

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal 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



**Summons issued – 17<sup>th</sup> January 2025**

To Members of the Parish Council,  
Councillors, Brazier, Burns, Pettit, Parish, Shaw and Tallents. (One vacancy)

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 23<sup>rd</sup> January 2025 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Papers for the meeting are shown within the agenda via links to the Parish Council website. Any underlined part of the agenda when clicked will open the relevant background paper or report provided. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

**Mrs Lisa Peters LCGI PSLCC CPFA CiLCA**  
**Clerk to Colney Heath Parish Council**



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



**THIS MEETING WILL BE RECORDED  
BY THE COUNCIL AND POSSIBLY  
THIRD PARTIES**

## **AGENDA**

- 24/25-81 APOLOGIES & ANNOUNCEMENTS**  
To receive and accept apologies for absence and to note announcements
- 24/25-82 DECLARATIONS OF INTEREST**  
a) To receive declarations of interest from members regarding this agenda  
b) To receive written requests for dispensations for declarable interests; and  
c) To grant any requests for dispensation as appropriate
- 24/25-83 QUESTIONS FROM THE PUBLIC**  
Members of the public may make representation, ask questions, or give evidence in respect of business on the agenda for a maximum of 3 minutes.
- 24/25-84 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**  
To note and approve meeting minutes for the previous meeting of the Parish Council held 12<sup>th</sup> December 2024..  
**Motion To accept and resolve the minutes of the meeting held 12<sup>th</sup> December 2024 are a true and accurate record of the meeting**

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## **FINANCE, AUDIT & GOVERNANCE**

**24/25-85**

### **FINANCE**

- a) To approve any payments made in December 2024 (Month 9) and paid under the delegated authority from 12<sup>th</sup> December Council meeting.  
**Motion To resolve that all payments listed for December 2024 paid under delegated authority are retrospectively approved by Council.**
- b) To approve any payments to be made in January 2025 (Month 10).  
**Motion To resolve that all payments listed for January 2025 are approved by Council.**
- c) To receive, review the Q3 2024/25 income and expenditure and ear marked reserves reports from the Rialtas accounting system.  
**Motion To accept the reports as presented and to note that any changes for the remaining quarter including ear marked reserves will require a motion.**

**24/25-86**

### **GOVERNANCE**

**To review, amend as agreed and resolve to approve the following documents and policies:**

- a) Biodiversity Policy  
b) Sexual Harassment Policy  
c) Data Protection Policy

**Motion To resolve each policy and decided on a review date**

**24/25-87**

### **PLANNING APPLICATIONS, APPEALS & CONSULTATIONS**

To review planning applications received by the Parish Council and to make comment as a consultee. Applications can be searched using the St Albans City & District Council website link below to search by the application number or by reviewing the link provided with each numbered application.

<https://planningapplications.stalbans.gov.uk/planning/>

In each case and after debate the Parish Council will confirm by resolution

### **Motion**

- 1. To resolve to delegate a planning comment/objection be written and submitted by the Clerk under delegated authority and working with the Planning Working Party in preparation and submission or**
  - 2. To resolve to agree comment/object and the submission be drafted and submitted under delegated authority to the Clerk or**
  - 3. To resolve to neither support or object to the planning application**
- a) **5/2024/2249** – Comment by n/a  
165 Colney Heath Lane St Albans Hertfordshire AL4 0TN  
Certificate of Lawfulness (proposed) - Provision of a twin unit mobile home within the garden of the lawful dwelling house for use as additional accommodation by one household  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F1900#VIEW?RefType=PBDC&KeyNo=132378>

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- b) **5/2024/2141** – Comment by 24<sup>th</sup> January 2025  
3 Wistlea Crescent Colney Heath St Albans Hertfordshire AL4 0NL  
Single storey rear extension, following removal of conservatory  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F2141#VIEW?RefType=PBDC&KeyNo=132244>
- c) **5/2024/2222** – Comment by 7<sup>th</sup> February 2025  
29 Sleafcross Gardens Smallford St Albans Hertfordshire AL4 0RX  
Single storey side and rear extension with front porch  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F2222#VIEW?RefType=PBDC&KeyNo=132350>
- d) **5/2023/2308** – Comment by 30<sup>th</sup> January 2025  
107 Colney Heath Lane St Albans Hertfordshire AL4 0TN  
Outline application (access) - Construction of up to 26 dwellings including access and associated works  
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2308#VIEW?RefType=PBDC&KeyNo=128932>
- e) **Planning Applications reviewed under Delegated Authority 6<sup>th</sup> December 2024 to 10<sup>th</sup> January 2025**  
To receive and note a list of the planning applications which have been received and reviewed during the period of delegated authority.

**24/25-88**

## **LEGAL AND LANDOWNER MATTERS**

- a) To receive an options report based on the recommendations of the Roestock Hut Working Group for the future of the Roestock Hut  
b) An update on other outstanding leases and agreements  
c) To review Clerk decision not to issue eviction notice on horses roaming the local areas n Tyttenhanger and Highfield

**24/25-89**

## **WORKING PARTIES**

To note the verbal reports from the following working parties and to review any recommendations.

- a) Communications working party  
b) Community Organisations working party  
c) Planning working party  
d) Charles Morris Hall working party  
e) Roestock Hut working party  
f) Environment working party  
g) To discuss any plan to review the current working parties, future working parties, including both structure and remits

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## **24/25-90** PARISH ADMINISTRATION

- a) To review and agree the remaining Council meeting dates from June 2025 to December 2025
- b) To note dates and process for the casual vacancy
- c) To note the contents of the Clerk report
- d) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions will be made other than to suggest future agenda items or business for future discussion

## **24/25-91** REPRESENTATIVES ON OUTSIDE BODIES

To note written reports received or receive verbal reports by exception, available time and with the permission of the Chair:

- a) Ellenbrook Fields Trust next meeting
- b) St Albans District Association of Local Councils
- c) Highways Liaison
- d) Tyttenhanger Quarry Liaison Group

The Chair of Council may decide if time permits to allow a further short time for questions from the public, this will be noted in the minutes if/when it occurs.

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

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The following papers were all issued with the summons to all Councillors and placed on the Parish Council website. All papers issued have been drafted/amended and are issued by the Parish Clerk/RFO unless otherwise noted.

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|----------|---|
| Item 84  | Draft Minutes of Parish Council meeting held 12 <sup>th</sup> December 2024 |
| Item 85a | Payment Sheet Month 9 (December 2024) and Month 10 (January 2025)           |
| Item 86a | Biodiversity Policy   |
| Item 86b | Sexual harassment Policy  |
| Item 86c | Data Protection Policy  |
| Item 87e | Delegated Planning Applications Report January 2025                         |
| Item 88a | Roestock Hut Options Report ( <i>drafted by working group</i> )             |
| Item 90a | List of Council meeting dates for 2025                                      |