

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 – 24th October 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 30th October 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

25/26-55 APOLOGIES & ANNOUNCEMENTS

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

25/26-56 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

25/26-57 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.

25/26-58 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held 25th September 2025.

Motion To accept and resolve the minutes of the meeting held 25th September 2025 are a true and accurate record of the meeting

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25/26-59 CO-OPTION OF PARISH COUNCILLOR FOR COLNEY HEATH WARD

To consider an application submitted for co-option for the vacant post of councillor in the Colney Heath Ward.

Motion To resolve to appoint an applicant into the vacant post of Parish Councillor to serve the Colney Heath Ward

FINANCE, AUDIT & GOVERNANCE

25/26-60 FINANCE

- a) To review and approve payments for October 2025 (Month 7)
Motion To resolve that Council approve the payments for October 2025 (Month 7)

- b) To receive, review the Q2 2025/26 income and expenditure and ear marked reserves reports from the Rialtas accounting system.

Motion To accept the reports as presented and to note that any changes for the remaining quarters 3 and 4 including ear marked reserves will require a motion.

- c) To note the cessation of the lease on the Highfield Park Trust Parish Office notice has been given by the Landlord, and the current lease will expire on 31 March 2026, with no option for extension or renewal. To discuss potential options and next steps for future office accommodation.

d) **COMMUNITY GRANTS**

To review, approve and award expenditure to grant applications received for Community Grants 2025/26.

Papers sent to Councillors only as contain financial and operational information but redacted papers available on request.

1. Earthworks St Albans – requesting £1,469.58
2. St Marks Church – requesting £600.00

Motion To review each application, determine power under which the grant can be funded and also the amount of grant to be awarded, if any.

e) **INSURANCE 2025/26**

To review, amend and resolve to approve the Parish Council insurance for the next insurance year November 2025-November 2026.

Motion To resolve to proceed with the insurance quote from Zurich as presented for November 2025-November 2026.

25/26-61 AUDIT

CONCLUSION OF CHPC ACCOUNTS YEAR 2024-25

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 matters were raised. Papers included with this item:

1. *Annual Governance return (AGAR) signed Sections 1 and 2*
2. *Annual Governance return (AGAR) signed Section 3*
3. *Notice of Conclusion of Audit*

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Motion To resolve and confirm that documentation has been formally received and all statutory requirements for the publication of the conclusion of audit were met as required. Accounts and Audit Regulations 2015 (SI 2015/234)

25/26-62 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
- c) Warren Farm Track Fly tipping

25/26-63 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

- a) **5/2025/1747** - Comment by 15th November 2025
161 Colney Heath Lane St Albans Hertfordshire AL4 0Tn
Single storey rear extension, with extended loft space/ first floor, new dormer to front, removal of dormer from side, front canopy roof extension & rooflight windows added, alterations to openings and chimney removal
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1747#VIEW?RefType=PBDC&KeyNo=134849>
- b) **5/2025/1748** - Comment by 15th November 2025
30 Franklin Close Colney Heath St Albans Hertfordshire AL4 0QI
Single storey rear ground floor extension
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1748#VIEW?RefType=PBDC&KeyNo=134852>

25/26-64 WORKING PARTIES

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

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

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25/26-65 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) Street naming suggestions update and submission update
- c) 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
- d) 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.

25/26-66 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

25/26-67 QUESTIONS FROM THE PUBLIC

Subject to time and the Chairmans discretion - members of the public may make representation, ask questions on the matters discussed or future matters for a maximum of 3 minutes.

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 58	Draft Minutes of Parish Council meeting 25 th September 2025
25/26 Item 59	Co-option application form – councillors only
25/26 Item 60a	CHPC Payment Sheet October 2025 (Month 7)
25/26 Item 60b	Q2 CHPC Income & Expenditure
25/26 Item 60b	Q2 CHPC Ear Marked Reserves EMRs
25/26 Item 60d	Community Grant Applications – councillors only
25/26 Item 60e	CHPC Zurich Insurance Renewal 2026/27 councillors only
25/26 Item 61	External Audit Papers PKF Littlejohn LLP 2024-25