemow, Roestock Hut
- 11th January 2024, Cllr Clemow, Confidential Staffing Issue, update

Other matters raised in the Clerk's report were noted as follows, full details in the Clerk report attached in the appendix to these minutes:

- Roestock bridge was inspected on 7 February 2024 and invoice was passed for payment after approval of the works completed.
- The meeting with Colney Heath Football Club to discuss potential changes to the Heads of Terms agreed in Jul 2023 will now take place late Mar 2024.
- Approached by SADC for a venue for the Tarmac appeal as the inspector feels a second venue will be needed in case it runs over.
- Parish Council positive feedback on work for the Smallford Planning Application shared with the planning working party and noted here. "Once again, the Parish Council's analysis has been thorough and insightful. They do their part well." Permission sought and name disclosed to the team involved.
- After a review of the PC in the Parish Office is has been determined by the IT Consultant that the PC purchased in early 2017 has come to the end of its useful life and is now resulting in loss of function taking significant staff time to start up and close. PCs last for a minimum of 3 years to around 7-8 years maximum so a quote for a replacement is being sought and will be on the March agenda.
- The Department for Levelling Up, Housing and Communities have notified that the appropriate sum for Local Government Act 1972 Section 137(4)(a) for Parish, Town and Community Councils for 2024-25 is £10.81 per elector.
- Several reports of dangerous parking in Sleapshyde Lane and the surrounding areas – reportedly to be largely due to contractors and employees of the businesses in Smallford Works using the road as an overflow car park.
- Documentation received from a former councillor - draft minutes from 12 May 2011 and 12 May 2012 on review of minutes held the original minutes have been located in the archive and will be scanned and added to the website so the emailed documents will be deleted. The two payment [pink] sheets from 2011 and 2012 will not be held and will be deleted as financial information is required to be held for a period of 6 years.
- One tender has been received for the Grass Cutting Contract 2024-2027 but there have been several expressions of interest closing date is 8th March 2024.
- Reminder of the Agenda for Annual meeting of Hertfordshire Parish, Town and Community Councils and County Councillors being held 5th March at 5.30pm, Agenda now available and Clerk is attending.
- A reminder that the Annual Parish Conference will be held on Monday 11 March at Redbourn Parish Centre. Registration with refreshments and opportunity for networking is from 1.30pm with the conference starting

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	<p>promptly at 2pm - will finish at 4pm. Agenda will be circulated when received.</p> <ul style="list-style-type: none"> • FOI request received last week, has been acknowledged with a response date of 14th March 2024 on the number of complaints and complainants regarding Tyttenhanger Accessway. • Request for a meeting with the Colney Heath Scout Group – will be added to the agenda of the next Council meeting in March. • Clerk confirmed that the 2023/24 Higher Level stewardship claim she submitted to the Rural Payments Agency had been successful although delayed and that £3,365.35 of income had been received. This would now be used to book in hawthorn clearance for the Warren in September 2024. • The March Council meeting is being held on Thursday 21st March 2024, agenda will be issued on Friday 15th March the closing date for motions and matters of business will be Friday 8th March 2024. • The Clerk confirmed that the works would commence on 12th March and a shipping container was required to be sited in the outer car park if it could not fit in the gate, there would be a welfare until in the car parking area nearest the play area construction. Expected to take between 8-12 weeks. Operating hours will be 8am-4pm on weekdays only. • The query from last Council meeting with regards the £2,798 in a cost centre with no budget was actually expenditure on grass cutting and fuel for the Common brush cutter was in the wrong cost centre and has now been corrected. <p>b) Matters raised since the issue of the agenda The Clerk raised the following items that would be added to a future agenda:</p> <ul style="list-style-type: none"> • Changes to various permitted development rights: consultation, circulated to the planning working party as Clerk considered an important consultation to be responded – details of the consultation can be found in advance at this link. • Request to have access to Roestock Hut to collect and store items, approval from Council to be added to March agenda. • Request for a meeting with Parish Council/working party to discuss lease on Roestock Hut to be added to March agenda. <p>c) Questions to the Clerk</p> <ul style="list-style-type: none"> • Update on D-Day event, nothing being organised. • Date for the Annual Parish Electorate Meeting in May 2024 to be confirmed at the next meeting. • The Clerk was asked if anything could be asked at this point in this or future agendas and the response was affirmative, however any question may have to be deferred for research or clarification.
<p>23/24-116</p>	<p>REPRESENTATIVES ON OUTSIDE BODIES</p> <p>a) Ellenbrook Fields Trust The next meeting was noted as 29th February 2024</p> <p>b) St Albans District Association of Local Councils Next meeting noted as 8th April 2024.</p> <p>c) Highways Liaison The next meeting was still to be confirmed</p>

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	d) Tyttenhanger Quarry Liaison The next meeting was still to be confirmed, The Chair would chase an update.
23/24-117	QUESTIONS FROM THE PUBLIC <i>9.59pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> <ul style="list-style-type: none"> • There was a statement about the Neighbourhood Plan having been started previously and a suggestion to review that work. • A question regarding utilising vacant District council owned properties, Parish Council do not hold data but could potentially obtain • The Alban Way is flooded and could this be discussed at the next Committee meeting <i>10.06pm Standing Orders were resumed.</i> The Chair thanked all for their attendance, closing the meeting at 10.06pm

Meeting closed at 10.06pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 29th February 2024



Signed by Chair of meeting 21/03/2024
 Signed copy held on file

Signed by
 Chairman of Council Cllr Tallents
 Approved by Council 21st March 2024



COLNEY HEATH PAYMENTS LIST – Q4 2023/24

Approved payments for February 2024 (Month 11)		
Ref. No	Payment To	£ inc. VAT
139	HCC LPPA Pensions - Additional Pooling Valuation	£ 50.00
140	Replacement Bridge - Junior Multiplay - Roestock Park	£ 5,773.30
141	Highfield Park Trust - Electricity - December 2023	£ 42.04
142	TBS Hygiene Ltd - Litter Bin Collection - January 2024	£ 192.48
143	TBS Hygiene Ltd - Dog Waste Collection - January 2024	£ 237.60
144	FCBS - Quarterly Advanced Photocopying - Q3	£ 86.17
145	Herts Full Stop - Stationery & Office Cleaning	£ 497.62
146	Ricky Tyler Landscape - Fence Hire Dec 2023 - Feb 2024 - RPark	£ 352.80
147	TBS Hygiene Ltd - Bus Shelter Clearance, Smallford	£ 78.00
148	London Green Belt Annual Subscription 2024	£ 25.00
149	Honor & Son Play Area installation Payment 1	£ 15,262.43

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💻 Website: <https://colneyheathparishcouncil.gov.uk>
✉ E-mail: clerk@colneyheathparishcouncil.gov.uk



Clerk report - Appendix to Minutes 22/02/2024

The following are responses to email received from Councillors since the last Parish Council meeting held in January 2024.

1. Email Cllr John Clemow – 20th January 2023

In reference to Charles Morris Hall

Thank you for your verbal response at the last Council meeting to my query regarding the issue of the lease and reporting the solicitor's advice on the Trustee issue.

Please provide copies of your request for advice made to the solicitor and their response.

CLERK RESPONSE:

Clerk responded 1st February 2023 repeating the legal advice received, sending the attachments which were sent to the solicitor to review and questioning why copies of her email request were required.

A further response from Cllr Clemow has been received in response 2nd February 2024 but requires review and further investigations.

2. Email Cllr John Clemow – 20th January 2023

In reference to Roestock Park Hut

At the last Council meeting you referred to a decision regarding the Roestock Park Hut made at a Buildings and Assets committee. The minutes of this and other committees are not apparent to view on our website and used to be on the website.

Please provide a copy of the minutes and any papers for the Buildings and Assets committee meeting you referred to, and any minuted reference to not identifying dilapidations.

Our website has an archive record of full council meetings from 1997, a very useful reference, which I requested some years ago. I appreciate this must have taken quite a lot of time to find and upload. In due course it would be useful to have the archive of the minutes of the committee meetings for reference.

CLERK RESPONSE:

Any reference made to the recommendations were with regards the Building and Assets Working Party, this is confirmed as stated within the minutes of the quoted Parish Council meeting where Roestock Hut was added to the Parish Council asset register Item 55/18 of minutes 5th April 2018. A confidential working party report containing information discussed by the working party at their meeting dated 12/04/2018 is available.

The suggestion of adding Committee meetings to the website is noted.

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3. Email Cllr Steve Parish - 2nd February 2024

In reference to Tyttenhanger Accessway Photographs evidence

Further to my verbal request at the Parish Council meeting on Thursday, 18 January 2024 - to which you agreed - I should be obliged if you would furnish me with a copy of the photo(s) showing the alleged commercial vehicle parked on the hard standing at the entrance to the Tyttenhanger Accessway.

CLERK RESPONSE:

Email sent – 2nd February 2024

Email response to Cllr Parish requesting the requirement to see the photographs and under whose authority.

Email Cllr Steve Parish – 5th February 2024

Response to advise Cllr had asked for a copy of the photograph to understand if the vehicles so-parked on the Tyttenhanger Accessway were commercial vehicles as noted in the Agenda

CLERK RESPONSE:

Email sent – 6th February 2024

Without a resolution or delegated authority from the Parish Council or a delegated authority from an appropriately constituted Committee I am not permitted to share the photographs with you as an individual councillor. I have been instructed by the Parish Council to carry out an action based on a resolution and will be undertaking to complete that action only.

4. Email Cllr Hilary Brazier - 2nd February 2024

In reference to Tree Planting and Litter Pick

I am writing with regard to the planting of the 420 saplings expected to arrive between 26th February and 8th March. Please could you assist me with the following questions:-

Do the people offering to help plant the trees need to complete Volunteer forms?

Do we have any equipment available for planting?

Will stakes and rabbits guards be provided?

Where will the saplings be stored until they can all be planted?

Additionally, Nick and I would like to organise a litter pick around the area of the tunnel under the A1M. Do we have any equipment for this and again, would helpers need to complete Volunteer forms?

CLERK RESPONSE:

Email sent - 7th February 2024

Thank you for your email. My responses are below:

- *All volunteers carrying out any activity on behalf of the Parish Council or on land belonging to the Parish Council must be a signed-up volunteers with a completed form to be included in the Parish Council insurance.*

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- *We have no equipment that comes with the trees and will need to purchase this depending on the number of volunteers.*
- *Stakes and plastic guards are no longer provided as these are not deemed environmentally friendly, we would need to consider what we require and purchase these.*
- *Depending on planting dates they can be stored either at the old air raid shelter or at Roestock Hut*

A litter pick would need to be approved by Council, you would need to provide details of location, volunteers and a risk assessment for approval. Volunteers would need forms as before and we do not own our own litter picking equipment so this could be purchased, often can be borrowed from St Albans District Council.

I hope this is helpful – please let me know if you need assistance on any risk assessments as we have many of these from previous events.

NOTE: There have been several emails between Cllr Brazier and the Clerk regarding this event – Clerk added delegated authority to the February agenda in order that this event can proceed more easily.

5. Email Cllr John Clemow – 9th February 2024

In reference to the Asset Statement

The Asset Statement dated June 2018 is due for review.
I attach a draft update for review at the next Council meeting

CLERK RESPONSE:

Email sent – 6th February 2024

Thank you for this, however the asset statement has been removed from the Colney Heath Parish Council list of policies.

Drawn up by a previous Council in 2018 – it is not a required or statutory policy so will not be something the Council will be formally updated moving forward. However this could be a recommendation of a working party if it felt necessary.

Any policy or document that Council feels needs amendment or update should be instructed to the Clerk to action by a Council resolution.

Email Cllr John Clemow – 11th February 2024

I see it is no longer on our website. I take it the removal of the statement will be on the agenda for the next Council meeting.

NOTE - After the annual review of policies recommendation to Council in February 2024 due to the short length of the statement include in the CHC Vision document when updated.

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6. **Email Cllr Clemow – 9th February 2024**

In reference to Roestock Hut options document to satisfy the auditor

You noted yesterday [at the Roestock Hut site visit] that the options attached to the e-mail below sent on 9 January need to be expanded to satisfy the auditor's requirements. Please provide your guidance as to exactly what is required for each option so that the matter can be expedited. I am happy to meet to discuss.

CLERK RESPONSE:

Sent by email 13th February with 3 attachments.

Thank you for your email. Please find attached some examples of options documents for new and refurbished buildings.

Some have been written by companies on behalf of working groups and others by Parish Clerks. Please note the contents of the reports attached have not been reviewed in detail or checked for quoted up to date legislation.

An option document asking a Parish Council should be detailed to give all councillors all or as much of the information they need to make an informed decision. Any report must include as much information as possible in order to ensure good governance and transparency, not only for the auditors (internal and external) but for the electorate of the time and anyone in the future to know why and how a decision was reached.

To clarify that when I speak or note something to councillors or the Parish Council, I am not raising concerns I am giving you my qualified professional opinion as the Proper Officer, if Proper Officer advice or guidance goes ignored the Parish Council insurance is unlikely to cover any decision made. This is why matters are delegated via the Clerk as the Proper Officer and reports are written, co-ordinated or go through the Clerk and why I formally note when this is not the case.

I trust this information assists the working party moving forward.

7. **Email from Cllr John Clemow – 11th January 2024**

In reference to a Staffing Matter

The Clerk has raised concerns over the content of an email sent to her regarding a confidential employment matter. Formally reporting that there has been no contact or resolution of this matter.

Mrs Lisa Peters LCGI PSLCC CPFA CiLCA
Parish Clerk & Responsible Finance Officer