

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 – 15th March 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 21st March 2024 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

23/24-118 APOLOGIES & ANNOUNCEMENTS

To receive and accept apologies for absence and to note announcements

23/24-119 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

23/24-120 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.

23/24-121 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous meeting of the Parish Council held 22nd February 2024.

Motion To accept and resolve the minutes of the meeting held 22nd February 2024 are a true and accurate record of the meeting

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FINANCE, AUDIT & GOVERNANCE

23/24-122 FINANCE

- a) To approve the payment schedule for March 2024 (Month 12) payment sheet.

Motion To resolve that all payments listed for March 2024 are paid by BACS before 28/03/2024.

- b) To approve delegated authority to the Clerk to make any payments necessary to close 2023/24 year end.

Motion To resolve that the Council delegates authority to the Clerk/RFO to execute any required payments for the financial year 2023/24 to ensure the successful completion of the year-end procedures. Payments to be retrospectively approved by Council at April Council meeting.

- c) Computer replacement for the Parish Office

Motion To resolve to proceed with the purchase of a new computer for the Parish Office as per the provided quotation.

23/24-123 GRASS CUTTING TENDER 2024-2027

To review an evaluation of the 6 tenders received for the Colney Heath Parish Council grass cutting contract to commence 1st April 2024.

Motion To resolve to appoint the successful tender and award the contract to commence 1st April 2024.

23/24-124 GOVERNANCE

- a) To review the updated Members Allowance Policy

Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.

- b) To review the updated Investment Strategy

Motion To review, amend where appropriate and approve the amended policy as drafted and circulated.

- c) To review the updated Financial Management Risk Assessment 2024/25

Motion To review, amend where appropriate and approve the amended document as drafted and circulated.

- d) To review the updated Business Continuity Plan 2024/25

Motion To review, amend where appropriate and approve the amended document as drafted and circulated.

23/24-125 ST ALBANS DISTRICT COUNCIL – LOCAL PLANNING AUTHORITY DESIGNATION (NON-MAJOR APPLICATIONS)

Council to note that St Albans City and District Council received a 'designation notice' in relation to speed of decision making for non-major planning applications. Documents include designation notice and statement from the District Council.

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23/24-126 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 be written and submitted by the Clerk working with the Planning Working Party in preparation and submission or
2. To resolve to agree comment planning comment be written and submitted by the Clerk or
3. To resolve to neither support or object to the planning application

- a) **5/2024/0056** - Comment by 18th March 2024

95 High Street Colney Heath St Albans Hertfordshire AL4 0NS
Two storey rear extension with Juliette balcony, single storey front porch and front bay window extensions, alterations to openings and new side openings, alterations to elevation materials of house and garage, alteration to western boundary

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F2308#VIEW?RefType=PBDC&KeyNo=129407>

- b) **5/2024/0332** - Comment by 22nd March 2024

4 Smallford Lane Smallford St Albans Hertfordshire AL4 0Sa
Prior Notification - Single storey rear extension 3.5m in height x 5.0m in depth with 2.7m height to eaves

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0332#VIEW?RefType=PBDC&KeyNo=129791>

- c) **5/2024/0261** - Comment by 23rd March 2024

46 Admirals Close Colney Heath St Albans Herts AL4 0QE
Four meter deep, flat roofed single storey rear extension

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0261#VIEW?RefType=PBDC&KeyNo=129697>

- d) **5/2024/0259** - Comment by 23rd March 2024

Sleapshyde Farm Sleapshyde Smallford St Albans Herts AL4 0SE
Change of use of an agricultural barn to residential dwelling with associated hard and soft landscaping

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0259#VIEW?RefType=PBDC&KeyNo=129696>

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- e) **5/2023/1493** - Comment by 31st March 2024
The Grove Roestock Lane Colney Heath St Albans Herts AL4 0QW
Listed Building consent - Replacement of existing conservatory and replacement of wooden framed bi-fold doors to black aluminium framed sliding doors (part retrospective)
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2023%2F1493#VIEW?RefType=PBDC&KeyNo=127804>
- f) **5/2024/0375** - Comment by 8th April 2024
4 Smallford Lane Smallford St Albans Hertfordshire AL4 0SA
Construction of front porch and rear extension with internal alterations and alterations to roof of garage
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F0375#VIEW?RefType=PBDC&KeyNo=129859>
- g) **Application for Planning Statutory Review**
To note claim bundle received as interested party in 'Vistry Homes Limited v (1) Secretary of State for Levelling Up, Housing and Communities (2) St Albans City and District Council in the application for planning permission for the development including up to 150 dwellings on land off Tollgate Road in Colney Heath'
- h) **Traffic Sensitive Review**
To note the review and confirm intention to respond.
Motion To resolve delegated authority for the drafting and submission of comments on the Traffic Sensitive Review by the Clerk working with the Planning Working Party.
- i) **Government Consultation on Changes to Permitted Development**
To note the consultation and intention to respond
Motion To resolve delegated authority for the drafting and submission of comments on the Permitted Development Rights Consultation by the Clerk working with the Planning Working Party.

23/24-127 LEGAL AND LANDOWNER REQUESTS AND ACTIONS ROESTOCK HUT

- a) Request from Colney Heath Scout Working Group for a meeting with Council to discuss next steps on Roestock Hut and a potential lease.
Motion To resolve to arrange a formal meeting between the Parish Council and the Colney Heath Scout Working Group and to confirm the timing of the meeting

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- b) Request from Colney Heath Scout Group for access to Roestock Hut. The request involves removing items and returning items for storage.
Motion To resolve that the Parish Council take full responsibility and liability for all items stored in Roestock Hut.
- c) Council to formally acknowledge that gas canisters are stored in the garage at Roestock Hut and instruct action to remove and make safe. Appropriate storage information from Calor can be found at the following link: <https://www.calor.co.uk/-/media/sites/greatbritain/pdfs/cylinder-storage-information.pdf?la=en-gb&hash=AE0D902455FE7F8A01C47CE5147050BADAA4D09E#:~:text=Cylinders%20should%20be%20used%20and%20stored%20in%20the,in%20high%20rise%20flats%20where%20gas%20is%20prohibited.>
Motion To resolve and delegate action to the Clerk to remove the gas canisters located in the garage at Roestock Park.

23/24-128 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
- f) Environment Working Party

23/24-129 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report and responses to individual councillor emails and requests
- b) Smallford Works 'new' entrance is not being used, residents and councillors have raised concerns over visibility and potential for accidents.
Motion To resolve to delegate the Clerk to raise formally to Herts Highways raising their concerns and to copy in both District and County Councillors.
- c) To note the confirmed date for the Annual meeting of the Parish Electorate will be on Thursday 9th May 2024 at 7.30pm in Colney Heath JMI School hall.
- d) 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
- e) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business, no decisions can be made at this item, the Clerk may answer during the meeting or an answer may require to be provided in writing.

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23/24-130 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 08/04/2024
- b) St Albans District Association of Local Councils next meeting 08/04/2024
- c) Highways Liaison next meeting TBC
- d) Tyttenhanger Quarry next meeting TBC

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 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.

Item 121	Draft Minutes of Parish Council meeting held 22 nd February 2024
Item 122a	Payment Sheet Month 12 (March 2024)
Item 122c	Quote for Parish Office Computer
Item 123	Evaluation of Grass Cutting Tenders <i>Confidential Tender matrix & comments (sent to Councillors only)</i>
Item 124a	Members Allowance Policy
Item 124b	Investment Strategy
Item 124c	Financial Management Risk Assessment
Item 124d	Business Continuity Plan 2024/25
Item 125	St Albans District Council designation (non-major) designation letter
Item 125	St Albans District Council designation (non-major) website extracts
Item 126h	Traffic Sensitive Review
Item 126i	Consultation on Permitted Development