

# 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 18 APRIL 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> 25 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
<b>23/24-132</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> No apologies required. The Chair of Council welcomed all to the meeting and noted the higher than usual attendance. It was noted that 3 councillors and 2 members of the public were audio recording the meeting.
<b>23/24-133</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>NOTES/COMMENTS:</b> Cllr Tallents declared an interest in Item 139d and it was noted that the Vice Chair of Council would lead on this item.
<b>23/24-134</b>	<b>QUESTIONS FROM THE PUBLIC</b> <b>NOTE START TIME</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> a) A question on declaration of interest declared by the Chair of Council in item 139d was noted. b) A query on an outstanding matter regarding Common land was noted as being on the future business of the Parish Council. c) There was a statement in support of a planning application listed at item 139d. d) There was a statement against the planning application at item 139d. <i>7.46pm Standing Orders were resumed.</i>
<b>23/24-135</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the meeting held 21 <sup>st</sup> March 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 was a time amendment made to the first suspension of Standing Order. There was also a question regarding a statement about sustainability purchasing which was clarified. There were no further comments raised regarding accuracy of the minutes. The minutes were duly proposed, seconded, and <b>RESOLVED</b> <i>unanimously by show of hands</i> to be a true and accurate record of the meeting. <b>Motion carried.</b> The minutes would be 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>23/24-136</b>	<p><b>FINANCE</b></p> <p><b>a) Payment Approval for March 2024 End of Year Approvals 2023/24</b>                      The second payment sheet with month 12 payments 163-164 in the amount of £1,021.11 was noted as circulated. The Chair of the meeting asked for any queries or questions on any of the payments. There were some questions over the nature of the payments and the budget allocated, these were answered by the RFO. 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 invoices be retrospectively approved by Council.  <b>Motion carried.</b></p> <p><b>e) Payment Approval for April 2024</b>                      The payment sheet with month 1 payments 001-006 in the amount of £2,349.07 was noted as circulated. The Chair of Council asked for any queries or questions on any of the payments. There was a question about the cost of the HAPTC membership which was confirmed as both NALC and HAPTC annual membership. There was a query as to whether the cutting was the first of the new contract and this was confirmed as the last cut of the previous contract. 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 invoices be signed by two councillors and paid by BACS before the end of April 2024.</p> <p><b>b) Roestock Hut Survey quotes</b>                      Background papers and quotes were noted as circulated. The two quotes were noted and the benefits of both debate. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be instructed to accept the more detailed quote and that Brasier Freeth be appointed to carry out the survey at a cost of no more than £3,000.00.  <b>Motion carried.</b></p> <p><b>c) Tree Survey 2024</b>                      Detailed quote was noted as circulated. There was a debate regarding the risk of carrying out the tree survey and it was suggested that as custodian of the trees the safety report was a worthwhile exercise. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be instructed to undertake both surveys on the recreation areas and the Colney Heath Common at a cost of £2850.00  <b>Motion carried</b></p>
<b>23/24-137</b>	<p><b>AUDIT</b></p> <p><b>a) 2023/24 CHPC Asset Register</b>                      The asset register was noted as circulated. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the asset register for 2023/24 had been received by Council and figures noted for 2024/25 confirmed.  <b>Motion carried.</b></p> <p><b>b) Review of Effectiveness of Internal Controls</b>                      The document was noted as circulated. There were queries regarding the following:</p>

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	<ul style="list-style-type: none"> <li>• Wages approval was noted to be done via a portal after prepared reports by the payroll administrator. Any changes must go through Council for approval with the exception of statutory annual increases which were automatically applied as per contracts.</li> <li>• There was concern raised regarding the receipt of the Precept and this was noted.</li> <li>• There was an internal auditor question regarding insurance valuations for buildings from the Chair of Council which would be raised with the internal auditor.</li> </ul> <p>Subject to any response from the internal auditor it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the review of effectiveness of internal controls had been carried out by Council and should reviewed again at the end of the financial year 2025.</p> <p><b>Motion carried.</b></p>
23/24-138	<p><b>GOVERNANCE</b></p> <p>a) The Communications Policy was noted as circulated. There were several comments and queries requiring amendment to the policy. These were noted and the policy would be updated and brought back to a future meeting.</p>
23/24-139	<p><b>PLANNING &amp; CONSULATIONS</b></p> <p>The following applications were noted, reviewed, debated and a decision made on each as follows:</p> <p>a) <b>5/2024/0222 – 8 Smallford Lane, 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) <b>5/2024/0431 – Barns &amp; Stables at Sleapshyde Farm, St Albans</b> <b>5/2024/0490 – Barns &amp; Stables at Sleapshyde Farm, St Albans</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>c) <b>5/2024/0267 – 82 Oaklands Lane, Smallford</b> It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to delegate a response to the Clerk working with the Planning Working Party <b>Motion carried</b></p> <p>d) <b>5/2024/0454 – 53 &amp; Land Rear of 55-59 Station Road, Smallford</b> After lengthy debate on the application. It was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands that given there was still some time before the consultation closes the portal would be reviewed for comments from the community and that the Clerk working with the Planning Working Party would be delegated to comment on the basis of the comments made. <b>Motion carried</b></p> <p>e) <b>Highfield Park Trust Expansion Plans</b> It was felt a meeting was needed. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to organise a meeting. <b>Motion carried</b></p>

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23/24-140	<p><b>HERTSMERE LOCAL PLAN BOWMANS CROSS</b></p> <p><b>a) Hertsmere Local Plan Meeting</b> After debate. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the preferred date for meeting with Councillor Oakley at Hertsmere was 8<sup>th</sup> May at 4pm. The Clerk was delegated to organise and confirm the meeting, attendees and venue. Attendees would be the Clerk, all Parish Councillors and the Neighbourhood Plan Project Officer (voluntary) <b>Motion carried</b></p> <p><b>b) Public Meeting with the MP for St Albans</b> It was confirmed to take up to 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. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the preferred date for a public meeting would be during May. The Clerk was instructed to work with the MP's office, London Colney Parish Council and Campaign for Colney. <b>Motion carried</b></p> <p><b>c) Hertsmere Local Plan regulation 18 response</b> Council noted the Regulation 18 consultation background paper and that the period for comment commences 3rd April 2024 to 29<sup>th</sup> May 2024. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to instruct delegated authority to the Clerk to submit a response to the regulation 18 consultation of the Hertsmere Local Plan working on the draft with the Planning Working Group <b>Motion carried</b></p>
23/24-141	<p><b>LEGAL &amp; LANDOWNER MATTERS SLEAPSHYDE PARK</b></p> <p>Council noted the lease on the park expired in October 2024. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to commence work with St Albans District Council to renegotiate the lease on Sleapshyde Park. <b>Motion carried</b></p>
23/24-142	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p><b>a) Communications</b> Verbal report from Cllr Pettit. Chair of Council offered thanks to the team for their hard work and input.</p> <p><b>b) Community Organisations</b> Nothing to report since the last Council meeting.</p> <p><b>c) Planning</b> Verbal report from Cllr Burns. There was a call for help to members of the local community for assistance in the planning workload. .</p> <p><b>d) Charles Morris Hall</b> Nothing to report since the last Council meeting.</p> <p><b>e) Roestock Hut</b> Nothing to report since the last Council meeting.</p>

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23/24-143	<b>PARISH ADMINISTRATION &amp; EVENTS</b>
	<p><b>a) Clerk report</b> Matters raised in the Clerk's verbal report were noted as follows:</p> <ul style="list-style-type: none"><li>• Permission has been given subject to paperwork being received for the annual Boxer dog event on Tyttenhanger Field taking place 19 May 2024</li><li>• Permission has been given subject to paperwork being received for a Summer event for the play group that use the hall to use the field for an event on 13<sup>th</sup> August 11.30-2.30pm</li><li>• Tyttenhanger Play area has a dangerous piece of equipment identified and inspected – quotes are being obtained.</li><li>• 8 emails from one resident complaining about the grass cutting in Roestock Park and also the lack of sweeping when cutting pathways at the Common.</li><li>• Disruption, especially on the highways and transport over the late May Bank Holiday weekend. There are a number of things taking place in the county and north London (which will affect the highways through Hertfordshire), along with the start of the Half Term break:<ol style="list-style-type: none"><li>1. Herts County Show at the Herts Show Ground</li><li>2. BBC Big Weekend in Luton</li><li>3. Slam Dunk Festival at Hatfield House (lots of traffic issues occurred at this in 2023)</li><li>4. FA Cup Final at Wembley (very likely to see a northern team travelling down the M1)</li><li>5. Possible train strikes – nothing has been confirmed but the Police are considering that it may happen as it did last year for FA Cup Final This has been discussed by SAG, and the police and Highways are working closely with the event organisers and they are putting plans in place to manage and deal with this.</li></ol></li><li>• The Annual Meeting of the Parish Electorate is being held on Thursday 9<sup>th</sup> May 2024, agenda will be issued on Monday 29<sup>th</sup> April the closing date agenda items will be Friday 26<sup>th</sup> April.</li><li>• The Annual Parish Meeting of the Parish Council is being held on Thursday 16<sup>th</sup> May, agenda issued Friday 10<sup>th</sup> May and the closing date for urgent matters only will be Friday 3<sup>rd</sup> May 2024.</li></ul> <p><b>b) Annual Meeting of the Parish Electorate – 9th May 2024</b> Confirmed as being held 7.30pm on Thursday 9<sup>th</sup> May in the Colney Heath JMI School hall, light refreshments will be served.</p> <p><b>c) Matters raised since the issue of the agenda</b></p> <ul style="list-style-type: none"><li>• With one day notice had to respond to the Green Spaces officer at SADC with information on where monies that would be received from the planning application at rear of High Street would be spent. Despite several suggestions the only real option was the building in the car park of the recreation ground which could feasibly be utilised as a community centre and office with funding.</li><li>• Directions have been received from Justice Lang DBE who has named the CHPC as the third defendant in the Statutory Planning Review at the High Court. The hearing will take place between July and August and</li></ul>

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	<p>independent legal advice has been recommended by both the SofS and SADC solicitors.</p> <p><b>d) Questions to the Clerk</b></p> <ul style="list-style-type: none"><li>• Cllr Shaw requested an update on the Colney Heath Pavilion lease, it was noted that the Parish Council were awaiting response from the other solicitor in any response.</li><li>• Cllr Shaw asked a question about an email received from a resident that afternoon which the Chair of Council felt appropriate to be discussed in a closed session due to the confidential nature of the discussion.</li></ul>
<b>23/24-144</b>	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>a) <b>Ellenbrook Fields Shadow Trust</b> The next meeting would be in July 2024</p> <p>b) <b>St Albans District Association of Local Councils</b> Next meeting noted as 1<sup>st</sup> July 2024.</p> <p>c) <b>Highways Liaison</b> The next meeting will be 14<sup>th</sup> May at 1pm</p> <p>d) <b>Tyttenhanger Quarry Liaison</b> The next meeting will be 8<sup>th</sup> May at 3pm</p> <p>The Chair thanked all for their attendance, closing the meeting at 9.10pm</p>

## **Meeting closed at 9.10pm**

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 30<sup>th</sup> April 2024

Signed by Chair of Council 16/05/2024  
Signed copy held on file

Signed by Cllr Tallents  
Chair of Council  
Approved by Council 16<sup>th</sup> May 2024



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## CONFIDENTIAL MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 18 APRIL 2024, 9.12pm

### 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>23/24-143c</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>Planning Court of Appeal Tollgate Road</b> After debate It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to take legal advice on what options the Parish Council had in this matter. <b>Motion carried</b></p> <p><b>Email from resident – Council records</b> After debate it was It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to respond outlining the Parish Council position in this matter. The Clerk was also asked to carry out the action as discussed. <b>Motion carried</b></p> <p><b>Scout meeting dates</b> After debate it was It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk organise the meeting as soon as possible dates in May were noted but these had been give to the MP office for Bowmans Cross, if they were not used then these dates could be offered. <b>Motion carried</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 30<sup>th</sup> April 2024

*Signed by Chair of Council 16/05/2024*  
*Signed copy held on file*

Signed by Cllr Tallents  
Chair of Council  
Approved by Council 16<sup>th</sup> May 2024



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## COLNEY HEATH PAYMENTS LIST – Q4 2023/24

Approved payments for March 2024 (Month 12) Part 2		
Ref. No	Payment To	£ inc. VAT
163	Vision ICT Ltd - Website Design for Neighbourhood Plan	£ 500.00
164	1500copies of Kite Newsletter March 2024	£ 521.11

## COLNEY HEATH PAYMENTS LIST – Q1 2024/25

Approved payments for April 2024 (Month 1)		
Ref. No	Payment To	£ inc. VAT
001	Rialtas - Omega Cashbook Annual Support & Maintenance	£ 666.00
002	People Safe - Safety Alarm for Common Ranger - Q1	£ 79.20
003	Ricky Tyler Ground Maintenance - Add March Cut - RP/SP/TP	£ 516.00
004	HAPTC - Annual Membership 01/04/2024 - 31/03/2025	£ 900.67
005	Vision ICT - 7 Hosted emails Accounts 05/2024 - 04/2025	£ 151.20
006	CHVH - Room Hire Neighbourhood Plan - 31/01/24 & 07/03/24	£ 36.00