

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 – 16th January 2026

To Members of the Parish Council,

Councillors, Brazier, James, Pettit, Parish, Shaw, Swain and Tallents.

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 22nd January 2026 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

25/26-82 APOLOGIES & ANNOUNCEMENTS

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

25/26-83 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

25/26-84 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.

25/26-85 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held 18th December 2025.

Motion To accept and resolve the minutes of the meeting held 18th December 2025 are a true and accurate record of the meeting

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25/26-86 **FINANCE, AUDIT & GOVERNANCE**

FINANCE

- a) To review and approve payments for January (Month 10)
Motion To resolve that Council approve the payments for January 2026 (Month 10)
- b) To review the after inspection quote on the play area work required and to approve works or remove equipment.
Motion To resolve to proceed with works to repair play areas or to remove any equipment.
- c) To agree to place wooden posts where Affinity Water completed works on the Common.
Motion To resolve to insert wooden posts to protect the land left open by Affinity Water.
- d) To review the costs of Royal Mail Door 2 Door for delivery of The Kite
Motion To resolve to proceed with a formal Door 2 Door quote and delivery

25/26-87 **BUDGET COMMITTEE MINUTES**

To receive and note the draft minutes from the Budget Committee held 25th November 2025

Motion To resolve to accept the draft minutes of the Budget Committee

25/26-88 **EAR MARKED RESERVES 2026/2027**

To note the Budget Report prepared by the RFO (Responsible Financial Officer) after the Budget Committee Meeting held 25th November 2025.

Motion To accept the recommended ear marked reserves as recommended by the Budget Committee and resolve to set the Parish Council ear marked reserves for 2026/27

25/26-89 **BUDGET 2026/2027**

To note the Budget Report prepared by the RFO (Responsible Financial Officer) after the Budget Committee Meeting held 25th November 2025.

Motion To resolve to accept the 2026/27 budget as recommended by the Budget Committee and resolve to set the Parish Council budget for 2026/27

25/26-90 **PRECEPT SETTING 2026/27**

To resolve the Precept requirement for 2026/27 noting the Budget Committee recommendation for a 3% increase.

Motion To note the recommendation of the Budget Committee and resolve to set the Parish Council Precept for 2026/27 with a 3% increase

25/26-91 **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

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25/26-92 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) **5/2025/2354** – Comment by 23rd January 2026

Bluebell Cottage Tollgate Road Colney Heath St Albans AL4 0NZ
Prior approval - Agricultural storage

<https://planningapplications.stalbans.gov.uk/planning/search-applications?s=c4c143aa604d31e7a059fcb60a1537842a5749a8#VIEW?RefType=PBDC&KeyNo=135682>

- b) **5/2025/2276** - Comment by 6th February 2026

22 Lawrence Close Smallford St Albans AL4 0JB

Two storey rear extension addition of first floor side window, loft conversion with rear dormer window and two front porchlits

<https://planningapplications.stalbans.gov.uk/planning/search-applications?s=c4c143aa604d31e7a059fcb60a1537842a5749a8#VIEW?RefType=PBDC&KeyNo=135583>

- c) **5/2025/2281** - Comment by 7th February 2026

3 Jove Gardens Smallford St Albans AL4 0LP

Certificate of Lawfulness (proposed) - Garden office and garden storage at the back of the property in the garden with decking

<https://planningapplications.stalbans.gov.uk/planning/search-applications#VIEW?RefType=PBDC&KeyNo=135578>

- d) **5/2025/2332** - Comment by 7th February 2026

Land At Colne Spring Villa Coursers Road Colney Heath St Albans
Permission in Principle - Erection of 4 dwellings with associated access, parking and landscaping, allotments and new footpath link

<https://planningapplications.stalbans.gov.uk/planning/search-applications#VIEW?RefType=PBDC&KeyNo=135654>

25/26-93 WORKING PARTIES

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

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

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25/26-94 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) 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
- c) 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.

25/26-95 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 85	Draft Minutes of Parish Council meeting 18 th December 2025
25/26 Item 86a	CHPC Payment Sheet January 2026 (Month 10)
25/26 Item 86b	Report on Play Area required works
25/26 Item 86c	Report on posts required on Common
25/26 Item 87	Budget Committee Minutes
25/26 Item 89	RFO Budget Report 2026/27
25/26 Item 89	CHPC Ear Marked Reserves 2026/27
25/26 Item 90	CHPC Budget 2026/27