

COLNEY HEATH PARISH COUNCIL

✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Summons issued – 16th May 2025

To Members of the Parish Council,

Councillors, Brazier, Burns, James, 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 22nd May 2025 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. Councillors are advised that for this particular meeting a closed session will be recommended, this will take place subject to a Council resolution.

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**

 **LOCAL COUNCIL
AWARD SCHEME
FOUNDATION**



AGENDA

25/26-01 ELECTION OF CHAIR

To receive nominations and elect a member of the Parish Council to serve as Chair of the Council for the Parish Council year 2025/26 and for the declaration of office for the Chair to be signed.

Motion To receive nominations to elect a Chair of Council for the Council year 2025/26

25/26-02 APOLOGIES & ANNOUNCEMENTS

- a) To receive and accept apologies for absence
- b) To note any announcements

25/26-03 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

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25/26-04 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.

25/26-05 MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous meeting the previous Parish Council meeting held 20th March 2025 and the EGM held 24th April 2025.

Motion To accept and resolve the minutes of the Parish Council meeting held 20th March 2025 are a true and accurate record of the meeting

Motion To accept and resolve the minutes of the EGM meeting held 24th April 2025 are a true and accurate record of the meeting

25/26-06 COUNCIL MEETINGS DATES, STAFFING COMMITTEE MEMBERSHIP AND EXTERNAL ORGANISATION REPRESENTATIVES

a) To reconfirm the Full Council meeting dates for 2025/26

Motion To reconfirm dates for Parish Council meeting for Council year 2025/26.

b) To confirm membership of the Staffing Committee for 2025/26 and to adopt the Terms of Reference.

Motion To receive nominations for membership of the Committee for financial year 2025/26 and to view, amend where appropriate and resolve to approve the Terms of Reference.

c) To confirm membership of the Budget Committee 2025/26 and to adopt Terms of Reference.

Motion To receive nominations for membership of the Committee for financial year 2025/26 and to view, amend where appropriate and resolve to approve the Terms of Reference.

d) To review and approve the formation, remit and reporting structure of the Parish Council working parties for 2025/26.

Motion To receive nominations for membership of suggested working parties for financial year 2025/26 and to view, amend where appropriate and resolve to approve the objectives and remit.

25/26-07 COUNCIL STATUTORY DOCUMENTATION REVIEW

To review, amend as necessary and adopt for 2024/25 the following current statutory documents:

a) **Standing Orders 2025/26**

To carry out an annual review of Council Standing Orders.

Motion To review, amend where appropriate and resolve to approve Council Standing Orders for financial year 2025/26.

b) **Financial Regulations 2025/26**

To carry out an annual review of Council Financial Regulations

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Motion To review, amend where appropriate and resolve to approve the Council Financial Regulations for financial year 2025/26.

c) **Code of Conduct 2025/26**

To carry out an annual review of the Council Code of Conduct.

Motion To review, amend where appropriate and resolve to approve the Council Code of Conduct for financial year 2025/26

d) **Health & Safety Policy Statement**

To carry out an annual review of the Council Health and Safety Statement for financial year 2025/26.

Motion To review, amend where appropriate and resolve to approve the Council Health and Safety Statement for financial year 2025/26

FINANCE, AUDIT & GOVERNANCE

25/26-08

FINANCE

- a) To carry out an annual review and approve the regular payments set up for the Council financial year 2025/26 including Direct Debits and Standing Orders

Motion To resolve that all regular payments scheduled are resolved to be made for the financial year 2025/26.

- b) To retrospectively approve payments from March 2025 which were paid under delegated authority.

Motion To resolve that all payments listed for March 2025 and that were paid after 20th March meeting are retrospectively approved by Council confirming the Clerk delegated authority.

- c) To approve the schedule for May 2025 (Month 2) BACS payments.

Motion To resolve that all payments listed for May 2025 are paid by BACS before 31/05/2024.

- d) To confirm the authorised signatories for the Parish Council bank accounts 2025/26

Motion To resolve and confirm any additional signatories or those councillors who wish to be removed as signatories for the Council financial year 2025/26

- e) To note the S137 payment amount for 25/26

- f) To receive an updated copy of the 2025/26 CHPC Asset Register

Motion To resolve and confirm 2025/26 Asset Register

- g) To consider a quote for the tree survey works outstanding for 3 and 6 months. 3 months work at a cost of £1540 and 6 months work at £7880 also to consider obtaining quotes for an ecologist to review the Poplar listed to be felled leaning towards building site has been included as well as removing ivy from base of remaining 3 for inspection from Ecologist. Should the Ecologists report suggest felling the remaining 3 trees

Motion To accept quote for outstanding 3 month tree survey work at a cost of £1540

Motion To accept quote for outstanding 6 month tree survey work at a cost of £7880

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Motion To instruct the Clerk to obtain quotes from ecologist to review the 3 remaining trees in Roestock Park and offer an opinion for Council to consider recommendations for further action.

25/26-09 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 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) **5/2025/0183** - Comment by 14th June 2025

1 Park Lane Colney Heath St Albans Hertfordshire AL4 0NR
Garage conversion to office and gym. Glazed gable to end wall of existing building and change of garage doors to glazed opening doors

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0183#VIEW?RefType=PBDC&KeyNo=132698>

25/26-10 LEGAL AND LANDOWNER MATTERS

Council are recommended to resolve under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and public 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 nature of the business to be transacted for Item 25/26-11a ***This decision should be by resolution of Council.***

FREDERICKS WOOD

- a) Council to note recent contact from solicitor in relation to the accessway wayleave agreement at Fredericks Wood

Motion To resolve to instruct the Clerk to re-engage the firm of solicitors who dealt with the original agreement and to consider at length the request made.

LEASE OF COLNEY HEATH RECREATION GROUND

- b) Council to review lease and approve to be sent to Fields in Trust for their agreement prior to engrossment by the Clerk

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Motion To resolve to instruct the Clerk under delegated authority to undertake actions to ensure engrossment of the and register on behalf of the Parish Council.

ROESTOCK HUT

c) Council to note an update and actions required.

REQUESTS FOR TYTTENHANGER GREEN OPEN SPACE

d) Charity Day – Parking for overflow car park on field

e) Midsummer Event – maximum of 200 people in a marquee

f) Planting of a lime tree on Parish Council land

Motion A motion would need to come from the councillors after debate with requirements and paperwork requested as necessary and restrictions on permissions given

25/26-11 WORKING PARTIES

To note the verbal reports from the 2024/25 working parties.

a) Communications

b) Community Organisations

c) Planning

d) Charles Morris Hall

e) Roestock Hut

f) Environment

25/26-12 PARISH ADMINISTRATION

a) To note the contents of the Clerk report

b) Beating the Bounds – 1st June 2025 confirming arrangements for event.

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

d) 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.

25/26-13 REPRESENTATIVES ON OUTSIDE BODIES

To note written reports, where available or verbal updates:

a) Ellenbrook Fields Trust

b) St Albans District Association of Local Councils

c) Highways Liaison

d) Tyttenhanger Quarry

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that 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.

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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.

- 2025/26 Paper 05 Draft Minutes of Parish Council meeting held 20th March 2025
- 2025/26 Paper 05 Draft Minutes of EGM Meeting held 24th April 2025
- 2025/26 Paper 06 Council Meeting dates 2025/26, Working Parties and ToRs
- 2025/26 Paper 07a CHPC Standing Orders 2025/26
- 2025/26 Paper 07b CHPC Financial Regulations 2025/26
- 2025/26 Paper 07c CHPC Code of Conduct 2025/26
- 2025/26 Paper 07d CHPC Health & Safety Statement 2025/26
- 2025/26 Paper 08a CHPC Regular Payments 2025/26
- 2025/26 Paper 08c Payment Sheet – May (Month 2) 2025/26 **to be tabled**
- 2025/26 Paper 08f Asset Register 2025/26
- 2025/26 Paper 10a Fredericks Wood *councillors circulation only*
- 2025/26 Paper 10b Colney Heath Recreation Ground Pavilion Lease *councillors circulation only*