

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 – 18th July 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 24th July 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

25/26-28 APOLOGIES & ANNOUNCEMENTS

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

25/26-29 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

25/26-30 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.

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



25/26-31 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held 26th June 2025.

Motion To accept and resolve the minutes of the meeting held 26th June 2025 are a true and accurate record of the meeting

FINANCE, AUDIT & GOVERNANCE

25/26-32 FINANCE

- a) To review and approve payments for the July (Month 4)

Motion To resolve that Council approve the payments for July 2025 (Month 4)

- b) To delegate payment of August invoices (Month 5)

Motion To delegate authority to the RFO/Clerk to be paid and that retrospective approval will be given at the Parish Council meeting in September 2025.

- c) To review Q1 Financial reports for financial year 2025/26

- d) To review salt bin fulfilment within the Parish

Motion To confirm budget and arrangements

25/26-33 GOVERNANCE

- a) To review Community Grant paperwork and timeline

Motion To confirm policy for grant applications and timeline

- b) To review the Investment Strategy

Motion To confirm policy and any amendments

- c) To review the Model Publications Policy

Motion To confirm policy and any amendments

25/26-34 INTERNAL AUDIT 2024/25

- a) To note receipt of the internal audit report and signed page of the Annual Governance Annual Return 2024/25

- b) To note the observations of the Internal Auditor and comments made on made by the RFO and any actions as a result

- c) To review Audit requirements and contract for 2025/26-2027/28

Motion To confirm contract for 2025-2028 for internal audit

25/26-35 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 4/6)

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



- the Chair signs Section 2 of the AGAR 2024/25 (page 5/6)

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 25th July 2025 to Friday 5th September 2025

25/26-36

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) **5/2025/1169** - Comment by 2nd August 2025

Barns And Stables At Sleapshyde Farm Sleapshyde Lane Smallford Discharge of Conditions 5 (extracts flues and vents and internal lighting scheme), 6 (eaves and plinth connection details and connection of window screening slats) and 7 (roof construction) of Listed Building consent 5/2024/0490 dated 26/11/2024

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0846%20#VIEW?RefType=PBDC&KeyNo=133587>

- b) **5/2025/1177** - Comment by 1st August 2025

Barns And Stables At Sleapshyde Farm Sleapshyde Lane Smallford Discharge of Conditions 4 (recording work), 5 (post-excavation project), 6 (building recording), 8 (landscape and ecological management plan), 11(hard and soft landscape works) and 14 (development progress report) of planning permission 5/2024/0431

<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0995%09#VIEW?RefType=PBDC&KeyNo=134041>

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



- c) **5/2025/1279** - Comment by 1st August 2025
Seven Oaks Cottage 88 Roestock Lane Colney Heath AL4 0QQ
Discharge of Condition 3 (existing levels and proposed slab levels) 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%2F1279#VIEW?RefType=PBDC&KeyNo=134175>
- d) **5/2025/1248** - Comment by 15th August 2025
14 Bullens Green Lane Colney Heath AL4 0QS
Two storey side and single storey rear extensions
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1248#VIEW?RefType=PBDC&KeyNo=134132>

25/26-37 WORKING PARTIES

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

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

25/26-38 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.

25/26-39 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.

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



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.

25/26 Item 31	Draft Minutes of Annual Parish Council meeting 26 th June 2025
25/26 Item 32a	CHPC Payment Sheet July 2025 (Month 4)
25/26 Item 32c	Q1 Financial Reports
25/26 Item 33a	Community Grants
25/26 Item 33b	Investment Strategy
25/26 Item 33c	Model Publication Scheme
25/26 Item 34a	CHPC Internal Audit Page AGAR 2024/25
25/26 Item 34b	Internal Audit Observations
25/26 Item 34c	Internal Audit Contract 2025-2028
25/26 Item 35a	CHPC Balance Sheet 2024/25
25/26 Item 35b	CHPC Income and Expenditure Report 2024/25
25/26 Item 35c	CHPC Annual Governance Annual Return 2024/25
25/26 Item 35d	CHPC Public Rights Confirmation of dates 2024/25