

# 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 – 19<sup>th</sup> July 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 25<sup>th</sup> July 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

- 24/25-23 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence and to note announcements
- 24/25-24 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
- 24/25-25 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.
- 24/25-26 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**  
To note and approve meeting minutes for the previous meeting of the Parish Council held 27<sup>th</sup> June 2024.  
**Motion To accept and resolve the minutes of the meeting held 27<sup>th</sup> June 2024 are a true and accurate record of the meeting**

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## **FINANCE, AUDIT & GOVERNANCE**

**24/25-27**

### **FINANCE**

- a) To approve the payments for June 2024 (Month 3) payment sheet.  
**Motion To resolve all payments made and listed for June 2024 are approved by Council.**
- b) To approve the payments for July 2024 (Month 4) payment sheet.  
**Motion To resolve that all payments listed for July 2024 are paid by BACS before 31/07/2024.**
- c) To receive, review the Q1 2024/25 income and expenditure and ear marked reserves reports from the Rialtas accounting system.  
**Motion Any changes for the remaining quarters 2,3,4 including ear marked reserves will require a motion.**
- d) To approve the budget and accept quotes for the removal of trees on Colney Heath Common reviewed after the recent tree survey.  
**Motion To resolve to accept the quote from the CHPC approved contractor for 2024/25 and proceed with works. Budget required to remove all 10 trees £5,380.00**

**24/25-28**

### **GOVERNANCE COMMUNITY GRANTS 2024/25**

To review and agree the grant application policy, application form and timetable for 2024/25

**24/25-29**

### **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) **5/2024/1105** - Comment by 9<sup>th</sup> August  
43 Meadway Colney Heath St Albans Hertfordshire AL4 0PS  
Demolish side garage structure and conservatory. Part single part two storey rear extension. Single storey front infill extension. Alterations to openings. Removal of chimney  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F202%2F1105#VIEW?RefType=PBDC&KeyNo=130810>

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- b) **5/2024/1064** - Comment by 16<sup>th</sup> August  
4 Redhall End Roestock Lane Colney Heath AL4 0NE  
Single storey side extension (part retrospective)  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F1064#VIEW?RefType=PBDC&KeyNo=130762>
- c) **5/2024/1095** - Comment by 16<sup>th</sup> August  
35 Meadway Colney Heath St Albans Hertfordshire AL4 0PS  
Vehicle crossover and permeable driveway  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F1095#VIEW?RefType=PBDC&KeyNo=130805>
- d) **5/2024/1095** – Comment by 17<sup>th</sup> August  
43 Meadway Colney Heath St Albans Hertfordshire AL4 0PS  
New end of terrace single occupancy house (part retrospective)  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F1212#VIEW?RefType=PBDC&KeyNo=130955>
- e) **PLANNING APPEAL Ref: APP/M1900/W/24/3346607**  
**HCC Ref: PL/0232/21**  
**Site Address:** Land at Hatfield Aerodrome, Off Hatfield Road, Herts  
**Description of development:** The establishment of a new quarry on land at the former Hatfield Aerodrome, including new access onto the A1057, aggregate processing plant and other ancillary facilities, together with the importation of inert fill material to restore the mineral workings  
**Appellant's name:** Brett Aggregates Limited  
Formal notification to Council that an appeal has been made to the Secretary of State against the decision of Hertfordshire County Council to refuse to grant planning permission under the TOWN AND COUNTRY PLANNING ACT 1990, APPEAL UNDER SECTION 78  
  
The Parish Council registered and have been granted Rule 6 party status – this was actioned under delegated authority to the Clerk.  
(ref: 23/24-112 22/02/2024)
- f) **PLANNING APPLICATIONS AUGUST 2024**  
Council to discuss the Planning Working Party and the Clerk to review any applications during the month of August 2024 that require potential comment with delegated authority to the Clerk to respond to any application.  
**Motion To resolve delegated authority to the Clerk to respond to August Planning Applications after consulting with the Planning Working Party**

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## 24/25-30 **LEGAL AND LANDOWNER MATTERS**

### a) **TYTTENHANGER OPEN SPACE**

To approve the use of the open space to the Tyttenhanger Green Parties Committee for this years Annual Tyttenhanger Green Bonfire Night and Fireworks Party proposed date would be 2<sup>nd</sup> November 2024.

**Motion To resolve to give permission to Tyttenhanger Green Parties Committee to use the Tyttenhanger Open Space subject to the receipt of required documentation including all insurance paperwork.**

### b) **PLANNING HIGH COURT CASE**

**Vistry Homes Limited v (1) Secretary of State for Levelling Up, Housing and Communities (2) St Albans City and District Council (3) Colney Heath Parish Council**

To receive an update on this case which was heard on 9 July 2024

## 24/25-31 **ENVIRONMENT**

To approve a request from the Colney Heath Girl Guides who would like to replant the 5 green planters on the common in the village each with a mini Christmas tree and seasonal plants. The Guides would also like to decorate the Christmas tree yearly and maintain the flowers. The funds for this would come from the remaining grant after a proposed quiz night for parents/carers and an inflatable afternoon for all.

**Motion To resolve that a trim be carried out by a contractor to the planters as soon as possible and that from September the Colney Heath Girl Guides be given permission to replant the planters and maintain subject to receipt of risk assessment and insurance documentation.**

## 24/25-32 **WORKING PARTIES**

To receive and note the reports either verbal or written from the following working parties. Verbal reports will be for information only and no decisions will be made other than to suggest future agenda topics.

- a) Communications Working Party
- b) Community Organisations Working Party
- c) Planning Working Party
- d) Charles Morris Hall Working Party
- e) Roestock Hut Working Party
- f) Environment Working Party

## 24/25-33 **PARISH ADMINISTRATION**

- a) To note the contents of the verbal Clerk report
- b) To request any action required on the 20mph speed limit proposal which was noted in April 2024
- c) 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.

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## 24/25-34 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 from 01/07/2024
- c) Highways Liaison next meeting TBC
- d) Tyttenhanger Quarry next meeting TBC

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.

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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.

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|----------|--|
| Item 26  | Draft Minutes of Parish Council meeting held 27 <sup>th</sup> June 2024  |
| Item 27a | Payment Sheet Month 3 (June 2024) Financial Year 2024/25   |
| Item 27b | Payment Sheet Month 4 (July 2024) Financial Year 2024/25   |
| Item 27c | Q1 financial reports from the Rialtas Accounting System comprising income and expenditure, balance sheet and ear marked reserves |
| Item 28  | Community grant policy, application form and time schedule for 2024/25   |
| Item 30  | Tyttenhanger Open Space Annual Bonfire and fireworks event paperwork   |