

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 21 MARCH 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) Cllr C Tallents (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)	
23/24-118	APOLOGIES & ANNOUNCEMENTS No apologies required as all councillors in attendance CHECK RECORDINGS It was noted that 3 councillors and 1 member of the public were audio recording the meeting.
23/24-119	DECLARATIONS OF INTEREST a) There were none raised. b) No written requests for dispensations had been made or received. c) No dispensations has been received in advance if the meeting.
23/24-120	QUESTIONS FROM THE PUBLIC <i>7.31pm 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 <i>7.31pm Standing Orders were resumed.</i>
23/24-121	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the meeting held 22 nd February 2024 were noted as published and taken as read. The Chair of Council asked for any amendments to the accuracy of the minutes. There were no 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. The minutes would be signed by the Chair of Council for the record and would be marked as signed on the website. The Chair asked for an update on the Highfield Park Trust issue from the last meeting. There was no reported update.
	<u>FINANCE, AUDIT & GOVERNANCE</u>
23/24-122	FINANCE a) Payment Approval for March 2024 The payment sheet with month 12 payments 148-158 in the amount of £1,518.21 was noted as circulated. A updated sheet with payments 159-162 was tabled to members, the total updated amount of all payments would be £15,936.11. The Chair of Council asked for any queries or questions on any of the payments. There was a question about the total cost of the playground and this was noted at approx. £84k with around £30k now paid. There were no further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show





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	<p>of hands that the invoices be signed by two councillors and paid by BACS before the end of March 2024.</p> <p>Motion carried.</p> <p>b) Delegated Authority to the Clerk to make 2023/24 payments It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Council delegated authority to the Clerk/RFO to execute any required payments for the financial year 2023/24 to ensure the successful completion of the year-end procedures. Payments to be retrospectively approved by Council at April Council meeting.</p> <p>Motion carried.</p> <p>c) Computer replacement for Parish Office As reported at the previous Council meeting the Parish office computer purchased in April 2018 had reached end of life and required replacement. Quotes had been obtained and presented to Council. Cllr Shaw wanted the specification and delivery date of the current computer and a document was tabled confirming these details. There was a short debate on the reason for a PC rather than a laptop, all councillors were given the opportunity to share their view and concerns. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to proceed with the purchase of a new computer for the Parish Office as per the provided quotation which was a total cost of £869.00 excluding VAT. .</p> <p>Motion carried</p>
<p>23/24-123</p>	<p>CHPC GRASS CUTTING TENDER 2024-2027 The summary document and confidential circulation were noted. Councillors were offered the opportunity to ask questions of the documents both the public summary and other documents circulated only to them. Councillors chose to continue the debate in the public session. There were councillor question on the matrix used in the evaluation carried out by the Clerk. There was a point raised on sustainable purchasing which was noted and would be placed on a future agenda, possibly the April agenda. After further debate in which some of the more tenders which were too far above the Parish Council budget were discounted it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the successful contractor was Contractor A this being Ricky Tyler Landscapes Ltd and that the Clerk was delegated to appoint this contractor and issue the contract on behalf of the Council commencing 1st April 2024 for a period of 3 years.</p> <p>Motion carried.</p>
<p>23/24-124</p>	<p>GOVERNANCE</p> <p>a) The Members Allowance Policy was noted as circulated. The Chairmans Allowance was noted to be currently used for car parking charges for councillors attending planning inquiries. The Chair of Council reconfirmed that all receipts for this expenditure would need to go via the Clerk to ensure auditing rules were adhered to. It was also noted if the allowance was paid directly to the Chair of Council at anytime this would have to be via payroll. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be adopted for a period of two years.</p> <p>Motion carried.</p>

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	<p>b) The Investment Strategy was noted as circulated. There was a short debate about potential investment options but some of the options open to charities and other legal entities were not acceptable for a Parish Council in charge of public funds. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be adopted for a period of two years. Motion carried</p> <p>c) The Financial Management Risk Assessment was noted as circulated. There was a short debate on the amount of reserves and the risk of St Albans District Council now paying the Precept in two parts. It was deemed that the reserves were at an adequate level and regular checks on banking levels were carried out. Some councillors were keen on a coloured 9 square grid matrix with risk assessments however it was noted that the assessment was more than adequate. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be adopted for a period of one year.</p> <p>d) The Business Continuity Plan was noted as circulated. There was a focus on the disaster recovery of all staff being wiped out in a freak accident which the Clerk was asked to consider. After debate it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the policy be deferred for further review. Motion carried.</p>
23/24-125	<p>ST ALBANS DISTRICT COUNCIL – LOCAL PLANNING AUTHORITY DESIGNATION (NON-MAJOR APPLICATIONS) Council noted the documents circulated. The Chair of Council gave an overview of what this meant in planning applications. The designation was noted, also referenced was the planning enforcement services now outsourced to Watford Borough Council.</p>
23/24-126	<p>PLANNING & CONSULATIONS The following applications were reviewed individually and decisions by Council are as follows:</p> <p>a) 5/2024/0056 – 95 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>b) 5/2024/0332 – 4 Smallford Lane, Smallford It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit an objection on the basis that the drawings were not complete or detailed enough to allow the statutory consultee to make an informed decision. Motion carried</p> <p>c) 5/2024/0261 – 46 Admirals Close, Colney Heath It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit a comment regarding the planning case officer reviewing the resident comments on restriction of 3m vs 4m height restriction. Motion carried</p>

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	<p>d) 5/2024/0259 – Sleapshyde Farm, Sleapshyde 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>e) 5/2023/1493- The Grove, 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>f) 5/2024/0375 – 4 Smallford Lane, Smallford It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Clerk be delegated to submit a comment regarding the planning case officer reviewing the resident comments on restriction of 3m vs 4m height restriction. Motion carried</p> <p>g) Application for Planning Statutory Review Council were notified formally by the Chair of Council of the receipt of the claim bundle in the case 'Vistry Homes Limited v (1) Secretary of State for Levelling Up, Housing and Communities (2) St Albans City and District Council in the application for planning permission for the development including up to 150 dwellings on land off Tollgate Road in Colney Heath' where they were noted as an interested party. Council noted the statement made.</p> <p>h) Traffic Sensitive Review Councillors noted the consultation and circulated paperwork. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that delegated authority for the drafting and submission of comments on the Traffic Sensitive Review by the Clerk working with the Planning working group. Motion carried</p> <p>i) Government Consultation on Changes to Permitted Development Councillors noted the consultation and circulated paperwork. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the drafting and submission of comments on the Permitted Development Rights Consultation by the Clerk working with the Planning working group. Motion carried</p>
23/24-127	<p>LEGAL AND LANDOWNER REQUESTS AND ACTIONS ROESTOCK HUT</p> <p>a) Meeting Request from Colney Heath Scout Working Group The request for a meeting was noted. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that a formal meeting be arranged between members of the Parish Council and the Colney Heath Scout Working Group. Motion carried</p> <p>b) Request for access to CHPC building Roestock Hut The request included both removing items and returning them to the hut for storage. It was suggested that this could be resolved by a simple agreement. It was duly proposed, seconded, and unanimously RESOLVED by a show of</p>

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	<p>hands that the matter be added to the agenda of the meeting to be held as resolved previously.</p> <p>Motion carried</p> <p>c) Gas Canisters stored in Roestock Hut garage Council acknowledged that gas canisters are stored in the garage at Roestock Park.</p> <p><i>8.30pm Standing Orders were suspended so Council could address members of the public related to this item.</i></p> <p><i>8.32pm Standing Orders were resumed.</i></p> <p>It was suggested that the gas canisters were discharged by the Scout Group but that again the matter be added to the agenda of the meeting to be held as previously resolved. This was duly proposed, seconded, and unanimously RESOLVED by a show of hands.</p> <p>Motion carried</p>
23/24-128	<p>PARISH COUNCIL WORKING PARTIES</p> <p>a) Communications Verbal report from Cllr Pettit. The next edition would be circulated in draft over the weekend and would go to print next week. Following edition for June and a meeting to be organised in May.</p> <p>b) Community Organisations Nothing to report since the last Council meeting.</p> <p>c) Planning Verbal report from Cllr Burns. Documents had been prepared and sent in response to the Rule 6 representation on the Tarmac Inquiry. Last night the meeting was held in Hertsmere to pass the Hertsmere Local Plan to regulation 18 public consultation, Bowmans Cross remained in the plan as one of the sites. It was noted that there was a sites matrix which was referred to but that wasn't published.</p> <p>It was suggested that a Freedom of Information request be sent by the Clerk on behalf of the Parish Council requesting a copy of the matrix used. This was duly proposed, seconded, and unanimously RESOLVED by a show of hands.</p> <p>Motion carried</p> <p>It was proposed from the Chair that a letter be written to the portfolio holder at Hertsmere to ask them to attend and engage with this Parish Council explaining the benefits of the site at Bowmans Cross. This was seconded and unanimously RESOLVED by a show of hands.</p> <p>Motion carried</p> <p>d) Charles Morris Hall Nothing to report since the last Council meeting. The Clerk had hoped for an update but due to the long term sickness of the solicitor it was not possible to get an answer from this source. Future advice would be at cost and would need to be investigated prior to instruction.</p> <p>e) Roestock Hut The Clerk provided a verbal update on progress with obtaining quantity surveyor quotes. 12 surveyors were identified and of those 10 were contacted with brief documents for a quote, one had since declined to assist and there has been one offer of a quote which is being worked through before being formally submitted.</p>

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	<p>f) Environment Verbal report from Cllr Brazier on the tree planting. 292 trees were planted of the over 400 trees received with thanks to two local residents who assisted. The planting having taken place in Roestock Park. It was noted that despite this not being a formal working group the Clerk had met with Cllrs Brazier and Pettit and achieved a good outcome. It was duly proposed, seconded and unanimously RESOLVED that the meetings continued with any items as delegated from the Council meetings to the small group which could include at least one of the volunteers. Motion carried The Clerk noted that an amphibian survey of the Warren ponds would be carried out shortly.</p>
23/24-129	PARISH ADMINISTRATION & EVENTS
	<p>a) Clerk report Matters raised in the Clerk's report were noted as follows:</p> <ul style="list-style-type: none"> • The April Council meeting is being held on Thursday 18th April 2024, agenda will be issued on Friday 12th April 2024 the closing date for motions and matters of business will be Friday 5th April 2024. <p>b) Smallford Works new entrance Since the issue of the agenda County Cllr Hale has updated on this – Council noted the update and would review progress at the next meeting. It was however duly proposed, seconded and unanimously RESOLVED that the Clerk report the signage on the fencing at Smallford Works to planning enforcement. A check would be carried out on whether the signage had lighting. Motion carried</p> <p>c) Annual Meeting of the Parish Electorate Confirmed as Thursday 9th May at 7.30pm in Main Hall, Colney Heath JMI School. There was discussion about presentations and inviting local organisations plus refreshments and handouts.</p> <p>d) Matters raised since the issue of the agenda None</p> <p>e) Questions to the Clerk</p> <ol style="list-style-type: none"> 1. The heads of terms/lease of Recreation Ground pavilion, there was no update and the solicitor had been contacted to check for update and no contact made. 2. The length of the agenda was noted for April, the Vice Chair was keen to know what was on the agenda. This was noted. 3. The Clerk was asked to consider a communication policy particularly between councillors and the Clerk. Options were noted and this would be on a future agenda.
23/24-130	<p>REPRESENTATIVES ON OUTSIDE BODIES</p> <p>a) Ellenbrook Fields Trust The next meeting was noted as being held in May 2024 date to be confirmed.</p> <p>b) St Albans District Association of Local Councils Next meeting noted as 8th April 2024.</p>

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	<p>c) Highways Liaison The next meeting will be 14th May 2024 at 1pm in the offices of Sandridge Parish Council, any councillors wishing to attend to advise the Clerk by email.</p> <p>d) Tyttenhanger Quarry Liaison The next meeting was still to be confirmed. The Clerk would chase the date for this meeting and report back to Council.</p> <p>The Chair thanked the Planning working group for all their work especially on the planning inquiry and representing the interests of the community. He also wished the Colney Heath Ladies Football team the very best of luck as they participate in the Hertfordshire FA Women's Trophy Final at the County FA ground in Letchworth this Sunday.</p>
23/24-131	<p>It was noted that this item was removed from the agenda at the request of the Chair. It was felt that often meetings can go on for a long time and as the public questions are within the gift of the Chairman these will only be allowed if there is time and the Chair will determine this at the time.</p> <p>QUESTIONS FROM THE PUBLIC</p> <p><i>9.17pm 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 was an update received on the Smallford goods van delivery. An invitation to Easter Monday pop up café.• There was a further reference to the Traffic Sensitive Review and the proposed 20mph zone past school in the parish. <p><i>9.22pm Standing Orders were resumed.</i></p> <p>The Chair thanked all those who attended and closed the meeting.</p>

Meeting closed at 9.23pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 26th March 2024

Signed by Chair of Council 18/04/2024
Signed copy held on file

Signed by
Chairman of Council Cllr Tallents
Approved by Council 18th April 2024



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COLNEY HEATH PAYMENTS LIST – Q4 2023/24

Approved payments for March 2024 (Month 12)		
Ref. No	Payment To	£ inc. VAT
150	Net Nerd - Unlimited Hosting 20/03/2024-19/03/2025	£ 59.99
151	TBS Hygiene - Dog Waste Collection February 2024	£ 237.60
152	TBS Hygiene - Litter Collection February 2024	£ 192.48
153	Highfield Park Trust Office Electricity January 2024	£ 71.44
154	Highfield Park Trust Office Electricity February 2024	£ 73.31
155	Girl Guiding Community Grants 2nd Round 2023/24	£ 750.00
156	SLCC Training - Closed Graveyards Aug 2023	£ 54.00
157	SLCC Training - Managing Cyber Security Mar 2024	£ 36.00
158	IHLI Insurance - Balance of FY 2023	£ 43.39
159	CH Boissy Twinning Assoc Comm Grant 2nd round 2023/24	£ 600.00
160	TBS Hygiene - Litter Collection March 2024	£ 240.60
161	TBS Hygiene - Dog Waste Collection March 2024	£ 297.00
162	D Honour & Sons Ltd - CH Play Area 2nd valuation pymt	£ 13,279.30