

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 – 25th October 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 31st October 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



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS



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

AGENDA

- 24/25-46 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence and to note announcements
- 24/25-47 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
- 24/25-48 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.
- 24/25-49 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**
To note and approve meeting minutes for the previous meeting of the Parish Council held 26th September 2024.
Motion To accept and resolve the minutes of the meeting held 26th September 2024 are a true and accurate record of the meeting

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FINANCE, AUDIT & GOVERNANCE

24/25-50

FINANCE

- a) To approve the payment schedule for October 2024 (Month 7)
Motion To resolve that all payments listed for October 2024 paid under delegated authority are retrospectively approved by Council.
- b) To receive, review the Q2 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 quarters 3 and 4 including ear marked reserves will require a motion.
- c) To consider payment of an honorarium to the Neighbourhood Plan Project Officer in recognition of his research, attendance and extensive work carried out as a result of planning applications, planning inquiries
Motion To resolve to confirm amount and payment of honorarium to the Neighbourhood Plan Project Officer (voluntary)
- d) To review, amend and resolve to approve the Parish Council insurance for the next year November 2024-November 2025.
Motion To resolve to proceed with the insurance quote from Zurich as presented for November 2024-November 2025.

24/25-51

AUDIT

CONCLUSION OF CHPC ACCOUNTS YEAR 2023-24

To receive and note that external auditors PKF Littlejohn LLP have completed and returned their review of the Colney Heath Parish Council Limited Assurance review for the year ended 31 March 2024 and that no matters were raised. Papers included with this item:

1. Annual Governance return (AGAR) signed Sections 1 and 2
2. Annual Governance return (AGAR) signed Section 3
3. Notice of Conclusion of Audit

Motion To resolve and confirm that documentation has been formally received and that all statutory requirements for the publication of the conclusion of audit were met as required in the Accounts and Audit Regulations 2015 (SI 2015/234)

24/25-52

COMMUNITY GRANTS 2024/25

To review, approve and award expenditure to grant applications received from the 1st round of Community Grants 2024/25. Papers sent to Councillors only as contain financial operational information but redacted papers available on request.

1. **St Mark's Church – requesting £500.00**

Motion To resolve to confirm amount and payment of community grant

Motion To resolve to approve a second round of community grants to be reviewed during the final quarter of financial year 2024-25

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24/25-53 GOVERNANCE

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

- a) Communications Protocol/Policy
- b) Community Engagement Policy
- c) Public Participation at Meetings
- d) Recording and Photography at Meetings
- e) Pension LGPS Employers Discretion
- f) Email, WhatsApp and Text Policy
- g) Records Management & Retention Policy

Motion To resolve each policy and decided on a review date

24/25-54 LEGAL AND LANDOWNER MATTERS

- a) Report on the legal advice relating to the previous meeting motion. To instruct legal advice on whether the conveyance of land from Captain Sanders to the Parish Council dated May 1935 means the Council holds the land in trust as trustee

24/25-55 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) **5/2024/1759** - Comment by 5th November 2024

a) Tollgate Road Colney Heath Hertfordshire AL4 0Px
Certificate of Lawfulness (Proposed) - Proposed garage with flat roof after the demolition of existing garage. To be used incidental to the enjoyment of the dwellinghouse.

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F1759#VIEW?RefType=PBDC&KeyNo=131721>

- b) **Planning Inquiry Updates**

Due to the fast moving nature of planning inquiries and that the following are being managed under delegated authority there will be verbal updates on current status of the two planning inquiries one of

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which started on 29th October 2024 and one which starts on 19th November 2024.

- Land adjacent to Colney Heath Football Club, Colney Heath
- Land at Former Hatfield Aerodrome, Hatfield

24/25-56 **WORKING PARTIES**

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

- a) Communications working party
- b) Planning working party
- c) Charles Morris Hall working party
- d) Roestock Hut working party
- e) Environment working party

24/25-57 **PARISH ADMINISTRATION**

a) **Local government services pay agreement 2024/25**

The Local Government Association has confirmed via NALC that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025.

- b) To note the contents of the Clerk report
- c) 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

24/25-58 **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 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 49 Draft Minutes of Parish Council meeting held 26th September 2024
Item 50a Payment Sheet Month 7 (October 2024)

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- Item 50b Q2 2024/25 income and expenditure and ear marked reserves reports
 - Item 50d Parish Council Insurance Renewal (*councillors circulation only*)
 - Item 51 2023/24 Conclusion of Audit paperwork
 - Item 52 Community Grant Papers (*councillors circulation only*)
 - Item 53a Communications Policy/Protocol
 - Item 53b Community Engagement Policy
 - Item 53c Public Participation at Meetings
 - Item 53d Recording and Photography at Meetings
 - Item 53e Pension LGPS Employers Discretion
 - Item 53f Email, WhatsApp and Text Policy
 - Item 53g Records Management and Retention Policy
 - Item 54 Legal opinion report on conveyance dated 6th May 1935 in relation to Tyttenhanger Fields
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