

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 – 13th September 2023

To Members of the Parish Council,
Councillors, Brazier, Burns, Clemow, Pettit, Parish, Shaw and Tallents.

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 19th October 2023 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



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



AGENDA

23/24-55 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence and to note announcements

23/24-56 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

23/24-57 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.

23/24-58 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous meeting of the Parish Council held 21st September 2023.

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FINANCE, AUDIT & GOVERNANCE

23/24-59

FINANCE

- a) To approve the payment schedule for October 2023 (Month 7) Invoices and payment sheet.
- b) To review and approve the Q2 Financial Report
- c) To confirm Council agreement to extend the current lease at Highfield Park Parish Office for a further year to March 2025
- d) To review quotes received for closure of High Street, Colney Heath for the Remembrance Parade

23/24-60

GOVERNANCE

- a) To note RFO concerns over the current issues with the Unity bank account and approval of Parish Council payments
- b) To review the play area quotes for works required and determine the process for agreeing the Parish Council strategic park policy
- c) To review and approve the risk assessment, volunteer form, delivery procedure and management of the newsletter deliveries
- d) To review and confirm the CHPC Zurich insurance renewal for November 2023-November 2024 or November 2023 – 2026, amendments to the policy are required and will be confirmed and formally noted at the meeting.

23/24-61

PLANNING & CONSULTATIONS

To review planning applications received by the Parish Council and to make comment as a consultee. To search for the application please use the St Albans City & District Website at the following link which will allow you to search by the application number

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F0912>

- a) 5/2023/1837 – Comment by 20th October 2023
Land To Rear Of 33 And 35 Station Road Smallford St Albans
Outline application (access sought) - Construction of up to five dwellings and alterations to access

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F223%2F1837#VIEW?RefType=PBDC&KeyNo=128270>

- b) 5/2023/1820 - Comment by 4th November 2023
610 Hatfield Road Smallford St Albans Hertfordshire AL4 0Hp
Outline application (access sought) - Demolition of bungalow and construction of four, three bedroom dwellings with alterations to access and parking

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F0912#VIEW?RefType=PBDC&KeyNo=128245>

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- c) 5/2023/2059 - Comment by 11th November 2023
3 Ye Olde House Sleapshyde Smallford St Albans Hertfordshire AL4 0Se
Two storey side and single storey rear extensions
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2059#VIEW?RefType=PBDC&KeyNo=128598>
- d) 5/2023/1923 - Comment by 11th November 2023
Land Between The Alban Way And Colney Heath Lane St Albans
Outline application (access sought) - Construction of up to 190 dwellings to include 50% Affordable Housing and 10% Self-Build and Custom Housing, a minimum of 6ha of public open space, landscaping, biodiversity habitat, formation of new access
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F1923#VIEW?RefType=PBDC&KeyNo=128396>
- e) To approve the Neighbourhood Plan Committee, reengaging the local community for current and new volunteers plus a timetable of what needs to be done and by when

23/24-62 ENVIRONMENT

- a) To receive and note a report on the first 150 days progress on the Warren ghost ponds prepared by an ecologist of the Hertfordshire and Middlesex Wildlife Trust
- b) To review and approve the installation of either bollards or kissing gates at the Warren to prevent incursion from vehicles and horses
- c) To receive a report written by Cllrs Brazier and Pettit

23/24-63 WORKING PARTIES

To receive and note the reports either verbal or written from the following working parties.

- a) Communications Working Party
- b) Community Organisations Working Party
- c) Planning Working Party
- d) Charles Morris Hall Working Party
- e) Roestock Hut Working Party

23/24-64 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions other than to agenda an item for future discussion
- c) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business

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23/24-65 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
- b) St Albans District Association of Local Councils
- c) Highways Liaison
- d) Tyttenhanger Quarry

23/24-66 QUESTIONS FROM THE PUBLIC

If time permits members of the public may make representation, ask questions, or give evidence in respect of the business discussed for a maximum per item of 3 minutes.

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.

The following papers were all issued with the summons to all Councillors or placed on the Parish Council website by the Parish Clerk/RFO on behalf of the Parish Council however any paper that has been issued by a Parish Councillor/s has been prepared without any input or advice of the Proper Officer/RFO.

- Item 58 Draft Minutes of Parish Council meeting held 21st September 2023
- Item 59a Draft Payment Sheet Month 7 (October 2023)
- Item 59b CHPC Q2 Financial Report
- Item 60a.1 CHPC Play area maintenance quote for Roestock Park
- Item 60a.2 CHPC Play area maintenance quote for Sleapshyde Park
- Item 60a.3 CHPC Play area maintenance quote for Tyttenhanger Park
- Item 60a.4 CHPC Alternative quote for Roestock Park bridge – plastic not wood
- Item 60b.1 Newsletter risk assessment – issued by Cllr J Clemow
- Item 60b.2 Newsletter volunteer form - issued by Cllr J Clemow
- Item 60b.3 Newsletter delivery procedure - issued by Cllr J Clemow
- Item 60b.4 Newsletter volunteer letter - issued by Cllr J Clemow
- Item 60c CHPC Insurance renewal quote
- Nb. Policy wording document 109 pages to councillors only*
- Item 62a Warren ghost ponds – first 150 days report
- Item 62c Environment matters report – issued by Cllr N Pettit and Cllr H Brazier
- Item 63a Comms Working Party Report - issued by Cllr J Clemow
- Item 63c Planning Working Party - issued by Cllr J Clemow
- Item 63d CM Hall Working Party - issued by Cllr J Clemow
- Item 63e Roestock Hut Working Party - issued by Cllr C Tallents & Cllr J Clemow
- Item 65b SADALC Minutes from meeting 2nd October 2023