

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



MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 24 JULY 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 C Tallents (Colney Heath Ward) (Chair)
Cllr S James (Colney Heath Ward)	Clerk of the Council, Mrs L Peters
Cllr S Parish (Tyttenhanger Ward)	

Other attendees

One member of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (voluntary)

25/26-28 APOLOGIES & ANNOUNCEMENTS

Apologies were accepted from Cllr Shaw for the reason stated. County Councillors Hale and Needham have sent their apologies but they have conflicting meetings this evening. County Councillor Hale sent a report which was tabled. It was noted one councillor was audio recording the meeting.

25/26-29 DECLARATIONS OF INTEREST

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

25/26-30 QUESTIONS FROM THE PUBLIC

7.31pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There were the following questions asked from the member of the public in attendance:

- Funds noted in the accounts for bus shelter repair could this be made available for a replacement bus shelter at Smallford.
- Sleapshyde Pond requires maintenance noted volunteer offer, Chair of Council asked that a contractor was asked and quoted for the works initially.

7.34pm Standing Orders were resumed.

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

The minutes of the meeting held 26th June 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. With no comments or amendments raised regarding accuracy, 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..

25/26-32 FINANCE, AUDIT & GOVERNANCE FINANCE

- July Payment Approval** - Payment sheet for July was noted as circulated. An updated payment sheet for July was tabled and noted as circulated.

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There were the following questions from councillors:

- Payment 035 Ava Recreation what was this payment for – Tyttenhanger Play Area repairs including new bench.
- Payment 034 – People safe what was this payment for – lone worker GPS alarm
- Payment 038 – Maintenance of Parkland – where was parkland? This was the grass cutting contract and comprises of all areas as noted in the grass cutting contract available on the CHPC website

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

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that payments numbers 034-041 in the amount of £5,902.28 be approved for payment.

Motion carried

- b) **August Payment Approval** - As there was no meeting in August it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that delegated authority to be given to the Clerk/RFO to make payments for August 2025 and that these payments would be retrospectively approved at the September Council meeting.

Motion carried

- c) **Q1 Financial Reports 2025/26** – The reports were noted as circulated. There were the following questions:

- There was a question on the difference between the building fund EMR and the Roestock Hut EMR, this was explained as Parish currently had no office but if the office were to go into Roestock Hut then these funds would be available for the refurbishment otherwise they were to secure an office within the Parish boundary.

There were the following amendments and changes made to the CHPC budget and ear marked reserves as a result of review:

- Close EMR 324 School Crossing and remove £5,000
- Transfer £2,500 into 335 Flytipping
- Transfer £2,500 into 342 Trees and Hedges
- Move £500 and put into Main Budget 200/4350 for Newsletter Printing
- Move £5,000 from General Reserves and put into EMR 346 Bus Shelter Repairs increasing total to £10k and the Clerk would get some quotes for Council review to replace the Smallford bus shelter.

The amendments to the budget and ear marked and general reserves were duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the above would be actioned for Q2.

Motion carried

- d) **Parish Salt Bin Fulfilment**

It was noted that from the Hertfordshire County Council Salt Bin map online that Colney Heath Parish had no salt bins being filled by the County. Therefore after debate the Clerk was instructed to speak to County Councillor Hale to ensure that the three salt bins in Church Lane, outside the School and also at Park Lane were adopted by HCC and filled.

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25/26-33 GOVERNANCE

a) COMMUNITY GRANT POLICY AND APPLICATION FORM 2025/26

The policy was noted as circulated and after discussion it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the policy be adopted as drafted.

Motion carried.

b) INVESTMENT STRATEGY REVIEW 2025/26

The policy was noted as circulated. There was a question on some of the terms used in the document however after discussion it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the policy be adopted as drafted.

Motion carried.

c) MODEL PUBLICATIONS POLICY REVIEW 2025/26

The policy was noted as circulated and after review it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the policy be adopted as drafted and inline with the ICO template.

Motion carried.

25/26-34 CHPC INTERNAL AUDIT 2024/25

a) INTERNAL AUDITOR SIGNED AGAR

The internal auditor report and signed Annual Governance Annual Return was noted as received and circulated.

b) OBSERVATIONS OF THE INTERNAL AUDITOR

The observations of the internal auditor and the responses from the RFO were noted as circulated and each observations was noted. Actions were noted as follows:

- Standing Orders and Financial Regulations were reviewed at the Annual Meeting on 21 May 2025 and corrected. Updated documents will be uploaded once the audit concludes.
- Investment Strategy now reviewed and adopted
- All HR letters to the Clerk will be signed by Chair of Council
- Clerk did not instruct payroll to claim employment allowance. Payroll company has admitted it was their mistake and this was ceased immediately and the repayment in the region of £6.5k will be repaid during August 2025.
- No action on bank recs as these were signed 9 days after year end on 9th April 2025
- ICO Model Publication Scheme now reviewed and adopted
- Wet signatures are required on website – the Parish Council debated this and concerns were raised as a GDPR issue and this Parish Council will continue to redact documents on their website.

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the responses and actions as stated be accepted as received and noted by Council.

Motion carried.

c) INTERNAL AUDIT CONTRACT 2025-2028

The contract for the Internal Auditor had now expired and the Parish Council were requested to look at a further contract for the next 3 years. The information on the audit requirements and contract for internal audit 2025-2028 was noted as circulated. The current auditor had not responded to a request for prices for next year. After review it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the internal audit for the next 3 years of internal audit 2025-2028 be contracted to Hertfordshire Internal Audit Service.

Motion carried.

25/26-35 CHPC EXTERNAL AUDIT 2024/25

a) CHPC Balance Sheet 2024/25

The Balance sheet for 2024/25 was noted as circulated. There were no comments or questions. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the Balance Sheet be signed by the Chair of Council as noted by Council.

Motion carried.

b) Income & Expenditure report 2024/25

The Income and Expenditure report for 2024/25 was noted as circulated. There were no comments or questions. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the Income and Expenditure report be accepted and noted by Council.

Motion carried.

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

Section 1 of the Annual Governance Accountability Return (AGAR) 2024/25 was noted as circulated. The Parish Council has answered "No" to Assertion 1 of the Annual Governance Statement for the 2024/25 financial year. This decision was made on the basis that the Council did not meet the statutory deadline for the approval of the Annual Governance and Accountability Return (AGAR). Authorities are required by law to approve the AGAR by 30th June, and unfortunately, this deadline was not met. By answering "No", the Council is acknowledging that this part of the governance process was not completed as required and is being transparent in its reporting. The remainder of the assertions were marked yes. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the assertions be confirmed by the Chair of Council and that the Section 1 AGAR and be duly signed.

Motion carried.

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

Section 2 of the Annual Governance Accountability Return (AGAR) 2024/25 was noted as circulated. There was a clarification as to Box 9 which was different for local government than some councillors experience of accounting. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the figures were confirmed and that the Chair of Council sign Section 2 of the AGAR on behalf of the Parish Council.

Motion carried

d) **Confirmation of the dates of public rights 2024/25**

The notice of confirmation of the dates of public rights was noted as circulated. Dates were confirmed as Friday 25th July 2025 to Friday 5th September 2025. It was noted that due to the dates being outside of the statutory period assertion 4 would have to be marked no for next year audit 2025/26 with a written explanation for the response.

25/26-36 **PLANNING APPLICATIONS, APPEALS & CONSULATIONS**

Council reviewed the planning applications presented to them commented as a consultee and all the applications listed below were duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to neither support or object to the planning application

Motion carried

- a) **5/2025/1169**
Barns And Stables At Sleapshyde Farm Sleapshyde Lane Smallford
- b) **5/2025/1177**
Barns And Stables At Sleapshyde Farm Sleapshyde Lane Smallford
- c) **5/2025/1279**
Seven Oaks Cottage 88 Roestock Lane Colney Heath AL4 0QQ
- d) **5/2025/0440**
3 Ye Olde House Sleapshyde Smallford AL4 0SE
- e) **5/2025/1248**
14 Bullens Green Lane Colney Heath AL4 0QS

25/26-37 **WORKING PARTIES**

a) **Planning**

The Clerk reported on the following matters prepared and submitted under delegated authority:

- 27/06/2025 - Ellenbrook Conditions response, sent to Inspector
- 09/07/2025 - SADC Local Plan additional documents for comment
- 11/07/2025 – Bullens Green Woodspace Action Plan submitted to HCC
- 11/07/2025 – WHBC issued a list for call for sites
- 14/07/2025 – HCC requested comment on Acrewood Way
- 15/07/2025 – Appeal, 4 Bullens Green
- 23/07/2025 – Cats Whiskers Application resubmitted
- 28/07/2025 – Deadline for Hertsmere Local Plan submission

Cllr Burns confirmed current working on Colney Heath Lane and White Barn applications plus the Neighbourhood Plan Project Officer had done a comprehensive piece of work on open spaces which would now be referred to in all planning applications going forward and was considered an excellent piece of work.

b) **Roestock Hut**

Meeting held with working group and Scouts 9th July, the expression of interest submitted was discussed. It was confirmed that a meeting was being held on Monday 14th July when a response would be sent to the Parish Council. To date no response received. The Clerk was asked to chase at the end of August.

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c) Environment

Nothing to report this month.

25/26-38 PARISH ADMINISTRATION

a) Clerk report

- Possible sighting of Oak Processionary Moth reported to Environment Agency
- Reminder that the Recreation Ground lease is still with the Fields in Trust Legal Department and will go to their next meeting in August for comment and decision
- Charles Morris Hall now drafted and being reviewed
- SADALC meeting invitation to discuss devolution received on 9th July for attendance 14th July – Chair was unavailable and Clerk declined to attend. A volunteer expert was approached and agreed to attend.
- Fallen Trees on Warren Farm Track cleared
- Holes cut in Common, perfect circles of grass which had been replaced but had since died – suggestion as this was rabbits but it is more likely that this is metal detectors looking for finds as perfect circles.
- Report of lorries loaded with hardcore travelling through Tyttenhanger Green
- Horse on Warren – all gates padlocked shut.
- The next Parish Council meeting will be held on Thursday 25th September 2025 with papers and agenda being issued Friday 19th September 2025. The closing date for motions and items of business will be Friday 12th September 2025.

b) Matters raised since the issue of the agenda

- Local Government Service Pay Agreement 2025 confirmed as 3.2% to all staff and this will be automatically applied from August 2025 and backdated to April 2025 as per employee contracts.
- St Albans District Council announced today a Community Governance Review (CGR) details on their website at the following link: <https://www.stalbans.gov.uk/local-government-reorganisation> 1st consultation would be 4th August 2025 – 6th October 2025. Will be an item on the next Parish Council agenda.

c) Questions to the Clerk

None

25/26-39

REPRESENTATIVES ON OUTSIDE BODIES

a) Ellenbrook Fields Trust

No meeting scheduled awaiting quarry appeal outcome

b) St Albans District Association of Local Councils

No report

c) Highways Liaison

Next meeting to be confirmed

d) Tyttenhanger Quarry Liaison

Next meeting 10th September 2025.

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25/26-40

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

QUESTIONS FROM THE PUBLIC

8.53pm 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 from the member of the public on the following:

- Will the Council be responding to the public consultation for the Hertfordshire Local Nature Recovery Strategy (LNRS) an important new piece of legislation which after consultation becomes a statutory document.

8.55pm Standing Orders were resumed.

The Chair thanked all for their attendance and closed the meeting at 8.56pm.

Meeting closed at

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 29th July 2025



Signed by Chair of Council

Signed copy held on file

Signed by

Chairman of Council Cllr Tallents

Approved by Council 25th September 2025

COLNEY HEATH PAYMENTS LIST – Q2 2025/26

Payments to be retrospectively approved for July 2025 (Month 4)		
Ref. No	Payment To	£ inc. VAT
034	People safe - Q2 - 29/06/2025 - 28/09/2025	£ 79.20
035	Ava Recreation - Tyttenhanger Play Area Maintenance	£ 2,975.14
036	Ricky Tyler Landscapes - High Street Play area Cut & Weed	£ 552.00
037	Highfield Park Trust - Electricity - July	£ 30.52
038	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
039	IAC - Provision of Internal Audit 2024/25 Annual Return	£ 474.00
040	KG Treecare – Correction of Invoice	£ 20.00
041	FCBS Quarterly Scanning and Photocopying	£ 100.42