

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal 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



Summons issued – 12th April 2024

To Members of the Parish Council,
Councillors, Brazier, Burns, Clemow, Pettit, Parish, Shaw and Tallents.

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 18th April 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

- 23/24-132 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence and to note announcements
- 23/24-133 DECLARATIONS OF INTEREST**
a) To receive declarations of interest from members regarding this agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate
- 23/24-134 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.
- 23/24-135 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**
To note and approve meeting minutes for the previous meeting of the Parish Council held 21st March 2024.
Motion To accept and resolve the minutes of the meeting held 21st March 2024 are a true and accurate record of the meeting

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FINANCE, AUDIT & GOVERNANCE

23/24-136

FINANCE

- a) To approve the payment schedule for March 2024 (Month 12) payment sheet approved under delegated authority (21/03/2024 Item 122b)
Motion To resolve that all payments made and listed for March 2024 under delegated authority are approved by Council.
- b) To approve the payment schedule for April 2024 (Month 1) payment sheet
Motion To resolve that all payments listed for April 2024 are paid by BACS before 30/04/2024.
- c) To approve the budget and accept quote for survey at Roestock Hut
Motion To resolve that a budget of no more than £3000.00 is allocated and the Clerk be instructed to undertake a contractor for this survey
- d) To approve the budget and accept quote for the tree survey of all Parish Council open spaces and the Colney Heath Common
Motion To resolve that a budget of no more than £2850.00 is allocated and the Clerk be instructed to undertake a contractor for these surveys

23/24-137

AUDIT

- a) To receive and note the 2023/24 asset register and changes made throughout the financial year.
Motion To resolve that the Council has received and confirms the updated asset register closed for 2023/24 and the figures for 2024/25.
- b) To confirm, comment and adopt the review of effectiveness of internal controls for 2024/25.
Motion To resolve to adopt after having reviewed the document effectiveness of internal controls for the financial year 2024/25

23/24-138

GOVERNANCE

To review the updated Communications Policy

Motion To review, amend where appropriate and resolve to approve the amended policy as drafted and circulated.

23/24-139

PLANNING APPLICATIONS, APPEALS & CONSULTATIONS

To review planning applications received by the Parish Council and to make comment as a consultee. Applications can be searched using the St Albans City & District Council website link below to search by the application number or by reviewing the link provided with each numbered application.

<https://planningapplications.stalbans.gov.uk/planning/>

In each case and after debate the Parish Council will confirm by resolution

Motion

- To resolve to delegate a planning comment/objection be written and submitted by the Clerk working with the Planning Working Party in preparation and submission or**

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2. **To resolve to agree comment/object and the submission be drafted and submitted under delegated authority to the Clerk or**
 3. **To resolve to neither support or object to the planning application**
- a) **5/2024/0222** - Comment by 20th April 2024
8 Smallford Lane Smallford St Albans Hertfordshire AL4 0SA
Change of use of existing ground floor office to bedroom (retrospective)
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0222#VIEW?RefType=PBDC&KeyNo=129640>
 - b) **5/2024/0431** - Comment by 20th April 2024
5/2024/0490 – Comment by 20th April 2024 (Listed Building Consent)
Barns And Stables At Sleapshyde Farm Sleapshyde St Albans
Change of use and conversion of barns to Class C3 (residential) to create single dwelling with habitable roof accommodation, installation of rooflights, associated external alterations, parking, amenity space
<https://planningapplications.stalbans.gov.uk/planning/search-applications?s=2783a9ea947ba31c12d6c6834fa64450fb5e49f0#VIEW?RefType=PBDC&KeyNo=129933>
<https://planningapplications.stalbans.gov.uk/planning/search-applications?s=2783a9ea947ba31c12d6c6834fa64450fb5e49f0#VIEW?RefType=PBDC&KeyNo=130011>
 - c) **5/2024/0267** - Comment by 27th April 2024
82 Oaklands Lane Smallford St Albans Hertfordshire AL4 0HS
Variation of Conditions 2 (approved plans), 3 (levels), 4 (materials) 5 (contamination), 7 (hard and soft landscaping), 8 (boundary treatment) and 13 (ecological enhancements) to allow layout amendments to Plot no. 4 incorporating all amendments granted
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0267#VIEW?RefType=PBDC&KeyNo=129703>
 - d) **5/2024/0454** - Comment by 27th April 2024
53 & Land Rear Of 55-59 Station Road Smallford AL4 0HB
Demolition of 53 Station Road and erection of 8 new dwellings with associated access, parking, amenity space and landscaping
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0454#VIEW?RefType=PBDC&KeyNo=129964>
 - e) **Highfield Park Trust**
To agree date for meeting to be held with the Trust and which Councillors and officers will attend.
Motion To resolve Council agreement to a formal meeting with the Highfield Park Trust to discuss the expansion plan. To instruct the Clerk to arrange the meeting as appropriate.

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23/24-140 HERTSMERE LOCAL PLAN BOWMANS CROSS

- a) To note the officer of the Hertsmere Planning Portfolio holder Cllr Oakley to meet with the Parish Council on either 8th or 9th May 2024 to discuss the benefits and impact of the continued promotion of the Bowmans Cross site in the Hertsmere Local Plan.

Motion To resolve the preferred date for this meeting and the attendees.

- b) To confirm the offer of a public meeting with Daisy Cooper MP and in conjunction with London Colney Parish Council and Campaign for Colney to discuss with the residents and public the impact of the continued promotion of the Bowmans Cross site in the Hertsmere Local Plan.

Motion To resolve to instruct the Clerk to work with the MP's office, London Colney Parish Council and Campaign for Colney to arrange a public meeting as appropriate and after the May elections.

- c) Hertsmere Local Plan regulation 18
To note the Regulation 18 consultation background paper and that the period for comment commences 3rd April 2024 to 29th May 2024 and to consider delegated authority for the Parish Council response to be drafted and submitted by the Clerk working with the Planning Working Group

Motion To resolve to instruct delegated authority to the Clerk to submit a response to the regulation 18 consultation of the Hertsmere Local Plan working in the draft with the Planning Working Group

23/24-141 LEGAL AND LANDOWNER MATTERS SLEAPSHYDE PARK

Council to confirm their intention to renew or decline a lease on Sleapshyde Park. The current 30 year lease expires 16/10/2024.

Motion To resolve to instruct the Clerk to confirm Council requirements for the expiring lease on Sleapshyde Park.

23/24-142 WORKING PARTIES

To receive and note the reports either verbal or written from the following working parties.

- a) Communications Working Party
- b) Community Organisations Working Party
- c) Planning Working Party

To confirm a potential replacement lead councillor and a further councillor to support the work of the group.

- d) Charles Morris Hall Working Party
- e) Roestock Hut Working Party
- f) Environment Working Party

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23/24-143 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report and any responses to individual councillor emails and requests
- b) To note any update on arrangements and preparations for the Annual meeting of the Parish Electorate - Thursday 9th May 2024 at 7.30pm.
- c) 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
- d) 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.

23/24-144 REPRESENTATIVES ON OUTSIDE BODIES

To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair:

- a) Ellenbrook Fields Trust next meeting TBC
- b) St Albans District Association of Local Councils update form meeting held 08/04/2024
- c) Highways Liaison next meeting May 2024
- d) Tyttenhanger Quarry next meeting May 2024

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, 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.

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.

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| Item 135 | Draft Minutes of Parish Council meeting held 21 st March 2024 |
| Item 136a | Payment Sheet Month 12 (March 2024) Part 2 Financial Year 2023/24 |
| Item 136b | Payment Sheet Month 1 (April 2024) Financial Year 2024/25 |
| Item 136c | Quote details for Roestock Hut survey plus appendices |
| Item 136d | Quote details for Common and Open Spaces tree survey |
| Item 137a | Asset Register 2023/24 with figures noted 2024/25 |
| Item 137b | Effectiveness of Internal Controls |
| Item 138b | Communications Policy |
| Item 140c | Background paper on Hertsmere Local Plan – Bowmans Cross |