

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 30 OCTOBER 2025, 7.30pm

Members in attendance

Cllr H Brazier (Colney Heath Ward)	Cllr N Swain (Colney Heath Ward) from Item 60
Cllr S Parish (Tyttenhanger Ward)	Cllr C Tallents (Colney Heath Ward) (Chair)
Cllr N Pettit (Colney Heath Ward)	Clerk of the Council, Mrs L Peters

Other attendees

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

25/26-55 APOLOGIES & ANNOUNCEMENTS

It was noted that one councillor and one member of the public were audio recording the meeting. Apologies were received from Councillor Shaw and Councillor James, the apologies were accepted for the reason given.

25/26-56 DECLARATIONS OF INTEREST

- a) Councillor Pettit declared an interest in Item 60d and this was noted.
- b) No written requests for dispensations were received.
- c) No dispensations received in advance.

25/26-57 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 none.

7.31pm Standing Orders were resumed.

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

The minutes of the meeting held 25th September 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes, some updates were noted. With no further 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 were signed by the Chair of the meeting for the record and would be marked as signed on the website.

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

The vacancy had been duly advertised and confirmed by St Albans Democratic Services Officer to be filled by co-option. The advert had been issued for the correct length of time and one applicant had completed the application and was in attendance. Councillors were asked if there were any questions for the candidate, there were questions regarding political affiliations and the recent hanging of flags were noted and discussed.

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The Parish Council duly proposed, seconded, and unanimously **RESOLVED** by a show of hands to appoint Councillor Swain as the elected member for the vacant post in Colney Heath Ward.

Motion carried

Councillor Swain signed his declaration of office and took his seat at the Council table for the remainder of the meeting.

25/26-60 FINANCE, AUDIT & GOVERNANCE FINANCE

a) October Payment Approval - Payment sheet for October was noted as circulated.

There was a updated payment sheet tabled to all Councillors. There were the following questions from councillors - Payment 073 which was 50% deposit for the new Smallford bus shelter, Councillors suggested a message go on the website as there will be a time when the old bus shelter will be taken away and before the new installation. 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 060-075 in the amount of £13,391.95 be approved for payment.

Motion carried

b) Q2 Financial Reports

The reports were noted as circulated. It was noted that the Budget Committee was being held on 25 November 2025. An explanation of the layout of the accounts was requested and given by the Chair of Council. The ear marked reserve position was noted. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the reports be accepted and that no changes be made.

Motion carried.

c) Lease on Parish Office Highfield Park Trust

The letter received from the Highfield Park Trust dated 24th October 2025 ceasing the lease from March 2026 with no exceptions to extend was noted. There were some suggestions including Oaklands, Hertfordshire University, Willows Farm among others. Roestock Hut would also seem a sensible idea but this would be longer term and would need to be worked through. The Clerk was asked to approach several organisations.

d) COMMUNITY GRANTS

There had been two applications for funding and each one was reviewed:

Earthworks St Albans – requested £1,469.58. Despite this organisation being n the very outskirts of the Parish and over the boundary, a member of the Paish was a worker at the organisation and it was felt it could and does benefit the Parish. It was duly proposed, seconded and **RESOLVED** by a majority show of hands that the full amount requested of £1,469.58 be awarded. Noted power used S137.

Motion carried.

St Marks Church – requesting £600.00. This organisation was requesting a retrospective grant. Councillors required any grants to be spent by 31 March 2026. On this basis it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the full amount be awarded of £600.00. Noted power used S137.

Motion carried.

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e) **INSURANCE**

Policy Schedule was circulated to Councillors. There is a page on the Parish Council website covering insurance and what Councillors and volunteers are covered for. There has been an incident so to clarify - *Volunteers acting on behalf of the Parish Council are covered under the Council's public liability insurance. This cover includes third-party injury or third-party property damage where the Parish Council is found to be negligent. It is important to note that this insurance does **not** extend to cover personal injury or loss to volunteers themselves, or damage to their own property, unless such injury or damage arises as a direct result of the Parish Council's negligence. Volunteers are therefore advised to take reasonable care in the performance of their duties and to follow any guidance or safety procedures provided by the Council. The Parish Council will ensure that appropriate risk assessments are carried out for all volunteer activities and that volunteers are made aware of any specific health and safety considerations before commencing their tasks.*

It was requested the name of the Roestock Hut be amended in the policy documentation. It was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the insurance be renewed and paid immediately subject to the amendments noted.

Motion carried.

25/26-61 **AUDIT**

CONCLUSION OF CHPC ACCOUNTS 2024-25

The circulation of the completed and signed off AGAR was noted by Council, and it was noted that there were no matters raised. The RFO reported that the noticeboards and website had all been updated prior to the statutory legal deadline of 30th September 2025 with the required paperwork. It was noted that some except for matters were raised for the next audit in 2025/26 and these were noted. It was duly proposed, seconded, and unanimously **RESOLVED** that documentation required had been formally received and that all statutory requirements for the publication of the conclusion of audit were met as required in the Accounts and Audit Regulations 2015 (SI 2015/234)

Motion carried

25/26-62 **LEGAL AND LANDOWNER MATTERS**

a) **Charles Morris Hall Lease**

As instructed by Council the Clerk sent the lease to the Management Committee of the Charles Morris Hall 30th September 2025 and to date no response or acknowledgement has been received. It was reported that a meeting was being held on Monday (3rd November 2025).

b) **High Street Recreation Ground Lease**

The valuation office cannot deal with a commercial lease so the solicitors are now looking at a form of rent and review prior to signing.

c) **Warren Farm Fly tipping**

The cameras suggested by the police were not appropriate for external use where there is no electricity supply so other options must now be sought. Councillors suggested asking owners of the telegraph poles and lighting structures.

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25/26-63 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) 5/2025/1747 Colney Heath Lane

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

Motion carried

b) 5/2025/1748 Franklin Close

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

Motion carried

25/26-64 WORKING PARTIES

a) Planning

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

- Submission on Community Governance was circulated and no comments received so was submitted.
- Application for Notcutts would be coming soon
- Ellenbrook Quarry decision is due soon
- Oaklands application for 472 houses.

b) Roestock Hut

No response received from Scouts on any further options. A meeting of the Roestock Working Party will take place in November to discuss next steps for 2026. There would be a short meeting after the Budget Committee meeting to discuss next steps.

c) Environment

Good meeting with Tarmac Quarry Liaison. Feedback given on several issues including working hours, vandalism etc. Bird hides being installed shortly.

25/26-65 PARISH ADMINISTRATION

a) Clerk report

- NPower again charged the Parish Council £43 for a single month of no electricity so action was started to remove the electricity supply it was felt that £5-£8 a month was reasonable but now this has significantly increased it is not acceptable and will be cancelled until a decision on the hut is made.
- Harvesters FC, Vice Chair of Harvesters FC, has written to Colney Heath Parish Council to seek support for the club's proposal to develop an additional community 3G (astroturf) pitch at their site. However no approach has been made to the local community or SSRA so they have been asked to engage with the community first so the Council can ensure they have the community views.
- There has been a reported accident by one of the Kite volunteers delivering the newsletter. There is a detailed description of what the councillors and

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volunteers are insured for on the Parish Council website and all volunteers should have received a copy of the risk assessment. The Parish Council maintains comprehensive insurance to protect its activities, assets, councillors, and volunteers. This includes public liability, employers' liability, and officials' indemnity cover. Councillors and volunteers are insured while carrying out authorised Council duties, including for third-party injury or property damage arising from the Council's negligence. However, this cover does not extend to personal injury or damage to their own property unless the Council is found to be at fault. Insurance applies only to activities undertaken on behalf of the Parish Council, and any accidents or incidents must be reported promptly to the Clerk. The Council also ensures that appropriate risk assessments are completed for all organised activities.

- An additional consultation and hearing have been announced for Matter 4 Issue 5 – Accommodation for Gypsies, Travellers and Travelling Showpeople as part of the St Albans Local Plan Examination. Following earlier consultation on new evidence (SADC/ED79), the Council has now published Examination Document SADC/ED88, which proposes further changes to Policy HOU6 and identifies specific sites to meet accommodation needs. Comments on SADC/ED88 may be submitted in writing to louise@poservices.co.uk by 5pm on Friday 28 November 2025. An additional hearing session to discuss these proposed changes will take place at 10am on Thursday 11 December 2025 in the Council Chamber, St Albans Civic Centre. Written representations will carry equal weight to oral statements, and anyone wishing to attend the hearing must confirm by 5pm on 28 November 2025. Further details and documents are available on the Local Plan page of the SADC website.
- The next Parish Council meeting will be held on Thursday 20th November 2025 with papers and agenda being issued Friday 14th November 2025. The closing date for motions and items of business will be Friday 7th November 2025.

b) Street naming update

List submitted circulated.

c) Note any matters for report

None

d) Questions to the Clerk

None

25/26-66 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 25th November at 2pm.

d) Tyttenhanger Quarry Liaison

Next meeting to be confirmed.

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25/26-67 QUESTIONS FROM THE PUBLIC

8.43pm Standing Orders were suspended so members of the public could have the opportunity to ask questions/make statements to the Council.

County Councillor Hale gave an update on submission for the Local Government Reorganisation and the possible implications for Parish and Town Councils.

8.47pm Standing Orders were resumed.

The Chair thanked all for their attendance and closed the meeting at 8.48pm

Meeting closed at 8.48pm

L Peters LCGI PSLCC CPFA CiLCA
Clerk to the Council
Drafted 05/11/2025



Signed by
Chairman of Meeting
Approved by Council 18th December 2025

COLNEY HEATH PAYMENTS LIST – Q3 2025/26

Payments to be approved for October 2025 (Month 7)		
Ref. No	Payment To	£ inc. VAT
060	Neighbourhood Plan Project Officer (voluntary) Honorarium	£ 1,500.00
061	St. Marks Church - Graveyard Maintenance grant	£ 1,650.00
062	Lavenham Press Ltd - Printing The Kite Newsletter Autumn 2025	£ 658.00
063	KG Tree Care - Hedge maintenance at CMH Tyttenhanger.	£ 720.00
064	People Safe - Q3 Alarm Common Ranger 29/09/25 - 28/12/25	£ 79.20
065	Vision ICT Ltd - Annual Data back up 12/25 - 11/26	£ 144.00
066	Highfield Park Trust - Electricity - September 2025	£ 39.12
067	Hertfordshire Garden Machinery Ltd – Blade/4 Tooth Blades	£ 33.75
068	Ricky Tyler Grounds Maintenance - High Street Play Area	£ 102.00
069	Ricky Tyler Grounds Maintenance – Grass Cutting	£ 1,671.00
070	Carter Jonas - RoW Licence Rec Ground 01/11/25-31/10/25	£ 100.00
071	FCBS - Photocopier Quarterly Q2	£ 99.38
072	Herts Full stop Stationery & Postage Stamps	£ 95.67
073	The Shed Man - 50% deposit for Smallford Bus shelter	£ 3,750.00
074	KG Tree care - Removal leaning tree bus shelter - Smallford Lane	£ 280.00
075	ABC Fencing - Take down/replace Gate & Fence posts at WFT	£ 2,469.83