

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
☎ **Telephone:** (01727) 825314  
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>  
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



**Summons issued – 21<sup>st</sup> June 2024**

To Members of the Parish Council,

Councillors, Brazier, Burns, Clemow, Pettit, Parish, Shaw and Tallents.

You are summoned to attend the rescheduled meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 27<sup>th</sup> June 2024 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Papers for the meeting are shown within the agenda via links to the Parish Council website. Any underlined part of the agenda when clicked will open the relevant background paper or report provided. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

**Mrs Lisa Peters LCGI PSLCC CPFA CILCA**  
**Clerk to Colney Heath Parish Council**



**THIS MEETING WILL BE RECORDED  
BY THE COUNCIL AND POSSIBLY  
THIRD PARTIES**



## AGENDA

### **24/25-15 APOLOGIES & ANNOUNCEMENTS**

- To receive and accept apologies for absence
- To note any announcements

### **24/25-16 DECLARATIONS OF INTEREST**

- To receive declarations of interest from members regarding this agenda
- To receive written requests for dispensations for declarable interests; and
- To grant any requests for dispensation as appropriate

### **24/25-17 QUESTIONS FROM THE PUBLIC**

Members of the public may make representation, ask questions, or give evidence in respect of business on the agenda for a maximum of 3 minutes.

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## 24/25-18 **MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**

To note and approve meeting minutes for the previous Parish Council meeting held which was the Annual Meeting of the Parish Council held 16<sup>th</sup> May 2024.

**Motion To accept and resolve the minutes of the meeting held 16<sup>th</sup> May 2024 are a true and accurate record of the meeting**

## 24/25-19 **CHPC INTERNAL AUDIT 2023/24**

a) To receive and note the internal auditor cover letter for 2023/24.

**Motion To note, comment and accept the internal auditors report for 2023/24 internal audit.**

b) To receive and note the internal auditors observations for 2023/24.

**Motion To note and accept any recommendations as give by the internal auditor from their 2023/24 report.**

c) To receive and note the internal auditors signed page 3 of the CHPC Annual Governance Annual Return 2023/24.

**Motion To note the response from the internal auditor on page 3 of the Annual Governance Annual Return for 2023/24.**

## 24/25-20 **CHPC EXTERNAL AUDIT 2023/24**

To review and resolve that the following papers be signed by the Chair of Council and submitted to PKF Littlejohn LLP:

a) To receive the CHPC 2023/24 Balance Sheet

b) To receive the CHPC 2023/24 detailed Annual Return

c) To receive the draft Annual Governance Annual Return 2023/24 to review and to resolve that:

- the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 22/23 (page 4 of 6) Council to confirm that responses are either marked yes or no
- the Chair and Clerk sign Section 1 of the AGAR 22/23 (page 4 of 6)
- the Chair signs Section 2 of the AGAR 2022/23 (page 5 of 6)

d) To note the electors public rights period from Friday 28<sup>th</sup> June 2024 to Thursday 8<sup>th</sup> August 2024.

## 24/25-21 **LEGAL AND LANDOWNER MATTERS**

***The Clerk recommendation for items 24/25-21 is that debate is considered either in part or in its entirety in a confidential councillor session due to the sensitive, legal and confidential nature of some of the information to be shared. This decision should be by resolution of Council.***

### **FREDERICKS WOOD**

a) Council to note recent legal advice received to Council in relation to the accessway wayleave agreement at Fredericks Wood

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## **HIGH STREET RECREATION GROUND FLOODING REPAIR**

- b) To note use of Chair of Council/RFO action as per CHPC Financial Regulations in relation to an urgent repair at the High Street Recreation ground and to retrospectively approve the expenditure and action taken.

## **24/25-22 PARISH ADMINISTRATION**

- a) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions will be made other than to suggest future agenda items or business for future discussion  
b) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business, no decisions can be made at this item, the Clerk may answer during the meeting or an answer may require to be provided in writing.

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

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The following papers were all issued with the summons to all Councillors and placed on the Parish Council website. All papers issued have been drafted/amended and are issued by the Parish Clerk/RFO unless otherwise noted.

- 2024-25 Paper 18 Draft Minutes of Parish Council meeting held 16<sup>th</sup> May 2024  
2024-25 Paper 19a CHPC Internal Audit Report 2023/24  
2024-25 Paper 19b CHPC Internal Audit report Observations 2023/24  
2024-25 Paper 19c CHPC Internal Audit signed AGAR 2023/24  
2024-25 Paper 20a CHPC Balance Sheet 2023/24  
2024-24 Paper 20b CHPC Detailed Annual Return 2023/24  
2024-25 Paper 20c CHPC Annual Governance Annual Return 2023/24