

# COLNEY HEATH PARISH COUNCIL

✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 ☎ Telephone: (01727) 825 314  
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## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 22 JUNE 2023, 7.30pm

<b>Members in attendance</b>	
Cllr J Clemow (Colney Heath 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
<b>Other attendees</b> 13 members of the public, an officer of the Parish Council and the Neighbourhood Plan Project Officer (voluntary)	
<b>23/24-16</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> Apologies were noted from Cllr Brazier, Cllr Burns, and Cllr Parish. Apologies were accepted for the reason stated. It was noted that two councillors and one member of the public were audio recording and one member of the public was audio and visually recording the meeting.
<b>23/24-17</b>	<b>DECLARATIONS OF INTEREST</b> a) Cllr Clemow stated that he had a conflict of interest in Item 20c in relation to the review of the grant policy as a member of a community organisation, this was noted but there were comments regarding the necessity of this declaration. Cllr Shaw also noted the same potential conflict if required. b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance.
<b>23/24-18</b>	<b>QUESTIONS FROM THE PUBLIC</b> <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> <ul style="list-style-type: none"> <li>There was a question regarding the Parish Council opinion on the District Local Plan. The Chair responded that the Parish Council have not had time to consider the document in any great depth so no formal view was shared, however the sites within the Parish were noted and named. It was confirmed that there was a meeting of the District Council next week to discuss and it was likely that the Planning Working Group would discuss and report back to the Parish Council.</li> <li>A request for an update on the pavilion lease at the recreation ground. The Chair confirmed that this was with the lawyers and a meeting would be required to discuss the Fields In Trust changes required.</li> </ul> <i>7.37pm Standing Orders were resumed.</i>
<b>23/24-19</b>	<b>MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL</b> Minutes of the Annual Parish Council Meeting held 18 <sup>th</sup> May 2023 were noted as circulated and taken as read. The Clerk notes that Cllr Shaw and Cllr Burns had sent proposed comments and changes to the minutes and these had been reviewed with a full stop added and a letter was deleted. Chair asked for any further comments as to the accuracy of the minutes. There were comments from the Chair, an amendment was made page 619 where the payee for payment 186 was changed from Brasier Freeth to Herts and Middlesex Wildlife Trust. There were no further comments regarding accuracy. The minutes were duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to be a true and accurate record of the meeting. <b>Motion carried.</b>

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	The minutes were signed for the record and would be marked as signed on the website.
	<b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b>
23/24-20	<p><b>FINANCE</b></p> <p><b>a) Retrospective approval May 2023 payments</b>                  The payment sheet with month 2 payments 20-38 in the amount of £11,478.76 was noted as circulated. The Chair asked for any queries or questions on any of the payments, there were no questions or queries raised. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the payments be retrospectively approved.  <b>Motion carried.</b></p> <p><b>b) Payment Approval for June &amp; July 2023</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that delegated authority be given to the Clerk/RFO to prepare, set up and make payments for June (Month 3) and July (Month 4) and these would be retrospectively approved at the next Council meeting.  <b>Motion carried.</b></p> <p><b>c) Community Grants 2023/24</b>                  Paper noted as circulated. Cllr Clemow wished to make an addition in wording to the document within the conditions of funding – the proposed wording to be included was <i>'The Parish Council prioritise individuals, groups and organisations who are not able to generate a surplus from their normal activities'</i> This was duly proposed and seconded and <b>RESOLVED</b> by a majority show of hands which included the Chair of Council using his casting vote.  <b>Motion carried.</b>                  Other amendments were as follows:                  Section 1.6, page 2 removal of 'in June 2022' and also reference to 2<sup>nd</sup> round.                  The inclusion of the wording <i>'not usually from individuals but these will be decided on a case by case basis'</i>                  On this basis and subject to the changes as resolved it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the policy, application and timetable be accepted for applications 2023/24. .  <b>Motion carried.</b>                  The Clerk would make the amendments to the policy and the grant applications window would open on Monday 3<sup>rd</sup> July 2023.</p>
23/24-21	<p><b>GOVERNANCE</b></p> <p><b>a) Records Management &amp; Retention Policy</b>                  Paper noted as circulated. There was debate regarding the statutory retention for financial records and it was agreed that all financial records be amended from 6 years to 7 years. There was some concerns over the contradictory nature of the statutory and non-statutory guidance. When this policy is next reviewed it should be clearer on which guidance is being used. Subject to the changes as stated, it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the policy was adopted for a period of 1 year to June 2024.  <b>Motion carried.</b></p>

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	<p><b>b) Parish Council Working Parties/Groups 2023/24</b>          Paper noted as circulated. Each working party document was reviewed in turn and the following changes were noted:</p> <ul style="list-style-type: none"> <li>• <b>Communications Working Party</b> – no changes made</li> <li>• <b>Community Organisation Liaison Group</b> – there was debate on who should be involved but the groups listed were those organising the first meeting, all organisations would be invited.</li> <li>• <b>Planning Working Party</b> – The naming of residents within the documents was explained and the Clerk would hold the names of those currently in membership. An amendment to include ‘Respond to’ was agreed.</li> <li>• <b>Charles Morris Hall Working Party</b> - no changes made</li> <li>• <b>Roestock Hut Working Party</b> – no changes made</li> </ul> <p>On the basis of these changes being made it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the working groups as documented operate for the financial year 2023/24.  <b>Motion carried.</b></p>
23/24-22	<p><b>PLANNING &amp; CONSULTATIONS</b></p> <p><b>a) 5/2023/0957 – Land adjacent to Mill House, Coursers Road</b>          Council reviewed the application and it was agreed that as these were planning conditions an objection was to be submitted to ensure that the conditions were met especially considering the location of the development to the nature reserve. It was delegated to the Clerk to submit the objection.</p> <p><b>b) 5/2023/0976 – Roestock Lane</b>          Council reviewed the application and it was agreed that the Council neither supported nor objected to this application.</p> <p><b>c) 5/2023/1055 – Tollgate Road</b>          Council reviewed the application and it was agreed that the Council neither supported nor objected to this application.</p> <p><b>d) 5/2023/1057 – Colney Heath Lane</b>          Council reviewed the application and it was agreed an objection be submitted it would be delegated to the Clerk to submit the objection.</p> <p><b>e) 5/2023/0996 – Land between Bullens Green and Roestock Lane</b>          Council reviewed the application and it was agreed that as these were planning conditions however due to the number of the conditions and the size of the development it would be delegated to the Clerk and passed to the Planning Working Party to review the conditions in detail.</p> <p><b>f) 5/2023/1197 – Roestock Gardens</b>          Council reviewed the application and it was agreed that the Council neither supported nor objected to this application.</p> <p><b>g) 5/2023/1208 – Highfield Farm</b>          Council reviewed the application and it was agreed that the Council neither supported nor objected to this application.</p> <p><b>h) 5/2023/1032 – Colne Spring Villa, Coursers Road</b>          Council reviewed the application and it was agreed that the Council neither supported nor objected to this application.</p> <p><b>i) Hertfordshire Rural Estate Strategic Plan</b></p>

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	<p>Document noted as circulated. Due to the length of the document councillor requested more time to read the document in depth. It was agreed that those with any comments would have these to the Clerk by 1<sup>st</sup> August 2023 and the Clerk would be delegated to submit these comments by the required deadline.</p> <p><b>j) Pre Application Protocol</b> Paper noted as circulated. There were no amendments. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the policy was adopted for a period of 2 years. <b>Motion carried.</b></p> <p><b>k) CHPC Neighbourhood Plan</b> Paper noted as circulated. An interest was raised and noted. Council debated and It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the CHPC Neighbourhood Plan be prepared on the current Parish boundaries only. <b>Motion carried.</b> Council felt it was important to communicate any decisions and updates to the community. Next steps would be to hold a meeting with the Neighbourhood Plan Steering Group however with other work on the major applications and the Local Plan consultation this may have to be placed on hold.</p> <p><b>l) Rule 6 Party Land at rear Tollgate Road</b> Confirmed CHPC are now a Rule 6 party for this inquiry. Deadline for statement of case to the Clerk for submission was confirmed as Thursday 13<sup>th</sup> July 2023 and inquiry commences on 19<sup>th</sup> September 2023 for 7 days. It would be the Planning Working Group who would be working on the submission and the Clerk would be delegated to review any submissions and submit them. The planning number for the new Land Between The Alban Way And Colney Heath Lane development for 233 houses was noted as 5/2023/1236.</p>
23/24-23	<p><b>LEGAL &amp; LANDOWNERS MATTERS</b></p> <p><b>a) Roestock Hut.</b> Letter noted as circulated. Also noted as circulated the deferred survey from February 2023. The Chair gave some background on the land and lease and stated that the Parish Council were keen to see the building back to operating for community benefit. The Parish Council needed to make sure it observes the terms of the headlease but that the building was now under the control and ownership of a local authority and as such certain rules had to be followed. Cllr Clemow stated that there were 8 actions that he saw as being required including revisiting the scope of works, the costs of work and considering the life of the building amongst others. It was confirmed that there would also be a best value exercise where the public would be consulted. The Clerk was asked to formally respond and offer thanks for the letter and to arrange a visit for councillors who wished to visit the hut. There would then follow a meeting with the scout group to discuss the challenges facing all parties.</p> <p><b>b) Annual Bonfire &amp; Fireworks at Tyttenhanger</b> Document noted as circulated. Cllr Clemow had some questions particularly on the pyrotechnics and qualifications, Cllr Clemow would send these questions to the Clerk, subject to these questions being answered it was duly proposed, seconded,</p>

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	and unanimously <b>RESOLVED</b> by a show of hands that subject to all paperwork being received prior to the event by the Clerk the event was approved to go ahead. <b>Motion carried.</b>
<b>23/24-24</b>	<p><b>ENVIRONMENT MATTERS</b></p> <p><b>a) Wildlife Report River Colne</b> Report noted as circulated. It was considered that this document and its contents required review in more detail. The Clerk was instructed to send it to the councillors with an interest in the environment to review and also Cllr Petit asked if he could send it to a local environmentalist who may be able to offer some views on the work which could be carried out as a result.</p> <p><b>b) Annual Play Inspections</b> Report noted as circulated. The Clerk was instructed to obtain quotes on the works required and circulate to all councillors.</p> <p><b>c) Grass Cutting, Roestock Hut surround</b> It was confirmed that Council would like a one off cut at a cost of £520.00 and instructed the Clerk to get this organised and booked in.</p>
<b>23/24-25</b>	<p><b>PARISH ADMINISTRATION &amp; EVENTS</b></p> <p><b>a) Next Parish Council Meeting</b> It was confirmed that due to holidays and other commitments the next Parish Council meeting would be moved to Thursday 3<sup>rd</sup> August 2023.</p> <p><b>b) Parish Office Photocopier Lease</b> The current photocopier was purchased outright in September 2017. It was a refurbished machine so obtaining parts and peripherals is creating an ongoing issue. A new Sharp machine has been offered issue costs of copying would be based on 5,000 mono and 1,200 colour copies/prints at 0.682p and 6.810p and including £75.00 7 year+ charge. The full service cost will be reduced to only 0.35p and 3.5p plus £285.00 flat rate per quarter. Costs currently £800 and this in the budget for 2023/24. Costs will now increase to around £2000 funds will need to come from EMR 341 Contingency. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that The Clerk enter into the new photocopier lease for the costs as stated. <b>Motion carried.</b></p> <p><b>c) Clerk report</b></p> <ul style="list-style-type: none"> <li>• Request responded to from NALC regarding the Band D increase on the 2023/24 Precept.</li> <li>• A briefing was held of all outstanding business with councillors on 15th June</li> <li>• Organising a meeting with Brett Aggregates and members of the Smallford Residents Association and Ellenbrook Area Residents Association to discuss access, being held 3rd July 2023</li> <li>• Expression of Interest application for Community Ownership Fund was approved and a full application will now commence on Roestock Hut and a bid for £250,000 deadline is 12th July 2023</li> <li>• Thank you cards from Colney Heath Brownies and Guides received, two were read as an example.</li> <li>• Card received from Buckingham Palace on behalf of King Charles III in response to the Parish Council condolence letter. Clerk confirmed a period of annual leave to Council.</li> </ul>

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<b>23/24-26</b>	<b>REPRESENTATIVES ON OUTSIDE BODIES</b> To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair: <ul style="list-style-type: none"><li>• Ellenbrook Fields Trust Cllr Tallents had been confirmed as the representative but nothing to report.</li><li>• St Albans District Association of Local Councils Next meeting is being held on 3<sup>rd</sup> July 2023</li><li>• Highways Liaison No date for next meeting yet.</li><li>• Tyttenhanger Quarry Next meeting confirmed as 5<sup>th</sup> September 2023</li></ul>
<b>23/24-27</b>	<b>QUESTIONS FROM THE PUBLIC</b> <i>9.18pm 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"><li>• Question regarding the surface at Tyttenhanger play area – it was confirmed that this was picked up by the inspector but it was marked for monitoring only with no action required.</li><li>• A representative from the Smallford Station and Alban Way Heritage Society invited all councillors and those in attendance to come to their event on Sunday and also to other events on 30<sup>th</sup> July 2023 and 10<sup>th</sup> September 2023.</li><li>• Cllr Shaw asked if the noticeboards could be unlocked and used freely. It was explained that the noticeboards were a requirement of the local authority and as such they would need to be controlled for certain statutory notices that were required to be put up. Outside of this if a request comes in and the content of any advert or poster is acceptable this is displayed where space allows.</li><li>• Cllr Shaw asked if the Gloucester Park review was still happening and was it worth it. The Clerk confirmed that this was not a challenge of the decision but a challenge of the process and due process should be followed. The Clerk was expecting an update from the District Council in the next couple of weeks.</li></ul> <i>9.25pm Standing Orders were resumed.</i> The Chair thanked all for their attendance and closed the meeting at 9.26pm

**Meeting closed at 9.26pm**

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 30/06/2023

Signed by  
Chair Cllr Tallents  
Approved by Council 5<sup>th</sup> August 2023



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## COLNEY HEATH PAYMENTS LIST – Q1 2023/24

Approved payments for May 2023 (Month 2)		
Ref. No	Payment To	£ inc. VAT
20	Coronation Street Party Tyttenhanger - Approved 2022/23 115f	£ 200.00
21	Coronation Event - CH Sports and Social Club - Approved 2022/23 115f	£ 200.00
22	Rialtas - Omega Cashbook Annual Support /04/2022 - 03/24	£ 324.75
23	Rialtas - Year End Omega 2023 - Thursday 20/04/2023	£ 906.00
24	Clerk - Expenses - Postage welcome packs/Summons May/Trend	£ 83.70
25	Groundwork East - Colney Heath Play Area, design, plan and costings	£ 3,264.00
26	Herts Fullstop - Avery Laser Labels & A4 Multi Coloured Dividers	£ 39.49
27	Groundwork East - Colney Heath Play Area, Tender documents	£ 1,632.00
28	Highfield Park Trust - Electricity - March 2023	£ 49.13
29	Highfield Park Trust - Electricity - April 2023	£ 41.76
30	Colney Heath School & Nursery Hire of Meeting Venue – 2023-24	£ 495.00
31	CP Associates Project Manager Support Colney Heath Parish Council	£ 928.55
32	Ricky Tyler Landscapes - Maintenance of Parkland - May 2023	£ 1,671.00
33	Microshade - Hosted Application Service & Backups May 2023	£ 77.47
34	TBS Hygiene - Dog Waste Collection - April 2023	£ 226.80
35	TBS Hygiene - Litter Bin Collection - April 2023	£ 282.24
36	TBS Hygiene - Fly Tipping at Roestock Park	£ 60.00
37	TBS Hygiene - Fly Tipping at Warren Farm Track, Coursers Road.	£ 168.00
38	Legal & General – IHLI Premium Charged Apr 23 – Mar 24	£ 828.87