

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 – 19th September 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 26th September 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

- 24/25-35 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence and to note announcements
- 24/25-36 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
- 24/25-37 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.
- 24/25-38 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**
To note and approve meeting minutes for the previous meeting of the Parish Council held 25th July 2024.
Motion To accept and resolve the minutes of the meeting held 25th July 2024 are a true and accurate record of the meeting

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FINANCE, AUDIT & GOVERNANCE

24/25-39

FINANCE

- a) To retrospectively approve the payment schedule for August 2024 (Month 5).
Motion To resolve all payments made and listed on the payment sheet for August 2024 are retrospectively approved by Council.
To approve the payment schedule for September 2024 (Month 6)
Motion To resolve that all payments listed for September 2024 are paid by BACS before 30/09/2024.
- b) To agree to delegated authority to the Clerk to prepare and make payment of October 2024 invoices (Month 7)
Motion To resolve that delegated authority be given to the Clerk to make payment on all payments listed for October 2024 to be paid by BACS before 31/10/2021.
- c) To receive the quote for the clearance of 5 pots along Colney Heath Common
Motion To resolve to accept the quote for the clearance of the 5 pots along Colney Heath Common prior to handing over to 1st Colney Heath Guide group, budget allocation required £862.50.
- d) Highfield Parish Council Office 6 months notice until lease on office expires. Council to determine if notice should be given or the lease extended beyond March 2025. Council requested that costs of internet and phones were reviewed and this has been costed but a contract is required for 12-18 months so the decision will determine these changes.
Motion To resolve to extend the lease on the current Parish Office for a period to be debated and if extended to accept the quote new internet server and phone connections, budget allocation required £796.05
- e) To receive and note budget codes and timeline for the 2025/26 budget round. A Budget Committee will be held in November 2024 where the first draft budget will be discussed.
Motion To resolve to accept the presented budget codes and make any additions as necessary for 2025/26. To also confirm the timetable for the Budget and Precept decision for 2025/26

24/25-40

LEGAL AND LANDOWNER MATTERS

- a) To receive the Roestock Park Hut draft specification report and to amend and adapt the scope as required
- b) Council to note an update on the lease negotiation with St Albans District Council on Sleapshyde Park
- c) To note requests for access to Tyttenhanger Open Space and for Council to debate and approve arrangements
Motion To resolve that the access arrangements required during September and October 2024.
- d) **MOTION IN ADVANCE**
Charles Morris Hall Working Party member Cllr Clemow would like Council to resolve to obtain costs for solicitors' advice on whether the

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conveyance of land from Captain Sanders to the Parish Council dated May 1935 means the Council holds the land in trust as trustee. If the motion is moved should determine a budget amount/limit for this instruction before restoring to Council. .

Motion - to obtain costs for solicitors' advice on whether the conveyance of land from Captain Sanders to the Parish Council dated May 1935 means the Council holds the land in trust as trustee, budget allocation to be determined and confirmed by Council resolution.

24/25-41 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 under delegated authority and 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) **5/2024/1534** - Comment by 4th October 2024

Roundhouse Farm Land Off Bullens Green Lane Colney Heath St Albans Hertfordshire

Discharge of Condition 5(b) (traffic regulation order) of planning permission 5/2020/1992 allowed at appeal dated 14/06/2021 for Additional documents omitted from original submission - Outline application (access sought)

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F202%2F1105#VIEW?RefType=PBDC&KeyNo=130810>

b) **Appeal – 5/2023/2139**

Land Adjacent The Cats Whiskers, AL4 0HR

An appeal has been made to the Secretary of State against the decision of St Albans City & District Council to refuse to grant permission for: Outline application (access, layout and scale sought) for one, detached selfbuild/custom-build bungalow following the demolition of all existing structures and hardstanding on ref no: 5/2023/2139 Original Application documents at -

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

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[applications?civica.query.FullTextSearch=5%2F2023%2F2139#VIEW?RefType=PBDC&KeyNo=128715](https://colneyheathparishcouncil.gov.uk/applications?civica.query.FullTextSearch=5%2F2023%2F2139#VIEW?RefType=PBDC&KeyNo=128715)

c) **Rule 6 party updates**

There will be verbal updates on current status of the two Rule 6 party appeals process. Both Rule 6 parties work under delegated authority to the Clerk.

- Land adjacent to Colney Heath Football Club, Colney Heath
- Land at Former Hatfield Aerodrome, Hatfield

Motion – Council will note the outcome of the Development Management Committee held at Hertfordshire County Council on 24th September 2024 and if known and relevant a motion will be moved from the Chairman of Council.

24/25-42 WORKING PARTIES

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

- a) Communications working party - Council to receive verbal report
Community Organisations working party - Council to receive verbal report
- b) Planning working party - Council to note written report
- c) Charles Morris Hall working party - Council to note written report
 - Council to accept and retrospectively approve the recommendation of the working party to write formally to the Charities Commission
 - **Motion – To accept and retrospectively approve the recommendation of the working party to write formally to the Charities Commission**
- d) Roestock Hut working party - Council to receive written report
- e) Environment working party – Council to receive written report

24/25-43 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) 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

24/25-44 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
- b) St Albans District Association of Local Councils
- c) Highways Liaison
- d) Tyttenhanger Quarry

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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.

- Item 38 Draft Minutes of Parish Council meeting held 25th July 2024
- Item 39a Payment Sheet Month 5 (August 2024) and Payment Sheet Month 6 (September 2024)
- Item 39e CHPC Budget Codes and Draft Timetable Financial Year 2025/26
- Item 40a Draft Specification Report Roestock Hut *report authored by contractor (councillors circulation only until approved)*
- Item 40d Conveyance dated 6th May 1935 and typed transcript, Land Registry Title Number HD 518757 and Parish Council letter to the Charity Commission dated 30 August 2024 – *documents provided by Cllr Clemow*
- Item 42b Planning working Party report – *issued by working party*
- Item 42c Charles Morris Hall working party report – *issued by working party*
- Item 42d Roestock Hut working group - *issued by working party*
- Item 42e Environment working party - *issued by working party*