

# 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](mailto:clerk@colneyheathparishcouncil.gov.uk)



## MINUTES OF COLNEY HEATH PARISH COUNCIL MEETING HELD AT COLNEY HEATH JMI SCHOOL ON THURSDAY 22 JANUARY 2026, 7.30pm

### Members in attendance

|                                    |                                             |
|------------------------------------|---------------------------------------------|
| Cllr H Brazier (Colney Heath Ward) | Cllr G Shaw (Colney Heath Ward)             |
| Cllr S James (Colney Heath Ward)   | Cllr C Tallents (Colney Heath Ward) (Chair) |
| Cllr N Pettit (Colney Heath Ward)  | Clerk of the Council, Mrs L Peters          |
| Cllr S Parish (Tyttenhanger Ward)  |                                             |

### Other attendees

Two members of the public, CHPC Finance Officer and the CHPC Neighbourhood Plan Project Officer (NPPO) (voluntary).

### 25/26-82 APOLOGIES & ANNOUNCEMENTS

Apologies received from Cllr Swain and were accepted for the reason stated. It was noted that two councillors and one member of the public were audio recording the meeting.

### 25/26-83 DECLARATIONS OF INTEREST

- a) No interests were declared.
- b) No written requests for dispensations were received.
- c) No dispensations received in advance.

### 25/26-84 QUESTIONS FROM THE PUBLIC

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

- A resident made a statement on their planning application which was coming up later in the agenda 5/2025/2332. After the resident had spoken the Chair of Council made some clarifications about the Neighbourhood Plan and how volunteers time had been taken up by planning applications. Cllr Pettit raised a comment about dogs at the planning application address, this was an issue when delivering the Kite.

*7.37pm Standing Orders were resumed.*

### 25/26-85 MINUTES OF THE PREVIOUS MEETINGS OF THE PARISH COUNCIL

The minutes of the meeting held 18<sup>th</sup> December 2025 were noted as published and taken as read. The Chair of the meeting asked for any amendments to the accuracy of the minutes. There were 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 were signed by the Chair of the meeting for the record and would be marked as signed on the website.

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

#### a) January Payment Approval

The payment sheet for January was noted as circulated. There was the following question from councillors regarding payment 105 Colney Heath Nursery was room

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hire for Council meetings. 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 097-107 in the amount of £2,741.25 be approved for payment.

**Motion carried**

## b) Play Area Report

The report was noted as circulated. After lengthy debate and the Chair of Council going through each playground/play area, it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the following works were to be carried out:

- Tyttenhanger all works to be completed at a cost of £2,248.79
- Roestock all works to be completed at a cost of £4,769.57
- Sleapshyde some works to be completed at a cost of £2,455.29 this would not include the swing removal or repair unless there is a safety issue and for the next meeting councillors would like a cost for swing and surface removal.

Total for all works £9,473.65.

**Motion carried.**

## c) Installation of Posts onto Common Land

The report was noted as circulated. There was a lengthy debate over the land, access and bollards being installed. After this debate, it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the posts be installed at a cost of £1,060.

**Motion carried.**

## d) Delivery of The Kite newsletter

The Clerk had an approximate cost for the whole of AL4 0, there were 4,221 addresses for this area however this did include all of Highfield and Hill End. The Clerk was asked to investigate a quote for just the Parish area.

## 25/26-87 BUDGET COMMITTEE MINUTES

The draft minutes were noted as circulated. Chairman gave an overview of the meeting and that the budget was reviewed line by line on both income and expenditure.

Council noted the minutes.

## 25/26-88 EAR MARKED RESERVES 2026/27

The proposed ear marked reserves were noted as circulated. Chairman provided the narrative on ear marked reserves, moving forward things were healthy. Having reviewed the reserves it was possible to prepare a plan for Roestock Hut. After review by all councillors present and with no further questions asked or points made, it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the ear marked reserves be confirmed for 2026/27.

**Motion carried.**

## 25/26-89 BUDGET 2026/27

The full budget as recommended by the Budget Committee was noted as circulated. Went through the larger figures including staff salaries which Chairman pointed out included employers contributions and employer National Insurance contributions. Cllr Shaw referred to a conversation with the S151 officer and gave some figures which were not as noted for the Parish Council staff.

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Other larger figures were for flytipping which had increased this financial year and £8.5k would be added to the budget for 2026/27. After review by all councillors present and with no further questions asked or points made, it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the budget be accepted for 2026/27. Income was expected to be £205,703.00 and expenditure as £187,156.00

**Motion carried.**

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

The budget report and recommendation of the Budget Committee was noted as circulated. The taxbase had increased from 1143.7 to 1156.9. which the Clerk explained would increase the Precept slightly from £187,143.63 to £189,303.54. After debate it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that the recommendation of an increase in the CHPC Precept of 3% be accepted for 2026/27.

**Motion carried.**

## 25/26-91 LEGAL AND LANDOWNER MATTERS

### a) Charles Morris Hall Lease

The lease had been amended and would shortly be returned to both parties to review and agree.

### b) High Street Recreation Ground Lease

There remained some minor changes made by the Football Club that the Parish Council have not seen yet but these have been chased.

## 25/26-92 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) 5/2025/2354 Bluebell Cottage

After discussion it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be submitted.

**Motion carried**

### b) 5/2025/2276 Lawrence Close

After discussion it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be submitted.

**Motion carried**

### c) 5/2025/2281 Jove Gardens

After discussion and a check of residents comments online it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that no comment be submitted.

**Motion carried**

### d) 5/2025/2332 Land at Colne Spring Villa

Councillors raised concerns over green belt development, the development is not appropriate for the space, the principles of development envelopes were discussed, access to Fredericks Wood remained a concern. After debate it was duly proposed, seconded and unanimously **RESOLVED** by a show of hands that

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delegated authority be given to the Clerk submit that if minded to grant concerns such as flooding, traffic management and impact, social housing and restriction of development should be raised along with all other comments made during debate.

**Motion carried**

## 25/26-93 WORKING PARTIES

### a) Planning

Ellenbrook Quarry Inquiry is now reopening in April and will relate to public access only for users of the park.

Oaklands response went in this week.

### b) Roestock Hut

Meeting with Scouts 4<sup>th</sup> February. Tender document is being prepared.

### c) Environment

Works at Tyttenhanger with bird hides now up but mess to clear.

Requested dog mess on the Common on an agenda, and dog control orders.

## 25/26-94 PARISH ADMINISTRATION

### a) Clerk report

- The Ministry of Housing, Communities and Local Government has announced an increase in the Section 137 expenditure limit for Parish, Town and Community Councils for the 2026/27 financial year. *From 1<sup>st</sup> April 2026 the new limit is £11.60 per elector*, up from £11.10 in 2025/26.
- Dates of Parish Council meetings for 2026 have been booked and the dates will be dropped into the minutes, there is also a hard copy of the dates if you would like one.
- The next Parish Council meeting will be held on Thursday 19<sup>th</sup> February with papers and agenda being issued Friday 13<sup>th</sup> February 2026. The closing date for motions and items of business will be Friday 6<sup>th</sup> February 2026.

### b) Note any matters for report

Councillors should be aware of the following items that have come in but will be on next agenda:

- Request for 200 cars to be parked on field behind Charles Morris Hall
- Legal matters relating to Fredericks Wood
- Offer for Smallford Field

### c) Questions to the Clerk

None

## 25/26-95 REPRESENTATIVES ON OUTSIDE BODIES

### a) Ellenbrook Fields Trust

No meeting scheduled awaiting quarry reopened appeal outcome

### b) St Albans District Association of Local Councils

Meeting 6<sup>th</sup> October cancelled, awaiting a new date.

### c) Highways Liaison

Next meeting to be confirmed.

### d) Tyttenhanger Quarry Liaison

Next meeting to be confirmed.

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The Chair thanked all for their attendance, and closed the meeting at 9pm.

## Meeting closed at 9pm

L Peters LCGI PSLCC CPFA CiLCA  
Clerk to the Council  
Drafted 12/02/2026



Signed by  
Chairman of Council  
Approved by Council 22<sup>nd</sup> January 2026

## COLNEY HEATH PAYMENTS LIST – Q4 2025/26

| Payments to be approved for January 2026 (Month 10) |                                                              |            |
|-----------------------------------------------------|--------------------------------------------------------------|------------|
| Ref. No                                             | Payment To                                                   | £ inc. VAT |
| 097                                                 | Grant - St Marks Church - Big Lunch                          | £ 600.00   |
| 098                                                 | Parish Online - Mapping Software Dec 2025 - 2026             | £ 288.00   |
| 099                                                 | Lavenham Press - Printing of the Kite Newsletter             | £ 658.00   |
| 100                                                 | VisionICT - Hosted Email Accounts x 10 - Mar 2026 - Feb 2027 | £ 240.00   |
| 101                                                 | VisionICT - Hosted Website & Support - Mar 2026 - Feb 2027   | £ 270.00   |
| 102                                                 | People Safe - Safety Alarm for Common Ranger Q4              | £ 79.20    |
| 103                                                 | Highfield Park Trust - Electricity - December                | £ 88.51    |
| 104                                                 | Iris - Final Payment Payroll October 2025                    | £ 110.82   |
| 105                                                 | Colney Heath School Council Meetings 25/06/2026-17/12/2026   | £ 270.00   |
| 106                                                 | Herts Full Stop – Date Stamps and Pads                       | £ 37.20    |
| 107                                                 | FCBS – Quarterly Scanner Service                             | £ 99.52    |

## PARISH COUNCIL MEETING DATES 2026

| Date                       | Meeting Type                     |
|----------------------------|----------------------------------|
| 22 <sup>nd</sup> January   | Full Council                     |
| 19 <sup>th</sup> February  | Full Council                     |
| 19 <sup>th</sup> March     | Full Council                     |
| 23 <sup>rd</sup> April     | Full Council                     |
| 21 <sup>st</sup> May       | Annual Parish Electorate Meeting |
| 21 <sup>st</sup> May       | Annual Parish Council Meeting    |
| 25 <sup>th</sup> June      | Full Council                     |
| 23 <sup>rd</sup> July      | Full Council                     |
| 24 <sup>th</sup> September | Full Council                     |
| 22 <sup>nd</sup> October   | Full Council                     |
| 19 <sup>th</sup> November  | Full Council                     |
| 17 <sup>th</sup> December  | Full Council                     |