

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 EXTRA ORDINARY PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 27 JUNE 2024, 7.30pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) Cllr S Parish (Tyttenhanger Ward) Cllr N Pettit (Colney Heath Ward)	Cllr G Shaw (Colney Heath Ward) Cllr C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters
Other attendees	
2 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
24/25-15	APOLOGIES & ANNOUNCEMENTS Apologies received Cllr Burns – apologies were noted and accepted for reason given. The Chairman of Council noted the delay in holding the meeting due to unforeseen circumstances beyond the control of the Council. This was a meeting being held to meet statutory annual audit requirements. It was noted three councillors and one member of the public were audio recording the meeting.
24/25-16	DECLARATIONS OF INTEREST a) There were none raised or confirmed. b) No written requests for dispensations were received. c) No dispensations received in advance.
24/25-17	QUESTIONS FROM THE PUBLIC <i>732pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> There were none asked. <i>7.33pm Standing Orders were resumed.</i>
24/25-18	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the Annual meeting held 16 th May 2024 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. There was a name typo on page 713 which was amended by hand. With no further comments raised regarding accuracy of the minutes, the minutes were duly proposed, seconded, and unanimously RESOLVED 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 the meeting for the record and would be marked as signed on the website..
24/25-19	CHPC INTERNAL AUDIT 2023/24 a) To receive and note the internal auditor cover letter for 2023/24. The cover letter duly proposed, seconded, and unanimously RESOLVED by a show of hands to have been noted as presented to Council. Motion carried. b) To receive and note the internal auditors observations for 2023/24. The observations were discussed in detail and the Clerk/RFO note comments on the observation sheet and would raise certain aspects with the auditor, detailing whether some of the observations were statutorily required or best practice. It

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	<p>was also requested by Council that the negatives which were allocated a number were listed and explained in more depth.</p> <p>The observations and the internal auditor report were duly proposed, seconded, and unanimously RESOLVED by a show of hands to have been noted as presented to Council.</p> <p>Motion carried.</p> <p>c) The internal auditors signed page 3 of the CHPC Annual Governance Annual Return 2023/24 was duly proposed, seconded, and unanimously RESOLVED by a show of hands to have been noted as presented to Council.</p> <p>Motion carried.</p>
24/25-20	<p>CHPC EXTERNAL AUDIT 2023/24</p> <p>a) CHPC Balance Sheet 2023/24</p> <p>The Balance Sheet for 2023/24 was noted as circulated.. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the CHPC Balance Sheet for 2022/23 be signed by the Chairman of Council.</p> <p>Motion carried</p> <p>b) Detailed Annual Return 2023-24</p> <p>The circulated detailed annual return was noted and there were several questions on different sections of the detail. Some questions were already resolved as this was 2023/24 expenditure and was changed for the 2024/25 budget round. There was a question on grant funding which the Clerk/RFO would review and provide detail to councillors at a later date. The detailed return was noted and presented to Council and reviewed.</p> <p>c) Section 1 of the Annual Governance and Accountability Return 2023/24 (AGAR)</p> <p>There were no questions prior to reviewing the assertion responses many of the questions were covered during the detailed review of the annual return in the previous item. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 1 of the AGAR responses should be 'yes' for all boxes 1-8 with n/a for response to box 9, it was further duly proposed, seconded, and unanimously RESOLVED by a show of hands that the document and figures were accepted and that the document should be signed by the Chairman of Council. This was signed and dated with minute reference 24/25 -20c</p> <p>Motion carried</p> <p>Section 2 of the Annual Governance and Accountability Return 2023/24 (AGAR)</p> <p>There were no questions on the figures for section 2 of the annual return and it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that section 2 of the AGAR accounting statements was accepted and that the statement should be signed by the Chairman of Council. This was signed and dated with minute reference 24/25-20c.</p> <p>Motion carried</p> <p>d) Confirmation of the dates of public rights 2023/24</p> <p>The period as stated on the agenda were confirmed as starting Friday 28th June and ending Thursday 8th August 2024. These dates were noted by Council, the Clerk explained what the period was for and how residents could make an appointment which required a room booking to view the invoices and audit reports</p>

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	for 2023/24. These dates would be confirmed with PKF Littlejohn and displayed on the website. Council noted the dates as stated.
24/25-21	<p>LEGAL AND LANDOWNER MATTERS <i>Council resolved that the following items would be discussed in a confidential session.</i></p> <p>a) FREDERICKS WOOD Due to the confidential and legal nature of the subject this matter was resolved to be discussed in confidential session.</p> <p>b) HIGH STREET REPAIR AT RECREATION GROUND Chairman of Council gave background on the flooding and impact to the new play area. It was confirmed that action as laid out in CHPC Financial Regulations had been taken to proceed with the works. Contingency on the works had been used and a further amount of around £5,000 was required to proceed with the draining works. Permission had been sought from the adjacent landowner and works would commence shortly. The delay to the play area completion would be around 4 weeks. It was duly proposed, seconded and unanimously RESOLVED that retrospective approval be given to proceed with the draining solution at the High Street Recreation Ground total cost £11,304.53. Motion carried.</p>
24/25-22	<p><u>PARISH ADMINISTRATION</u></p> <p>a) Matters raised since the issue of the agenda Ellenbrook Quarry – potential appeal still not confirmed yet. Looking at the Roestock Lane housing appeal.</p> <p>b) Questions to the Clerk Other issues which required further research and action were noted, football club pavilion lease was moving very slowly forward. The Charles Morris Hall issue the Chairman of Council requested the papers from 2022 be sent to him so he could review the initial email and attachments, these would be sent to him. There was no update on a date for the report of the Roestock Hut but this was expected by the next meeting. The Kite newsletter would be circulated for final comment at the weekend and would then go to print early next week.</p> <p>The Chair thanked all for their attendance, closing the meeting at 8.26pm</p>

Meeting closed at 8.26pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 9th July 2024



Signed by
 Chairman of Council Cllr Tallents
 Approved by Council 25th July 2024



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CONFIDENTIAL MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 27 JUNE 2024, 8.28pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) Cllr S Parish (Tyttenhanger Ward) Cllr N Pettit (Colney Heath Ward)	Cllr G Shaw (Colney Heath Ward) Cllr C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters

2024/25-21a	It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the Parish Council go into a confidential session to discuss legal and urgent business as outlined by the Chairman of Council. Fredericks Wood The Clerk was instructed to undertake the action as discussed and to ensure that all costs would be passed on in this matter. This was duly proposed, seconded and unanimously RESOLVED . The Clerk would update Council on any further responses and feedback. . The Chairman of Council closed the meeting at 8.42pm
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Confidential session closed at 8.42pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 9th July 2024



Signed by Cllr Tallents
 Chair of Council
 Approved by Council 25th July 2024

