

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



MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 23 JANUARY 2025, 7.30pm

Members in attendance	
Cllr H Brazier (Colney Heath Ward) Cllr T Burns (Colney Heath 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
Other attendees Seven members of the public, CHPC Finance Officer and the Neighbourhood Plan Project Officer (voluntary).	
24/25-81	<p>APOLOGIES & ANNOUNCEMENTS</p> <p>The Chair announced the resignation of former Councillor John Clemow. The Council expressed their gratitude for his service to the community and acknowledged that his resignation was due to a change in personal circumstances. The Parish Council extended their best wishes to him for good health and happiness in the future.</p> <p>The Chair encouraged residents to consider volunteering their time to assist the Parish Council with planning applications. This is an opportunity to contribute to the local community and help shape its future.</p> <p>The Chair addressed the issue of fly-grazing, emphasising the importance of being informed when incidents occur. It was noted that the Parish Council has limited funds to cover legal costs for evictions. Reports are made to the RSPCA, and the situation is closely monitored. Inhibitors will be installed in areas where incidents are reported to deter future occurrences.</p> <p>Apologies were received from Cllr Parish and were accepted for the reason stated. It was noted that one councillor and a member of the public were audio recording the meeting.</p>
24/25-82	<p>DECLARATIONS OF INTEREST</p> <p>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>
24/25-83	<p>QUESTIONS FROM THE PUBLIC</p> <p><i>7.35pm 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 resident confirmed that they were a representative of the British Horse Society and had equine knowledge and experience and would be happy to share contact details for future issues and advice. The Chair thanked the resident. <p><i>7.36pm Standing Orders were resumed.</i></p>
24/25-84	<p>MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL</p> <p>The minutes of the meeting held 12th December 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 the following comments:</p> <ul style="list-style-type: none"> There was a minor grammatical amendment with the addition of a comma and there were discussions on other potential changes, changes were conducted by hand on the formal copy of the minutes.

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	<p>Subject to the change made by hand the minutes were duly proposed, seconded, and unanimously RESOLVED by a show of hands to be a true and accurate record of the meeting. Motion carried. The minutes were signed by the Chair of Council for the record and would be marked as signed on the website.</p>
	<p><u>FINANCE, AUDIT & GOVERNANCE</u></p>
<p>24/25-85</p>	<p>FINANCE</p> <p>a) Approval for payments December 2024 The confirmed payment sheet with month nine payments numbered 087-100 in the combined amount of £15,382.42 was noted as circulated. Payments were made under delegated authority (24/25 75a 12/12/24). There were questions as follows:</p> <ul style="list-style-type: none"> • Groundworks Hatfield costs were noted to be for the entire project including architecture matters, permission requirements and project management services for the High Street recreation ground project. • There were also references to the flytipping costs and this was due to the requirement of a lorry with a grab lift on it to pick up the large amount of dumped plasterboards <p>It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the December payments be retrospectively approved. Motion carried.</p> <p>b) Approval for payments January 2025 The confirmed payment sheet with month nine payments numbered 101-109 in the combined amount of £3,824.75 was noted as circulated. Payments will be made before end of January 2025. There were questions n the following:</p> <ul style="list-style-type: none"> • Land Mapping from Parish Online was confirmed as useful and used regularly • The hoop barrier was a like for like replacement to stop access onto the footpath at the top of The Warren. <p>It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the January payments be approved. Motion carried.</p> <p>c) CHPC Accounts 2024/25 Q3 Reports were noted as circulated. The reports were accepted by Council and there were no questions asked, or changes made.</p>
<p>24/25-86</p>	<p>GOVERNANCE</p> <p>Each report and policy were noted as circulated and the following comments and motions were made:</p> <p>a) Biodiversity Policy There was a discussion over the need to consider biodiversity in every decision. The Clerk would consider adding a reference to future reports to Council including this and other requirements/considerations needed. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the drafted policy be adopted for a period of three years from this date or if legislation required an update. Motion carried.</p>

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	<p>b) Sexual Harassment Policy After discussion and debate it was agreed that this policy would be investigated and form part of a wider overarching policy. The Clerk was instructed to review how this could be blended. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the drafted policy be adopted for a period of one year at least until a review where a potential blended policy would be considered. Motion carried.</p> <p>c) Data Protection Policy After discussion there was a word change to include the word living as a replacement for natural when referring to living person. Subject to this change, it was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the drafted policy be adopted for a period of three years from this date or if legislation required an update. Motion carried.</p>
24/25-87	<p>PLANNING APPLICATIONS, APPEALS & CONSULATIONS Council reviewed the planning applications presented to them commented as a consultee as follows:</p> <p>a) 5/2024/2249 165 Colney Heath Lane AL4 0TN It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that further information should be gathered from SADC on the application and the Clerk was delegated to respond on the application where concerns were overdevelopment, connection to services and future change of use. Motion carried</p> <p>b) 5/2024/2141 3 Wistlea Crescent AL4 0NL It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>c) 5/2024/2222 29 Sleapcross Gardens AL4 0RX It was duly proposed, seconded, and unanimously RESOLVED by a show of hands to neither support or object to the planning application Motion carried</p> <p>d) 5/2023/2308 107 Colney Heath Lane AL4 0TN This was an amendment to a previous application and would require some review. It was duly proposed, seconded, and unanimously RESOLVED 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. Motion carried</p> <p>e) Delegated authority for Planning Applications 6th December 2024 – 10th January 2025 The applications reviewed under delegated authority report was noted as circulated.</p>

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24/25-88	<p>LEGAL AND LANDOWNER MATTERS</p> <p>a) Options Report Roestock Hut The report from the former councillor was noted as circulated. The Chair summarised the report and options confirming that the Parish Council required maximum use from the building for the benefit of the whole community. It was hoped the building would be come the hub of the community in that area of the Parish. After a full debate with all members of Council participating a motion was proposed. It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that (Option 4) to investigate (option 4) to lease the building to a qualifying community group for them to refurbish on a fully repairing, maintaining, and insuring lease. Motion carried The Clerk was instructed to issue expressions of interest with a deadline of the 28th February 2025. This would lead to initial meetings with interested parties.</p> <p>b) Outstanding Leases and Agreements</p> <ul style="list-style-type: none">• The Clerk confirmed that the update received from the Charles Morris Hall Management Committee were that they were discussing with their instructed solicitor and there will be a meeting on 11th February so no movement on this item.• On the High Street Recreation Ground Pavilion, the lease was being drafted after acceptance of the agreed Heads of Terms, and it was hoped would be circulated to the football club next month. <p>c) Horses on Tyttenhanger Field Three horses were fly grazing in the areas around Tyttenhanger and Highfield as reported at the last meeting. The motorcycle inhibitor is being delivered and installed next month.</p>
24/25-89	<p>PARISH COUNCIL WORKING PARTIES</p> <p>a) Communications Cllr Pettit provided a verbal update, there were some challenges with this edition with lack of delivery volunteers in some areas. The harsh weather and illness added to the challenge.</p> <p>b) Planning Cllr Burns delivered a verbal report, main activity had been the current application at White Barn on Tollgate/Coursers Road.</p> <p>c) Charles Morris Hall Update offered at 88b</p> <p>d) Roestock Hut Item already covered in 89e.</p> <p>e) Environment working party Cllr Pettit provided a verbal report, thanks to Clerk for preparing a list of ideas for volunteer tasks, remaining disappointed with the lack of response from HCC despite chasing emails from both councillors and the Clerk.</p> <p>f) Community Organisations No report</p> <p>g) Future organisation of working parties Cllr Shaw was added to the Roestock Hut Working Group</p>

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	<p>Cllr Tallents was added to the Planning Working Group and would attend where possible</p> <p>Cllr Brazier was added to the Charles Morris Hall Working Group</p>
24/25-90	<p><u>PARISH ADMINISTRATION & EVENTS</u></p> <p>a) Council Meeting Dates for 2025 Dates of meetings were noted as circulated. The meeting dates to be agreed were: 22nd May 26th June 24th July 25th September 30th October 20th November 18th December It was duly proposed, seconded, and unanimously RESOLVED by a show of hands that the dates as shown were confirmed for the remainder of 2025. Motion carried</p> <p>b) Casual Vacancy Due to the recent resignation the vacancy notice is open until 5th February for ten electors to request an election, if after this date an election is not requested the vacancy can be filled by co-option. A further update would be offered at the next Council meeting.</p> <p>c) Clerk report</p> <ul style="list-style-type: none"> • Precept demand was submitted to St Albans City & District Council in the amount of £182,275.75 which was the agreed 2.5% increase and equates to a £3.41 annual increase per Band D property. • Invoice from October 2024 remains outstanding although now a purchase order number has been received so we hope this will release payment (Invoice issued 17/10/2024) • Costs for the appeal for development at houses behind High Street was rejected • Letter received from the managing agent of Tarmac Aggregates changing from Savills to Carter Jonas. • Damage caused by Hertfordshire Highways to Common Land and emptying of bin at Coursers Road, reported and awaiting response. • The next Parish Council meeting will be held on Thursday 20th February 2025 with papers and agenda being issued Friday 14th February 2025. The closing date for motions and items of business will be Friday 7th February 2025. <p>d) Matters arising since issue of agenda If not mentioned already:</p> <ul style="list-style-type: none"> • Colne Spring Villa planning application for nine eco friendly homes. • Approach from a local developer to purchase a Parish Council field in Smallford, this will be discussed at the next meeting in February 2025
24/25-91	<p>REPRESENTATIVES ON OUTSIDE BODIES</p> <p>a) Ellenbrook Fields Trust No meeting scheduled.</p> <p>b) St Albans District Association of Local Councils An update on the visitor partnership and the rising visitor numbers into St Albans, there were events coming soon such as:</p> <ul style="list-style-type: none"> • St Albans Visual Arts Festival (May 2025)

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	<ul style="list-style-type: none"> • Clocktower illumination for Valentines Day • Big Weekend (April 2025) • Cathedral – Plenty of events from the current ‘Museum of the Moon’ display to a ‘Princess Proms’ event and numerous concerts. • Museums -Verulamium is now opening Sundays from 10am to 4pm so both museums will now be open 7 days a week from 10am to 4pm. <p>c) Highways Liaison Next meeting is being held on Thursday 6 March at 13:00 at the offices of Sandridge Parish Council.</p> <p>d) Tyttenhanger Quarry Liaison Meeting scheduled was cancelled and another date is pending. It was noted that a new representative was needed on this group, and it was agreed that the Neighbourhood Plan Project Officer (NPPO) voluntary and the Clerk would coordinate attendance</p>
24/25-92	<p>The Chair announced his decision to open the floor for questions.</p> <p>QUESTIONS FROM THE PUBLIC</p> <p><i>9.05pm 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"> • A resident asked for confirmation of the works to install the inhibitor in Tyttenhanger. <p><i>9.07pm Standing Orders were resumed.</i></p> <p>The Chair thanked all for their attendance and participation and closed the meeting at 9.07pm.</p>

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 06/02/2025



Signed by
Chair of Council Cllr Tallents
Approved by Council 20th February 2025



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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
094	Viking – Confidential R/Binder	£ 31.73
095	Instantprint – 1500 Newsletter Printing	£ 476.92
096	TBS Hygiene Ltd – Site Clearance Coursers Road	£ 192.00
097	TBS Hygiene Ltd – Damaged Dual Bin Roestock Park	£ 36.00
098	TBS Hygiene Ltd = WFT Fly tipped Waste	£ 1,710.00
099	Clerk – Planning Inquiry Expenses	£ 53.50
100	Highfield Park Trust – Elec – November 2024	£ 74.84

COLNEY HEATH PAYMENTS LIST – Q4 2024/25

Payments to be retrospectively approved for January 2025 (Month 10)		
Ref. No	Payment To	£ inc. VAT
101	Highfield Park Trust - Electricity - December 2024	£ 77.76
102	Peoplesafe - Safety Alarm - Common Ranger Q3	£ 79.20
103	Colney Heath Village Hall - Hire Studio - WGroup 05/12/2024	£ 18.00
104	Parish Online - Mapping Software - Dec 24 - Dec 25	£ 288.00
105	Colney heath School - FCM June 25 - December 25	£ 270.00
106	London Green Belt Membership 2025	£ 25.00
107	ABC Fencing - Replace Hoop Barrier	£ 1,613.99
108	KG Tree Care - Hedge Maintenance to Common	£ 1,360.00
109	FCBS Quarterly Scanner & Prints Q3	£ 92.80