

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 – 10th May 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 16th May 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

24/25-01 ELECTION OF CHAIR

To receive nominations and elect a member of the Parish Council to serve as Chair of the Council for the Parish Council year 2024/25 and for the declaration of office for the Chair to be signed.

Motion To receive nominations to elect a Chair of Council for the Council year 2024/25

24/25-02 ELECTION OF VICE - CHAIR

To receive nominations and elect a member of the Parish Council to serve as Vice-Chair of the Council for the Parish Council year 2024/25 and for the declaration of office for the Vice-Chair to be signed.

Motion To receive nominations to elect a Vice-Chair of Council for the Council year 2024/25

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24/25-03 APOLOGIES & ANNOUNCEMENTS

- a) To receive and accept apologies for absence
- b) To note any announcements

24/25-04 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

24/25-05 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.

24/25-06 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous meeting the previous Parish Council meeting held 18th April 2024.

Motion To accept and resolve the minutes of the meeting held 18th April 2024 are a true and accurate record of the meeting

24/25-07 COUNCIL MEETINGS DATES, STAFFING COMMITTEE MEMBERSHIP AND EXTERNAL ORGANISATION REPRESENTATIVES

- a) To note the Full Council meeting dates for 2024/25

Motion To review, amend where appropriate and confirm dates for Parish Council meeting for Council year 2024/25.

To confirm membership of the Staffing Committee for 2024/25 and to adopt the Terms of Reference.

Motion To receive nominations for membership of the Committee for financial year 2024/25 and to view, amend where appropriate and resolve to approve the Terms of Reference.

To confirm membership of the Budget Committee 2024/25 and to adopt Terms of Reference.

Motion To receive nominations for membership of the Committee for financial year 2024/25 and to view, amend where appropriate and resolve to approve the Terms of Reference.

- b) To review and approve the formation, remit and reporting structure of the Parish Council working parties for 2024/25.

Motion To receive nominations for membership of suggested working parties for financial year 2024/25 and to view, amend where appropriate and resolve to approve the objectives and remit.

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24/25-08 COUNCIL STATUTORY DOCUMENTATION REVIEW

To review, amend as necessary and adopt for 2024/25 the following current statutory documents:

a) **Standing Orders 2024/25**

To carry out an annual review of Council Standing Orders.

Motion To review, amend where appropriate and resolve to approve Council Standing Orders for financial year 2024/25.

b) **Financial Regulations 2024/25**

To carry out an annual review of Council Financial Regulations and note that the model NALC (National Association of Local Councils) template has been used and regulations updated (issued April 2024).

Motion To review, amend where appropriate and resolve to approve the Council Financial Regulations for financial year 2024/25.

c) **Code of Conduct 2024/25**

To carry out an annual review of the Council Code of Conduct.

Motion To review, amend where appropriate and resolve to approve the Council Code of Conduct for financial year 2024/25

d) **Health & Safety Policy Statement**

To carry out an annual review of the Council Health and Safety Statement for financial year 2024/25.

Motion To review, amend where appropriate and resolve to approve the Council Health and Safety Statement for financial year 2024/25

FINANCE, AUDIT & GOVERNANCE

24/25-09 **FINANCE**

- a) To carry out an annual review and approve the regular payments set up for the Council financial year 2024/25 including Direct Debits and Standing Orders

Motion To resolve that all regular payments scheduled are resolved to be made for the financial year 2024/25 .

- b) To approve the schedule for May 2024 (Month 2) BACS payments.

Motion To resolve that all payments listed for May 2024 are paid by BACS before 31/05/2024.

- c) To confirm the authorised signatories for the Parish Council bank accounts 2024/25

Motion To resolve and confirm any additional signatories or those councillors who wish to be removed as signatories for the Council financial year 2024/25

- d) To note the S137 payment amount for 24/25

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24/25-10 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

- 1. 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**
- 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) **5/2024/0622** - Comment by 11th May 2024

The Crooked Billet 88 High Street Colney Heath AL4 0NP
Discharge of Condition 3 (details of materials) of 5/2024/0036 dated 20/03/2024 for Listed Building consent - Reinstatement of walls and windows following damage from vehicle damage

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0622#VIEW?RefType=PBDC&KeyNo=130186>

b) **5/2024/0675** - Comment by 25th May 2024

18 Jove Gardens Smallford AL4 0LP
Single storey rear extension and loft conversion

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0675#VIEW?RefType=PBDC&KeyNo=130262>

c) **5/2024/0636** - Comment by 25th May 2024

The Farmhouse Round House Farm Roestock Lane Colney Heath AL4 0PP

Single storey side extensions and two storey rear extension with roof alterations (resubmission following refusal of 5/2022/303)

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0636#VIEW?RefType=PBDC&KeyNo=130215>

d) **5/2024/0716** - Comment by 31st May 2024

8 Hall Gardens Colney Heath St Albans Hertfordshire AL4 0QG
Replacement roof and wall frames of existing conservatory

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0716#VIEW?RefType=PBDC&KeyNo=130320>

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- e) **5/2024/0685** - Comment by 1st June 2024
Roestock 98 Roestock Lane Colney Heath AL4 0QN
Loft conversion with rear dormer window and front rooflights
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0685#VIEW?RefType=PBDC&KeyNo=130273>
- f) **5/2024/0633** - Comment by 27th April 2024
52 Roestock Lane Colney Heath AL4 0QQ
Single storey front extension and part single, part two storey rear extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0633#VIEW?RefType=PBDC&KeyNo=130201>

24/25-11 HERTSMERE LOCAL PLAN BOWMANS CROSS

- a) To note feedback on the recent meeting at the offices of the Hertsmere Planning Portfolio holder Cllr Oakley discussing the impact of the Bowmans Cross site in the Hertsmere Local Plan.
- The Clerk recommendation for item 24/25-11b is that debate is considered either in part or in its entirety in a confidential councillor session due to the sensitive and confidential nature of some of the information to be shared. This decision should be by resolution of Council.*
- b) To note the arrangements/proposals for the Bowmans Cross joint public meeting and for the Clerk to take further instruction
- Motion** To resolve to instruct the Clerk after debate and as required.

24/25-12 LEGAL AND LANDOWNER MATTERS

The Clerk recommendation for items 24/25-12 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 contact from solicitor in relation to the accessway wayleave agreement at Fredericks Wood
- Motion** To resolve what the Parish Council would consider to be reasonable costs to be recovered in this case
- Motion** To resolve to instruct the Clerk to re-engage the firm of solicitors who dealt with the original agreement and proceed with negotiation subject to agreement with the applicant on reasonable costs.

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TARMAC LIMITED – LAND AT COLNEY HEATH

- b) Council to note Savills correspondence, review and agree response.
Motion To resolve to instruct the Clerk under delegated authority to respond to the correspondence on behalf of the Parish Council.

VISTRY HOMES LIMITED vs SECRETARY OF STATE FOR HOUSING, LEVELLING UP AND COMMUNITIES

- c) Council to note Clerk action taken under delegated authority and any update on this matter.

24/25-13

PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
b) Beating the Bounds – dates May and June and arrangements for event.
c) To notify the Parish Council about the request by a resident to place bee hive on Colney Heath Common and delegate investigations to the Clerk working with the Environment working party for recommendation to Council.
d) 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
e) 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.

24/25-14

REPRESENTATIVES ON OUTSIDE BODIES

To note written reports, where available or verbal updates:

- a) Ellenbrook Fields Trust
b) St Albans District Association of Local Councils
c) Highways Liaison
d) Tyttenhanger Quarry

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 06 Draft Minutes of Parish Council meeting held 18th April 2024
- 2024-25 Paper 07a Council Meeting dates 2024/25 and Terms of Reference Review
- 2024-25 Paper 07b CHPC Working party and membership 2024/25
- 2024-25 Paper 08a CHPC Standing Orders 2024/25
- 2024-25 Paper 08b CHPC Financial Regulations 2024/25
- 2024-25 Paper 08c CHPC Code of Conduct 2024/25
- 2024-25 Paper 08d CHPC Health & Safety Statement 2024/25
- 2024-25 Paper 09a CHPC regular Payments 2024/25
- 2024-25 Paper 09b Payment Sheet – May 2024 (Month 2) 2024/25
- 2024-25 Paper 12b Savills Landowner letter – *confidential circulation councillors only*