

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



2025/26 Item 58

MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 24 SEPTEMBER 2025, 7.30pm

Members in attendance

Cllr H Brazier (Colney Heath Ward)	Cllr 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
Cllr N Pettit (Colney Heath Ward)	

Other attendees

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

25/26-41 APOLOGIES & ANNOUNCEMENTS

The resignation of Cllr Burns was noted. The Council thanked him for his commitment to his role, particularly his instrumental work on planning over the past few years. As he is relocating from the area, the Parish Council wished him and his family all the best for the future. County Councillor Hale sent his apologies and will send a report to councillors in the next few days. It was noted that two councillors and one member of the public were audio recording the meeting.

25/26-42 DECLARATIONS OF INTEREST

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

25/26-43 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:

- Village planters were raised as a waste of time and money and the resident suggested that they were cleared and removed. Chairman confirmed that the planters had been cleared by the guides just before the Summer break and now the guides were back they would be working on the planters again, however there had been a bereavement recently and this would hold up the process.

7.33pm Standing Orders were resumed.

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

The minutes of the meeting held 24th July 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.

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25/26-45 FINANCE, AUDIT & GOVERNANCE FINANCE

a) **August Payment Approval** - Payment sheet for August was noted as circulated. There were the following questions from councillors:

- Payment 043 Fly tipping costs were noted but would be reviewed later in the agenda.
- Payment 050 Fields in Trust was raised and considered a large payment and members would like to consider if this could be shared with the football club as a consequence of the renewed lease. This would be considered.

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 042-050 in the amount of £4,484.21 be retrospectively approved for payment after having been paid under delegated authority to the Clerk (reference 25/26 32b)

Motion carried

b) **September Payment Approval** - Payment sheet for September was noted as circulated. There was a updated payment sheet tabled to all Councillors. Councillors were asked to note that the payment sheet starts with payment number 50a.

There were the following questions from councillors:

- Payment 048 TBS Hygiene clearance of dog waste, there was a question as to just how much dog waste was collected from this one area.

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 050a-059 in the amount of £5,168.65 be approved for payment.

Motion carried

c) **Smallford replacement bus shelter**

A report on this item was noted as circulated. After debate on the three styles and price options it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that option c which was the handmade wooden shelter be installed. The Clerk was asked to proceed to get quotes for removal of the old bus shelter and if this were in budget (EMR 346 Total £10,000 for entire project) proceed to removal, also to approach County Cllr Hale with regards the overhanging trees above the bus shelter to see if HCC could cut back or if we could use his locality budget to get this done asap.

Motion carried.

d) **Warren Farm Track fly tipping**

A report on this item was noted as circulated. It was agreed that the Clerk would investigate the potential use of lamppost-mounted cameras in partnership with the Police, noting that this may require permission from Hertfordshire County Council (HCC). The Clerk will liaise with County Councillor Hale to establish whether similar approaches have been successful in other areas, and to identify any relevant guidance or permissions. It was further noted that the installation of such cameras may require a Wi-Fi receiver or network connection. The Clerk will report back with findings and recommendations at the next meeting.



e) **Sleapshyde Pond works**

The Council considered the maintenance quote for Sleapshyde Pond. The quote included:

- Initial urgent repair work: £1480.00
- Quarterly maintenance: £1360.00 annually

It was agreed that the initial repair work £1480.00 should be carried out immediately to address pressing issues.

The longer-term approach was also discussed, including the potential involvement of volunteers for ongoing maintenance. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that **the first part** of the quote of £1480.00 be accepted for immediate repairs but to defer the quarterly maintenance (£1360.00 annually) until volunteer arrangements could be reviewed and decided upon.

Motion carried.

f) **Honorarium to Neighbourhood Plan Project Officer (NPPO)**

The Council discussed the contribution of the Neighbourhood Plan Project Officer, recognising the significant work undertaken in preparing planning matters on behalf of the Parish Council. Members noted the particularly valuable and often undervalued contribution made by the NPPO, including the Council's engagement in complex planning matters such as Rule 6 party status.

It was agreed that an honorarium should be awarded to acknowledge the NPPO's commitment, expertise, and dedication to supporting the Parish Council in these matters. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that an honorarium of £1500.00 be paid to the NPPO.

Motion carried.

g) **Works on The Warren, Colney Heath Common**

The Council considered a quote received from a specialist who has previously worked on hawthorn removal on the Common. The quote included:

- Supply of labour and equipment to cut vegetation on the Warren, leaving areas of heather intact.
- Labour and equipment to rake the cut vegetation into rows and collect it; bales to be left on site.

Total cost: £2,370.00

Members queried what would happen to the bales once left on site. It was confirmed that the bales are safely burnt or otherwise disposed of by the Common Ranger. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the quote be accepted in the amount of £2370.00.

Motion carried.

The Council noted that damage caused by a horse secured on the Warren had resulted in damage to surrounding fences. The Common Ranger arranged for a local company to carry out repairs, replacing barbed wire and fencing posts like-for-like in three areas. Total cost: £2,058.19

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the quote be accepted in the amount of £2058.19

Motion carried.

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25/26-46 BUDGET 2026/27

a) Budget Codes 2026/27

Current budget codes were noted as circulated. The following additions were suggested:

- Flytipping to be added as a budget line
- Flygrazing to be added under the Warren
- Hawthorn Clearance to be added under the Warren as an annual cost

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that these additions be added to the proposed budget for 2026/27

Motion carried.

b) Budget Committee Meeting 2025

The Clerk was asked to circulate dates to Councillors James, Shaw and Tallents who were all members of the Budget Committee.

25/26-47 GOVERNANCE

a) MEMBERS ALLOWANCE POLICY

The policy was noted as circulated and after discussion it was noted that the Chairmans Allowance was incorrect in the draft and needed to be amended from £500 to £250. Subject to this change it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the policy be adopted as drafted.

Motion carried.

It was further confirmed that the Clerk will respond to SADC that this Council are not planning on introducing a scheme of members expenses for 2026/27

b) BUSINESS CONTINUITY PLAN

The policy was noted as circulated. Councillors were satisfied that the policy adequately addressed issues relating to email management, user access, and system capacity. It was also noted that a password spreadsheet and contingency arrangements are in place. It was agreed that the policy should be reviewed bi-annually, or earlier at the Clerk's discretion if required. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the policy be adopted as drafted and reviewed in September 2027.

Motion carried.

c) ARMED FORCES COVENANT

The presentation and report were noted as circulated. The Chair of Council gave some further background. All councillors confirmed they had reviewed the presentation and were aware of the covenant. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the armed forces covenant be adopted.

Motion carried.

d) COMMUNITY WHATSAPP GROUP

The report was noted as circulated. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the Community Whatsapp Group be set up.

Motion carried.

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g) ELLENBROOK QUARRY LIAISON GROUP

It was noted that, in anticipation of the forthcoming announcement regarding the quarry, arrangements need to be in place to ensure a swift response once permission is granted. The formation of a Quarry Liaison Group is a condition of the planning approval, and therefore prompt action will be required.

The Neighbourhood Plan Project Officer (NPPO) and the Clerk will attend initial meetings. A Councillor representative will also be needed. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that Councillor James be the nominated representative for the Liaison Group.

Motion carried.

h) CHPC ACCOUNTS 2024-25

The accounts process has been subject to several queries, including one instance where the trainee university auditor miscalculated figures. Once challenged, the mistake was acknowledged, but this caused further delay. This morning they contacted me again requesting a document that had already been approved in March 2025, which I both resent and directed them to on our website (where two copies are available). The accounts must be signed off by 30th September, and at this stage I am concerned that I may not receive them in good time, leaving me having to chase and complete the required actions on Monday and Tuesday. Council noted the RFO update.

25/26-48 COMMUNITY GOVERNANCE REVIEW

The report was noted as circulated. Councillors debated and felt that assets should be managed as close to their own community as possible. Councillors requested that certain boundary issues such as Bullens Green, Park Lane, Boissy Close all be included in the response. Assets and the cost of assets be included such as the Alban Way. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the Clerk be delegated to draft and submit the response by 6th October 2026 assisted by the NPPO and that it would be circulated to Councillors for comment prior to submission.

Motion carried.

25/26-49 LEGAL AND LANDOWNER MATTERS

a) Charles Morris Hall Lease

The lease had been drafted and was with the Parish Council. The Clerk was instructed to send a copy to the Charles Morris Hall Management Committee for their comments. IT was noted that there was no formal entity but that this was being worked through. When comments had been received the item would come back to Council.

b) High Street Recreation Ground Lease

The lease had been returned from Fields in Trust with some requirements:

1. The lease will contain an express provision requiring the football pitch to be open to the public when not in use by the Football Club.
2. The Council will give an undertaking to ring-fence the rents for maintenance or improvements to the remaining playing fields.
3. Any variations to the approved proposal will require further consent and you must contact us with the details in advance.

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The rent was now being investigated with the valuation office and subject to being returned would be discussed at the October meeting.

c) **Abandoned Horse**

The report was noted as circulated by Council.

25/26-50 **PLANNING APPLICATIONS, APPEALS & CONSULTATIONS**

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) 5/2025/1629 Heathrow Airport

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the Clerk be delegated to respond with an objection to this proposal.

Motion carried

b) 5/2025/1469 Crooked Billet

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the NPPO and Clerk be delegated to respond with an objection to this proposal.

Motion carried

c) 5/2025/1505 Tollgate Road

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be made.

Motion carried

d) 5/2025/0687 Highfield Lane

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be made

Motion carried

e) 5/2025/1567 High Street

It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be made

Motion carried

25/26-51 **WORKING PARTIES**

a) **Planning**

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

- Submission on White Barn application
- Local Nature Recovery Strategy submission
- 33-35 Station Road, land clearance and WWII gun found on site, the Clerk was instructed to send a letter to SADC, copied to HCC and also local MP with the Councils disappointment in the enforcement of this case and lack of regard for health concerns

b) **Roestock Hut**

A meeting was held with representatives from the Scouts to review the available options. Option 4 was identified as the Scouts' preferred option. The Parish Council confirmed that it will now require proof of funding from the Scouts before progressing further. A further meeting will be scheduled to continue discussions.

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c) Environment

Worked on the Local Nature Recovery Strategy submission.

25/26-52 PARISH ADMINISTRATION

a) Clerk report

- Community Park anti social behaviour reported to HCC and damage repaired by Carter Jonas
- Residents have raised concerns about dangerous speeding on High Street, despite the 30mph limit. Near-misses have been reported near the Village Hall, with fears of a serious accident. They request urgent traffic calming (speed cameras or humps) and have copied in the Parish Council, the Mayor, and MP Daisy Cooper. Cllr Hale has confirmed he is pressing HCC to update their long-delayed road safety strategy, with a meeting scheduled in October. He has also requested a week-long speed and volume survey near the school and a one-day HGV survey through the village, which should be completed in the coming weeks. These will provide evidence of speeding and heavy vehicle use, and findings will be shared once available.
- Remembrance Tommys Project - The London Colney History Society is arranging to place Remembrance Tommys at the former homes of local veterans. Each Tommy will include a QR code linking to information about the fallen soldier, and details will also be available on their website. Local schools will be invited to engage with the project for educational purposes. Some of the addresses identified are within Colney Heath and Tyttenhanger. The cost is £5 per Tommy, with around 50 required in total. The Council is asked to consider making a contribution towards the cost of the Tommys placed within our Parish. This could be funded from S137. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that an amount no more than £250 would be donated to this project.

Motion carried.

- NPower has applied a significant increase in charges for electricity at Roestock Park. We are currently pursuing this with the power network, and if the higher charges continue into September, the matter will be brought to Council in October with a recommendation to consider disconnection.
- The next Parish Council meeting will be held on Thursday 30th October 2025 with papers and agenda being issued Friday 24th October 2025. The closing date for motions and items of business will be Friday 17th October 2025.

b) To note update on casual vacancy

Several expressions of interest. Two requests for application pack, one has been returned.

c) Street naming suggestions

Councillors would like to see flowers and birds native to the area submitted as road names for new developments. The Clerk was delegated to respond to the request using the Council parameters

d) Questions to the Clerk

None

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25/26-53 REPRESENTATIVES ON OUTSIDE BODIES

a) Ellenbrook Fields Trust

No meeting scheduled awaiting quarry appeal outcome

b) St Albans District Association of Local Councils

Meeting 6th October cancelled, awaiting a new date.

c) Highways Liaison

Next meeting to be confirmed

d) Tyttenhanger Quarry Liaison

Next meeting 8th October 2025 at 3pm.

25/26-54 The Chair announced his decision to open the floor for questions.

QUESTIONS FROM THE PUBLIC

9.12pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

There were none.

9.12pm Standing Orders were resumed.

The Chair thanked all for their attendance and closed the meeting at 9.13pm

Meeting closed at 9.13pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 03/10/2025



Signed by
Chairman of Council Cllr Tallents
Approved by Council 30th October 2025

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COLNEY HEATH PAYMENTS LIST – Q2 2025/26

Payments to be retrospectively approved for August 2025 (Month 5)		
Ref. No	Payment To	£ inc. VAT
042	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
043	TBS Hygiene Ltd - Fly tipping at Coursers Road	£ 1,536.00
044	CDA Herts - Membership	£ 40.00
045	CHeath Village Hall- Hire of Studio 01/06/2025 & 09/07/2025	£ 36.00
046	Ricky Tyler \Landscapes - Maint of Recreation ground play area	£ 102.00
047	Highfield Park Trust - Electricity - July	£ 31.21
048	TBS Hygiene Ltd - Clearance of Dog Waste at Sleapshyde Lane	£ 108.00
049	TBS Hygiene Ltd - WFT Site Clearance	£ 420.00
050	Fields In Trust - Lease to Colney Heath Football Club	£ 540.00

Payments to be retrospectively approved for September 2025 (Month 6)		
Ref. No	Payment To	£ inc. VAT
050a	Ricky Tyler Landscapes - Maintenance of Parkland	£ 1,671.00
051	KG Tree Care - Broken Limbs Willow Trees	£ 480.00
052	FCBS - Printer Toner - Black	£ 9.60
053	Highfield Park - Electricity - August	£ 32.05
054	AVA Recreation - Quarterly Play Area Inspections x 4	£ 288.00
055	Ricky Tyler Landscapes - Strimming CH High St Play Area	£ 102.00
056	Ava Recreation - Repair swing - Roestock Park	£ 66.00
057	TBS Hygiene Ltd - Site Clearance - Coursers Road	£ 1,536.00
058	Ava Recreation Ltd - Oiling of Teak Bench	£ 264.00
059	KG Tree Care - Maintenance of Trees Old Post Office, Park Lane	£ 720.00