

# COLNEY HEATH PARISH COUNCIL

 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



2024/25 Item 74

## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 21 NOVEMBER 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 N Pettit (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward) Cllr C Tallents (Colney Heath Ward) (Chair) Clerk of the Council, Mrs L Peters
<b>Other attendees</b>	
Three members of the public and CHPC Finance Officer	
<b>24/25-60</b>	<b>APOLOGIES &amp; ANNOUNCEMENTS</b> It was noted that three councillors and one member of the public were audio recording the meeting.
<b>24/25-61</b>	<b>DECLARATIONS OF INTEREST</b> a) There were none raised or confirmed in advance or at this point in the meeting. b) No written requests for dispensations were received. c) No dispensations received in advance.
<b>24/25-62</b>	<b>QUESTIONS FROM THE PUBLIC</b> <i>7.30pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i> There were no questions raised, or comments made. <i>7.32pm Standing Orders were resumed.</i>
<b>24/25-63</b>	<b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the meeting held 31 <sup>st</sup> October 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 an amendment of the word form to firm at Item 54a. 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>24/25-64</b>	<b>FINANCE</b> a) <b>Approval for payments November 2024</b> The payment sheet with month eight payments numbered 080-086 in the combined amount of £14,019.14 was noted as circulated. Questions on the payment sheet included the following: <ul style="list-style-type: none"> <li>• On payment 080 a question regarding the remaining funds for the play area was clarified as the 2.5% payment which would be held until October 2025.</li> <li>• On payment 086 it was noted that the Zurich insurance invoice was a part invoice and would be increased for the new play area by another £220.00 this would be paid and added to the next months payment sheet for approval. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the November payments be approved for payment.</li> </ul> <b>Motion carried.</b>

# COLNEY HEATH PARISH COUNCIL

 **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](mailto:clerk@colneyheathparishcouncil.gov.uk)



	<p>b) <b>Approval of Works – Scholars Court boundary with Colney Heath Common</b>                  The quote for the works to cut back the overhanging boundary between the property Scholars Court and the Colney Heath Common was noted as £1,360.. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to accept the quote and the Clerk was instructed to proceed with the works.  <b>Motion carried. .</b></p>
<p>24/25-65</p>	<p><b>BUDGET 2025/26</b></p> <p>a) <b>Budget Proposal 2025/26</b>                  The complete budget for 2025/26 was noted as circulated. Council noted the recommended budget from the Budget Committee meeting held 14<sup>th</sup> November 2024. Chair of Council asked for any comments or amendments. The following clarifications noted after debate:</p> <ul style="list-style-type: none"> <li>• In relation to Insurance the figure paid on the payment sheet this year was lower than the budgeted amount for next year, this was clarified by the RFO as to being for two types of insurance and included a staffing policy insurance..</li> <li>• Expenditure on the Common and the track beside the Common was noted and once decisions had been made this could be costed, any future costs in 2025/26 would need to come from reserves</li> <li>• Increase the Planning Advice and costs line (4385) by £5,000 to £10,000</li> </ul> <p>The Chair of Council confirmed that the Parish Council were very property, planning and legacy focused and the budget reflected this.</p> <p>There was a motion raised and allowed by the Chair to defer resolution of the 2025/26 budget until the December Council meeting, this motion was duly proposed but received no seconder so the motion did not move to a vote and was defeated.</p> <p>It was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands subject to the above noted changes being made the budget was confirmed for 2025/26 would be £187,910.00.  <b>Motion carried.</b></p> <p>b) <b>General Reserves 2025/26</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 3-6 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 2025/26 to not be permitted to be lower than £50,000.  <b>Motion carried</b></p> <p>c) <b>CHPC Ear-marked reserves (EMR) 2025/26</b>                  The proposed reserves were noted as circulated. Council noted the recommended ear marked reserves for 2025/26. There was debate but 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 and circulated. .  <b>Motion carried</b></p>

# COLNEY HEATH PARISH COUNCIL

- ✉ 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



<b>24/25-66</b>	<p><b>PRECEPT SETTING FOR CHPC 2025-26</b></p> <p>Council noted the recommendation of the Budget Committee was a 2.5% increase and that the figures were worked out on the current taxbase for 2024/25. There was a further debate over the challenges to the Parish from planning application the recent National Insurance increase for employers and other impacts that were expected in 2025/26. The recommended 2.5 % increase to the Precept for 2025/26 was duly proposed, seconded, and <b>RESOLVED</b> by a majority show of hands that the Parish Council Precept for 2025/26 would increase by 2.5%.</p> <p>Once the tax base was known the Clerk would confirm the Precept total but on the basis of the 2024/25 taxbase it would be an estimated figure of £182.276.</p> <p><b>Motion carried</b></p>
<b>24/25-67</b>	<p><b>PLANNING APPLICATIONS, APPEALS &amp; CONSULTATIONS</b></p> <p>Council reviewed the planning applications presented to them commented as a consultee as follows:</p> <p>a) <b>5/2024/1815</b> - Comment by 29<sup>th</sup> November 2024 Smallford Lane AL4 0SA It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application <b>Motion carried</b></p> <p>b) <b>5/2024/1818</b> - Comment by 1<sup>st</sup> December 2024 Station Road AL4 0HA It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to circulate to the local residents association and if no comment made then to neither support or object to the planning application <b>Motion carried</b></p> <p>c) <b>5/2024/1629</b> - Comment by 7<sup>th</sup> December 2024 Ye Olde House, Sleapshyde AL4 0SE It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands to neither support or object to the planning application <b>Motion carried</b></p> <p>d) <b>Planning Inquiry Update</b> Cllr Talents gave a verbal update on the status of the inquiry Land at Former Hatfield Aerodrome, Hatfield which started on Tuesday this week. The inquiry would continue into next week.</p>
<b>24/25-68</b>	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p>a) <b>Communications</b> Verbal report from Cllr Pettit who reported that he was hoping to circulate a draft of the next edition soon.</p> <p>b) <b>Community Organisations</b> Nothing to report but would shortly start work on the VE day suggestions.</p> <p>c) <b>Planning</b> Verbal report from Cllr Burns included recent technical note discovered on a local application that required some review and a submission. There was also an application at a site which contained no details but was being monitored when the details were released this would be carefully reviewed.</p>

# COLNEY HEATH PARISH COUNCIL

- ✉ 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



	<p><b>d) Charles Morris Hall</b> Verbal report from Cllr Clermow who confirmed he would chase formal confirmation of intent to proceed, along with solicitor details and entity information.</p> <p><b>e) Roestock Hut</b> Verbal report from Cllr Clemow who confirmed a working party meeting was being held in early December to discuss the options for the Parish Council.</p> <p><b>e) Environment working party</b> Verbal report from Cllr Petitt who confirmed that a meeting with Hertfordshire County Council to discuss improvements to the river and riverbank had happened today. A report would follow for action and with the help of volunteers the Parish Council could see some real change.</p>
<b>24/25-69</b>	<b><u>PARISH ADMINISTRATION &amp; EVENTS</u></b>
	<p><b>Clerk report</b></p> <ul style="list-style-type: none"> <li>• County Councillor John Hale who couldn't make tonight's meeting has sent a report which will be circulated to all councillors.</li> <li>• The next Parish Council meeting will be held on Thursday 12<sup>th</sup> December 2024 with papers and agenda being issued Friday 6<sup>th</sup> December 2024. The closing date for motions and items of business will be Tuesday 3<sup>rd</sup> December 2024.</li> </ul>
<b>23/24-70</b>	<p><b>REPRESENTATIVES ON OUTSIDE BODIES</b></p> <p>a) <b>Ellenbrook Fields Trust</b> No meeting scheduled due to inquiry.</p> <p>b) <b>St Albans District Association of Local Councils</b> No further update</p> <p>c) <b>Highways Liaison</b> Next meeting 26<sup>th</sup> November 2024, 2pm. .</p> <p>d) <b>Tyttenhanger Quarry Liaison</b> Meeting scheduled was cancelled and another date is pending</p>

**Meeting closed at 9.26pm**

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 03/12/2024



Signed by  
Chair of Council Cllr Tallents  
Approved by Council 12<sup>th</sup> December 2024



# COLNEY HEATH PARISH COUNCIL

- ✉ 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



## COLNEY HEATH PAYMENTS LIST – Q3 2024/25

Payments to be retrospectively approved for November 2024 (Month 8)		
Ref. No	Payment To	£ inc. VAT
080	D Honour & Sons - Colney Heath Play area Valuation 6	£ 6,084.13
081	Ricky Tyler - Maintenance of Grass Land - Contract	£ 1,671.00
082	KG Tree Care - Maintenance of Hedges at Sleapshyde Park	£ 2,260.00
083	Finance Officer – Expenses	£ 13.75
084	Highfield Park Trust – Electricity October 2024	£ 51.80
085	Herts Full Stop – Stationery	£ 113.86
086	Zurich Insurance Policy Nov 2024-2025 Payment 1 of 2	£ 3824.60