

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 – 19th September 2025

To Members of the Parish Council,

Councillors, Brazier, James, Pettit, Parish, Shaw and Tallents, (one vacancy)

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 25th September 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

25/26-41 APOLOGIES & ANNOUNCEMENTS

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

25/26-42 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

25/26-43 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.

25/26-44 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held 24th July 2025.

Motion To accept and resolve the minutes of the meeting held 24th July 2025 are a true and accurate record of the meeting

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FINANCE, AUDIT & GOVERNANCE

25/26-45

FINANCE

- a) To review and retrospectively approve payments for August (Month 5)
Motion To resolve that Council retrospectively approve the payments for August 2025 (Month 5)
- b) To review and approve payments for September invoices (Month 6)
Motion To resolve that Council approve the payments for September 2025 (Month 6)
- c) To review the costs for the replacement bus shelter in Smallford and approve replacement
Motion To resolve that the replacement bus shelter replacement be made of wood/steel and works should commence
- d) To review the expenditure of fly tipping on Warren Farm Track and discuss measures to combat this
Motion To resolve measures to be explored or used in the fly tipping at the Warren Farm Track
- e) To review quotes for maintenance at Sleafshyde Pond and to determine if a volunteer group could be used as an alternative
Motion To resolve to accept a quote for works or to use a volunteer group for works
- f) To consider payment of an honorarium to the Neighbourhood Plan Project Officer in recognition of his research, attendance and extensive work carried out as a result of planning applications, planning inquiries
Motion To resolve to confirm amount and payment of honorarium to the Neighbourhood Plan Project Officer (voluntary)
- g) To review quote for raking and bailing the hawthorn on The Warren, Colney Heath Common
Motion To resolve to accept the quote for works

25/26-46

BUDGET 2026/27

- a) To review and comment on any budget line which should be included for 2026/27 to include larger projects or ear marked reserves
Motion To amend budget lines and add new codes to budget preparation for 2026/27
- b) To offer dates for a Budget Committee in October/November 2025
Motion To resolve to set a Budget Committee date

25/26-47

GOVERNANCE

- a) To review Members Allowance Policy
Motion To confirm to adopt policy pending any amendments and to confirm if the Parish Council will be formally submitting members' allowances for 2026/27 to the Independent Remuneration Panel
- b) To review the Business Continuity Plan
Motion To confirm to adopt plan pending any amendments

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- c) To note the report on the Armed Forces Covenant
Motion To adopt the Armed Forces Covenant
- d) To note and approve the Community WhatsApp Group
Motion To review the announcement and resolve the opening of the Community Group
- g) To confirm membership of the Ellenbrook Quarry Liaison Group recommended to be one Parish Councillor, Parish Clerk and the Neighbourhood Plan Project Officer (voluntary)
Motion To resolve the membership of the Ellenbrook Quarry Liaison Group and to offer any guidance on matters to raise at initial meetings
- h) To receive and note that external auditors PKF Littlejohn LLP have completed and returned their review of the Colney Heath Parish Council Limited Assurance review for the year ended 31 March 2025 and that no except for matters were raised.

25/26-48

COMMUNITY GOVERNANCE REVIEW 2025

Council to consider their response to the St Albans City and District Community Governance Review 2025

25/26-49

LEGAL AND LANDOWNER MATTERS

An update on the current status of the following matters:

- a) Charles Morris Hall Lease
- b) High Street Recreation Ground Pavilion lease, Fields in Trust requirements
- c) To receive an update on the abandoned horse taken into the care of the Parish Council under the Control of Horses Act 2015, including welfare arrangements, involvement of external agencies, updates on rehoming and lessons learned.

25/26-50

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 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

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- a) **5/2025/1629** - Comment by 23rd September 2025
London Heathrow Airport Bath Road London
CONSULTATION ONLY - Remodel and expand the current two runway, four terminal, Heathrow Airport (the Airport). The expansion includes adding a third runway as well as associated development in the form of airport supporting facilities and airport related.
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=heathrow#VIEW?RefType=PBDC&KeyNo=134672>
- b) **5/2025/1469** - Comment by 27th September 2025
The Crooked Billet 88 High Street Colney Heath AL4 0NP
Erection of nine new dwellings, creation of a new minor vehicular access, and associated parking and landscaping
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1469#VIEW?RefType=PBDC&KeyNo=134439>
- c) **5/2025/1505** - Comment by 27th September 2025
116 Tollgate Road Colney Heath AL4 0PY
Front infill extension, single storey side extension comprising of a lean-to greenhouse, new roof and rooflight to existing single storey rear, new first floor window, new bi-fold doors to rear elevation, internal alterations and new boundary wall
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1505#VIEW?RefType=PBDC&KeyNo=134487>
- d) **5/2025/0687** - Comment by 1st October 2025
35 Highfield Lane Tyttenhanger AL4 0RH
Small rear extension to square off back of house, extend side extension to back of house
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F0687#VIEW?RefType=PBDC&KeyNo=133366>
- e) **5/2025/1567** - Comment by 10th October 2025
97 High Street Colney Heath AL4 0NS
Front bay and porch extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?s=c4c143aa604d31e7a059fcb60a1537842a5749a8#VIEW?RefType=PBDC&KeyNo=134575>

25/26-51 WORKING PARTIES

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

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

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25/26-52 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) To note action and update on the current casual vacancy
- c) Street naming suggestions
- d) 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
- e) 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.

25/26-53 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.

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 44	Draft Minutes of Annual Parish Council meeting 24 th July 2025
25/26 Item 45a	CHPC Payment Sheet August 2025 (Month 5)
25/26 Item 45b	CHPC Payment Sheet September 2025 (Month 6)
25/26 Item 45c	Bus Shelter replacement Smallford report
25/26 Item 45d	Warren Farm Track fly tipping report
25/26 Item 46a	Budget Codes listing 2026/27
25/26 Item 47a	Members Allowance Policy
25/26 Item 47b	Business Continuity Plan
25/26 Item 47c	Armed Forces Covenant
25/26 Item 47d	Community WhatsApp Group
25/26 Item 48	Community Governance Review Background Paper
25/26 Item 49	Report on Abandoned Horse on The Warren, CH Common
25/26 Item 52c	Street Naming Guidance