

# COLNEY HEATH PARISH COUNCIL

 Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
 Telephone: (01727) 825 314  
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## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 14 DECEMBER 2023, 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) Clerk of the Council, Mrs L Peters
<b>Other attendees</b> 9 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
<b>23/24-79</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> It was noted that 3 councillors and 1 member of the public were audio recording the meeting.
<b>23/24-80</b>	<b>DECLARATIONS OF INTEREST</b> a) There were none raised or confirmed. b) It was confirmed that no written requests for dispensations were received. c) No dispensations received in advance.
<b>23/24-81</b>	<b>QUESTIONS FROM THE PUBLIC</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> <ul style="list-style-type: none"> <li>There was a question for the Parish Clerk from a councillor, this was requested to be asked at Item 88c</li> </ul> <i>7.32pm Standing Orders were resumed.</i>
<b>23/24-82</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the meeting held 23 <sup>rd</sup> November 2023 were noted as published and taken as read. The Chair of Council 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 <b>RESOLVED</b> by a majority show of hands to be a true and accurate record of the meeting. <b>Motion carried.</b> The minutes would be signed by the Chair of Council for the record and would be marked as signed on the website.
<b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b>	
<b>23/24-83</b>	<b>FINANCE</b> a) <b>Payment Approval for October 2023</b> The payment sheet with month 8 payments 113-123 in the amount of £1,617.11 was noted as circulated. The Chair asked for any queries or questions on any of the payments. There was a question on payment 122 and this was confirmed to be a confidential staff payment. The invoice noted to have been signed off by two councillors. 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 payments be signed by two councillors and paid by BACS at the end of December 2023. <b>Motion carried</b>

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	<p><b>b) Honorary to Neighbourhood Plan Project Officer (NPPO) (voluntary)</b>                  The amount of work carried out by the NPPO over the year especially on planning applications and consultations was noted by the Chairman. This was endorsed by several councillors and thanks to the NPPO for all their hard work on the many planning applications and appeals over the last 12 months.                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the amount of £1500.00 would be paid to the NPPO as an honorarium for 2023/24.  <b>Motion carried.</b></p>
<p><b>23/24-84</b></p>	<p><b>BUDGET 2024/25</b></p> <p><b>a) Budget Proposal and Precept 2024/25</b>                  The complete budget for 2024/25 was noted as circulated. Council noted the recommended budget from the Budget Committee. Chair of Council asked for any comments or amendments. The following clarifications are noted:</p> <ul style="list-style-type: none"> <li>• income from the Salvation Army clothing bank</li> <li>• the hire of bus budget line</li> </ul> <p>There were no further comments or suggestions for amendments. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands subject to the above noted changes being made the budget as presented be confirmed for 2024/25 Income £185,530.69 and Expenditure £177,960.00.  <b>Motion carried.</b></p> <p><b>b) General Reserves 2024/25</b>                  The proposed reserves were noted as circulated. Council noted the recommended budget from the Budget Committee that the reserves be set at no less than £50,000 which was noted to be at least 3 months of operating funds.                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the general reserves of the Parish Council for 2024/25 be £50,000.  <b>Motion carried</b></p> <p><b>c) CHPC Ear-marked reserves (EMR) 2024/25</b>                  The proposed reserves were noted as circulated. Council noted the recommended ear marked reserves for 2024/25. There were no amendments made.                  It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the ear marked reserves were approved at the levels recommended by the Budget Committee.  <b>Motion carried</b></p>
<p><b>23/24-85</b></p>	<p><b>PRECEPT SETTING 2024/25</b>                  A document stating the levels of Precept for the last 5 years for this Parish Council plus example rates and income was noted as circulated. Chair of Council asked for any comments on the Budget Committee recommendation of an increase of 0.5% for 2024/25. There were comments in relation to pressures on the Parish Council from planning applications and appeals which were expected in 2024. There were no other proposals made in either reduction or increase to the Precept for 2024/25. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the recommendation of the Budget Committee be accepted and that the Precept demand for 2024/25 would be increased by 0.5% the income generated would therefore be £177,830.69.  <b>Motion carried</b></p>

23/24-86

## PLANNING & CONSULTATIONS

### a) 5/2023/2318 – The Grove, Roestock Lane

Clerk noted there were no objections to date on SADC portal. Council reviewed and it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Council neither supported nor objected to this application.

**Motion carried.**

### b) 5/2023/2301 – Bluebell Cottage, Tollgate Road, Colney Heath

Clerk noted there were no objections to date on SADC portal. Council reviewed and it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Council neither supported nor objected to this application.

**Motion carried.**

### c) 5/2023/2305 – Oaklands Lane, Smallford

Clerk noted there is an objection to 7a from HCC Landscaping. Objection in support of HCC comments in relation to comments on discharge of 7a. Council reviewed and it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Clerk be delegated to put in an objection on the points raised such as the HCC comments on 7a and tree plan, soft landscaping concerns.

**Motion carried.**

### d) 5/2022/0599 APP/B1930/W/23/3333685 – Land to rear 96 to 106 High Street, Colney Heath

This application has now moved to an appeal although no case officer has been allocated so it does not appear on the inquiry portal. Council were asked if they wished to participate in the inquiry as a Rule 6 party. After debate it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Parish Council would submit their application to be a Rule 6 party and that work would continue under delegated authority to the Clerk and planning working party who would commence preparation of papers and the inquiry response.

**Motion carried.**

### e) Approval of Planning Comments

A local university student had asked for a comment for their current project on planning in Colney Heath village. The proposed comment drafted by Cllr Clemow was noted as circulated. There were no amendments to the draft. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the comment be accepted and sent to the student who requested it.

**Motion carried**

It was further duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that future requests from students for comment would be sent to the relevant working party for drafting and once drafted comments would also be delegated to the Clerk for review prior to being sent.

**Motion carried**

### f) Engagement with developers

Council debated and clarified that the number of dwellings for a large development was 10 and there was a policy in place for these developer meetings. For any development with under 10 dwellings Council would not consider meeting with the developers until a formal application had been received, Council would then review

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	<p>the application and then, if Council deemed appropriate may consider a meeting with the developer. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands requests for developer meetings for development with under 10 dwellings would require a formal application to be submitted prior to consideration of a meeting with Council.</p> <p><b>Motion carried</b></p>
<b>23/24-87</b>	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p><b>a) Communications</b>                  Verbal report from Cllr Pettit. Next edition going to print tomorrow and further edition in March 2024. Thanks to all contributors, councillors, officers and volunteers who have assisted in the contents of the newsletter and its distribution.</p> <p><b>b) Community Organisations</b>                  Verbal report from Cllr Parish. Survey was issued in late November 2023 and noted a good response to date.</p> <p><b>c) Planning</b>                  Verbal report from Cllr Burns. Smallford Pits response has been sent and is on the SADC/CHPC website. Current focus is on Roestock Lane/Bullens Green response.</p> <p><b>d) Charles Morris Hall</b>                  Verbal report from Cllr Clemow. There has been work on matter raised in correspondence from 2022.</p> <p><b>e) Roestock Hut</b>                  Verbal report from Cllr Clemow. Review of local huts completed, a wide range of conditions and situations reviewed. A report will go to the Scout group. Letters received and these will be reviewed possibly at the next Council meeting. There was a reference to the condition report being reviewed by the Scouts.</p>
<b>23/24-88</b>	<p><b><u>PARISH ADMINISTRATION &amp; EVENTS</u></b></p> <p><b>a) Clerk report</b>                  The Clerk raised the following in her verbal report:</p> <ul style="list-style-type: none"> <li>• Colney Heath Football Club confirmed they are a registered entity. Drafting of the lease has recommenced.</li> <li>• Further questions raised on Parish Council accounts 2022/23. Accounts review closed in July 2023. No further requests will be responded to and any future information will need to be requested as a Freedom of Information request.</li> <li>• Update on Roestock Park bridge repair the bridge is being built, due on site 18th/19th December 2023 to install</li> <li>• Correspondence from a former councillor and whilst researching a recent FOI (Freedom of Information) request raised some concerns. It is for this reason that all Parish Councillors are advised to register as a data controller with the Information Commissioners Office if they are regularly using their own personal email account to communicate on matters not related to electoral casework. The Parish Council cannot take responsibility for data breaches from personal email account use or any data breach from documents held at a councillor's home address, this includes former councillors holding Parish Council documentation.</li> </ul>

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	<ul style="list-style-type: none"> <li>• As the 2024/25 budget is now confirmed. Formal notification that the Local Authorities (Members' Allowances) (England) Regulations 2003 which states that any Town or Parish Council which proposes to vary or introduce a parish basic allowance and/or a travelling and subsistence allowance for any of its members must refer its proposals to a parish remuneration panel for consideration is not required for 2024/25. Council noted and this would be confirmed to SADC.</li> </ul> <p><b>b) Matters raised since the issue of the agenda</b> The Clerk raised the following items that would be added to the January agenda or actioned:</p> <ul style="list-style-type: none"> <li>• Planning applications that have been submitted after agenda issued – deadline 29<sup>th</sup> December 2023 so these and any further applications will be circulated to the planning working group and any comment noted at the Council meeting in January 2024.</li> <li>• Parish Boundary Changes Consultation The consultation will be undertaken between Monday 11 December 2023 and Sunday 21 January 2024. Schools include Beaumont, Onslow St Audreys and Samuel Ryder All Through Schools. Councillors may wish to consider the consultation which is proposing to add the newly amalgamated Ridge/South Mimms Parish as a priority area to some of the school admissions. Item to be added to the next Council agenda January 2024. The Clerk would circulate the consultation in December so councillors could review in depth.</li> <li>• Correspondence received from Colney Heath Scout Group to be reviewed by Council in January 2024</li> <li>• Request for a review of the FOI response on working parties. Details of the specific references to the Parish Council FOI (2000) Policy reviewed and adopted 18 May 2023 with reference to Paras 3c, 4a, 11b and Annex B6. The Clerk would confirm details directly to councillors by email in December.</li> <li>• Confirming that the Neighbourhood Plan boundary change request was approved on 12<sup>th</sup> December 2023 by SADC although formal notification not yet received.</li> <li>• Confirmed notification from SADC that The Crooked Billet Public House has been added to the list of Assets of Community Value.</li> </ul> <p><b>c) Questions to the Clerk</b> There were none.</p>
23/24-89	<p><b>QUESTIONS FROM THE PUBLIC</b> <i>8.33pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p> <ul style="list-style-type: none"> <li>• There was a representation on the planning inquiry Land to the rear of 96-106 High Street, a map and paperwork were handed to the Parish Councillors and thanks from the resident for the resolution to be a Rule 6 party on this appeal.</li> <li>• A resident raised their continued concern for the lack of a CHPC Neighbourhood Plan. This was noted by Council and the Chair gave some explanation of the many pressures faced by the current councillors and volunteers which was taking significant amounts of time and energy, this energy was sadly steering the Parish Council from getting on with the Neighbourhood Plan.</li> </ul>

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8.56pm Standing Orders were resumed.

The Chair thanked all for their attendance, wished everyone a good and peaceful festive season and closed the meeting at 8.57pm

## Meeting closed at 8.57pm

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 20<sup>th</sup> December 2023



Signed by Chair of meeting 18/01/2024  
Signed copy held on file

Signed by  
Chairman of Council Cllr Tallents  
Approved by Council 18<sup>th</sup> January 2024



## COLNEY HEATH PAYMENTS LIST – Q3 2023/24

Approved payments for December 2023 (Month 9)		
Ref. No	Payment To	£ inc. VAT
113	Colney Heath Village Hall - Studio Hire - 6/11 - 24/11 - 6/12	£ 54.00
114	Highfield Park Trust - Room Hire - 1/12/2023	£ 26.25
115	Highfield Park Trust - Electricity - September 2023	£ 15.18
116	Highfield Park Trust - Electricity - October 2023	£ 24.34
117	Ricky Tyler Landscapes - Fencing Hire - October/November 2023	£ 278.40
118	TBS Hygiene Ltd - Litter Bin Collection - November 2023	£ 192.48
119	TBS Hygiene Ltd - Dog Bin Collection - November 2023	£ 237.60
120	SLCC - Training - Clerk webinar use of AI	£ 18.00
121	SLCC - Training - Clerk webinar Closed Churchyards	£ 54.00
122	SLCC - 66% Membership fee (1000693) 01/12/2023-01/12/2024	£ 195.75
123	Instantprint - 1500 Copies of Kite Newsletter	£ 521.11