

# 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



2025/26 Item 18

## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 22 MAY 2025, 7.30pm

### Members in attendance

|                                           |                                     |
|-------------------------------------------|-------------------------------------|
| Cllr H Brazier (Colney Heath Ward)        | Cllr G Shaw (Colney Heath Ward)     |
| Cllr T Burns (Colney Heath Ward)          | Cllr C Tallents (Colney Heath Ward) |
| Cllr S James (Colney Heath Ward)          | Clerk of the Council, Mrs L Peters  |
| Cllr S Parish (Tyttenhanger Ward) (Chair) |                                     |

### Other attendees

Five members of the public, CHPC Finance Officer, CHPC Neighbourhood Plan Project Officer (voluntary)

#### 25/26-01 ELECTION OF CHAIR

Cllr Tallents opened the meeting and welcomed all residents and Councillors to the Annual Meeting of the Parish Council.

Cllr Tallents was nominated and wished to take the position of Chair of the Council. There being no other nominations it was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands that Councillor Craig Tallents would serve as the Chair for Colney Heath Parish Council for 2025/26, a declaration of office was signed and would be placed on file.

**Motion carried**

#### 25/26-02 APOLOGIES & ANNOUNCEMENTS

Apologies from the Cllr Pettit were accepted for the reason stated. It was noted that two councillors and two members of the public were audio recording the meeting.

#### 25/26-03 DECLARATIONS OF INTEREST

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

#### 25/26-04 QUESTIONS FROM THE PUBLIC

*7.34pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.*

There were none.

*7.34pm Standing Orders were resumed.*

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

The minutes of the meeting held 20<sup>th</sup> March 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. 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 of the Extra Ordinary meeting held 24<sup>th</sup> April 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. 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.**

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

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

a) The Full Council meetings dates for 2025/26 were noted and reconfirmed as circulated. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the agreed dates for 2025/26 meetings would be put on the website and into the Kite newsletter.

### b) STAFFING COMMITTEE

The following members were duly proposed, seconded and unanimously **RESOLVED** by a show of hands to form the Staffing Committee for 2025/26 Cllrs Burns, Parish, James. There was a quorum questioned which was noted and answered. The terms of reference for the Staffing Committee 2025/26 received no comments or suggested changes and were duly proposed, seconded and unanimously **RESOLVED** by a show of hands.

**Motion carried**

### c) BUDGET COMMITTEE

The following members were duly proposed, seconded and unanimously **RESOLVED** by a show of hands to form the Budget Committee for 2025/26 Cllrs James, Shaw and Tallents. The terms of reference for the Budget Committee 2025/26 would be amended by removing item 3.4 from the current draft and subject to this amendment for 2025/26 were duly proposed, seconded and unanimously **RESOLVED** by a show of hands.

**Motion carried**

### d) WORKING PARTIES

Paper noted as circulated. Each working party would review their objectives for 2025/26 and redraft for Council approval as necessary. The circulated document was reviewed in turn and the following was noted:

- **Communications Working Party** – this working group would not continue as the Kite newsletter was being regularly produced and led by Cllr Pettit under the delegated authority of the Clerk
- **Community Organisation Liaison Group** – This working group would not continue but would be reformed as projects required
- **Planning Working Party** – Cllrs Burns, James, Tallents, Neighbourhood Plan Project Officer (voluntary) and the Clerk working under the delegated authority of the Clerk
- **Charles Morris Hall Working Party** – at the moment this group was not required as the lease is with lawyers for drafting
- **Roestock Hut Working Party** – Cllrs Shaw, Tallents, Parish and James
- **Environment Working Party** – Cllrs Brazier, Pettit and Burns

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25/26-07

## COUNCIL STATUTORY DOCUMENTATION REVIEW

To review, amend as necessary and adopt for 2025/26 the following current statutory documents, the Clerk was thanked for the tracked changes:

### a) Standing Orders 2025/26

Council carried out their annual review of Council Standing Orders.

Updated Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version.

Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed. A question was noted on non-member voting and answered.

Council duly proposed, seconded and **RESOLVED** to approve Standing Orders for financial year 2025/26.

**Motion carried**

### b) Financial Regulations 2025/26

Council carried out their annual review of Council Financial Regulations

The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.

Council duly proposed, seconded and **RESOLVED** to approve Financial Regulations for financial year 2025/26.

**Motion carried**

### c) Code of Conduct 2025/26

Council carried out their annual review of the Council Code of Conduct.

It was duly proposed, seconded and **RESOLVED** to approve the Council Code of Conduct for financial year 2025/26.

**Motion carried**

### d) Health & Safety Policy Statement

To carry out an annual review of the Council Health and Safety Statement for financial year 2025/26. A minor typo was raised and would be corrected.

It was duly proposed, seconded and **RESOLVED** to approve the Health and Safety Statement for financial year 2025/26.

**Motion carried**

25/26-08

## FINANCE, AUDIT & GOVERNANCE

### FINANCE

- a) Council noted the document as circulated. The regular payments set up for the Council financial year 2025/26 including Direct Debits and Standing Orders. There were questions on some regular payments and it was considered that an alternative for DocuSign should be found when it expires in December 2025. Wayleave was confirmed as the Tarmac access to the High Street Recreation Ground.

It was duly proposed, seconded and **RESOLVED** that all regular payments scheduled to be made for the financial year 2025/26.

**Motion carried**

- b) No payments were made from 20<sup>th</sup> March to 31<sup>st</sup> March so this item was no longer required and no motion was moved.

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- c) Council noted the schedule for May 2025 (Month 2) BACS payments. Payments 010-020 in the amount of £4602.28.  
It was duly proposed, seconded and **RESOLVED** that all payments listed for May 2025 are paid by BACS before 31/05/2024.  
**Motion carried**
- d) Council reviewed the authorised signatories for the Parish Council bank accounts for 2025/26. It was reconfirmed that the current signatories were Cllrs Tallents, Burns, Brazier and the Clerk for financial year 2025/26 there were no additional signatories.
- e) Council noted the S137 payment amount for 25/26 is £11.10 per elector. Council noted the figures for 2025/26.
- f) Council noted the document circulated. There was a question on lease and covenant and the costs of the these on the asset register. This would be investigated for future editions of the register.  
It was duly proposed, seconded and **RESOLVED** that the 2024/25 asset figures were confirmed and that 2025/26 Asset Register was noted for the record.  
**Motion carried**
- g) Council noted the tree survey works outstanding for 3 and 6 months. 3 months work at a cost of £1540 and 6 months work at £7880 and also considered obtaining quotes for an ecologist to review the Poplar listed to be felled leaning towards building site was to be 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 this matter would be costed and restored to Council. It was duly proposed, seconded and **RESOLVED** to accept quote for outstanding 3 month tree survey work at a cost of £1540  
**Motion carried.**  
It was duly proposed, seconded and **RESOLVED** to accept quote for outstanding 6 month tree survey work at a cost of £7880  
**Motion carried**

**25/26-09**

## **PLANNING APPLICATIONS, APPEALS & CONSULATIONS**

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

### **a) 5/2025/0374**

Park Lane, Colney Heath AL4 0NR

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to neither support nor object to this planning application

**Motion carried**

**25/26-10**

## **LEGAL AND LANDOWNER MATTERS**

### **a) Fredericks Wood**

The Clerk recommended a closed session for this matter due to the legal nature of the issues to be discussed. It was duly proposed, seconded and unanimously **RESOLVED** to discuss this matter in a closed session at the end of the meeting.

**Motion carried**

### **b) LEASE OF COLNEY HEATH RECREATION GROUND**

The Chair of Council asked if this item could be included in the closed session due to commercial aspects of the lease. It was duly proposed, seconded and

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unanimously **RESOLVED** to discuss this matter in a closed session at the end of the meeting.

**Motion carried**

## c) ROESTOCK HUT

The Chair of Council gave a short update that expressions of interest had been received and next was a meeting to be arranged but that he was out of the country for sometime in June. The Clerk was instructed to organise a meeting between the working group and then after that a face to face meeting with the group who had expressed an interest in the project.

## d) REQUESTS FOR USE OF TYTTENHANGER GREEN

Councillor Parish raised a conflict of interest in the following item.

### 1. Charity Day – Parking for overflow car park on field 5<sup>th</sup> July

Councillors raised concerns over the use of a parking attendant and this would be checked. It was duly proposed, seconded and **RESOLVED** by majority vote that the event go ahead subject to paperwork being received by the Clerk and that any damage would be rectified by the organiser. If the weather was adverse this event would not go ahead.

**Motion carried**

### 2. Midsummer Event – maximum of 250 people in a marquee 21 June

This was a ticketed event for residents of Tyttenhanger Green only. It was duly proposed, seconded and **RESOLVED** by majority vote that the event go ahead subject to paperwork being received by the Clerk.

**Motion carried**

### 3. Planting of a lime tree on Parish Council land 21 June

It was noted that the tree would be planted near the bench at the front fence. 30 metres from corner of hall. It was duly proposed, seconded and **RESOLVED** by majority vote that the tree be planted.

**Motion carried**

25/26-11

## PARISH COUNCIL WORKING PARTIES

a) **Communications – working party removed**

b) **Community Organisations – working party removed**

c) **Planning**

Report from Councillor Burns on current work on applications.

d) **Charles Morris Hall – working party removed**

e) **Roestock Hut**

Update offered at 10c

f) **Environment working party**

Great Crested Newts being surveyed on 30<sup>th</sup> May 2025.

## PARISH ADMINISTRATION & EVENTS

25/26-12

### a) **Beating of the Bounds**

The Studio at Village Hall booked for the afternoon, Common Ranger aware. 2.30pm start at Village Hall. It was hoped the walk would take around 90 minutes and then cake and tea would be served from the Studio afterwards to all attendees.



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## b) Clerk report

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

- A resident has raised several issues including the control of dogs in the playground at Roestock Park, any requirements for equipment repairs will be dealt with at the quarterly reviews and the resident has already been sent a detailed response on the management of dogs in the play area.
- An incident of human waste being dumped on Warren Farm Track was reported – due to the specialist nature clearance was awaiting a specialist team
- The next Parish Council meeting will be held on **Thursday 26<sup>th</sup> June 2025** with papers and agenda being issued **Friday 20<sup>th</sup> June 2025**. The closing date for motions and items of business will be **Friday 13<sup>th</sup> June 2025**.

## c) Matters arising since issue of agenda

None

## 25/26-13 REPRESENTATIVES ON OUTSIDE BODIES

### a) Ellenbrook Fields Trust

No meeting scheduled awaiting quarry appeal outcome

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

Last meeting 7<sup>th</sup> April 2025 where Visit St Albans was launched

### c) Highways Liaison

Next meeting to be confirmed

### d) Tyttenhanger Quarry Liaison

Next meeting 10<sup>th</sup> September 2025.

## 25/26-14 The Chair announced his decision to open the floor for questions.

### QUESTIONS FROM THE PUBLIC

*8.45pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.*

There were none

*8.46pm Standing Orders were resumed.*

The Chair thanked all for their attendance and closed the meeting at 8.46pm.

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 2<sup>nd</sup> June 2025



Signed by  
Chair of Council Cllr Tallents  
Approved by Council 26<sup>th</sup> June 2025



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## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING CLOSED SESSION HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 22 MAY 2025, 7.30pm

### Members in attendance

Cllr H Brazier (Colney Heath Ward)  
Cllr T Burns (Colney Heath Ward)  
Cllr S James (Colney Heath Ward)  
Cllr S Parish (Tyttenhanger Ward) (Chair)

Cllr G Shaw (Colney Heath Ward)  
Cllr C Tallents (Colney Heath Ward)  
Clerk of the Council, Mrs L Peters

### Other attendees

CHPC Neighbourhood Plan Project Officer (voluntary)

#### 25/26-10a FREDERICKS WOOD

It was duly proposed, seconded and **RESOLVED** by unanimous vote that the CHPC Neighbourhood Plan Project Officer be invited to remain in the closed session to offer valuable insight into this matter and advise the Council accordingly. Background on the request from the owner of Fredericks Wood was noted. After debate it was duly proposed, seconded and **RESOLVED** that the Clerk be instructed to advise the representing solicitor that whilst the Council had no objection to any sale but that there would be no agreed change to the deed of easement from 2019.  
**Motion carried.**

#### 25/26-10b LEASE OF COLNEY HEATH RECREATION GROUND

The lease was noted as circulated. The football club had reviewed and confirmed they were content with the lease as drafted. Council reviewed the lease and were asked if there were any changes. There were no issues raised. It was duly proposed, seconded and **RESOLVED** that the lease be sent to Fields in Trust for their final review by a solicitor prior to engrossment.  
**Motion carried**

The Chair thanked all for their extended attendance and closed the meeting at 9.07pm.

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 2<sup>nd</sup> June 2025



Signed by  
Chair of Council Cllr Tallents  
Approved by Council 26<sup>th</sup> June 2025



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## COLNEY HEATH PAYMENTS LIST – Q1 2025/26

| Payments to be approved for May 2025 (Month 2) |                                                                 |            |
|------------------------------------------------|-----------------------------------------------------------------|------------|
| Ref. No                                        | Payment To                                                      | £ inc. VAT |
| 010                                            | ABC Fencing – Installation of Motorcycle Inhibitor/repair fence | £ 1,985.68 |
| 011                                            | Viking – HD Webcam agitech C270                                 | £ 36.54    |
| 012                                            | Ricky Tyler Landscapes – Maintenance of Parkland                | £ 1,671.00 |
| 013                                            | Herts Full Stop – Assorted Stationery                           | £ 224.29   |
| 014                                            | Jola – Final Payment Phones/Internet                            | £ 41.50    |
| 015                                            | Highfield Park Trust – Electricity February 2025                | £ 84.14    |