

PLEASE BRING TO MEETING
ON 9 JANUARY 2002

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Wednesday 12 December 2001.

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

IN ATTENDANCE Ms G Moody – Greenleas, Roestock Lane
 Mr D Becker – 95 High Street
 Mr Alan Cloke – 43 Cutmore Drive
 Maureen Butler – 21 Roestock Gdns
 Zoë Sinclair – Tollgate farm, Bullens Green
 Mr Mike Targett – 2 Tollgate Cottages
 Hon. Alderman Mrs Colley – 48 Fellowes Lane
 Pat Leaver – 1 Tollgate Cottages
 Jane Thetekeson – 3 Tollgate Cottages
 Neil Southwell – 4 Tollgate Cottages
 Mr Jones – Colney Heath
 Debra Mayhew - Clerk to the Council

1. **APOLOGIES** - Cllr A Thomas - accepted
2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**
 None
3. **MINUTES**
 The minutes of the meeting held 12 December were taken as read and signed as a true record.
4. **CHAIRMAN'S SPECIAL ANNOUNCEMENTS**
 The Chairman reported no items had been notified to him since the last meeting but wished everyone a Happy Christmas.
5. **URGENT BUSINESS**
 A1 (M) London to Peterborough Route Management Strategy - Cllr Falk has reviewed information received from North Mymms and HALCROW and visited the site. She reported on the proposed Bus Gate. Zoë Sinclair and residents in Bullens Green and the Tollgate Cottages were anxious about proposals and attended the meeting to explain their concerns. The Clerk will write comments by **21 December** stating the Council



object in principle to the proposal and support Cllr W A Storeys letter dated 6th December to HALCROW.

6. SPECIAL & NEW BUSINESS

6.1 Sleepshyde Lane Garage Site - Cllrs noted DC letter dated 28th November. The Council advised Cllr Falk will contact Duncan Adams to liase with the local Housing Needs Survey.

6.2 Senior Citizens Christmas Gifts - The Clerk has purchased biscuits from Tesco's & they are ready for volunteers to deliver.

6.3 Council Christmas Cards - The Clerk to send as usual, County Cllr, District Cllr, Staff & Contractors. The Council confirmed this list is correct.

6.4 Secondary Schools Transfer - Still waiting response from 15th June from Government Minister Estelle Morris MP (acknowledgement received). Cllr Crump reported that he had attended a meeting to review new admission proposals and Cllr Falk agreed to supply comments for the Council.

6.5 Vital Villages £15M Fund - Application/information pack has been given to Cllr Day to investigate possible projects for the Council. Cllr Day had not arrived yet to report findings.

6.6 Jubilee Project - Cllrs noted St Marks Church reply dated 21st November stating they are pleased with the Jubilee project idea & will request suggestions be sent to the PC. The Church gifts for 2000 however will be determined by them & given without delay. The PC can apply next year for financial support for a Jubilee project. Cllr Ellis has been sent the 'Awards for all' grants application packs and will report once read. The Council welcome suggestions for a project and noted the WI is arranging a Street Party.

6.7 Parish Boundary Review - Clerk waits deeds to liase with London Colney PC transfer and noted letter advising LCPC are happy to continue to maintain Dudley Wood in the future.

6.8 Consultation on Rural Rate Relief from DTLR - DC have advised that Smallford Post Office may not qualify for relief in future if Government proposed changes accepted. Cllr Falk had reviewed the paper and reported. Her comments were forwarded for the 30th November deadline; Council supported the objections to this change.

6.9 The Wildlife Trust Appeal response form - Request for donation to enable lottery fund release of money for £30 donation £300 can be claimed. Council resolved to donate £30.00.

6.10 DEFRA (Govt.) Quality Parish and Town Councils Consultation Paper - Responses to DEFRA paper due by 31st January (14th February); it has 17 questions for comment. NALC also welcome comments to them by 25th January. The paper includes new charters covering partnerships with principle authorities, quality status, best value performance plans & delegations of functions. The Council decided Cllr Brazier would read & comment on behalf of the Parish.

6.11 Standard Board for England Guidance & DTLR Local Govt. Act 2001 - Model code of conduct came into effect on 6th November. Within 6 months the PC **MUST** adopt a local code of conduct & send a copy to the Standards Board (5th May 2002). The DC Standards Committee is responsible for advising the PC on this. Every Cllr must sign the local code within 2 months of it being adopted. The Clerk has contacted the DC for advice. The Council decided Cllr Clarke would investigate a local code for the Parish & report on a draft code for agreement.

6.12 Redbourn Parish Council letter to all PCs - Redbourn have sent their nuisance diary stating it may be of use to Colney Heath for the public to report complaints relating to police matters. Council agreed Cllr Falk to investigate its use.

6.13 TXU Energi unmetered supply inventory - Electric Company requires an update. The Council confirmed that there had been no additions to inventory supplied dated July 1998.

6.14 DC Community Safety Partnership - Cllrs noted letter from DC asking for comments on their draft strategy consultation document especially any issues missed and community priorities. Council agreed report to be given to Cllr Cloke to read & comment.

6.15 Mineral Plan Cllrs Brazier and Crump are to comment - June Cain and Residents in Smallford are concerned over extraction plans for land to East of Smallford Lane. They understand Transco's Gas Pipeline runs across the field. Deadline is 4 January. Cllr Brazier reported his concerns that the Parish will be dug up. Cllr Brazier will liaise with Cllr Crump to object to these planned extractions.

7. **FINANCE**

7.1 Parish Council Accounts

Members received copies of all emergency and current accounts. 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. These accounts have now been closed and will no longer be reported because all the money has been released to ~~CMHC~~. *Charles Morris Memorial Hall Trustees*

7.3 MAP Accounts - The Council has a current account with £21.78 and a reserve account with £603.95. The Clerk recommended these accounts be closed because they are no longer active. Council resolved to keep open the accounts but to think of a history project to spend the amount on.

7.4 Letter DC Parish Precepts - letter states precept will be paid Friday 26th April. DC need precept figure ASAP and has given a new estimated tax base of 1960 for 2002-03 (1933 in 2001-02). The council agreed next budget meeting for Wednesday 16th January at 8PM.

8. PLANNING

8.1 Planning Applications

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

5/01/2099 CP	118 Tollgate Road Colney Heath	Cert. Of lawfulness (proposed) Conversion of part of garage to living accommodation	No objection, subject to application conforming to Planing Law and Regulations.
5/01/2103	1 Coopers Gate, Colney Heath	Repositioning of boundary fence and enclosure of amenity open space	Objection - Cllr. Falk sought further advice from Cllrs on this planning application. Council agreed the plan should be opposed and Clerk to write letter to DC
5/01/1991	16 Sleafshyde Lane Smallford	Conservatory	No objection
5/01/2130	28 Princess Diana Drive	Conservatory	No objection
5/01/2136	94 Tollgate Road	First floor extn	Incorrect householder details accompanied this application but on checking the plans we see no objection to the application.
5/01/2029	10 Cairns Close	Conservatory	No objection
5/01/2127	Roestock Cottage, Roestock Lane	Chance of use of annex to residential dwelling	Objection - Council agreed the plan should be opposed because a new dwelling in green belt area and Clerk to write to DC

8.2 Appeals and Enforcement Notices -

Cllrs received notification of any appeals or enforcement notices issued since the last meeting:

Courser's Road - Enforcement Officer continues to monitor situation & take appropriate action. Cllrs noted letter from Senior Planning Enforcement Officer N. Smith. Cllr Brazier reported PC attempts to get planning restrictions enforced by DC. Mr Jones neighbour to the land reported the ongoing dumping of hard core and spoil to build up the land and his attempts to stop this by calling the police and the DC Enforcement Officer but the problem still continues despite the appeal being against the landowners. The Council agreed the Clerk would write to Peter Lerner head of paid services to insist they take legal action to enforce it and that the PC will be consulting our lawyers about the matter. The letter will be copied to MP Kerry Pollard to ask for his help and a site meeting between the Dc, PC & Kerry Pollard was considered appropriate.

8.3 Planning Decisions

The Clerk reported that the following planning decisions had been received since the last meeting.

5/01/1200	72 Tollgate Rd	Front, side & rear ext.	Refused
5/01/1234	128 Roestock Lane	1 st Floor side ext.	Refused
5/01/1308A	The Highfield Surgery, 20 Hill End Lane	Display of non- illuminated sign	Permitted

5/01/1338	76 Tollgate Rd	Front, side & rear ext.	Refused
5/01/1594	Colney heath Farm House	Change of use of part of an out building to class B! (Business)	Permitted
5/01/1622	59 Station Road Smallford	Replacement Porch and single storey side extn to form garage	permitted
5/01/1657	Nicholas House Cairns Close	Garden Shed	Permit
5/01/1725	33 Highfield Lane	Two storey side extn and replacement roof	Refused
5/01/1892	2 Coopers Gate, Church Lane	Repositioning of boundary fence	Refused (see also 2103 above)
5/01/1893	13 East Drive Oaklands	Single storey side extension	permitted
5/01/1909	16 Cairns Close	Conservatory	Permitted
5/01/1938	39 High Street Colney Heath	Front Extn to garage and replacement of flat roof with pitched roof.	permitted

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 - Cllrs noted the Common Ranger's Report for November. The fly tipping problem continues and the Council resolved to get a sign to advise a fine be in operation for this. Request for cutting hedge along bridleway, Cllr Brazier advised this was done on a regular basis.

10.2 New Three Valleys Water Pipeline across the Common - CMS and Environment agency have been consulted, work planned for between December - February. Awaiting response from Resident as to copying letter to 3V. Advisory Notices received for Parish Notice Boards. The Clerk has written to 3 Valleys/Cluttons stating work should not proceed until an application for the grant of easement (deed giving permission for the work) is received and agreed. She has also asked for the method statement and plans for the work. Cllrs noted a site visit to discuss with all parties is arranged for Wednesday 19th December 11AM.

10.3 Fly Tipping - MRS revised quote is less than original quote of £334 at £213 but disposal of 25 tyres will still be at £4.00 each, this is still waiting to be removed. A further load of brushwood was dumped on 29 November and the Assistant Clerk in consultation with the Chairman agreed that Royce should remove this for £50 as the track was being obstructed. The matter of a gate is being investigated. Even if Mr Paxton and

CMS
5

Landlord agreed there are implications because of the Common Status as advised by Kate Maltby. She has forwarded relevant forms that apply. Nigel Read SADC Litter Enforcement Officer has also been consulted.

10.4 Management Work on River - EA Mr. Telford has moved additional trees cut down for free because Royce had already moved logs twice at Council expense. He advises Council need to 'keep on top' of self sown alders along riverbank as part of the management plan. Council resolved to ask Kate Maltby of CMS to include this in the next review.

10.5 Common Management Plan - Kate Maltby of CMS has advised additional work planned has again been postponed for another year because of the wet weather and may need to be started earlier next year.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council noted the **Parish Wardens Report**/time sheets.

Royce requested the removal of the bottle bank at HSRG. Council resolved to ask for DC to inspect due to complaints.

Royce informed the warden's leaf blower has broken - discussion under item 26 - staff & Office.

11.2 Parish Gardens - Parish Gardener's Report received, Cllrs noted litter problems but no action required.

11.3 Zurich Insurance Cover - Further cheque for amended cover sent to Zurich including agreed all risks for wooden bus shelters & increased Fidelity Insurance to £100,000. A further letter and quote for increased accident cover has been received. The Clerk reported the additional £12.85 is owed for renewal. Council resolved to accept quote for £50,000 accident cover at £7.74 per year plus tax.

11.4 Zurich Inspection Report - The Clerk had highlighted points from report for Cllr Falk to review. Cllrs noted Cllr Falk's report. The action required on the report will be given to the Parish Warden to do as part of his duties except Smallford equipment (Wickstead to be consulted), new fences (budget), modification of Sleepshyde equipment (leisure logs to be consulted).

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club - Letter requesting payment of insurance premium of £773.00 (Wayleave invoiced June 2001) has been sent with an offer of £500 towards pitch maintenance if paid (£400 in budget). Further letter sent advising that at FC meeting wrong figure for premium was quoted. No replies received.

12.2 HSRG Pavilion Burglary on 2nd September - The claim has been forwarded to Zurich to consider including invoice for emergency work to roof of £650.00. The Clerk has also sent a further estimate of £980.00 for final repairs with request on progress of the claim but is still waiting a response.

12.3 Recreation Ground Car Park - Quote for repairs to potholes by Nedburn has been referred to the budget meetings. Warden has put more planning's in holes as a temporary measure. The abandoned car has been removed (SADC has invoiced).

12.4 Pavilion Lease - The Clerk has reviewed due to a roof leak & advised Cllr Brazier maintenance of building is responsibility of FC. The PC can review the property & request the FC to do any repairs within 10 days. The rent of £2600 set in 1992 is up for its 2nd 5-year review (Not increased in 1997) as agreed in the lease & needs to be determined by 1st April 2002 by agreement or independent surveyor. The Pavilion is available free of charge to the PC with 1 months written notice 12 evenings per year. Cllrs noted the above information and asked the Clerk to get a quote from a surveyor to do a valuation.

12.5 Tennis Court Report - Cllrs noted report from Tennis Court Attendant. Royce reported glass bottles left on courts after FC children playing and advised sign required regarding litter. Cllrs agreed sign to be put up with threat of closure if litter continues.

12.6 Sand Pit - Has been closed for public use. The future of it has been referred to the budget meeting.

13. **COMMUNITY PARK** - The clerk is still chasing a response to the correction of the lease plan.

14. **ROESTOCK PARK** -

14.1 Car park lighting - Referred to budget meeting.

14.2 Soils mound - Referred to budget meeting for action next year when ground is dryer.

14.3 Basket Ball Net - Warden will install.

14.4 Graffiti at Roestock Park - Warden has been asked to look for paint to repaint the playhouse.

14.5 Play Park Fence - Clerk has asked Durafen to correct gate that is not moving correctly. Durafen have modified but still stiff so are coming back to fit new brass hinges & will advice when done.

15. **BOISSY PARK** - A new District Valuer Richard Pugh has taken over the case & is seeking further information to consider the matter. Mr Musk (owner) spoke to LW regarding the future of the park and intimated he might be prepared to sell (price unknown) Richard Pugh has been chased regarding current status of negotiations.

16. **SMALLFORD PARK & DOG WALK** -

16.1 Play Equipment - Residents Association verbal request for more equipment referred to budget meeting.

16.3 Harvesters Football Club - Request for grants is dependent on planning permission. Further information on grant application now received and has been referred to January Budget Meeting.

16.4 Lease - Awaiting fully completed and signed lease.

16.5 Entrance Safety - Harvesters FC have sent a copy of final draft plans dated August 1998 which indicate that improved sight lines at a widened entrance where planned to allow pedestrian segregation from vehicles & to improve safe visibility at access road. The map its self has no author on it or conformation of plans in writing. Council resolved to copy map to Cllr Rosie Sanderson and asks her help with the County Council to get the modifications done.

17. SLEAPSHYDE PARK & POND -

17.1 Kissing Gate to Pond - Gate installed by Warden and area tidied.

18. GLOUCESTER PARK - Lease with Horizon Trust ended - nothing further can be done to trace owners. Council asked the Clerk to write to DC Mr Lovelady asking for his advice and guidance on the legal responsibility.

19. HIGHFIELD TRUST -

20. SMALLFORD PIT -

21. HIGHWAYS

21.1 Footpaths and Bridleways - Rights of way Tyttenhanger re-advertising 4 extinguishment orders until 14th Dec due to scale of maps not being correct for County Council Environment. Cllr Cloke reported on footpath inspection. FP31 has a broken stile and FP24 is obstructed by barbed wire near Colney Heath Farm. Cllr Brazier will advise CMS Kate Maltby to fix these problems.

21.2 Horses using footpaths - LW has written to Barley Mow Stables. Cllrs will identify other stables in the Area and report to the Clerk. Cllr Brazier advised Mr J Paxton, Warren Track Farm as a recipient for the letter.

21.3 Public Highways - Herts CC public notice of planned closure of Barley Mow Lane for up to 3 days in the period 26th November to 31st march for BT poles/cable work. Cllr Falk asked the letter regarding Smallford station action is followed up, Council agreed. Potholes reported along Roestock Gardens to be reported to Highways by the Clerk.

21.4 Parking Problems High St Colney Heath - Cllr Cloke reported Derrick Walsh of Highways would inspect the site this week and send a report to the Clerk.

22. VILLAGE HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS



22.1 Village Hall - The Village Hall Council made available minutes of VHC meeting. Council removed the History boxes from the Community Room.

22.2 History Filing Cabinet - Cllrs reported papers not reviewed. The Clerk has received by post (postage not paid) pictures from the Twinning Assoc.

22.3 Community Room noticeboard - Frank Graham is happy with decorative board size 1.2m x 1.2m blue with anodised aluminium frame, now ordered from county Supplies. VHC sees no reason why it can't stay in place between meetings.

23. CHARLES MORRIS HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS

23.1 CMH Improvements - Trust money all released to CMHC. Cheque of £257.67 received from CMH to cover difference between invoices paid & amount in CMH Accounts. Request for further funds for £20,000 car park improvements referred to budget meeting for consideration.

23.2 Tyttenhanger Notice Board - Royce asked to fix rocking of board.

23.3 Goalposts - Still waiting confirmation that goals can be purchased and immediately installed.

24. OUTSIDE ORGANISATIONS

24.1

NALC	Council of the year nominations, National Conference 14 th June 2002 & DIS Sub applic.
St Albans & District Footpaths Soc.	Newsletter Dec-Mar 2002
St Albans Community Forest Assoc.	Newsletter Forest Murmurs
Wheathampstead Pump - PC	Winter 2001
East of England Local Govt. Conference	Training newsletters
PCT Voluntary Sector Forum	Agenda 7 th Dec & minutes 5 th Oct (Cllr Falk to attend)
Wildlife Matters News	Wildlife Trust for Herts & Middlesex
Natural World Magazine	Wildlife Trust Winter 2001/02
Forest Murmurs	Newsletter St Albans community Forest Assoc.
SCOPE and Cerebral Palsy	REQUEST FOR DONATION
Premier Trophies	Queens Jubilee catalogue of mementoes for purchase
HALC -Parish Information news sheet plus - Lots of enclosures with information to take on board.	Legal Update, Community Champions Fund Award, Assoc. of Burial Authorities guide, ROSPA advice , NALC National Training Strategy up-date, Herts Action on Disability, Queens Jubilee Celebrations Toolkit and Herts CC Accounts and Audit (Amendment) (England) Reg. 2001(kept with Clerk's Audit Papers)
HALC	Subscription rates update 2002
Environment Matters	Newsletter inc. article 'Where should minerals be extracted in Hertfordshire?'

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Overview & Scrutiny - Agenda 13 th Nov & Minutes No. 1 11 th Sept	Policy development, transport, subsidised bus, highways & flooding
Planning South - Agenda 12 th Nov & Minutes 15 th Oct	Colney Heath Farm
Housing Liaison forum with mobile home Reps Agenda 15 th Nov & Mins 16 th Nov 2000	
Housing Liaison sub-committee - Minutes No. 3 17 th July	
Meeting Notes Tenant & resident Assoc. 25 th Sept	
Joint Community Govt. Forum - Mins 17 th Sept	Cllr Ellis to be asked to Rep Parish Cllrs
DC Executive Forward Plan 2001-2002	
DC Youth Council	Poster advertising Logo Competition
St Albans Community Safety Consultation Forum	Notes of public meeting 17 th Oct
Planning (South) - Agenda 10 th December & Minutes 12 th November	
Community Safety Partnership - Minutes 30 th October	Comments requested on strategy

26. STAFF AND OFFICE

26.1 Bus Shelters - Letter issued to Mr Stayton by Chairman confirming new arrangements for work due to auditor's requirements.

26.2 Post of Gardener- No applications despite job being advertised at St Albans Job centre. The Clerk suggests arranging personnel meeting to discuss next action & job description.

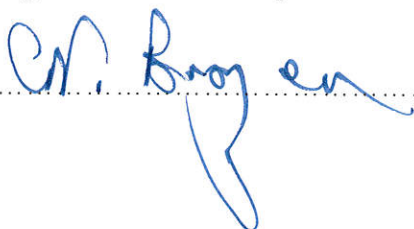
26.3 Risk Assessment - Required for office & staff safety. Assistant Clerk has had training & will draft one time permitting.

26.4 Christmas Office Hours - The Office will be closed be to the public from 25th December to 1st January inclusive.

26.5 Warden's Leaf Blower - Royce has obtained a verbal quote from Olivers to fix of around £200.00 but a new one can be purchased from Olivers for the same or less. The Clerk recommended a new blower be purchased. The Council resolved to purchase new after Clerk investigates other prices at B&Q.

The Meeting was closed at 10.15pm

Signed.....



PART 11 BUSINESS

Employees/Contractor duties

Cllrs met on Monday 22nd October to discuss job descriptions & Office problems with Clerk & Assistant Clerk. The follow points are still outstanding:

- 1) The Council needs to meet again or arrange the extra help required by the Office from Cllrs e.g. taking DC & Outside body papers received to read & report on for meeting if necessary. To take on specific project areas e.g. recreational tours, standing orders, finance, audit, lease reviews and bus shelters/notice boards. The two computers will aid office efficiency when purchased.
- 2) The Audit recommendations & new regulations were referred to the budget meeting but not discussed.
- 3) The Council needs to arrange a meeting with and letter to Royce Paxton. These should state what is expected from him/revise his job description (includes gardening BUT not Common bins) & leave sheet. See the report (Paper A) of payments to Royce prepared by the Clerk which shows the Council pay a lot of money out & so should ensure best value possible.
- 4) The Wardens time sheets are a waste of time. Only completed the same each week- litter. The Clerk suggests that Royce be informed by her that he needs to attend twice-weekly staff meetings on Monday & Friday to advise what he has done & get new instructions from the Clerk. The Clerk is having problems in contacting the Warden who should be available 40 hours per week & this would help with management.
- 5) Royce needs in a meeting/letter to be encouraged to take on more duties in his 40 hours. The Council is paying twice for a job because fly tipping/quotes are done but not within his 40hrs salary. He is paid a mileage allowance & this could be formatted in future for use of his tractor or trailer with no extra hours being paid. The Clerk/Assistant are paid a mileage allowance for use of their vehicles to enable them to do their duties.
- 6) Common Ranger - more work is being done on the Common. The ranger could be encouraged to take some on in a meeting followed by a letter e.g. bin emptying, piling up of logs cut down, taking fly-tipping to a agreed location/wheely bin.
- 7) The Clerk is investigating when the DC clean the bus shelters to prevent duplication & may need to write to G Stayton to ask when & how often he cleans them. (It is not best value to pay for cleaning twice).
- 8) Cllrs may wish to take on projects e.g. regular tours of bus shelters/notice boards & Parks/buildings & report on cleaning & any additional work/repairs required. At present the Clerk does not have the time to do this.

Council Procedures - Standing Orders & Financial Standing Orders

Cllr Derrick Crump is investigating the making of Standing Orders for the Council.

The follow points are still outstanding:

- 1) Letter has been sent to G Stayton by Chairman advising he should get authorisation before work is carried out. See Clerks report (Paper A) the amount of extra work is not small over the year so should be agreed in advance & not done without Council permission
- 2) The standing orders required need to be drafted, written down by Cllrs & then agreed by the whole council. Clerk has copied draft standing orders for review (**Paper B**).
- 3) The correct procedure for accepting these needs to be found out & a Council Book of standing orders kept for records.
- 4) More quotes may need to be obtained & a standing order limit for one quote agreed.
- 5) Code of Conduct needs to be made & adopted by 5th may 2002.

The Clerk asked the Council to arrange further meetings & report their decisions. Council discussed and agreed further meetings required, Clerk to copy job description for Warden and Ranger to all Cllrs to review. Cllr Brazier to read modal standing orders and Audit and report. Agreed after budget finalised new computers can be purchased for office immediately.