

COLNEY HEATH PARISH COUNCIL

✉ 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



MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 20 MARCH 2025, 7.30pm

Members in attendance

Cllr H Brazier (Colney Heath Ward) Cllr N Pettit (Colney Heath Ward)
Cllr T Burns (Colney Heath Ward) Cllr G Shaw (Colney Heath Ward)
Cllr S James (Colney Heath Ward)(from item 110) Clerk of the Council, Mrs L Peters
Cllr S Parish (Tyttenhanger Ward) (Chair)

Other attendees

Eight members of the public, CHPC Finance Officer.

24/25-105 APOLOGIES & ANNOUNCEMENTS

Apologies from the Chairman of Council Cllr Tallents these were accepted for the reason stated. It was duly proposed, seconded and unanimously **RESOLVED** that Councillor Steve Parish would Chair this meeting.

Apologies from County Cllr Hale who has sent a report which will be circulated. It was noted that two councillors and two members of the public were audio recording the meeting.

24/25-106 DECLARATIONS OF INTEREST

- a) There were none declared.
- b) No written requests for dispensations were received.
- c) No dispensations received in advance.

24/25-107 QUESTIONS FROM THE PUBLIC

7.31pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There were none.

7.32pm Standing Orders were resumed.

24/25-108 MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL

The minutes of the meeting held 20th February 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. There were some minor typos and grammar changes made in advance of the meeting the minutes were duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to be a true and accurate record of the meeting.

Motion carried.

The minutes were signed by the Chair of the meeting for the record and would be marked as signed on the website.

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

The vacancy for the Colney Heath Ward was duly advertised and there was only one applicant before the 6th March 2025 deadline which was Spencer James the Council duly proposed, seconded, and unanimously **RESOLVED** that Spencer James serve as a Ward Councillor for the Colney Heath Ward until elections in May 2027.

Motion carried

Cllr James signed his declaration of office and took his seat at the Council table from this point.

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FINANCE, AUDIT & GOVERNANCE

24/25-110

FINANCE

a) Approval for payments March 2025

The confirmed payment sheet with month twelve payments numbered 116 only for the amount of £1,985.68 was noted as circulated. There was a second tabled sheet for payments which was noted and included payments 116-121 in the amount of £4,043.15. Payments will be made before end of March 2025. There were questions on the following:

- Payment 120 was noted as the final payment for the previous telephone company

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the March payments be approved.

Motion carried.

b) Year End Delegated Authority

The Council financial year was confirmed to end a week on Monday 31st March, as every year the Clerk requested delegated authority to allow any payments to be paid to complete a successful year end. It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the Clerk be given delegated authority and any payments made would be retrospectively approved at the April meeting.

Motion carried.

c) Play Area Maintenance recommendations

Report was noted as circulated. After debate it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that the works at Tyttenhanger play area at a cost of £2,479.28 be carried out as soon as possible. The Sleapshyde play area would form part of a survey of local residents and once these had been gathered and collated a decision on the future of the end of life equipment would be made by Council (costs of works £3,923.00). The survey to consist of 4 questions and a free text box.

Motion carried

24/25-111

AUDIT

a) Financial Management Risk Assessment

The updated Assessment was noted as circulated. There were the following comments:

- Cllr Shaw would like to review the levels High Medium and Low impact
- There were comments on SADC councillor training

It was duly proposed, seconded, and **RESOLVED** by a majority show of hands to adopt the updated Financial Management Risk Assessment for financial year 2025/26 and any further reviews could be carried out in year.

Motion carried

b) Effectiveness of Internal Controls

The updated Effectiveness of Internal Controls document was noted as circulated. There were the following comments:

- Chair asked for internal audit reports and was directed to the CHPC website where all audit paperwork was available

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It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to adopt the Effectiveness of Internal Controls for financial year 2025/26
Motion carried

c) Asset Register

The updated Asset Register was noted as circulated. There were the following comments:

- The motorcycle inhibitor would be added to the asset register once the payment was approved
- The projector on the asset register was referenced and its location was confirmed although no decision was made on this item but it was thought that the projector was not useable and pointless keeping

Councillors requested that the asset register come back to the next meeting in April.

24/25-112 PLANNING APPLICATIONS, APPEALS & CONSULATIONS

Council reviewed the planning applications presented to them commented as a consultee as follows:

a) 5/2025/0338

Sleapshyde Farm, Sleapshyde Lane AL4 0SE

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to neither support or object to the planning application

Motion carried

b) 5/2025/0374

Highfield Farm, Highfield Lane AL4 0RI

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to support the planning application

Motion carried

c) 5/2025/0236

Land between Bullens Green Lane and Roestock Lane, Colney Heath

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to object to the planning application

Motion carried

d) 5/2025/0254

95 High Street, Colney Heath AL4 0NS

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to neither support or object to the planning application

Motion carried

e) 5/2025/0061

Cllr James declared a conflict on this item.

58 Oaklands Lane, AL4 0HS

It was duly proposed, seconded, and **RESOLVED** by a majority show of hands to object to the planning application

Motion carried

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24/25-113 LEGAL AND LANDOWNER MATTERS

a) Charles Morris Hall Lease

The Clerk confirmed that solicitors were instructed to draft the lease and all documentation was sent with no update at the moment. It is hoped a draft will be available shortly for circulation.

b) Roestock Hut

The Clerk reported that there had been several inquiries but only one formal expression of interest. There would be a meeting of the Roestock Hut working group to discuss the future of the hut and the expression of interest. It was hoped this would come to the Council meeting in April but currently the Chair of Council is out of the country and Easter holidays may delay matters. It was also confirmed that due to the recent planning approval from Bellway another £106,129 had been allocated to the restoration of Roestock Hut.

c) High Street Recreation Ground Pavilion Lease

The Clerk confirmed the solicitor had been instructed to prepare the lease for final circulation and engrossment, no update had been received for this meeting but a response will be chased for the April Council meeting.

24/25-114 PARISH COUNCIL WORKING PARTIES

a) Communications

Cllr Pettit provided a verbal update and confirmed that the Spring edition of the Kite would be issued in early April.

b) Community Organisations

Verbal report from Cllr Parish A call for ideas would go out in the Kite.

c) Planning

Cllr Burns delivered a verbal report, including on the recent approval for 155 houses in Roestock Lane proposed by Bellway. A copy of the Colne Spring Villa decision would be circulated for 9 eco homes that were recently refused by the SofS.

d) Charles Morris Hall

Update offered at 113a

e) Roestock Hut

Update offered at 113b

f) Environment working party

Cllr Pettit provided a verbal report, including no response yet on the River Colne from HCC or the Environment Agency.

PARISH ADMINISTRATION & EVENTS

24/25-115 a) Beating of the Bounds

Event being advertised for 1st June – the Clerk requested how much funding would be needed and were there any bookings for rooms or halls required. It was requested by Council that the Clerk book the Studio at the Village Hall for this date from 2.30pm-5.30pm.

b) Clerk report

A resident had emailed the Chair and Clerk email raising concerns on the following:

- Letters from Fairliving Foundation are in envelopes on your table, copies were also delivered to St Albans District Councillors, every Parish

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Councillor in the District and every Parish Clerk. The duplicates have since been destroyed.

- Colney Heath High Street will be closed for works from 7th -11th April and residents will be getting letters requesting they do not park on the High Street during this time.
- Tree Survey works identified in May 2024 which was recommended to be carried out in 3-6 months has been quoted at £1,540.00 as funds remain in tree maintenance this work will proceed, however the works for 6-12 months has come in at £7880.00 and will require a report to Council as this doesn't include cost for an ecology report on 3 trees in Roestock Park.
- Local Plan examination has been announced and will be held in the St Albans Council chamber starting Tuesday 29th April 2025 at 10am until Friday 2nd May 2025.
- Local Government Reorganisation paper from all 11 Hertfordshire Borough and District Councils plus the PCC was submitted to the government in advance of tomorrow's deadline. A copy of the submission will be circulated to all councillors.
- Council Tax Bills were issued this week and Parish Councillors might get approached to explain special expenses which have been charged to the Parish Council since the Community Governance Review – it has been confirmed by St Albans District Council that the special expenses charged are for maintenance of Wistlea Crescent £364 and Tyttenhanger open Space £1,172 and is charged annually.
- Clerk chased the payment of the S106 from Bullens Green Lane development and was advised this has not been paid yet but that the Parish Council will not be given the bus shelter funds as this will go to the County Council, therefore I have confirmed on behalf of the Parish Council that if they are installing the bus shelter the County Council will need to maintain the bus shelter in perpetuity. The money for Roestock Hut will only be passed to the Parish Council once a plan for the funds is received and approved by the SADC portfolio holder.
- The next Parish Council meeting will be held on **Thursday 24th April 2025** with papers and agenda being issued **Wednesday 16th April 2025**. The closing date for motions and items of business will be **Wednesday 9th April 2025**. Changes due to the Easter Holidays.

c) Matters arising since issue of agenda

- Applications 5/2025/0426 Station Road, 5/2024/2132 Meadway and 5/2023/1923 Land at Colney Heath Lane all came in too late to put on agenda. The last one is a 190 home application. 23 documents added since 13 March and some don't work. To be delegated to the Clerk and planning working party to review and comment if necessary.
- Meeting with Oaklands College on developments including mixed housing – date has been moved due to conflicting meetings of Oaklands College. Will be rescheduled and confirmed by email.

24/25-116 REPRESENTATIVES ON OUTSIDE BODIES

a) Ellenbrook Fields Trust

No meeting scheduled awaiting quarry appeal outcome

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b) **St Albans District Association of Local Councils**

Next meeting not confirmed but Parish Conference 7th April 2025

c) **Highways Liaison**

Meeting held Tuesday 11th March. Parking on verges was a hot topic.

d) **Tyttenhanger Quarry Liaison**

Next meeting 3rd April 2025.

24/25-117 The Chair announced his decision to open the floor for questions.

QUESTIONS FROM THE PUBLIC

9.33pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There were questions and comments on the following subjects:

- Resident requested clarification on Roestock Hut. Council couldn't comment and explained that due to councillors leaving and a meeting being required with these changes of personnel and also changes in planning decisions which had to be taken into account any plans would be confirmed as soon as possible.

9.36pm Standing Orders were resumed.

The Chair thanked all for their attendance and participation and closed the meeting at 9.37pm.

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 13th May 2025



Signed by
Chair of Council Cllr TBC
Approved by Council 22nd May 2025



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COLNEY HEATH PAYMENTS LIST – Q4 2024/25

Payments to be approved for March 2025 (Month 12)		
Ref. No	Payment To	£ inc. VAT
116	ABC Fencing – Installation of Motorcycle Inhibitor/repair fence	£ 1,985.68
117	Viking – HD Webcam agitech C270	£ 36.54
118	Ricky Tyler Landscapes – Maintenance of Parkland	£ 1,671.00
119	Herts Full Stop – Assorted Stationery	£ 224.29
120	Jola – Final Payment Phones/Internet	£ 41.50
121	Highfield Park Trust – Electricity February 2025	£ 84.14