

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 – 17th July 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 23rd July 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

26/27-10 APOLOGIES & ANNOUNCEMENTS

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

26/27-11 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

25/27-12 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.

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FINANCE, AUDIT & GOVERNANCE

26/27-13 FINANCE

- a) To review and approve payments for the July (Month 4)
Motion To resolve that Council approve the payments for July 2026 (Month 4)
- b) To delegate payment of August invoices (Month 6)
Motion To delegate authority to the RFO/Clerk to be paid and that retrospective approval will be given at the Parish Council meeting in September 2026.

26/27-14 INTERNAL AUDIT 2025/26

- a) To note receipt of the internal audit report and signed page of the Annual Governance Annual Return 2025/26
- b) To note the observations of the Internal Auditor and comments made on made by the RFO and any actions as a result

26/27-15 EXTERNAL AUDIT 2025/26

To review and resolve that the following papers be signed by the Chair and submitted to PKF Littlejohn LLP:

- a) To receive the CHPC 2025/26 Balance Sheet.
- b) To receive the Income and Expenditure report for financial year 2025/26
- c) To receive the draft Annual Governance Annual Return 2025/26, and to review and after review, to resolve that:

- the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 2025/26 (page 4 of 6) Council to confirm that responses are either marked yes or no
- the Chair and Clerk sign Section 1 of the AGAR 2025/26 (page 4/6)
- the Chair signs Section 2 of the AGAR 2025/26 (page 5/6)

Motion To resolve that the Council approve assertions on Section 1 of the Annual Governance Annual Return (AGAR) 2025/26 (page 4 of 6) Council to confirm that responses are either marked yes or no

Motion To resolve that the Chair and Clerk sign Section 1 of the AGAR 2025/26 (page 4 of 6)

Motion To resolve that the Chair signs Section 2 of the AGAR 2025/26 (page 5 of 6)

- d) Council to note the public rights period from Friday 24th July 2026 to Friday 8th September 2026

26/27-16 WORKING PARTIES

To note the verbal reports from the 2026/27 working parties.

- a) Planning Update – by M Rawlins NPPO
- b) Roestock Hut
- c) Environment

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26/27-17 PARISH ADMINISTRATION

- a) 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
- b) 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.

26/27-18 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.

Please note:	Draft Minutes of last meeting 25 th June 2026 are deferred.
26/27 Item 13a	CHPC Payment Sheet July 2026 (Month 4)
26/27 Item 14a	CHPC Internal Audit Page AGAR 2025/26
26/27 Item 14b	Internal Audit Observations
26/27 Item 15a	CHPC Balance Sheet 2025/26
26/27 Item 15b	CHPC Income and Expenditure Report 2025/26
26/27 Item 15c	CHPC Annual Governance Annual Return 2025/26