

# 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 EXTRA ORDINARY PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 25 JULY 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 C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters
<b>Other attendees</b>	
6 members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
<b>24/25-23</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> Apologies received Cllr Pettit and Cllr Shaw – apologies were noted and accepted for reasons given. It was noted two councillors and one member of the public were audio recording the meeting.
<b>24/25-24</b>	<b>DECLARATIONS OF INTEREST</b> a) Cllr Parish raised a declaration of interest in Item 30a and would not take part in the debate or vote at this item. b) No written requests for dispensations were received. c) No dispensations received in advance.
<b>24/25-25</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 reference made to the Alban Way: SADC Draft Green Space Action Plan (GAP) highlighted the flooding at Smallford.</li> <li>Smallford Station &amp; Heritage Society confirmed events coming up including their open day on 8<sup>th</sup> September as part of National Trust national events. Hoping to have good van in place but challenges with liability were delaying matters</li> </ul> <i>7.35pm Standing Orders were resumed.</i>
<b>24/25-26</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the Extraordinary meeting held 27 <sup>th</sup> June 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 amendment at 30a where only this item was discussed in confidential session, this was amended. Councillors then asked questions on items within the minutes these were answered by the Clerk. With no further 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. <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..
<b>24/25-27</b>	<b>FINANCE</b> a) The signed payment sheet for June 2024 (Month 3) was noted as circulated. There was a question regarding payments to the recreation play area and it was confirmed that Payment noted as Valuation 4 was the drainage payment.

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	<p>b) It duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the all payments made and listed for June 2024 and paid in July 2024 are approved by Council. <b>Motion carried</b></p> <p>c) The draft payment schedule for July 2024 (Month 4) was noted as circulated. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that payments listed for July 2024 to be paid by BACS before 31/07/2024. <b>Motion carried</b></p> <p>d) The quarterly reports were noted as circulated. The following questions were noted: the Chairman asked why the budget wasn't reported in even quarters, the Clerk/RFO confirmed that due to a delay in approval by councillors before the end of the June payments resulting in them not being not reflected in the Q1 report. The rent was also confirmed to have been paid in full for the entire year which is why it shows as an overspend for this reporting quarter. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Q1 2024/25 income and expenditure and ear marked reserves reports from the Rialtas accounting system be accepted as reviewed by Council. <b>Motion carried.</b></p> <p>e) The quote from the approved contractor was noted and confirmed as to remove 10 critical trees on Colney Heath. It was confirmed that the contractor would be asked to leave some wood for residents to collect and anything not collected would be taken away and disposed of. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to accept the quote, proceeding with the works at a cost to the Council of £5,380.00 <b>Motion carried</b></p>
24/25-28	<p><b>GOVERNANCE</b> <b>COMMUNITY GRANTS 2024/25</b></p> <p>The updated policy and application form were noted as circulated. Councillors were informed that there were no changes to the previous version except dates and the amount of budget to £3,000. There were no changes. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the policy and application be issued for 2024/25 and grants would be open from 1<sup>st</sup> August 2024.</p>
24/25-29	<p><b>PLANNING &amp; CONSULATIONS</b></p> <p>It was confirmed that the following applications were received and noted. Each application had been reviewed and the Council decision is noted:</p> <p>a) <b>5/2024/1105 – 43 Meadway, Colney Heath</b> The Chairman confirmed he had visited and was surprised to see the development already in place, it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to put in an objection to this application on the basis that it was already built without prior consultation. <b>Motion carried</b></p> <p>b) <b>5/2024/1064 – 4 Redhall End, Colney Heath</b> After review it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application</p>

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	<p><b>Motion carried</b></p> <p><b>c) 5/2024/1095 – 35 Meadway, Colney Heath</b> After review it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application</p> <p><b>Motion carried</b></p> <p><b>d) 5/2024/1212 – 43 Meadway, Colney Heath</b> The same resolution was noted as in 24/25-29a and it was therefore duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the Clerk be delegated to submit the same objection as with application 5/2024/1105</p> <p><b>Motion carried</b></p> <p><b>e) PLANNING APPEAL APP/M1900/W/24/3346607</b> Council noted 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)</p> <p><b>f) PLANNING APPLICATIONS AUGUST 2024</b> With no meeting until September it was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the planning applications up to and including Friday 6<sup>th</sup> September 2024 be delegated to the Clerk with advice and opinion from the Planning Working Party prior to submission on behalf of the Colney Heath Parish Council.</p> <p><b>Motion carried</b></p>
24/25-30	<p><b>LEGAL AND LANDOWNER MATTERS</b></p> <p><b>a) TYTTENHANGER OPEN SPACE ANNUAL FIREWORK REQUEST</b> The papers received were noted as circulated. The Chairman raised a concern regarding the outstanding challenge over the registration of the land and whether it was permissible for the Parish Council to give permission. The Clerk confirmed that the Parish Council were the registered owners of the land and permission at this time was within their gift and required. On the basis of the Clerk advice. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that permission be given to the Tyttenhanger Parties Committee for their annual event on 2<sup>nd</sup> November subject to the provided insurance and other required documentation.</p> <p><b>Motion carried</b> The Chairman also raised some concerns over invitees and this was clarified and the Clerk would deal with any challenges made by email referencing last year's complaint.</p> <p><b>b) PLANNING HIGH COURT CASE</b> The Clerk confirmed that the hearing was held before Mr Justice Holgate on 9 July 2024, together with the linked case <i>Fairfax Acquisitions Ltd</i> which was heard on 10 July 2024. The decision has been reserved. Council noted the update.</p>
24/25-31	<b>ENVIRONMENT</b>

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	<p>The Clerk noted the request received 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 trees yearly and maintain the flowers. The funds for this would come from the remaining grant after a proposed quiz night for parents/carers and a community inflatable afternoon for children. The colours of the pots were asked to be changed and councillors would consider a colour and come back to the Clerk with options. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the planters be trimmed and emptied in preparation and that from September 2024 the Colney Heath Girl Guides be given permission to replant the planters and maintain subject to receipt of risk assessment and insurance documentation.</p> <p><b>Motion carried</b></p>
<p><b>24/25-32</b></p>	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p><b>a) Communications</b>          It was reported that due to the second print run of the most recent edition of the Kite newsletter an extra cost to the edition of £200.60 was incurred. £521.11 to £721.71. Also meant that the credit card could not be used so councillors were asked to agree to increase the credit card amount from £500 to £1000. It was agreed by all councillors present that the Unity Credit card credit limit be increased from £500 to £1000 so editions of the Kite required with 1 day turnaround can be paid for without going on personal cards of the staff.</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 with an update on current planning work.</p> <p><b>d) Charles Morris Hall</b>          Nothing to report since the last Council meeting. Paperwork has been located and will be shared with the working group prior to recommendations to Council. The Clerk confirmed that papers had been located and legal advice from 2012 was also held in the archive and would form part of the review. A date for the working party was set as 5pm on 4<sup>th</sup> September 2024 with a venue to be advised. The Clerk would attend this working party meeting.</p> <p><b>e) Roestock Hut</b>          Interim report with costs received in three phases. This would be circulated to members of the working party. Cllr Clemow referred to six options open to the Council. The Clerk gave a strong opinion that any meetings or decisions should be made in public with community consultation. The Chairman wanted a working party meeting first to consider the thoughts of the three members of the working party prior to making any information public. A working party was set for 5pm on 14<sup>th</sup> August 2024 at a venue to be advised. The Clerk would attend this working party meeting.</p> <p><b>f) Environment</b>          Beating of the Bounds event was held and was attended by 12 adults, 1 child with thanks to District Councillor Brazier who served the refreshments. Comments</p>

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	<p>were it was a lovely event for all who attended. Next years event would be held around 29<sup>th</sup> May 2025 which is Ascension Day.</p>
<p><b>24/25-33</b></p>	<p><b><u>PARISH ADMINISTRATION</u></b></p>
	<p><b>a) Clerk report</b>          The Clerk stated the following in her verbal report:</p> <ul style="list-style-type: none"> <li>• The Countryside Management Service (CMS) is working in partnership with St Albans City and District Council to draw up a new Greenspace Action Plan (GAP) for the Alban Way. As part of the GAP production process, CMS is running two periods of engagement with stakeholders and the local community. The first stage of engagement was the production of a briefing document which we consulted on in November 2023, and we are now seeking comments on a draft GAP.          Any comments should be provided by <b>Friday 23<sup>rd</sup> August</b>.</li> <li>• The Hertfordshire Climate Change &amp; Sustainability Partnership (HCCSP) coordinates county-wide efforts to address climate change and environmental challenges. Inviting key stakeholders and contacts to share their thoughts on our latest Strategic Action Plan on Adaptation. Feedback Period: <b>18 July - 25 August</b></li> <li>• Please save the date for an engagement event for Town, Parish and Community Councils and Parish Meetings, both Councillors and Clerks, on Thursday 26 September 2024 at 18:00 – 19:30 at Robertson House, Stevenage (with option for attendees to join online). All Local Councillors and Clerks will be invited to attend, along with all County Councillors.</li> <li>• The next Parish Council meeting will be held on Thursday 26<sup>th</sup> September 2024 with papers and agenda being issued Friday 20<sup>th</sup> September 2024. The closing date for motions and items of business will be Friday 13<sup>th</sup> September 2024.</li> <li>• Items that will be include at the next Council meeting include             <ul style="list-style-type: none"> <li>○ codes for Budget discussion at October/November meeting</li> <li>○ Charles Morris Hall</li> <li>○ Roestock Hut</li> <li>○ Decision on renewal of current Parish Office lease</li> </ul> </li> </ul> <p><b>b) Request for 20mph zone outside schools</b>          Colney Heath residents association data received and noted. Council would like to see the current speed limits enforced more strongly. It was agreed that the matter should continue to be raised with County Councillor and Highways. If residents wish to form an action group ten residents would be needed.</p> <p><b>c) Questions to the Clerk</b>          An update on the football club lease was requested – there was no current update at this time. The Chairman was reviewing the current status.          An update on the status of the Neighbourhood Plan was requested, this was currently placed on hold with the two Rule 6 party appeals ongoing is considered lower priority at this time.</p>

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<b>24/25-34</b>	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>a) <b>Ellenbrook Fields Shadow Trust</b> The next meeting was yet to be confirmed.</p> <p>b) <b>St Albans District Association of Local Councils</b> Chairman attended most recent meeting and most Parish Councils in the District suffer the same challenges especially with planning.</p> <p>c) <b>Highways Liaison</b> The last meeting in June was attended by Cllrs Pettit and Brazier, no next meeting date confirmed.</p> <p>d) <b>Tyttenhanger Quarry Liaison</b> The next meeting will be confirmed.</p> <p><b>QUESTIONS FROM THE PUBLIC</b> The Chairman allowed any questions from the public <i>8.39pm 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>• A resident of Tyttenhanger gave the name of a resident and former councillor who might be able to assist the Charles Morris Hall working party. Council noted.</li><li>• A resident stated the website could do with an update on the new park at the High Street Recreation Ground. Council noted.</li></ul> <p><i>8.42pm Standing Orders were resumed.</i></p> <p>The Chair thanked all for their attendance, closing the meeting at 8.43pm</p>
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## Meeting closed at 8.43pm

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 31<sup>st</sup> July 2024

Signed by Chair of Council 26/09/2024  
Signed copy held on file

Signed by  
Chairman of Council Cllr Tallents  
Approved by Council 26<sup>th</sup> September 2024



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## COLNEY HEATH PAYMENTS LIST – Q1 2024/25

<b>Approved payments for June 2024 (Month 3)</b>		
<b>Ref. No</b>	<b>Payment To</b>	<b>£ inc. VAT</b>
029	Dell Technologies - OptiPlex Tower Computer	£ 790.04
030	D Honour & Son Ltd - Colney Heath Play Area - Valuation 4	£ 17,418.50
031	IHLI Renewal - 2024/25	£ 857.80
032	Ricky Tyler - Maintenance of Parkland - June 2024	£ 1,671.00
033	Vision ICT Ltd - Hosted Email Accounts - July 2024-June 2025	£ 72.00
034	Highfield Park Trust - Electricity - May 2024	£ 36.82
035	TBS Hygiene Ltd – Litter Bin Collection June 2024	£ 192.48
036	TBS Hygiene Ltd – Dog Waste Collection June 2024	£ 221.76

## COLNEY HEATH PAYMENTS LIST – Q2 2024/25

<b>Approved payments for July 2024 (Month 4)</b>		
<b>Ref. No</b>	<b>Payment To</b>	<b>£ inc. VAT</b>
037	Expenses Clerk - Instantprint - Newsletter The Kite July 2024	£ 435.00
038	Ricky Tyler Maintenance - Maintenance of Parkland - July	£ 1,671.00
039	GCS Computer Services - IT Support & new PC and updates	£ 400.00
040	CH Village Hall - Studio Hire 30/05/2024 & 30/06/2024	£ 36.00
041	TBS Hygiene Ltd - Bus Shelter Clearance Flytip	£ 78.00
042	TBS Hygiene Ltd - Site Clearance WFT Flytip	£ 78.00
043	VisionIct Ltd - Email Hosting - August 2024 - July 2025 x 1	£ 24.00
044	PeopleSafe - Safety Alarm for Common Ranger Q2	£ 79.20
045	Highfield Park Trust - Electricity - June	£ 29.14
046	IAC Internal Audit - 23/24 Annual Return	£ 474.00
047	Colney Heath School - All Council Meetings 2024/25 (11)	£ 495.00
048	Annual Membership - St Albans Assoc of Local Councils	£ 50.00
049	Cllr Expenses - Refreshments for Beating the Bounds event	£ 22.05