

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 – 14th March 2025

To Members of the Parish Council,
Councillors, Brazier, Burns, Pettit, Parish, Shaw and Tallents. (One vacancy)

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 20th March 2025 from 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

- 24/25-105 APOLOGIES & ANNOUNCEMENTS**
To receive and accept apologies for absence and to note announcements
- 24/25-106 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
- 24/25-107 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.
- 24/25-108 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL**
To note and approve meeting minutes for the previous meeting of the Parish Council held 20th February 2025.
Motion To accept and resolve the minutes of the meeting held 20th February 2025 are a true and accurate record of the meeting

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24/25-109 CO-OPTION OF PARISH COUNCILLOR FOR COLNEY HEATH WARD

To consider an application submitted for co-option for the vacant post of councillor in the Colney Heath Ward.

Motion To resolve to appoint an applicant into the vacant post of Parish Councillor to serve the Colney Heath Ward

FINANCE, AUDIT & GOVERNANCE

24/25-110 FINANCE

a) To approve any payments to be made in March 2025 (Month 12).

Motion To resolve that all payments listed for March 2025 are approved by Council.

b) To delegate authority to the Clerk to make any further payments before end of March to ensure the year end can be finalised.

Motion To resolve that any payments to be made from 2024/25 financial year and that are required to be paid before year end closedown are made subject to the two signatory rule.

c) Play area maintenance report requirements.

Motion – To resolve to approve works required as recommended and to approve funding from ear marked reserves

24/25-111 AUDIT

a) Financial Management Risk Assessment

To receive an updated risk assessment for financial management

Motion To resolve to adopt the updated Financial Management Risk Assessment for financial year 2025/26

b) Effectiveness of Internal Controls

To receive the effectiveness of internal controls updated with recommendations of the internal audit 2024

Motion To resolve to adopt the Effectiveness of Internal Controls for financial year 2025/26

c) Asset Register

To receive the updated CHPC Asset Register

Motion To resolve to accept and adopt the Asset register for financial year 2025/26

24/25-112 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

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- 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) **5/2025/0338** – Comment by 4th April 2025

Sleapshyde Farm Sleapshyde Lane Smallford Hertfordshire AL4 0SE
Discharge of Conditions 7 (construction management plan), 10 (hard and soft landscaping) and 13 (fire mitigation measures) of planning permission 5/2024/0259 dated 16/10/2024 for Change of use of an agricultural barn to residential dwelling

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0338#VIEW?RefType=PBDC&KeyNo=132928>

- b) **5/2025/0374** – Comment by 4th April 2025

Highfield Farm Highfield Lane Tyttenhanger St Albans AL4 0RI
Prior Approval - Change of use of agricultural barn to Leisure and Recreational use (Class F2(c))

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0374#VIEW?RefType=PBDC&KeyNo=132980>

- c) **5/2025/0236** – Comment by 5th April 2025

Land Between Bullens Green Lane And Roestock Lane Colney Heath
Application to discharge Section 106 obligation - Self-Build and Custom Housebuilding Scheme in accordance with Schedule 1 Part 5.1 of Section 106 Agreement dated 21/05/2021 relating to outline planning permission 5/2020/1992 allowed at appeal dated 14/06/2021 for Construction of up to 100 dwellings

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0236#VIEW?RefType=PBDC&KeyNo=132769>

- d) **5/2025/0254** – Comment by 12th April 2025

95 High Street Colney Heath St Albans AL4 0Ns
Variation of Condition 2 (approved plans) to add air conditioning units and PV panels to planning permission 5/2024/0056 dated 17/06/2024 for Two storey rear extension with juliette balcony, single storey front porch and front bay window extensions

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0254#VIEW?RefType=PBDC&KeyNo=132800>

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- e) **5/2025/0061** – Comment by 11th April 2025
58 Oaklands Lane Smallford St Albans Hertfordshire AL4 0HS
Single storey rear and two storey side extension, new front porch, new front dormer window and alterations to openings to the existing dwelling, the sub-division of the plot and construction of two semi-detached dwellings with new accesses, new cycle storage
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0061#VIEW?RefType=PBDC&KeyNo=132534>

24/25-113 LEGAL AND LANDOWNER MATTERS

An update on the current status of the following matters:

- a) Charles Morris Hall Lease
- b) Roestock Hut
- c) High Street Recreation Ground Pavilion lease

24/25-114 WORKING PARTIES

To note the verbal reports from the working parties.

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

24/25-115 PARISH ADMINISTRATION

- a) Beating of the Bounds – 1st June, Budget and Bookings
- 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

24/25-116 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 Chair of Council may decide if time permits to allow a further short time for questions from the public, this will be noted in the minutes if/when it occurs.

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

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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.

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| Item 108 | Draft Minutes of Parish Council meeting held 20 th February 2025 |
| Item 109 | Parish Councillor Co-option <i>confidential circulation</i> |
| Item 110a | Draft Payment Sheet Month 12 (March 2025) |
| Item 110c | Expenditure on Play Areas Maintenance |
| Item 111a | Financial Management Risk Assessment |
| Item 111b | Review of Effectiveness of Internal Controls |
| Item 111c | Asset Register 2024/25 |