

PLEASE BRING TO MEETING
ON 14 MARCH 2001

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Wednesday 14 February 2001.

PRESENT Cllr S Ellis (In the Chair)
 Cllr C Brazier
 Cllr Mrs G Cloke
 Cllr D Crump
 Cllr J Day
 Cllr Mrs H Falk

IN ATTENDANCE Mr Cloke - 43 Cutmore Drive
 Ms G Moody – Greenleas, Roestock Lane
 Mr D Becker – 95 High Street
 Mr F Graham – 58 Tollgate
 Maureen Parker 21 Roestock Gardens
 Kate Maltby – CMS
 S Machwinter – 27 Park Lane
 E Williamson – 27 Park Lane
 Mrs D Mayhew – Clerk to the Council

1. **APOLOGIES-** Cllr A Thomas

2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**
 Cllr C Brazier – Gardening Services Quote

3. **MINUTES**

The minutes of the meeting held 10 January 2001 were taken as read, and signed as a correct record. A fax was read from Steve Parish regarding the minutes but it was deemed the minutes were correct, subject to amending 3.1 to read Colney Heath Ward, 7.1 - 5/00/2304 to erection of detached garage and 7.2 to Ms B Robb. The minutes of the budget meeting 17 January 2001 were signed as a correct record.

4. **CHAIRMAN'S SPECIAL ANNOUNCEMENTS**
 The Chairman had nothing to report.

5. **URGENT BUSINESS**

5.1 Herts Policing Plan - Launch takes place on 26th March – Cllr Falk to attend on behalf of the Council.

5.2 Parish Matters Chronicle – Cllr Crump will write an article.

6. **SPECIAL & NEW BUSINESS**

6.1 Closure of Colney Heath Post Office - Cllr Brazier reported on ongoing negotiations for the new venue to be at the Colney Heath newsagents – High Street.

6.2 History Papers & Photographs - Cllr Thomas not present to report on discussions with Brian Anderson. Cllr Brazier showed History photographs he holds.

6.3 Rotary Clubs Charity Cycle Ride - Noted the date of the ride is 13th May 2001 with the same route. The Council did not have any comments or suggestions.

6.4 Memorial Tree Planting - Cllrs noted letter dated 10 January (Paper 6). The Council resolved the Clerk to write the following response. No planting of trees can take place on the Common and also the Franklin Memorial Garden is unsuitable. The Parish is not a member of a sponsorship scheme but if Ms Grimes wants to supply a tree it may be possible to plant it in the Community Park or she could approach the Landlord of the Crooked Billet for planting in their garden.

6.5 Standards Committee - Cllrs noted letter received from the St Albans and District Association of Parish Councils (Paper 7). The Council did not wish to nominate a Cllr to this Committee. It was resolved the Clerk should write that the Council is happy for the association to appoint a Cllr they feel is suitable.

6.6 HCC School Admissions consultation document - Letter dated 8th January, copied to Cllr Brazier, comments required by 28th February. Cllr Brazier advised 'Admission rules do not take into account transport to nearest school i.e. Onslow in Hatfield is one of the nearest schools but there is no public transport to Hatfield also Church Funded Schools are exempt. Cllr Falk added the danger involved with walking/cycling to Hatfield from the Parish. The Clerk to write accordingly.

6.7 Hertfordshire Village of the Year 2001 -Cllrs noted letter (Paper 8). Councillors did not want to enter.

6.8 Community Safety Consultation Forum -Cllrs noted Cllr Falk's Report (Paper 9) Cllr Falk also gave a verbal summary. Cllr Brazier reported that the Parish was unsuitable for CCTV due to low crime figures and high costs involved.

6.9 Hertfordshire's Diary of Village Events 2001. Cllrs noted letter received from CDA (Paper 10). It was resolved for the Clerk to ask D Rodway (Chronicle Editor) to add Parish events to the CDA Diary.

6.10 Extension of shop opening hours- Mr Lee of Colney Heath wishes to extend his shop hours from 10pm to 11pm. The Cllrs advised they have no authority on this matter and Mr Lee should contact the District Council to apply for revised opening hours.

6.11 Tyttenhanger Green parking -Some Residents at Tyttenhanger Green are parking in an ill-considered way on the bend NR the Parish notice board. The Council resolved the Clerk to write to PC Jack Carson and ask his advice.

6.12 Thank you letters - Cllrs noted the Office had received a considerable number of complimentary letters from Senior Citizens thanking the Parish for the Xmas Biscuits.

7. FINANCE

7.1 Parish Council Accounts

Members received copies of all emergency and current accounts (**Paper 1**). The meeting **RESOLVED** that the Chairman's action in authorising the signing, out of meeting, of all emergency cheques be confirmed and that cheques be drawn to cover all current accounts.

7.2 Charity of Charles Morris for Allotments Accounts

Debra Mayhew, as Honorary Clerk to the Trustees, presented an up to date financial Report (**Paper 1**).

7.3 1999/2000 Audit - The auditor has finalised the accounts and a notice to this affect will be displayed. An invoice of £846.00 for the above work has been received.

7.4 Emergency Provisions - Clerk still awaits a response from Mike Ridley of the DC but Cllrs noted reply to CC Cllr R Sanderson from the DC (**Paper 11**). Cllr Brazier advised that the DC would only supply the elderly and infirm with sandbags others would have to purchase them privately. It was resolved the Clerk should chase a response from the DC on use of special government funding.

8. PLANNING

8.1 Planning Applications

Councillors considered comments collated by Planning Applications Officer as circulated since the last meeting.

Application No	Application	Address	Comment
5/00/2461	Single storey rear extn.	17 Springfield Rd	No objection
5/00/2518	Conversion of garage to living accommodation	68 Tollgate Rd, Colney Heath	No objection
5/00/2088	Development and access road	Former NHS Stores Hill End Lane	Comments regarding effects on local services and District Plan District Plan i.e.: transport, schooling, medical facilities, shopping, Emergency Services capacity etc
5/01/0066	First Floor Extn	59 Tollgate Rd	Concerns over size of extn
5/01/0089	First Floor side and rear and single storey rear extn (Resub)	108 Roestock Lane Colney Heath	No objection due to precedents set further down road

MR.

8.2 Appeals and Enforcement Notices -

Members received notification of the following appeals or enforcement notices issued since the last meeting:

Appeal Decision noted in respect of **Little Rose Cottage**, Sleafshyde Lane, Smallford. The enforcement notices have been upheld with '7 months' being substituted for '28 days' to 'Cease the use of the land for the stationing of caravans for the purpose of human habitation and remove the caravans from the site'.

Courser's Road Appeal Cllrs Falk/Brazier reported on latest meetings/appeal. DC supported the objection to any revision of the original planning application granted. The Enforcement Officer visited the site (which was flooded at the time) and will report for the appeal hearing in 3-4 weeks.

8.3 Planning Decisions

The Clerk reported on the following planning decisions received since the last meeting.

5/00/2316	Erection of covered wet bay	VW Centre Unit 11 Alban Park, Hatfield Rd	permitted
5/00/2382	Provision of new windows in side elevation	2 Alban Park Hatfield Road St Albans	Permitted with conditions on matching materials
5/00/2240A	Display of non illuminated shop sign	Notcutts Garden Centre, Hatfield Rd, Smallford	Permitted with conditions re-road safety and tidiness
5/00/2260	Retention of modular building	Oaklands College, Oaklands Campus, Hatfield Rd St Albans	Temporary 5 year permission
5/00/2274	Replacement of existing barn with storage building	Sandhurst, 31 Highfield Lane Tyttenhanger St Albans	Refusal (within Metropolitan Green Belt)
5/00/2016	Two storey rear and single storey side extn	526 Hatfield Rd	Permitted with conditions on matching materials and glazed window to neighbours
5/00/2059	Single storey front extn, single storey side/front extn and side dormer window	65b Colney Heath Lane, St Albans	Permit with conditions on matching external surfaces, and obscure glass towards neighbours
5/00/2461	Single storey rear extn	17 Springfield Rd, Smallford	permitted
5/00/2358	conservatory	45 Russet Drive	permitted

5/00/2332	conservatory	2 Stanmore chase	permitted
5/00/2304	Detached garage	34 Springfield Rd	refused
5/00/2463	Two storey side extn (re-sub)	12 Oaklands Lane Smallford	permitted
5/00/2259	Erection of 6m high lighting columns	Former DC Cook Honda Premises, Hatfield Rd	Permitted with conditions on 'luminance'
5/00/2110	Two storey side, single storey rear extn and conservatory	33 Highfield Lane Tyttenhanger	refused
5/00/2353	conservatory	12 Cairns Close St Albans	permitted
5/00/2200	Erection of rear conservatory	44 Starlight Way St Albans	permitted

The Cllrs discussed the refused applications and will await any appeals to add comments.

8.4 Princess Diana Drive - The Clerk has written to the DC thanking them for keeping the PC informed.

8.5 Plans South Sub-Committee 15th January – Cllrs noted minute 10 re Three Horseshoes PH and others as marked.

9. **PUBLIC QUESTION TIME - 9 to 9.10pm (Council providing refreshments)**
Members of the public were invited to raise issues and ask questions while refreshments were served.

10. **COLNEY HEATH COMMON**

10.1 Common Rangers Report - - Members received the Common Ranger's Report for February and discussed his recommendations (**Paper 2**). Photographs ~~on~~ recent flooding were shown. *cf*

10.2 Dudley Wood Commemorative Bench -The bench has been installed and Royce asked to attach the Dudley Wood Plaque.

10.3 Hertfordshire Wildlife Sites Project - Cllrs noted letter and enclosures from Wildlife Sites information Officer (**Paper 12**). It was resolved the Clerk to write a thank-you in response to the letter.

10.4 Common Management Plan - A further letter has been sent to GEM regarding the request to reconsider the 25.4% rise in cost of Warren Track works, no response has been received. Cllrs advised the Clerk to obtain a new quote from a different supplier. Kate Maltby may be able to supply contractor names and will contact the Clerk with any.

10.5 River Colne - Meeting with Environment Agency held 25th January. Environment Agency has responded with letter dated 6th February discussed at the meeting. Mr D Becker addressed the meeting in favour of dredging and his concerns over flooding and a pollution 'smell'. Kate Maltby advised the implication of the Common Management Plan with special concerns over nature conservation and EA bylaws for river management. Kate also advised that a small section of Alders are planned for removal from the river.

She will investigate the above further through her contacts at the EA conservation department regarding any other solutions. The Council resolved the Clerk to write to Brian Izzard of the EA and ask them to do a further inspection and advise if dredging/tree removal is appropriate. The letter would also ask about possible pollution, Ellen Brook rubbish and riverbank erosion at 1 Park Corner.

10.6 Access Road to Common - The Clerk has written again to Lafarge Redlands to ask if they could donate some material to fill in the potholes, no response has been received. The Council resolved the Clerk should pursue this with Brian Butterfield.

10.7 Loose Horses on the Common - The Clerk has written to HALC for legal advice and awaits a response. Kate Maltby will try her contacts for advice and let the Clerk know.

10.8 No1 Park Corner - Cllrs noted letter received from Mr and Mrs Burton regarding erosion of riverbank (Paper 13). Cllrs advised the Clerk to respond to the letter that we will write to the Environment Agency for advice and pass this on but the erosion of their land was not the Councils responsibility.

10.9 Cllrs noted copy of letter from English Nature to CMS regarding treatment of scrub and weeds. Kate Maltby verbally reported on the recommendations and work carried out.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council noted the Parish Wardens Report/time sheets (Paper 3) and discussed his recommendations. The Warden advised there is an untaxed car periodically parked at the HSRG. The Police should be informed of the numberplate if seen again.

11.2 Zurich Report - Inspection of Play Equipment -
Sleepshyde Park - Leisure Logs have not started the alterations to the park yet. The Clerk is chasing a date for the work.
The swing parts arrived from Wicksteed and have now been installed by Royce.

11.3 Dog litterbin - Cllrs noted SDK Kilsyth increase in charge to empty bins rising to £2.50 from £1.40 per bin. They will no longer install bins. It was resolved the Clerk should write to the DC and ask if they can supply any names to obtain a quote from.

11.4 Tyttenhanger Flower Bed - The Clerk has received a cheque for £100 in compensation from Three Valleys Water (Thank-you to be sent). Hilary Brazier quoted £508, plus plants to re-instate. The Council resolved Hillary Brazier to undertake the work as part of her hours covering the gardeners work. The Clerk will write and advise to start the gradual replanting and to spend £100 on plants.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club - The Clerk has written to the club asking for payment of outstanding pitch fees and receipts to show what expenses the club has incurred on pitch maintenance for the council to review. Cllr Brazier handed in a cheque for £500.00 and a covering letter. Cllr Brazier will arrange a meeting with the club to discuss the letters contents. The Clerk will also write to the club asking for the rest of the pitch fees and for the standing order with the bank to be increased to cover the full fees.

12.2 Car Park Lines - Quote received from Three Counties Lining Ltd used by DC of £250.00 plus VAT to remark the car park bays. The Council resolved to accept the quote and proceed with the work now.

13. COMMUNITY PARK -

Cllrs noted copy of a letter send by CC Cllr Rosie Sanderson asking CC to speed up finalisation of the two outstanding leases and reply dated 15 January (**Paper 4 & 5**). To date no response has been received in the Parish Office.

14. ROESTOCK PARK -

14.1 Fencing - Wilson Fencing visited the park on 26th January and a quote is awaited. Car park - lighting further quotes to be obtained. Royce to tackle potholes when the delivery of material is sorted out.

14.2 Ash Tree overhanging play area - Cllrs noted advise in letter from DC Trees and Woodlands Officer (**Paper 14a**). The Council resolved for the Clerk to ask Royce to cut back the overhanging branch.

15. BOISSY PARK -

Lease Renewal - Cllrs noted memo from Assistant-Clerk of telephone conversation with the District Valuer Mr Booth. He advised that the rent of £1000 is too high and that he is prepared to negotiate with the landlord as the Councils agent. The Council resolved the Clerk to write to Mr Booth and accept his offer and ask for an estimate of his costs. The Clerk will also write to Ottaways to advise of the above.

The Clerk has received 4 further responses from residents who all use the park.

16. SMALLFORD PARK & DOG WALK -

16.1 Dog Bin - Royce has installed the dog bin in the centre of the dog walk.

16.2 Play Equipment - Kompan has advised the quote for purchasing/installing play equipment will stand until 31 March 2001.

The Clerk had a meeting on 16th January with Malcolm Hughes and Sue of the Residents Association and also Cllr Falk and Cllr Cloke to discuss what type of equipment would best suit the play area.

The Clerk met Wicksteed get another quote for the Play Park on 19th January.

Crossing - The Clerk received a response from PC Jack Carson regarding road safety (**Paper 14 & 14b**). The Clerk proposed to write to the County Council and ask for further details and for a crossing to be placed adjacent to the Play Park - The Council Agreed.

16.3 Lease. Cllrs noted copy of a letter send by CC Cllr Rosie Sanderson asking CC to speed up finalisation of the two outstanding leases and reply dated 15 January (**Paper 4 & 5**).

17. SLEAPSHYDE PARK & POND -

17.1 Pond Clearance - Royce cleared the area and will now clear the area on a regular basis. He has planted some daffodils in the area.

- 17.2 Park – Royce has altered entrance to park to allow access by a buggy.
18. **GLOUCESTER PARK** - No developments. The Clerk has completed form for the Land Registry Search at cost of £4.00.
19. **HIGHFIELD TRUST** – no report.
20. **SMALLFORD PIT** - no report.
21. **HIGHWAYS**
 21.1 Public Transport - Cllrs noted ORBIT Consultation Document - Transport Solutions around London (Paper 15). Cllrs had no comments.
 21.2 Smallford Trail – Cllr Cloke advised she would walk the ^{trail} trail.
 21.3 Footpaths and Bridleways - Cllr Day reported on 3 stiles in Tyttenhanger requiring attention (Paper 16). Cllr Brazier reported on the action required. Two way markers will be put in but the repairs and clearing will have to wait until it dries out. Cllr Day advised of a broken fence at the entrance to Hixbury Lane Tyttenhanger. It was resolved the Clerk to ask Royce to repair.
 21.4 Public Highways - The Longabout work is due to commence late February/early March. Some preliminary work has been done. The Clerk has written about the flooding at Smallford Lane/Sleapshyde Lane. Phil Collinson of DC advised its too wet to complete the works that have been started on a broken pipe under the road. Cllr Falk advised about problems of potholes on highways in the Parish, she will compile a list for the Clerk to write to the DC Graham Stephens to ask for work to be carried out.
22. **VILLAGE HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**
 22.1 Village Hall - Chairman of Village Hall ~~to table a report~~ - Report received and noted re disabled entrance/rails.
 The Committee has indicated that they wish a member of the Parish Council to attend. The Council elected Cllr Cloke as a Member to sit on the Committee.
23. **CHARLES MORRIS HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**
 23.1 Subsidence - A report due at the end of January - none received.
 A letter has been received asking for £295 plus Vat for tree root work near the hall. The Council resolved to give this amount to the CMH Committee on receipt by the Clerk of formal written request.
 23.2 Paving - Quotes still awaited from the CMHC. Cllr ^{Day} day will chase.
 23.3 Goalposts - A response is awaited from the residents on whether the posts should be erected and their position.

24. OUTSIDE ORGANISATIONS

24.1

London Green Belt Council	Notification of AGM and detailed report on RPG 9 revised draft (Herts predicted to need from 2796 to 4400 extra dwellings)
London Colney News Autumn and Winter 2000	
Herts Direct	County Council January 2001 Newsletter (article on Rachel Jeffrey daughter of former Councillor Julia Jeffrey)
Trestle Theatre Company Newsletter	
CDA Herts	Hedgehog Newsletter
HALC - Letter January 2001	Office Crisis
HCC School Admission Consultation	2002-2003 arrangements
Postal Services Commission	Preserving access to Post Offices in rural areas (a discussion paper) (copied to Cllr Brazier)
Welwyn Hatfield District Council	District Plan Review, Deposit Version
Audit Commission	Notification of revised procedures
St Albans & Harpenden Transport Projects	A guide to travel for less able people and Transport News
Government Office for the South East (ORBIT)	Consultation Doc.- Transport Solutions around London
Colney Heath Twinning Association	Newsletter
St Albans Community Safety Consultation Forum	Notes of public meeting on 23 November 2000
Herts. and Middx Wildlife Trust	Wildlife Matters (Stockers Lake) and raffle tickets
National Playing Fields Assn	Newsletter/www.npfa.co.uk
HALC Newsletter	

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Plans South 15 January 2001	Cllrs to note: Agenda item 10 resolution to issue enforcement notice at 3 Horseshoes PH re unauthorised single storey rear extn. P 26 to 29 flood lighting at Honda premises recommend to grant subject to luminance conditions and agreement from LPA re lighting directions. P32 to 35 details of planning application still awaiting decisions
Joint District Plan Second Review Steering Group and Housing Liaison Sub-committee	Minutes of 18 October 2000

Parish Liaison Joint Committee	Minutes of 16 January 2001 Item 6 Removal of abandoned vehicles may be of interest
District Plan second Review Steering Group	Agenda and reports 6 February 5, 2001 P4 Gypsy sites and P7 Green Belt Highfield (exclusion) may be of interest
Plans South	Agenda 5 February 2001
Housing liaison sub-committee and Housing Assn Reps	Minutes of 18 October 2000
Housing Liaison sub-committee and reps from tenant and residents associations	Minutes of 18 October 2000
Housing Assn Liaison Sub-committee and reps of mobile home sites (none from CH)	Minutes of 18 October 2000
Housing Liaison Sub-Committee with reps from 'Network' (i.e. Housing Associations including 'Shelter')	Minutes of 18 October 2000
Road Safety Advisory Committee	Agenda and Report
Council meeting (Full)	Agenda and reports 24 January
Housing and Environment Committee	Notification of special meeting 21 March 2001

26. STAFF AND OFFICE

26.1 Rubbish Disposal - Cllrs noted the information in letter dated 17 January from the DC regarding Recycling in the Parish, and supporting 'Diary' (Paper 17). MRS are going to quote for rubbish removal from Warren Farm of rubbish collected by Royce.

26.2 Parish Council Notice Boards - G Stayton quote has been accepted and the work to repair/replace the required boards will be done shortly. Cllr Day questioned ownership of second notice board on hall.

26.3 Bus Shelters - Cllrs ^{reported} to report on viewing the broken bus shelters. The Council resolved the Clerk to obtain a quote from G Stayton for repairs.

26.4 Photocopier Leasing - A photocopier was loaned to the Clerk to see if it met requirements - The Clerk reported happy with the machine. The Clerk has now agreed to take the photocopier on a 3 year lease (County Supplies) at the rates as per the quote detailed in at the January Meeting.

26.5 HALC - Cllrs noted crisis in HALC with running their office, letter copied to Chairman Cllr Ellis.

26.5 Gardening Cover - Hilary Brazier provided a quote to cover the Gardeners duties on a contractual basis (Paper 18). The Council resolved to accept the quote for a temporary period and the Clerk to write giving full details. Mrs Brazier has in fact already undertaken one-month work and has submitted an invoice for £116.50 not including any materials. The Council resolved to pay the invoice.

26.6 SLCC Training Course - Clerk has started the course. The agenda has been modified again in view of recommendations from this.

The Clerk asked for guidance for the APM in April and AGM in May. Cllr Ellis or Cllr Brazier will help when required. The Council did not advise if Colney Heath has its own standing orders. The Councillors did not request to review adoption of standing orders.

26.7 Office Computer - The computer had a virus, which has now been cured by a new anti virus disk. The Clerk will need to update this regularly and may need to purchase in the future. Cllr Brazier advised updates should be available from the Internet. This has made the Clerk aware of the problem of backing up all the documents. At present only the accounts are backed up every couple of weeks. It may be an idea to have a CD Writer or Zip Disk to back up all documents in event of a system failure. The Council resolved the Clerk to purchase a zip disk at a cost of around £110.00

The Meeting closed at 10.30PM

Chair.....

Date.....



14.11.01

PART II BUSINESS

CONFIDENTIAL

William Huckle, Parish Gardener - The Clerk has written to William advising him that his discretionary sick pay has ceased and that for the time being his job will be kept open. The Councillors resolved to review the Job position again in 3 months.

Cllr Brazier has undertaken to retrieve equipment from William - lawn mower with 21" cut, a petrol strimmer (broken), and a hedge cutter (which needs a new blade) and investigate whether they can be repaired and store them.