

# COLNEY HEATH PARISH COUNCIL

 Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 Telephone: (01727) 825 314  
 Website: <https://colneyheathparishcouncil.gov.uk>  
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## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 23 NOVEMBER 2023, 7.30pm

<b>Members in attendance</b>	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath Ward) Cllr J Clemow (Colney Heath Ward) (Chair)	Cllr N Pettit (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward) Clerk of the Council, Mrs L Peters
<b>Other attendees</b>	
11 members of the public, the Finance Officer and the Neighbourhood Plan Project Officer (voluntary)	
<b>23/24-67</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> Apologies were received from Cllr Tallents and accepted for the reason noted. Cllr Parish was noted as absent. It was confirmed that 2 councillors were audio recording the meeting.
<b>23/24-68</b>	<b>DECLARATIONS OF INTEREST</b> a) Cllr Clemow raised a non-pecuniary interest in Item 71b. b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance.
<b>23/24-69</b>	<b>QUESTIONS FROM THE PUBLIC</b> <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> <ul style="list-style-type: none"> <li>• There was a question regarding information on the reopening of the Crooked Billet public house, this was expected to reopen tomorrow (Friday 24<sup>th</sup> November) at 2pm.</li> <li>• There was a question as to which defibrillator was removed from the Parish Council insurance policy, it was noted the defibrillator is attached to the Colney Heath Recreation Ground pavilion and a networked defibrillator is located at the Colney Heath village hall.</li> <li>• A resident spoke regarding Item 73f.</li> <li>• Request for any further information on the track behind properties 52-81 High Street, Chair of the meeting confirmed the matter remained under consideration</li> <li>• A resident requested if signage would be put up at the Warren ponds, this request was noted.</li> </ul> <i>7.35pm Standing Orders were resumed.</i>
<b>23/24-70</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the meeting held 19 <sup>th</sup> October 2023 were noted as circulated and taken as read. The following amendments were made by hand: <ul style="list-style-type: none"> <li>• An amendment to page CHPC page 650 Item 60d were the words per annum were added after each amount.</li> <li>• Numbering on page 651 was amended.</li> <li>• Numbering on page 652 was amended.</li> </ul> There were no further comments regarding accuracy of the minutes. 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> The minutes were signed by the Chair of the meeting for the record and would be marked as signed on the website.

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	<b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b>
<b>23/24-71</b>	<p><b>FINANCE</b></p> <p><b>a) Payment Approval for November 2023</b> The payment sheet with month 8 payments 101-112 in the amount of £7,239.21 was noted as circulated. The Chair asked for any queries or questions on any of the payments. Cllr Shaw requested clarification as to what payment 111 was for, the RFO clarified that this was for postage and 200 extra copies of the newsletter. There were no further questions or queries raised. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the payments be signed by two councillors and paid by BACS at the end of November 2023. <b>Motion carried.</b></p> <p><b>b) Resolution to pay invoice with no receipts</b> The invoice from the WI to provide refreshments for the Community Organisations Conference held at Charles Morris Hall was noted and no receipts were presented with the invoice. The invoice was for £96.00 which was 32 people at £3.00 per person. It was further confirmed that the funds would need to be allocated from the Chairmans Allowance for 2023/24. Due to the previously declared non-pecuniary interest Cllr Clemow abstained from the vote. It was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands that the invoice be paid without receipts and allocated from Chairmans Allowance 2023/24. <b>Motion carried.</b></p>
<b>23/24-72</b>	<p><b>GOVERNANCE</b></p> <p><b>AMENDMENT TO COUNCIL VISION &amp; OBJECTIVES 2023/24</b> The document was noted as circulated and the proposed change of wording from 'best' to 'reasonable' in section 7 was 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></p>
<b>23/24-73</b>	<p><b>PLANNING &amp; CONSULATIONS</b></p> <p><b>a) 5/2023/0976 – Roestock Lane, Colney Heath</b> The Clerk noted there were no comments or objections on SADC portal. Council reviewed the application and it was agreed that the Council neither supported nor objected to this application. <b>Motion carried.</b></p> <p><b>b) 5/2023/2100 – Land at Junction of Roestock Lane and Bullens Green Lane</b> Clerk noted that there were 46 objections on SADC portal to date. Council reviewed the application and it was agreed that this application was overdevelopment and encroachment within the green belt. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that this application be delegated to the Clerk and planning working party to draft the Parish Council response which would be to object to the application. <b>Motion carried.</b></p> <p><b>c) 5/2023/2200 – High Street, Colney Heath</b> The Clerk noted there were no comments or objections on SADC portal. Council reviewed the application and It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that under the proviso that the</p>

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	<p>balustrade was opaque as shown on the application drawings the Parish Council had no further comment to make on this application.</p> <p><b>Motion carried.</b></p> <p><b>d) 5/2023/2139 – Land adjacent The Cats Whiskers, Oaklands Lane</b>              The Clerk noted there were no comments or objections on SADC portal. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that this application be delegated to the Clerk and planning working party to draft the Parish Council response which would be to object to the application.</p> <p><b>Motion carried.</b></p> <p><b>e) 5/2023/2232 – Roundhouse Farm, Colney Heath</b>              The Clerk noted there were no comments or objections on SADC portal. It was noted that despite this being a certificate of lawfulness this work had not yet started and the Clerk was asked to look up the previous applications. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that this application be delegated to the Clerk and planning working party to draft the Parish Council response which would be to object to the application.</p> <p><b>Motion carried.</b></p> <p><b>f) 5/2023/1923 – Land between The Alban Way and Colney Heath Lane</b>              The Clerk confirmed that to date 146 comments had been submitted on this application. The CHPC draft response was noted as circulated. Cllr Burns gave an update on the draft response and that it was requiring a further appendix. Council reviewed and it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the submission of this objection be delegated to the Clerk and planning working party to finalise on behalf of the Parish Council and submitted by the Clerk when ready.</p> <p><b>Motion carried.</b></p> <p><b>g) Consultation on proposed 30mph Speed Limit Extension and proposed 40mph Speed Limit at Bullens Green Lane</b>              Councillors noted the consultation. It was confirmed that the 4CH Residents Association had commented. A copy would be sent to the Clerk once submitted. Councillors were concerned that you could drive at differing speeds depending which direction you were travelling in, it was felt that this needed to be addressed as a matter of urgency. Councillors were keen to highlight the lack of pavements at this location. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to respond to the consultation highlighting the concerns over the signage and the lack of pavements but that the entire length of Bullens Green Lane should be reduced to 30mph.</p> <p><b>Motion carried.</b></p> <p>A copy of the response as requested to be sent to County Councillor Hale.</p>
23/24-74	<p><b>ENVIRONMENT</b></p> <p><b>a) PARISH GREEN SPACE AUDIT</b>              The report was noted as circulated and taken as read. It was confirmed by the Clerk that an application for 420 trees had been successful and were due to arrive in March 2024. A plan for planting locations and volunteers to carry out the planting would be required. This would be added to any environment work planned.</p>

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	<p><b>b) WARREN FENCING</b> Councillors had not had chance to visit. The Clerk suggested a site visit for all to attend together and make a plan on site.</p> <p><b>c) ENVIRONMENT WORKING PARTY</b> It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that a meeting of those wishing to discuss the environment remit and initial projects meet and offer recommendations to Council at either the December or January Council meetings. <b>Motion carried.</b></p>
23/24-75	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p><b>a) Communications</b> The newsletter advertising policy was noted as circulated and taken as read. It was therefore duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the newsletter advertising policy be adopted. <b>Motion carried.</b> The Kite was confirmed to have been issued and was successfully delivered to all of the Parish. Thanks to all contributors and volunteers who assisted in co-ordinating and delivering the 1<sup>st</sup> edition. The next meeting of the communications Working Group was noted to be taking place on Friday 24<sup>th</sup> November 2023, 11.30pm in The Studio at Colney Heath Village Hall, Colney Heath to discuss the next edition which was due out in December 2023.</p> <p><b>b) Community Organisations</b> Cllr Clemow reported in the absence of Cllr Parish. Community Conference held with 35 attendees representing many of the organisations across the Parish. Thanks to WI for refreshments and Charles Morris Hall for hosting. A questionnaire has been issued to a number of community organisation regarding their activities and support that may be required from the Council.</p> <p><b>c) Planning</b> Cllr Burns reported on the main activity being the preparation of the objection for the application for land between The Alban Way and Colney Heath Lane. As reported earlier in the meeting the submission was near completion. Tollgate Road appeal decision was not received yet but due at the end of this month.</p> <p><b>d) Charles Morris Hall</b> Cllr Clemow reported since the last meeting the Charles Morris Hall charity had indicated their intention to become a CIO (Charitable Incorporated Organisation). Any updates or recommendations would be brought to Council when required.</p> <p><b>e) Roestock Hut</b> Cllr Clemow reported he had held a fact finding meeting with the Scouts and that there was a further meeting with St Albans District Council plus some viewings of other local huts. Cllr Shaw asked for dates of the visits to be shared.</p>
23/24-76	<p><b>PARISH ADMINISTRATION &amp; EVENTS</b></p>
	<p><b>a) Clerk report</b> The Clerk raised the following in her verbal report:</p> <ul style="list-style-type: none"> <li>As reported at the start of the meeting the Crooked Billet Public House is expected to reopen its doors on Friday 24<sup>th</sup> November 2023.</li> </ul>

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	<ul style="list-style-type: none"> <li>• County Councillor Hale report was received and circulated to all councillors any queries on the report or any matters please raise directly with County Councillor Hale or through the Clerk.</li> <li>• The Chair of Council asked that it be confirmed that the Colney Heath Sports and Social Club are setting up Company Limited by Guarantee which will then be able to sign and hold the pavilion lease. Further updates and the lease when drafted will come to Council for review and approval.</li> <li>• The track behind 53-81 High Street letter had received one response with some reference to suggestions of repair to the track. On review the repair could be carried out if the land had been removed from the Common Land parcel, however it remains registered as Common Land and would still require permission in order to be repaired. Further investigations with Department of Environment, Food and Rural Affairs (DEFRA) are ongoing for a solution.</li> <li>• Budget Committee meeting will be held on 6<sup>th</sup> December starting at 7pm in the Studio of the Colney Heath Village Hall. Agenda and papers will be issued 30<sup>th</sup> November 2023</li> <li>• Next Full Council meeting agenda will be issued 8<sup>th</sup> December 2023, all members should be aware of the shorter time to submit reports and items for the agenda.</li> <li>• The Parish Council office will be closed over the festive period from Friday 22<sup>nd</sup> December reopening on Thursday 4<sup>th</sup> January 2024.</li> </ul> <p><b>b) Matters raised since the issue of the agenda</b> None</p> <p><b>c) Questions to the Clerk</b> None</p>
<p><b>23/24-77</b></p>	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair:</p> <p><b>a) Ellenbrook Fields Trust</b> Clerk confirmed there was a meeting of the Shadow Trust being held Monday 27<sup>th</sup> November 2023.</p> <p><b>b) St Albans District Association of Local Councils</b> Next meeting 8<sup>th</sup> January 2024</p> <p><b>c) Highways Liaison</b> Nothing to report</p> <p><b>d) Tyttenhanger Quarry</b> Nothing to report.</p>
<p><b>23/24-78</b></p>	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p>8.25pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</p> <ul style="list-style-type: none"> <li>• A question as to whether the Parish Council could be proactive and work with developers. Comments noted.</li> <li>• Closure of Oaklands footpaths. Comments noted.</li> <li>• Question on potential relevance between a related planning application in Park Street and the one at Smallford Pits. This was referred to the planning working party to review</li> </ul>

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	<ul style="list-style-type: none"><li>Update on the hawthorn clearance at the Common, confirmed that three quotes were requested but only one contractor could cut and collect which was the requirement, further quotes are being attempted prior to instruction.</li></ul> <p><i>8.43pm Standing Orders were resumed.</i></p> <p>The Chair thanked all for their attendance and closed the meeting at 8.44pm</p>
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## Meeting closed at 8.44pm

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 30<sup>th</sup> November 2023



Signed by  
Chair Cllr Tallents  
Approved by Council 14<sup>th</sup> December 2023



Draft until approved by Full Council

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## COLNEY HEATH PAYMENTS LIST – Q3 2023/24

Approved payments for November 2023 (Month 8)		
Ref. No	Payment To	£ inc. VAT
101	Zurich Insurance Policy - 14/11/2023-13/11/2024	£ 3,624.98
102	TBS Hygiene Ltd - Litter Bin Collection - October 2023	£ 192.48
103	TBS Hygiene Ltd - Dog Waste Collection - October 2023	£ 237.60
104	Ricky Tyler Landscapes - Maint of Parkland - November 2023	£ 1,671.00
105	Ricky Tyler Landscapes - Path & Hedge reduction of the Warren	£ 648.00
106	KG Tree Care-remove tree damaging building-Tyttenhanger Green	£ 480.00
107	Blackbirds Brands-Printing A3 Presentation Kite Newsletter/Logo	£ 23.89
108	FCBS - Photocopying - Q2	£ 85.97
109	Cllr Expenses - Car Parking - Tollgate Road Enquiry	£ 30.00
110	Cllr Expenses - Car Parking - Tollgate Road Enquiry	£ 30.00
111	Clerk Expenses - Postage x 12/The Kite newsletter 200 copies	£ 199.37
112	Common Ranger Expenses - Petrol for Brushcutter	£ 15.92