

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 – 20th June 2025

To Members of the Parish Council,

Councillors, Brazier, Burns, James, Pettit, Parish, Shaw and Tallents.

You are summoned to attend the rescheduled meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 26th June 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.

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

25/26-15 APOLOGIES & ANNOUNCEMENTS

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

25/26-16 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

25/26-17 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.

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25/26-18 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held which was the Annual Meeting of the Parish Council held 22nd May 2025.

Motion To accept and resolve the minutes of the meeting held 22nd May 2025 are a true and accurate record of the meeting

FINANCE, AUDIT & GOVERNANCE

25/26-19 FINANCE

To review and approve payments for the June (Month 3)

Motion To resolve that Council approve the payments for June 2025 (Month 3)

25/26-20 INTERNAL AUDIT 2024/25

To note the current status of the internal audit report. If the internal audit report is received it will be tabled at the meeting for review.

25/26-21 EXTERNAL AUDIT 2024/25

To review and resolve that the following papers be signed by the Chair and submitted to PKF Littlejohn LLP:

- a) To receive the CHPC 2024/25 Balance Sheet.
- b) To receive the Income and Expenditure report for financial year 2024/25
- c) To receive the draft Annual Governance Annual Return 2024/25, and to review and after review, to resolve that:

- the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 2024/25 (page 4 of 6) Council to confirm that responses are either marked yes or no
- the Chair and Clerk sign Section 1 of the AGAR 2024/25 (page 4 of 6)
- the Chair signs Section 2 of the AGAR 2024/25 (page 5 of 6)

Motion To resolve that the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 2024/25 (page 4 of 6)

Council to confirm that responses are either marked yes or no

Motion To resolve that the Chair and Clerk sign Section 1 of the AGAR 2024/25 (page 4 of 6)

Motion To resolve that the Chair signs Section 2 of the AGAR 2024/25 (page 5 of 6)

- d) Council to note the public rights period from Friday 27th June 2025 to Thursday 7 August 2025

25/26-22 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.

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<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) **5/2025/0846** - Comment by 27th June 2025

Seven Oaks Cottage 88 Roestock Lane Colney Heath AL4 0QQ
Discharge of Conditions 3 (existing levels and proposed slab levels) and 4 (samples of the materials) of planning permission 5/2022/0664 dated 29/07/2022 for New detached dwelling following demolition of existing garage, associated parking and landscaping
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0846%20#VIEW?RefType=PBDC&KeyNo=133587>

- b) **5/2025/0860** - Comment by 5th July 2025

81 High Street Colney Heath AL4 0NS
Demolition of existing single-storey brick WC extension and replacement with two-storey side and rear extensions, new porch entrance and loft conversion with rear dormer window and rooflights
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0860%20#VIEW?RefType=PBDC&KeyNo=133609>

- c) **5/2024/2007** - Comment by 12th July 2025

Land Between The White Barn And 42 Tollgate Road Colney Heath
Erection of 30 dwellings, creation of a new vehicular access, two new public open spaces, a local area of play, a locally equipped area of play, a temporary structure community building for nature watching, associated landscaping, internal roads, parking
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2024%2F2007%20#VIEW?RefType=PBDC&KeyNo=132072>

- d) **5/2025/0440** - Comment by 12th July 2025

3 Ye Olde House Sleapshyde Smallford AL4 0SE
Listed Building consent - Single storey rear extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0440%20#VIEW?RefType=PBDC&KeyNo=133063>

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- e) **5/2025/0863** - Comment by 19th July 2025
Barley Mow Stables Barley Mow Lane AL4 0RP
Variation of Condition 2 (approved plans) to amend positioning of approved dwellings of planning permission 5/2022/1534 dated 13/09/2022 for Demolition of stable buildings, barn and ancillary buildings and construction of five detached dwellings,
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0863%20#VIEW?RefType=PBDC&KeyNo=133612>
- f) Council to note a request from the Planning Inspector regarding the proposed Ellenbrook Quarry application and that delegated authority is given to the Clerk to work again with the Colney Heath Group to submit a response by the extended deadline of 27th June 2025
Motion
To resolve to delegate a submission be written and submitted by the Clerk working with the Neighbourhood Plan Project Officer (voluntary) and the Colney Heath Group

25/26-23 LEGAL AND LANDOWNER MATTERS

- a) Council to receive an update on current outstanding matters
- b) Tyttenhanger Bonfire and Fireworks.

25/26-24 WORKING PARTIES

To note the verbal reports from the 2025/26 working parties.

- a) Planning
- b) Roestock Hut
- c) Environment

25/26-25 PARISH ADMINISTRATION

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

25/26-26 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

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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.

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.

- 2024-25 Paper 18 Draft Minutes of Annual Parish Council meeting 22nd May 2025
- 2025-26 Paper 19 CHPC Payment Sheet June 2025 (Month 3)
- 2025-26 Paper 20 CHPC Internal Audit Report 2024/25
- 2025-26 Paper 21a CHPC Balance Sheet 2024/25
- 2025-26 Paper 21b CHPC Income and Expenditure Report 2024/25
- 2025-26 Paper 21c CHPC Annual Governance Annual Return 2024/25
- 2025-26 Paper 21d CHPC Public Rights Confirmation of dates 2024/25