

# 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 ANNUAL PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 16 MAY 2024, 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) 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
<b>Other attendees</b> 3 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
<b>24/25-01</b>	<b>ELECTION OF CHAIR OF COUNCIL</b> Cllr Tallents opened the meeting and welcomed all residents and Councillors to the Annual Meeting of the Parish Council. Cllr Tallents was nominated and wished to take the position of Chair of the Council. There being no other nominations it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that Councillor Craig Tallents would serve as the Chair for Colney Heath Parish Council for 2024/25, a declaration of office was signed. <b>Motion carried</b>
<b>24/25-02</b>	<b>ELECTION OF VICE-CHAIR OF COUNCIL</b> Cllr Clemow was nominated and wished to take the position of Vice-Chair of the Council. There being no other nominations it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that Councillor John Clemow would serve as the Vice Chair for Colney Heath Parish Council for 2024/25, a declaration of office was signed. <b>Motion carried</b>
<b>24/25-03</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> Cllr Tallents made a short announcement regarding the public meeting hosted by London Colney Parish Council being held Monday 20 <sup>th</sup> May at 7pm in the Caledon Community Centre. There was also a warning of the pitfalls of social media, there had been some challenging debates on social media in recent days which were noted. The Chair of Council also apologised for not carrying out the annual Beating of the Bounds but that an alternative date would be sought as the item was on the agenda for tonight. It was noted 3 councillors and 1 member of the public were audio recording the meeting.
<b>24/25-04</b>	<b>DECLARATIONS OF INTEREST</b> a) There were none raised or confirmed. b) No written requests for dispensations were received. c) No dispensations received in advance.
<b>24/25-05</b>	<b>QUESTIONS FROM THE PUBLIC</b> <i>7.36pm 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 except a councillor query on the meeting with the Scout group set for 30 <sup>th</sup> May, there was also a question regarding revaluation of the original building cost which had been done and added to the asset register by the insurance company valuation for rebuilding. <i>7.37pm Standing Orders were resumed.</i>

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24/25-06	<p><b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b></p> <p>The minutes of the meeting held 18<sup>th</sup> April 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 were no comments raised 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.</p> <p><b>Motion carried.</b></p> <p>The minutes would be signed by the Chair of the meeting for the record and would be marked as signed on the website.</p>
24/25-07	<p><b>COUNCIL MEETINGS DATES, STAFFING COMMITTEE MEMBERSHIP AND EXTERNAL ORGANISATION REPRESENTATIVES</b></p> <p>a) The Full Council meetings dates for 2024/25 were noted as circulated. It was duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands that the agreed dates for 2024/25 meetings would be put on the website and into the Kite newsletter.</p> <p><b>STAFFING COMMITTEE</b></p> <p>The following members were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to form the Staffing Committee for 2024/25 Cllr Clemow , Cllr Burns and Cllr Parish. The terms of reference for the Staffing Committee 2024/25 received no comments or suggested changes and were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands.</p> <p><b>Motion carried</b></p> <p><b>BUDGET COMMITTEE</b></p> <p>The following members were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to form the Budget Committee for 2024/25 Cllr Tallents, Clemow and Shaw. The terms of reference for the Budget Committee 2024/25 received no comments or suggested changes and were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands.</p> <p><b>Motion carried</b></p> <p>b) <b>WORKING PARTIES</b></p> <p>Paper noted as circulated. Each working party would review their objectives for 2024/25 and redraft for Council approval as necessary. document was reviewed in turn and the following was noted:</p> <ul style="list-style-type: none"><li>• <b>Communications Working Party</b> – Cllrs Pettit, Clemow and Parish</li><li>• <b>Community Organisation Liaison Group</b> – Cllrs Brazier, Shaw and Parish</li><li>• <b>Planning Working Party</b> – Cllrs Burns, Clemow and Tallents</li><li>• <b>Charles Morris Hall Working Party</b> – Cllrs Clemow, Tallents and Shaw</li><li>• <b>Roestock Hut Working Party</b> – Cllrs Clemow, Tallents and Parish</li><li>• <b>Environment Working Party</b> – Cllrs Brazier, Pettit, Burns</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 2024/25.</p> <p><b>Motion carried</b></p>

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24/25-08	<p><b>COUNCIL STATUTORY DOCUMENTATION REVIEW</b></p> <p><b>a) Standing Orders 2024/25</b> Standing Orders were noted as circulated, there were no proposed changes. Standing Orders were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to be adopted for 24/25. <b>Motion carried</b></p> <p><b>b) Financial Regulations 2024/25</b> Financial Regulations were noted as circulated. The newly issued NALC template for model regulations had been used and was suggested to be adopted. Councillors asked for a copy of the model template to be circulated. There were no further amendments. Financial Regulations were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to be adopted for 24/25. <b>Motion carried</b></p> <p><b>c) Code of Conduct 2024/25</b> Code of Conduct was noted as circulated. There were no proposed changes. Code of Conduct was duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to be adopted for 24/25. <b>Motion carried</b></p> <p><b>d) Health &amp; Safety Policy Statement</b> The Health and Safety Statement was noted as circulated. There was a minor change of wording to the Council will ensure 'to see that' in the 2<sup>nd</sup> box. Subject to this amendment the Health and Safety Statement was duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to be adopted for 24/25. <b>Motion carried</b></p>
	<p><b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b></p>
24/25-09	<p><b>FINANCE</b></p> <p><b>a) Approval of Direct Debits and Standing Order 2024/25.</b> The list of all direct Debits and standing orders were noted as circulated. There were questions on pension preparation, docuSign useage and accessway wayleave payment to Tarmac at the High Street Recreation Ground. It was duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands that the direct debits and standing orders for 2024/25 be approved. <b>Motion carried.</b></p> <p><b>b) May (Month 2) payments</b> Payment Sheet for May to date was confirmed payments 007-021 in the amount of £36,602.83 to date. There were questions on photocopying and also payments 007, 008 and 014 which were explained to Council. All payments were duly proposed, seconded and unanimously <b>RESOLVED</b> by a show of hands to be made for May 2024 would be set up and delegated authority was given to the Clerk to make the payments subject to approval by two councillors. Any further payments would be added to the following payment sheet and would be retrospectively approved at a future Council meeting. <b>Motion carried</b></p> <p><b>c) CHPC Bank Signatories 2023/24</b> Current signatories and those for 2024/25 were confirmed as Cllrs Tallents, Clemow, Burns and Brazier. When there were payments to be approved Cllr Clemow required assistance in logging in. It was duly proposed, seconded and</p>

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	<p>unanimously <b>RESOLVED</b> by a show of hands that no other signatories be added for 2024/25  <b>Motion carried.</b></p> <p><b>d) S137 24/25</b>                  The confirmed S137 payment amount per registered elector for 2024/25 is £10.81 and the total amount for 2024/25 is confirmed as £22,852.34. Council noted.</p>
<b>24/25-10</b>	<p><b>PLANNING &amp; CONSULATIONS</b></p> <p>It was confirmed that the following applications were received and noted and each had been reviewed and a decision on each application is noted:</p> <p><b>a) 5/2024/0622 – Crooked Billet, Colney Heath</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p> <p><b>b) 5/2024/0675 – 16 Jove Gardens, Smallford</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p> <p><b>c) 5/2024/0636 – The Farmhouse, Round House Farm, Roestock Lane, Colney Heath</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p> <p><b>d) 5/2024/0716 – 8 Hall Gardens, Colney Heath</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p> <p><b>e) 5/2024/0685 – 98 Roestock Lane, Colney Heath</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p> <p><b>f) 5/2024/0633 – 52 Roestock Lane, Colney Heath</b>                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application  <b>Motion carried</b></p>
<b>24/25-11</b>	<p><b>HERTSMERE LOCAL PLAN</b></p> <p><b>BOWMANS CROSS</b></p> <p>a) The Chair of Council gave a further update 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.</p> <p>b) The arrangements for the Bowmans Cross joint public meeting were noted.</p>
<b>24/25-12</b>	<p><b>LEGAL AND LANDOWNER MATTERS</b></p> <p><b><i>Council resolved that the following items would be discussed in a confidential session.</i></b></p> <p><b>FREDERICKS WOOD</b></p> <p><b>TARMAC LIMITED – LAND AT COLNEY HEATH</b></p>

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	<p><b>VISTRY HOMES LIMITED vs SECRETARY OF STATE FOR HOUSING, LEVELLING UP AND COMMUNITIES</b></p> <p>The Clerk updated that the case was moving ahead on 8<sup>th</sup>/9<sup>th</sup> July 2024 and that the Parish Council would not be taking an active part in the case due to lack of funds for barrister representation. This had been expressed to the Clerk of the High Court. Council noted the action.</p>
24/25-13	<p><b><u>PARISH ADMINISTRATION</u></b></p>
	<p><b>a) Clerk report</b></p> <p>The following items were referenced:</p> <ul style="list-style-type: none"> <li>• Rescheduled May Highways meeting will now take place on Wednesday 5 June at 1pm. The meeting will be held at the offices of Sandridge Parish Council. Councillors please confirm attendance with the Clerk.</li> <li>• Litter pick on Colney Heath Common 20<sup>th</sup> May 2024 – risk assessment received.</li> <li>• Updated NALC Bulletin received today (16/05/2024) issued new edition of the Good Councillors Guide, Parish Councillors should obtain this directly from NALC online or the Clerk can provide an email copy – it is 99 pages. It will not be displayed in the website as is a restricted members only document at this stage and not widely available yet.</li> <li>• Tyttenhanger equipment has been repaired, play reports received and are being costed for maintenance.</li> <li>• Permission for bouncy castles on Tyttenhanger open space on 11<sup>th</sup> May and 1<sup>st</sup> June 2024. Insurance documentation all received and in order.</li> <li>• Tree survey – Common largest area of concern, 9 critical trees with a further 6 to be felled in 3 months, 2 with Dutch Elm disease and all between 7m and 13m tall. It was suggested that any useful wood be left in small piles for local residents who have wood burners.</li> <li>• Please be aware that a resident and their small child were intimidated when photographing a large lorry inside of the weight restricted village boundary at a High Street pedestrian crossing. An email with details of the incident has been forwarded to the local PC who attended the recent Annual Parish Meeting. Residents please be aware for your safety.</li> <li>• The next Parish Council meeting will be held on Thursday 20<sup>th</sup> June and will be the statutory signing off of the 2023/24 accounts and internal audit, agenda issued Friday 14<sup>th</sup> June and the closing date business will be Friday 7<sup>th</sup> June 2024.</li> </ul> <p><b>b) Beating the Bounds</b></p> <p>A date for this event was delegated to the Clerk working with Cllrs Pettit and Brazier alongside the Common Ranger. Details to be published on the web</p> <p><b>c) Bees on CH Common</b></p> <p>Council were informed of an approach to put bee hives on Colney Heath Common. After debate it was felt that the risk of keeping the bees safe was too much of a risk and the project was declined.</p> <p><b>d) Matters raised since the issue of the agenda</b></p> <p>There were none.</p> <p><b>e) Questions to the Clerk</b></p>

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	Is the challenge from the Charles Morris Hall correct, there is a significant amount of paperwork to go through. Cllr Tallents asked for a copy of the initial letter of approach to the Parish Council.
<b>24/25-14</b>	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>a) <b>Ellenbrook Fields Trust</b> No recent meeting, next meeting in July 2024</p> <p>b) <b>St Albans District Association of Local Councils</b> Cllr Tallents gave a brief update.</p> <p>c) <b>Highways Liaison</b> Meeting has been rescheduled.</p> <p>d) <b>Tyttenhanger Quarry Liaison</b> Recent meeting held and had been useful.</p>
<b>24/25-15</b>	<p><b>QUESTIONS FROM THE PUBLIC</b></p> <p><i>8.56pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p> <p>a) Confirmation of no update on recreation ground pavilion lease</p> <p>b) Reconfirmed that the meeting with the scout group was 30<sup>th</sup> May at 6.30pm.</p> <p><i>8.59pm Standing Orders were resumed.</i></p> <p>The Chair thanked all for their attendance, closing the meeting at 8.59pm</p>

**Meeting closed at 8.59pm**

L Peters LCGI PSLCC CPFA CiLCA  
 Clerk to the Council  
 Drafted 3<sup>rd</sup> June 2024



Signed by  
 Chairman of Council Cllr Tallents  
 Approved by Council 27<sup>th</sup> June 2024



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## CONFIDENTIAL MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 16 MAY 2024, 9.02pm

### Members in attendance

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

<b>2024/25-12</b>	<p>It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Parish Council go into a confidential session to discuss legal and urgent business as outlined by the Chair of Council.</p> <p><b>Fredericks Wood</b> The Clerk was instructed to undertake the action as discussed. This was duly proposed, seconded and unanimously <b>RESOLVED</b>. The Clerk would update Council on any further responses and feedback.</p> <p><b>Land at Colney Heath High Street</b> Council acknowledged the correspondence and a response was suggested to be sent by the Clerk. Under delegated authority the Clerk was instructed to send the response. This action was duly proposed, seconded and unanimously <b>RESOLVED</b>.</p> <p>Closed session ended at 9.40pm</p>
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### **Confidential session closed at 9.40pm**

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 3<sup>rd</sup> June 2024



*Signed by Chair at meeting 27/06/2024  
copy held on file*

Signed by Cllr Tallents  
Chair of Council  
Approved by Council 27<sup>th</sup> June 2024



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## COLNEY HEATH PAYMENTS LIST – Q1 2024/25

Approved payments for May 2024 (Month 2)		
Ref. No	Payment To	£ inc. VAT
007	FCBS - Quarterly Scanner Service & Prints	£ 86.29
008	Highfield Park Trust - Buildings Insurance Premium 24/25	£ 121.87
009	Highfield Park Trust - Electricity - March 24	£ 72.38
010	TBS Hygiene Ltd - Litter Bin Collection - April 24	£ 192.48
011	TBS Hygiene Ltd - Dog Waste Collection - April 24	£ 237.60
012	Ricky Tyler - Maintenance of Parkland - April 24	£ 1671.00
013	Ricky Tyler - Maintenance of Parkland - May 24	£ 1671.00
014	Rialtas - Year End 2024 Closedown - 23/24	£ 1041.60
015	Highfield Park Trust - CHPC - Rent April 2024/25	£ 5275.00
016	Grant - St Marks Church - Community Event - 2023/	£ 200.00
017	Groundworks UK - Unspent Grant - Ref NPG-13710	£ 414.33
018	Highfield Park Trust - Electricity - April 2024	£ 60.48
019	TSB Hygiene Ltd - Site Clearance - Warren Farm Track	£ 144.00
020	Expenses - Refreshments - AGM	£ 34.88
021	Honour and Son – High Street Recreation Ground Valuation 4	£ 17,418.50