

# 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)



## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 12 DECEMBER 2024, 7.30pm

<b>Members in attendance</b>	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath Ward) (Chair) Cllr S Parish (Tyttenhanger Ward)	Cllr N Pettit (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward) Clerk of the Council, Mrs L Peters
<b>Other attendees</b> Four members of the public and Neighbourhood Plan Project Officer (voluntary).	
<b>24/25-71</b>	<p><b>APOLOGIES &amp; ANNOUNCEMENTS</b> Due to absences, it was duly proposed, seconded, and unanimously <b>RESOLVED</b> that Cllr Burns be the Chair of the meeting for this evening. <b>Motion carried.</b> There were apologies noted from Cllr Tallents, Cllr Clemow which accepted for reason stated. It was noted that two councillors were audio recording the meeting.</p>
<b>24/25-72</b>	<p><b>DECLARATIONS OF INTEREST</b> a) There were none confirmed in advance or at this point in the meeting. b) No written requests for dispensations were received. c) No dispensations received in advance.</p>
<b>24/25-73</b>	<p><b>QUESTIONS FROM THE PUBLIC</b> <i>7.34pm 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>7.35pm Standing Orders were resumed.</i></p>
<b>24/25-74</b>	<p><b>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</b> The minutes of the meeting held 21<sup>st</sup> November 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 several amendments as follows:</p> <ul style="list-style-type: none"> <li>• Item 65a in the last paragraph – addition of two commas and the word ‘that’</li> <li>• Item 65b remove ‘to not be’ replace with ‘must not be’</li> <li>• Item 66 change full stop to a comma in penultimate line</li> <li>• Item 67b include Smallford &amp; Sleapshyde Residents Association</li> <li>• Item 68d spelling error Clermow to Clemow</li> <li>• Item 68e spelling error Petitt to Pettit</li> </ul> <p>The reason for Cllr names not being noted in motions was discussed. Councillors were asked to point out punctuation and spelling errors in the minutes in advance of the meeting. Subject to the changes noted 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 reviewed, amended as noted and signed by the Chair of Council for the record and would be marked as signed on the website.</p>
<b><u>FINANCE, AUDIT &amp; GOVERNANCE</u></b>	
<b>24/25-75</b>	<p><b>FINANCE</b> <b>Approval for payments December 2024</b> The draft payment sheet with month nine payments numbered 087-093 in the combined amount of £12,087.33 was noted as circulated. The Clerk confirmed that</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>due to staff illness invoices would be signed at the January 2025 meeting. Questions on the payment sheet included the following:</p> <ul style="list-style-type: none"> <li>• On payment 089 – the reason for the payment of a grant was questioned. This was a decision for Council. The Parish Council had been paying this item as a grant for several years and it would be the Parish Council who would need to consider any change to the payment mechanism.</li> <li>• On payment 093 – the advice amount was questioned. The Clerk explained this was for the entire project and included advice, architect work on maps and drawing and project management.</li> </ul> <p>It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that the December payments be approved for payment and the Clerk was delegated to make any further payments received next week and requiring to be paid prior to the festive break.</p> <p><b>Motion carried.</b></p>
<p><b>24/25-76</b></p>	<p><b>PLANNING APPLICATIONS, APPEALS &amp; CONSULATIONS</b></p> <p>Council reviewed the planning applications presented to them commented as a consultee as follows:</p> <p>a) <b>5/2024/1954</b> - Comment by 21<sup>st</sup> December 2024          Fellows Lane, Colney Heath AL4 0QA          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>5/2024/2027</b> - Comment by 28<sup>th</sup> December 2024          Bullens Green Lane, Colney Heath AL4 0QS          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>c) <b>5/2024/2066</b> - Comment by 20<sup>th</sup> December 2024          Barley Mow Stables, St Albans AL4 0RP          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>5/2024/2083</b> - Comment by 3<sup>rd</sup> January 2025          Lawrence Close, Smallford AL4 0JB          There was an issue with the link for this application. It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that this application be delegated to the Clerk to submit any comment after review by the Planning Working Group members.  <b>Motion carried</b></p> <p>e) <b>Delegated authority for Planning Applications 6<sup>th</sup> December 2024 – 10<sup>th</sup> January 2025</b>          It was duly proposed, seconded, and unanimously <b>RESOLVED</b> by a show of hands that any planning applications received during the period noted would be circulated to all planning working party members and decision to submit comments and objections was delegated to the Clerk.  <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)



	<p>f) <b>Planning Inquiry Update</b>          There was a verbal update on the status of the inquiry Land at Former Hatfield Aerodrome, Hatfield where the Planning Inspector was still asking questions and requesting further information to be provided. It was reported the Inquiry was a challenge with some interesting characters to manage. Significant effort was invested in the conditions document, which aimed to manage the quarry's operations in the best possible way for the community, should it proceed. The Chair of the meeting referenced a report from County Councillor John Hale, who had sent his apologies but noted, <i>"The Colney Heath Group, and your Clerk specifically, were thanked by the Inspector at the end of the Inquiry for the role they had played in the Inquiry"</i></p> <p>g) <b>Potential Development Sleapshyde and creation of public park</b>          The background paper was noted as circulated. Councillors observed that the proposed development's proximity to the A414 made it less appealing as a walking area, with other locations being more suitable for such purposes. It was also noted that this site is not included in the proposed Local Plan and is not considered a sustainable location. Questions were raised about the land's previous use—whether it had been a quarry—and if it might face similar contamination issues as those identified at Smallford Pits.</p>
<p>24/25-77</p>	<p><b>PARISH COUNCIL WORKING PARTIES</b></p> <p>a) <b>Communications</b>          Cllr Pettit provided a verbal update, reporting that he was nearing completion of a draft edition of the <i>Kite</i> newsletter. It was noted that a miscommunication with an advertiser had occurred but assured the Council that this issue would be resolved shortly.</p> <p>b) <b>Planning</b>          Cllr Burns delivered a verbal report, highlighting that since the last meeting, the Council had submitted comments to St Albans District Council (SADC) on the technical note issued by Bellway. He also noted that the new National Planning Policy Framework (NPPF) was launched today, which includes a significant increase in the number of homes required in the St Albans area (1660). Additionally, an application at Roestock, opposite Manor Gardens, was noted on the planning portal, although no further information was available at this time.</p> <p>c) <b>Charles Morris Hall</b>          The Parish Council has been informed that solicitors have been instructed to review correspondence sent by the Council. However, no specific entity or solicitor managing this matter has been confirmed, and the matter remains on hold until a formal response is received. The Clerk also confirmed receipt of a response from the Charity Commission, which stated that they hold no information on the land being registered to any charity.</p> <p>d) <b>Roestock Hut</b>          The Clerk confirmed that a meeting had taken place to discuss potential options for the Roestock Hut. A document outlining these options is being drafted and will be presented to the Council in January 2025.</p> <p>e) <b>Environment working party</b>          Cllr Pettit provided a verbal report, expressing disappointment that no report had yet been received from Hertfordshire County Council regarding their visit to the</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>River Colne in late October. He confirmed that he would follow up with another email.</p> <p>f) <b>Community Organisations</b> Cllr Parish reported that he is preparing a scoping document to circulate to local organisations regarding the VE Day commemorations.</p>
<b>24/25-78</b>	<b><u>PARISH ADMINISTRATION &amp; EVENTS</u></b>
	<p>a) <b>Tyttenhanger Fields Fly-Grazing</b> The Clerk reported that incidents of fly-grazing had been occurring at this location for the past few weeks, as reported by both residents and other local authorities. The Clerk has been in contact with the County Rights of Way Officer, who approved the installation of a motorcycle inhibitor as the preferred solution. Alternatively, an accessible kissing gate with a radar key option could be considered. A quote for the preferred option has been obtained from a local fencing contractor within the Parish at a cost of £1,389.05. Given the potential for continued fly-grazing and trespass over the next six weeks, Councillors expressed that they felt they had no choice but to approve proceeding with the proposed measures immediately. It was duly proposed seconded and unanimously <b>RESOLVED</b> by a show of hands to proceed with installation of the motorcycle inhibitor into Tyttenhanger Fields Footpath 64. <b>Motion carried.</b></p> <p>b) <b>Clerk report</b></p> <ul style="list-style-type: none"> <li>• <b>County Salt Bins Installation:</b> With thanks to County Councillor Hale, two salt bins will be installed and managed by Ringway within the village:             <ul style="list-style-type: none"> <li>○ <b>Church Lane, junction with St Marks Close (AL4 0ND)</b> – to be located on the verge.</li> <li>○ <b>High Street, Colney Heath, outside Colney Heath School (AL4 0NP)</b> – to be located at the rear of the verge.</li> </ul> <p>These installations are expected to be completed by the end of this week. During the meeting, there were challenges raised regarding other known salt bins within the Parish. After a robust discussion, it was agreed that this item will be placed on a future agenda for a full debate. This will include considerations for ordering and contracting salt for other salt bins.</p> </li> <li>• <b>Taxbase for 2025/26:</b> The taxbase for 2025/26 has been confirmed, increasing from 1143.9 to 1147.3, representing an increase of 3.4 Band D properties within the Parish.</li> <li>• <b>Next Parish Council Meeting:</b> The next Parish Council meeting is scheduled for <b>Thursday, 23rd January 2025</b>, with the agenda and papers to be issued on <b>Friday, 17th January 2025</b>. deadline for motions and items of business is <b>Friday, 10th January 2025</b>.</li> <li>• <b>Parish Office Closure:</b> The Parish Office will close at <b>2pm on Friday, 20th December 2024</b>, and will reopen on <b>Thursday, 9th January 2025</b>. The Clerk will be on annual leave from <b>20th December 2024 until Monday, 6th January 2025</b>. During this period, emails will be monitored, and calls will be forwarded in the event of emergencies.</li> </ul> <p>c) <b>Matters arising since issue of agenda</b> None</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>23/24-79</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, next meeting in January 2025</p> <p>c) <b>Highways Liaison</b> Last meeting held 26<sup>th</sup> November 2024 and next meeting due March 2025</p> <p>d) <b>Tyttenhanger Quarry Liaison</b> Meeting scheduled was cancelled and another date is pending</p>
<b>23/24-80</b>	<p>The Chair announced his decision to open the floor for questions.</p> <p><b>QUESTIONS FROM THE PUBLIC</b></p> <p><i>8.59pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.</i></p> <p>There were questions and comments on the following subjects:</p> <ul style="list-style-type: none"> <li>• A resident expressed gratitude to the Clerk for her prompt response to the fly-grazing issue on Tyttenhanger Fields and for addressing it so efficiently.</li> <li>• An issue was noted regarding the damaged chevrons on the long about. A Councillor who had encountered this previously confirmed they would report it again.</li> <li>• A resident suggested contacting CMS (Countryside Management Service) to assist with clearance work on the River Colne. This suggestion will be considered further once the report from Hertfordshire County Council (HCC) is received.</li> <li>• A Councillor raised the topic of meeting dates for the entirety of 2025. While this is not the usual process, the Clerk will review the matter, and it has been noted for consideration.</li> </ul> <p><i>9.08pm Standing Orders were resumed.</i></p> <p>The Chair extended thanks to everyone for attending, with special appreciation to the regular attendees who are not councillors. For those who celebrate, he conveyed the Parish Council's seasonal greetings and wished everyone a happy and healthy 2025.</p> <p>The meeting concluded at 9:10pm.</p>

**Meeting closed at 9.10pm**  
 L Peters LCGI PSLCC CPFA CiLCA  
 Clerk to the Council  
 Drafted 13/12/2024



Signed by  
 Chair of Council Cllr Tallents  
 Approved by Council 23<sup>rd</sup> January 2025



# 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 December 2025 (Month 9)		
Ref. No	Payment To	£ inc. VAT
087	Neighbourhood Plan Project Officer (voluntary) Honorarium	£ 1,500.00
088	CHPC Grant - St. Marks Church - Community Event Big Lunch	£ 500.00
089	CHPC Grant - St. Marks Church - Annual Graveyard	£ 1,650.00
090	Zurich Insurance Policy Payment 2 of 2 14/11/2024-13/11/2025	£ 201.73
091	SLCC - 66% Membership fee Clerk 01/12/2024 - 01/12/2025	£ 349.80
092	Ricky Tyler - Maintenance of Grass Land - December 24	£ 1,671.00
093	Groundwork East -Architect and Play Advice for CH Rec Project	£ 6,934.80