

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



25/26 Item 31

MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 26 JUNE 2025, 7.30pm

Members in attendance

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

Other attendees

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

25/26-15 APOLOGIES & ANNOUNCEMENTS

County Councillors Hale and Needham have sent their apologies but they have conflicting meetings this evening. It was noted two councillors were audio recording the meeting.

25/26-16 DECLARATIONS OF INTEREST

- There were none raised or confirmed.
- No written requests for dispensations were received.
- No dispensations received in advance.

25/26-17 QUESTIONS FROM THE PUBLIC

7.32pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There were none asked.

7.32pm Standing Orders were resumed.

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

The minutes of the Annual meeting held 22nd May 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 following amendments were made:

- 25/26-01 amend wished to agreed
- 25/26-10c amend to of
- 25/26-10d3 amend front to rear

With no further comments raised regarding 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 would be signed by the Chair of the meeting for the record and would be marked as signed on the website..

25/26-19 FINANCE, AUDIT & GOVERNANCE

FINANCE

An updated payment sheet for June was noted as circulated there were the following questions:

- Payment 025 – query on tree felling
- Payment 028 – query on Trend Micro the 2 year of firewall cover for the Parish Council computers
- Payment 032 – spelling error to be amended

There were no further questions or comments raised on the payment sheet.

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It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that payments numbers 021-033 in the amount of £12,592.59 be approved for payment.

Motion carried

25/26-20 CHPC INTERNAL AUDIT 2024/25

The RFO reported that the internal audit report had not been received in time for this meeting. Council were informed that due to the delay an extension would need to be requested from PKF Littlejohn the external auditor. The deadline for response of the audit was 1st July 2025 which would now not be met. The internal auditor report can be reviewed and signed off at the July meeting. An extension would be requested.

25/26-21 CHPC EXTERNAL AUDIT 2024/25

a) CHPC Balance Sheet 2024/25

This item would be deferred until the July Council meeting as the internal report had not been received in time for account sign off.

b) Income & Expenditure report 2024/25

This item would be deferred until the July Council meeting as the internal report had not been received in time for account sign off.

c) Section 1 of the Annual Governance and Accountability Return 2024/25 (AGAR)

This item would be deferred until the July Council meeting as the internal report had not been received in time for account sign off. Council were notified that there would be an exception for 2025/26 audit as the public rights period would now not cover the first 10 days of July 2025 as is required.

Section 2 of the Annual Governance and Accountability Return 2024/25 (AGAR)

d) This item would be deferred until the July Council meeting as the internal report had not been received in time for account sign off.

e) Confirmation of the dates of public rights 2024/25

This item would be deferred until the July Council meeting as the internal report had not been received in time for account sign off.

25/26-22 PLANNING APPLICATIONS, APPEALS & CONSULTATIONS

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

a) 5/2025/0846

Seven Oaks Cottage 88 Roestock Lane Colney Heath AL4 0QQ

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) 5/2025/0860

81 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

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c) **5/2024/2007**

Land Between The White Barn And 42 Tollgate Road Colney Heath

It was duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to object to this application and to delegate the submission to the Clerk working with the Planning Working Group.

Motion carried

d) **5/2025/0440**

3 Ye Olde House Sleapshyde Smallford 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

e) **5/2025/0863**

Barley Mow Stables Barley Mow Lane AL4 0RP

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

Motion carried

f) **Ellenbrook Quarry**

The Chair explained the background and that the conditions were being explained as a result of the inquiry and at the request of the Planning Inspector.

It was duly proposed, seconded and unanimously **RESOLVED** to delegate a submission be written and submitted by the Clerk working with the Neighbourhood Plan Project Officer (voluntary) and the Colney Heath Group

Motion carried

25/26-23 LEGAL AND LANDOWNER MATTERS

a) **Update on current matters**

CMH Lease – chased solicitor this week.

CH Pavilion Lease – response from Fields in Trust. *We expect the next Planning and Policy Committee meeting to be in the beginning of August and your case will be taken to that meeting. We are hoping to also have some cases approved before so there is a chance we may be able to do it sooner but can't promise that yet. We'll have more clarity on that at the end of next week.*

Council noted the response.

b) **Tyttenhanger Bonfire and Fireworks**

Councillor Parish noted a conflict of interest in this matter and would not vote if required. The event was noted to be going ahead 8th November 2025. It was duly proposed, seconded and unanimously **RESOLVED** that delegated authority be given to the Clerk that subject to the annual paperwork being received and all in order the event go ahead as planned.

Motion carried

25/26-24 WORKING PARTIES

a) **Planning**

Cllr Burns gave an update on the current submissions.

b) **Roestock Hut**

Meeting to be held with working group and Scouts 9th July at 6pm.

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c) **Environment**

Cllr Brazier gave an update on the success of Beating of the Bounds. Cllr Pettit gave an update on the Tyttenhanger Quarry.

25/26-25 **PARISH ADMINISTRATION**

a) **Clerk report**

The Clerk gave dates of impending Annual Leave.

b) **Matters raised since the issue of the agenda**

None

c) **Questions to the Clerk**

Cllr Parish requested an update on the lease for Charles Morris Hall. Chair of Council gave an update.

25/26-26 **REPRESENTATIVES ON OUTSIDE BODIES**

a) **Ellenbrook Fields Trust**

No meeting scheduled awaiting quarry appeal outcome

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

Next meeting 7th July 2025 Clerk will send details of meeting to Cllr Shaw.

c) **Highways Liaison**

Next meeting to be confirmed

d) **Tyttenhanger Quarry Liaison**

Next meeting 10th September 2025.

The Chair announced his decision to open the floor for questions.

25/26-27 **QUESTIONS FROM THE PUBLIC**

8.15pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There was a question regarding tree branches at the Common from a willow tree. This was investigated with the tree contractor and works that are ongoing this week

8.17pm Standing Orders were resumed.

The Chair thanked all for their attendance and closed the meeting at 8.18pm.

Meeting closed at

L Peters LCGI PSLCC CPFA CiLCA

Clerk to the Council

Drafted 9th July 2025



Signed by

Chairman of Council Cllr Tallents

Approved by Council 24th July 2024



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COLNEY HEATH PAYMENTS LIST – Q1 2025/26

Payments to be retrospectively approved for June 2025 (Month 3)		
Ref. No	Payment To	£ inc. VAT
021	Finance Officer - Expenses Tyttenhanger Height Rest/Refreshm.	£ 43.32
022	Visionict - Website hosting - NPlan / Temp Clerk email cancelled	£ 272.00
023	Ricky Tyler - Maintenance of Park Land & Open Spaces	£ 1,671.00
024	TBS Hygiene - Flytipping - Roestock Park 14/05/25 & 30/04/25	£ 36.00
025	KG Tree Care - Tree survey 3/6 Months phase 1	£ 3,200.00
026	Fields in Trust - Prof Services re: Field Change Request	£ 180.00
027	Highfield Park Trust - Electricity - May 2025	£ 33.48
028	Clerk RFO - Expenses Trend Micro - 2 Years 28/05/25 - 28/05/25	£ 50.32
029	Debenhams Ottaway - Fredericks Wood Request May/June 2025	£ 348.00
030	SADC Annual Safety Inspection - 4 Play Areas	£ 285.94
031	KG Tree Care - Remainder of Pruning & Tree Felling	£ 6,220.00
032	TBS Hygiene - Flytipping of Contaminated waste at WTF	£ 90.00
033	Highfield Park Trust - Business Rates - 2025-2026	£ 162.53