

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 – 12th January 2024

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 18th January 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

- 23/24-90 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence and to note announcements
- 23/24-91 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
- 23/24-92 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.
- 23/24-93 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**
To note and approve meeting minutes for the previous meeting of the Parish Council held 14th December 2023.
Motion To accept and approve minutes as a true and accurate record of the meeting held 14th December 2023

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FINANCE, AUDIT & GOVERNANCE

23/24-94

FINANCE

- a) To approve the payment schedule for January 2024 (Month 10) payment sheet.

Motion To approve payments to be made by BACS by 31/01/24.

- b) To receive and review the Q3 Financial Report

Motion To receive and accept Q3 Financial Report

23/24-95

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%2F2308>

Applications circulated between December 2023 and January 2024 received a no comment recommendation which were agreed under delegated authority by the Clerk

- a) **5/2023/2413** – Comment by 29th December 2023
97 High Street Colney Heath St Albans Hertfordshire AL4 0NS
Certificate of Lawfulness (proposed) - Hip to gable loft conversion, single storey side and rear extension, internal alterations, front porch
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2413#VIEW?RefType=PBDC&KeyNo=129063>
- b) **5/2023/2416** - Comment by 29th December 2023
97 High Street Colney Heath St Albans Hertfordshire AL4 0NS
Certificate of Lawfulness (proposed) - Hip to gable loft conversion, single storey side, rear extension, internal alterations, front porch
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2416#VIEW?RefType=PBDC&KeyNo=129063>
- c) **5/2023/2467** - Comment by 29th December 2023
Holly House Roestock Lane Colney Heath Hertfordshire AL4 0QW
Certificate of Lawfulness (prop).Single storey side, rear extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2467#VIEW?RefType=PBDC&KeyNo=129126>
- d) **5/2023/2496** - Comment by 29th December 2023
9 Sleapcross Gardens Smallford St Albans AL4 0RX
Certificate of Lawfulness (proposed) - Hip to gable loft conversion
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2496#VIEW?RefType=PBDC&KeyNo=129154>

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- e) **5/2023/2490** - Comment by 2nd January 2024
Holly House Roestock Lane Colney Heath Hertfordshire AL4 0QW
Prior Notification - Single storey rear extension 3.7m in height x 3.6m in depth and 2.4m in height to the eaves
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2490#VIEWS?RefType=PBDC&KeyNo=129145>
- f) **5/2023/2295** - Comment by 13th January 2024
4 Bullens Green Lane Colney Heath Hertfordshire AL4 0QS
Demolition of existing garage, construction of part single, part two storey side and rear extensions, single storey front extension, loft conversion to habitable accommodation with front rooflights and rear dormer window (resubmission following refusal)
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2295#VIEWS?RefType=PBDC&KeyNo=128918>
- Motion To retrospectively approve and accept the recommendations of the Clerk and Planning Working Party to submit no comment to the applications 5/2023/2413, 5/2023/2416, 5/2023/2467, 5/2023/2496, 5/2023/2490 and 5/2023/2295**

NEW PLANNING APPLICATIONS

- g) **5/2023/2308** - Comment by 27th January 2024
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#VIEWS?RefType=PBDC&KeyNo=128932>
- Motion To delegate response to the Clerk working with the Planning Working Party**
- h) **5/2023/2570** - Comment by 27th January 2024
37 Highfield Lane Tyttenhanger St Albans Hertfordshire AL4 0RH
Certificate of Lawfulness (proposed) - Single storey side extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2570#VIEWS?RefType=PBDC&KeyNo=129264>
- Motion To comment or to neither support or object to the planning application**

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- i) **5/2023/2484** - Comment by 16th February 2024
97 High Street Colney Heath St Albans Hertfordshire AL4 0NS
End of terrace two storey, two bedroom dwelling following demolition of existing single storey garage outbuilding. New boundary treatments along eastern boundary, new landscaping and driveway
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2484#VIEW?RefType=PBDC&KeyNo=129140>
Motion To comment or to neither support or object to the planning application
- j) **5/2023/2529** - Comment by 10th February 2024
52 Roestock Lane Colney Heath St Albans Hertfordshire AL4 0QQ
Two storey side extension, part single, part two storey rear extension with rooflight and single storey front extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2529#VIEW?RefType=PBDC&KeyNo=129201>
Motion To comment or to neither support or object to the planning application
- k) **5/2023/2560** - Comment by 9th February 2024
9 Station Road Smallford St Albans Hertfordshire AL4 0Ha
Removal of outbuilding, create two storey side and rear extension and loft conversion
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2560#VIEW?RefType=PBDC&KeyNo=129247>
Motion To comment or to neither support or object to the planning application
- i) **PARISH BOUNDARY CHANGE CONSULTATION FOR SCHOOLS**
Following changes to administrative parish boundaries across Hertfordshire, schools both in and near the Parish boundary need to amend their priority area to ensure that their admission arrangements can be implemented clearly and accurately. Precise parish information is essential to determine where an applicant lives and their priority area. A link to the consultation and arrangements for all schools is located here: <https://www.hertfordshire.gov.uk/services/schools-and-education/school-admissions/research-a-school/hcc-school-admissions-arrangements.aspx>
Motion To confirm intended representation to be submitted to the consultation. Deadline for comments 21/01/2024

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m) NEIGHBOURHOOD PLAN

The Clerk has made an application for funding for the CHPC Neighbourhood Plan. This application has been successful at the first round but is now being split into administrative costs and technical costs.

Motion To confirm delegated authority for the Clerk to work with the Neighbourhood Plan Project Officer (voluntary) and the Chair of Council in continuing the technical stage of the Locality application for funding provision of the CHPC Neighbourhood Plan requiring a meeting with Locality and AECOM the chosen provider.

23/24-96 PARISH GRASS CUTTING CONTRACT 2024-2027

To confirm any changes to the Parish Grass Cutting Contract 2024-2027 to be issued for tender 26th January 2024, closing date for tenders 8th March 2024. Decision by Council at 21st March 2024 meeting and contract commences 1st April 2024.

Motion To suggest and make any amendments

Motion To approve and delegate to the Clerk to issue tender.

23/24-97 TYTTENHANGER ACCESSWAY

To note complaints regarding commercial vehicles parked on the accessway and to take Council instruction on action to be taken.

Motion To delegate action to the Clerk as instructed

23/24-98 PARISH CORRESPONDENCE

a) Correspondence from Colney Heath Scout Group dated 1st December 2023 and 4th December 2023

Motion To delegate action to the Clerk as instructed

b) Formal Complaint from resident received 11th December 2023. To review a response given by Cllr Parish.

Motion To confirm how the complaint will be investigated and what the timeline of the response will be.

Motion To amend the Complaints Policy to include the process for councillors to manage and enhance the complaints management process

23/24-99 PARISH COUNCIL EVENTS 2024

a) Beating of the Bounds - Rogation Sunday 5th May 2024

Motion To confirm event will take place and what arrangements should be put into place delegated to the Clerk plus budget to be allocated.

b) D-Day - Thursday 6th June 2024

Motion To confirm event will take place and what arrangements should be put into place delegated to the Clerk plus budget detail

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23/24-100 WORKING PARTIES

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

a) Communications Working Party

Motion To delegate authority for the 3rd edition to be prepared and issued by the Clerk working with the Communications Working Party. Edition expected in March 2024

b) Community Organisations Working Party

c) Planning Working Party

d) Charles Morris Hall Working Party

e) Roestock Hut Working Party

- To receive and note a report on joint visits to District Scout Huts.

Motion To carry out a site visit to Roestock Hut

Motion To delegate to the Clerk working with the Roestock Hut Working Party to commence the process to prepare and produce a document for issue in order to ensure and comply with Best Value Duty (s26 of the Local Government Act 1999)

23/24-101 PARISH ADMINISTRATION

a) To note the contents of the Clerk report and responses to individual councillor emails and requests

b) To note a response received on Council submission to the proposed speed restrictions on Bullens Green Lane

c) 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 of business for future discussion

d) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business

23/24-102 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 29th February 2024

b) St Albans District Association of Local Councils to note any report from the meeting 8th January 2024

c) Highways Liaison next meeting TBC

d) Tyttenhanger Quarry next meeting TBC

23/24-103 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

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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. All papers issued have been drafted/amended and are issued by the Parish Clerk/RFO unless otherwise noted.

- | | |
|-----------|--|
| Item 93 | Draft Minutes of Parish Council meeting held 14 th December 2023 |
| Item 94a | Payment Sheet Month 10 (January 2024) |
| Item 94b | Q3 CHPC Financial Report (up to and including Month 9) |
| Item 96 | Grass Cutting Contract Tender 2024-27 v1 |
| Item 98a | Correspondence from CH Scout Group 1 st & 4 th December 2023 |
| Item 98b | Resident Formal Complaint |
| Item 99b | D-Day 80 th Anniversary 6 th June 2024 Guide for participation |
| Item 100e | Roestock Hut Working Party report on joint site visits to District Scout Huts
paper issued by Cllr J Clemow |
| Item 101b | HCC Response to Consultation on Bullens Green Lane Speed Limit |