

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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2024-25 Item 49

MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 26 SEPTEMBER 2024, 7.30pm

Members in attendance	
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 C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters
Other attendees 6 members of the public, County Councillor John Hale, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)	
24/25-35	APOLOGIES & ANNOUNCEMENTS Apologies received from Cllr Shaw and accepted or reason stated. It was noted that two councillors and one member of the public were audio recording the meeting.
24/25-36	DECLARATIONS OF INTEREST a) There were none raised or confirmed in advance. Cllr Parish stated an interest in item 40d which was noted. b) No written requests for dispensations were received. c) No dispensations received in advance.
24/25-37	QUESTIONS FROM THE PUBLIC NOTE START TIME <i>7.33pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> a) Resident raised concerns over line of sight when using the bus shelter at Smallford Works. <i>7.35pm Standing Orders were resumed.</i>
24/25-38	MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL The minutes of the meeting held 25 th July 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 were no comments raised regarding accuracy of the minutes. The minutes were duly proposed, seconded, and RESOLVED unanimously by show of hands to be a true and accurate record of the meeting. Motion carried. The minutes would be signed by the Chair of the meeting for the record and would be marked as signed on the website.
<u>FINANCE, AUDIT & GOVERNANCE</u>	
24/25-39	FINANCE a) Retrospective Approval for payments made in August and approval for payments to be made in September 2024 The payment sheet with month 5 payments numbered 050-058 in the combined amount of £2,853.13 was noted as circulated. Questions on the payment sheet included the following: <ul style="list-style-type: none"> • On payment 053 items removed were two sofas from Roestock Park • On payment 059 & 062 the urgent tree works at the Common had now been completed.

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	<p>The payment sheet with month 6 payments numbered 050-066 in the combined amount of £9,405.05 was noted as circulated. The supplementary sheet tabled was noted with the sheet now changed to 050-068 in the combined amount of £26,860.85. The Chair of the meeting asked for any queries or questions on any of the payments. Questions on the payment sheet included queries on the amount paid and outstanding for the recreation ground play area which was due for completion later next month. There were no further questions or queries raised. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the September payments were retrospectively approved and that the September invoices be signed by two councillors and paid by BACS before the end of September 2024.</p> <p>Motion carried.</p> <p>b) Delegated Authority to make October 2024 (Month 7) payments It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the October payments were to be paid under delegated authority and retrospectively approved at the October Council meeting. Invoices would be signed by two councillors and paid by BACS on or before 31/10/2024.</p> <p>Motion carried.</p> <p>c) Clearance of the Colney Heath Common Pots Council agreed to handover the planting and painting of the CH Common pots to the girl guides, however these should be cleared. The quote was noted and debated. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands 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 was £862.50.</p> <p>Motion carried.</p> <p>d) Highfield Park Parish Office Highfield Parish Council Office 6 months notice until lease on office expires. There was a short debate on whether notice should be given or the lease extended beyond March 2025. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the lease on the Parish Office at Highfield Park Visitor Centre be extended for a period of 12 months from March 2025 to March 2026.</p> <p>Motion carried. As a result it was further duly proposed, seconded and unanimously RESOLVED by a show of hands to accept the quote for a new internet server and phone connection, budget allocation required £796.05</p> <p>Motion carried.</p> <p>e) Budget Codes – Precept 2025/26 The budget codes were noted as circulated. Councillors were asked for any projects or additions to the capital or running costs budgets for 2025/26. There were no comments, deletions or additions. The budget codes as drafted were duly proposed, seconded and unanimously RESOLVED by a show of hands.</p> <p>Motion carried.</p>
24/25-40	<p>LEGAL & LANDOWNER MATTERS</p> <p>a) Roestock Hut draft Specification report</p>

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	<p>Council noted the report as circulated. Cllr Clemow noted that this was not the report that was expected or required. There was a suggestion that a Zoom call be held with Cllr Clemow and the Clerk to agree the requirements of any further reporting from Brasier Freeth. It was duly proposed, seconded and RESOLVED unanimously by a show of hands that a meeting be arranged to discuss requirements with the surveyor.</p> <p>Motion carried</p> <p>b) Sleapshyde Park Lease Council noted an update provided by the Clerk. St Albans District Council have confirmed that the Parish Council have protection of tenure under Part II of the Landlord & Tenant Act 1954 so the lease will continue indefinitely and the renegotiation will continue when SADC are resourced to do so unless the Parish Council require it done sooner. After debate it was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Parish Council would be content to wait but that they would prefer to receive a letter intent. Motion carried.</p> <p>c) Tyttenhanger Open Space requests Council were advised that there had been a request for access from mid September 2024 by the Tyttenhanger Parties Committee. This request was placed on hold as there was a further request for access from another hirer in early October 2024. After a debate it was duly proposed, seconded and unanimously RESOLVED that the access would be arranged by the Clerk for 12th October and the keys would be handed to the Tyttenhanger Parties Committee for their access as soon as possible after this date. Motion carried.</p> <p>d) MOTION IN ADVANCE TYTTENHANGER FIELDS Charles Morris Hall Working Party member Cllr Clemow would like Council to resolve 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. After debate it was duly proposed, seconded and RESOLVED by a majority show of hands to obtain legal advice by solicitor's opinion of up to £1000 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. The Clerk would proceed with the instruction if under the amount approved by Council, if more was required then this matter would be restored to Council. Motion carried.</p>
<p>24/25-41</p>	<p>PLANNING & CONSULATIONS Council reviewed the planning applications presented to them commented as a consultee as follows: a) 5/2024/1534 - Comment by 4th October 2024 Roundhouse Farm Land Off Bullens Green Lane Colney Heath St Albans Hertfordshire</p>

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It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to neither support or object to the planning application

Motion carried

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

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that comments that the comment submitted be repeated.

Motion carried

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
Update provided by Planning Working Party on current work being carried out in preparation for the inquiry which commences at the end of next month.
- Land at Former Hatfield Aerodrome, Hatfield
An update was provided by Cllr Tallents that Hertfordshire County Council had confirmed their intention not to provide witnesses or evidence in this appeal case. After debate and with disappointingly it was duly proposed, seconded and unanimously **RESOLVED** that the Parish Council withdraw as a Rule 6 party.

Motion carried

It was further duly proposed, seconded and unanimously **RESOLVED** that delegated authority be given to the Clerk working with the Neighbourhood Plan Project Officer (voluntary) to represent the Parish Council at any meetings and to assist any stakeholders in the planning inquiry, working with officers of involved County, District and Borough Councils.

Motion carried

It was duly proposed, seconded and unanimously **RESOLVED** that delegated authority be give to the Clerk working with the Neighbourhood Plan Project Officer (voluntary) to work with the appellant of the quarry application to ensure liaison and the best outcomes for the residents and community of the Colney Heath Parish.

Motion carried

Chair confirmed his disappointment again in the decision of the County Council. He thanked all the residents, officers and County Cllr Hale for their assistance to get to this point and attempting to appropriately serve and act as a voice for the local community.

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24/25-42	<p>PARISH COUNCIL WORKING PARTIES</p> <p>a) Communications Verbal report from Cllr Pettit on the imminent issue of Edition 5. The next edition was due out in December and thanks were given to all those who assist in getting the edition produced and delivered.</p> <p>b) Community Organisations Nothing to report.</p> <p>c) Planning Written report noted as circulated. Cllr Burns offered further update on current work including the new National Planning Policy Framework comments submitted. Attendance at the Nicholas Breakspear Planning event. Local Plan St Albans Regulation 19 consultation for submission. It was duly proposed, seconded and unanimously RESOLVED by a show of hands that the Parish Council response to the St Albans Local Plan Regulation 19 consultation would be delegated to the Clerk working with the Neighbourhood Plan Project Officer (voluntary) and planning working party. Motion carried The Chair asked that once the Tarmac and Ellenbrook Quarry inquiry work had settled down that the Parish Council review the procedure and decision to become Rule 6 parties in the future. .</p> <p>d) Charles Morris Hall Written report was noted and also Item 40d Cllr Clemow offered further update on a meeting being held with the Trustees of the Charles Morris Hall to discuss draft heads of terms. It was duly proposed, seconded, and RESOLVED by a majority show of hands to accept and retrospectively approve the recommendation of the working party to write formally to the Charities Commission Motion carried</p> <p>e) Roestock Hut Written report was noted. Cllr Clemow offered an update on the report circulated and prepared by the surveyor that it was not sufficient for Council to make further decisions on the options. The meeting as mentioned previously was expected to provide clarification needed.</p> <p>e) Environment working party Written report noted as circulated. Cllr Pettit raised concerns about the ponds at the Warren and that they have deteriorated since his last visit. Cllr Pettit also raised concerns regarding footballs going into the new play area at the Recreation Ground, this was noted.</p>
24/25-43	<p>PARISH ADMINISTRATION & EVENTS</p> <p>Clerk report Matters raised in the Clerk’s report were noted as follows:</p> <ul style="list-style-type: none"> • The CPRE AGM being held on Saturday 5th October 2024 at 1.30pm in Stevenage – invite with details can be circulated to anyone wishing to attend. • Dates for Beat Surgery during October in the evening, venue to be found and date agreed with the police.

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	<ul style="list-style-type: none"> • The Mayor’s Civic Service on Sunday 20th October 2024 at the Cathedral and Abbey Church of St Alban from 10.40am. Any councillor wishing to attend please confirm with the Clerk by Tuesday 8th October 2024. • Save the date - Remembrance Sunday 10th November 2024 Cllr Clemow will be attending and laying the wreath on behalf of CHPC. • Save the Date for the High Sheriff Service event on Sunday 17th November 2024. The service will be held in the Cathedral and Abbey Church of St Alban at 11.15am. Further details will follow with the official invitation nearer the event. • Witness packs for the use of the pathway will be going out next week to all email responders .. • 8th May 2025 is 80th Anniversary of VE Day – any thoughts on events Chair asked Cllr Parish to look at ideas with the Community Organisations group. • The monitoring survey at Colney Heath carried out in the Summer of 2024 has identified the presence of great crested newts in one of the ponds. A detailed map indicating the pond's location and the findings of the monitoring survey will be sent in November. • Currently there is a hornets nest on Colney Heath Common. The nest was visited when first discovered and the hornets were identified as European hornets and not Asian hornets. The nest has been left in situ as it is not in a busy path area although there are several dog walkers who have commented on social media. Discussed with the Common Ranger and will be monitored. • The next Parish Council meeting will be held on Thursday 31st October 2024 with papers and agenda being issued Friday 25th October 2024. The closing date for motions and items of business will be Friday 18th October 2024. <p>Other matters raise by Councillors</p> <ul style="list-style-type: none"> • Ragwort on the Common is being monitored by the Common Ranger and action will be taken if recommended. • Works required with the boundary of Scholars Court is currently being costed.
<p>23/24-44</p>	<p>REPRESENTATIVES ON OUTSIDE BODIES</p> <ul style="list-style-type: none"> a) Ellenbrook Fields Trust No meeting scheduled due to inquiry. b) St Albans District Association of Local Councils Next meeting 30th September 2024 c) Highways Liaison The next meeting is to be confirmed d) Tyttenhanger Quarry Liaison Meeting scheduled was cancelled and another date is pending
<p>24/25-45</p>	<p>QUESTIONS FROM THE PUBLIC – with permission of the Chair oi Council <i>9.07pm 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"> a) County Councillor Hale updated the meeting with more details about the decision of Hertfordshire County Council and the Ellenbrook Quarry inquiry. b) There was a question on an event being held at Tyttenhanger Fields in October.

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	<p>9.12pm Standing Orders were resumed.</p> <p>The Chair thanked all for their attendance, closing the meeting at 9.12pm</p>
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Meeting closed at 9.12pm

L Peters LCGI PSLCC CPFA CiLCA
 Clerk to the Council
 Drafted 30th September 2024



Signed by
 Chairman of Council Cllr Tallents
 Approved by Council 31st October 2024



COLNEY HEATH PAYMENTS LIST – Q2 2024/25

Payments to be retrospectively approved for August 2024 (Month 5)		
Ref. No	Payment To	£ inc. VAT
050	Highfield Park Trust Electricity - July 2023	£ 29.29
051	CDA Herts -Membership Sept 24 - Aug 25	£ 36.00
052	Ricky Tyler Landscapes - August 24	£ 1,671.00
053	TBS Hygiene Ltd - Removal of Two Items Roestock Park	£ 510.00
054	TBS Hygiene Ltd - Removal Items Colney Heath Rec Ground	£ 90.00
055	KG Tree Care - Remove Hawthorn Tree, Cut Back Ivy	£ 280.00
056	FCBS - Quarterly Scanner Service Q2	£ 92.84
057	SLCC - How to Use Graphic Design Training - Clerk	£ 36.00
058	Vision ICT - Domain Renewal - Sept 24 - August 26	£ 108.00

Payments for approval September 2024 (Month 6)		
Ref. No	Payment To	£ inc. VAT
059	KG Tree Care - Part of Critical work carried out on the Common	£ 2,500.00
060	Highfield Park Trust - Electricity - August 24	£ 28.52
061	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
062	KG Tree Care - Remainder of Critical works on the Common	£ 2,880.00
063	Herts Full Stop - Folding Box Trolley	£ 55.32
064	Ricky Tyler Landscapes - Cutting of the Warren (New Field)	£ 2,160.00
065	Legal & General – Additional Pension Valuation Payment	£ 110.21
066	TBS Hygiene Ltd - Site Clearance - WFT	£ 78.00
067	D Honour & Sons Ltd - Progress Payment 5	£ 15,447.79
068	D Honour & Sons Ltd - New Bin & Reduction of tree	£ 1,930.01