

PLEASE BRING TO MEETING
ON 13 FEBRUARY 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 9 January 2002.

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
 Frank Graham- 58 Tollgate Road
 L Laundry 46 Admirals Close
 P Melvin 38 Admirals Close
 Loraine Wenham - Assistant Clerk to the Council

1. **APOLOGIES** - Cllr A Thomas - accepted
2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**
None
3. **MINUTES**
With the correction of minor typographical mistakes and under 7.2 of 'CMHC' to read 'Charles Morris Memorial Hall Trustees' 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.
5. **URGENT BUSINESS**
A1 (M) London to Peterborough Route Management Strategy - Clerk has written to HALCROW stating Councils objections and awaits a response.
6. **SPECIAL & NEW BUSINESS**
6.1 Sleepshyde Lane Garage Site - Cllr Falk had a meeting with Duncan Adams of the Rural Housing Enabling Project on 8th January. All properties in the Parish are to be surveyed regarding 'affordable housing requirements'. The questionnaire will be simple.

Mr Adams recommended that a letter from the Chairman accompany each one and the Chairman was happy to sign one (An example is available for reference). Ideally the survey should be hand delivered, Cllrs Falk and Cloke offered to do their areas. It was agreed that referencing the Electoral Roll the remainder could be posted. The results of the survey could be published on Parish Noticeboards and the Chronicle. Mr Adams would like to attend a Parish Meeting when the results are known. It may show there is no need for the garage site to be re-developed into affordable housing. Cllr Falk has scheduled another meeting with Mr Adams.

6.2 Secondary Schools Transfer - Still waiting response from 15th June from Government Minister Estelle Morris MP (acknowledgement received).

6.3 Vital Villages £15M Fund - Application/information pack has been given to Cllr Day to investigate possible projects for the Council. Cllr Day reported that funding was available for Community Projects and Transport. The drawback was that it would be based on 'match funding'. It was therefore **RESOLVED** to take no action at present.

6.4 Jubilee Project - Cllr Ellis would like a copy of the 'Awards for all' grants application pack.

6.5 Parish Boundary Review- Clerk awaits deeds for Dudley Wood

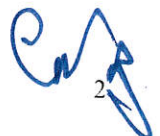
6.6 DEFRA (Govt.) Quality Parish and Town Councils Consultation Paper - Responses to DEFRA paper due by 31st January (14th February). NALC also welcome comments to them by 25th January. Cllr Brazier to report. Further report received on quality service in relation to finance from DTLR given to Cllr Brazier to review in addition to above. Cllr Brazier undertook to comment before deadline.

6.7 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 Clerk has contacted DC for advice - Cllrs noted Mr Lovelady response. The Council agreed this further information should be reviewed by Cllr Clarke. Cllr Clarke confirmed Model Code must be adopted. The Clerk had received notification from SADC of clerks training on the Code. Cllr Brazier queried why Councillors have not been invited. The Assistant Clerk undertook to find out more.

6.8 Redbourn Parish Council letter to all PCs - Redbourn nuisance diary - Cllr Falk requested a copy.

6.9 DC Community Safety Partnership - Draft strategy consultation document - Cllr Cloke reported there appeared to be nothing affecting Colney Heath. The next meeting may be at Colney Heath.

6.10 Mineral Plan - The consultation process is still in early stages, the final Mineral Plan will not be finalised until 2004/2005. Cllrs Brazier and Crump both reported that objections & comments had been sent by the 4th January 2002 deadline. Cllr Brazier understood County and SADC had both objected to workings in the Hill End, Tyttenhanger and Sleafshyde Areas. A watching brief should be kept for the next round



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of consultation papers to confirm these areas had been withdrawn from the Mineral Plan. Councillors asked the Clerk for copies of the proposed plans.

6.11 Christmas Biscuits - The Council has received many letters/cards of thanks for biscuits received. Asda were unable to provide sufficient quantities of selected biscuits hence purchase of smaller boxes from Tesco.

6.12 Smallford Petition/Phone Mast - Cllrs noted copy of a letter sent by Smallford Residents Association to Notcutts requesting them not to install the mast. They were advised by SADC that no action could be taken to stop Notcutts, the Clerk was directed to write again about the mast to SADC & Notcutts to support SRA.

6.13 Renaming Oaklands Campus - Cllrs noted proposed change of name for Oaklands campus to Smallford campus. The Clerk was directed to write and find out why the name was to be changed after over 80 years.

6.14 CCTV Demonstration - Cllr Clarke reported on meeting 7th January discussing proposed system and areas that will be targeted. Cameras can be fixed to lampposts, the camera are very effective as a deterrent but cost over £3500. SADC will match fund, Cllrs asked to be circulated with information received by Cllr Clarke.

6.15 Harpenden Town Council Chain letter - Cllrs reviewed the chain letter received. The Clerk felt these types of letters should not be encouraged, the Council decided not to respond.

6.16 Bus & Intalink Strategies - Public consultation - Reports and 2 questionnaires to be completed on transport. The Council advised that Cllr Brazier would be the Councils Transport representative, he would read the document & complete the forms.

6.17 Herts Direct News Letter- the Clerk was directed to ascertain if in due course all residents will get the newsletter which is being delivered with the post.

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 Audit Regulations Cllr Brazier reported new regulations only affect smaller Councils, with a budget of £50,000 or less. He advised that Colney Heath should continue as before and the Audit costs would be slightly up on last year. SADC will advise of auditors in usual way.

8. PLANNING

8.1 Planning Applications

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

5/01/2103 1 Coopers Gate Church
Lane Colney Heath

Repositioning of
boundary fence and
enclosure of
amenity open space

Members object as the proposed fence
would result in the loss of amenity open
space and planting, which contributes to
the rural character of this part of Church
Lane and the visual amenity of the locality



5/01/2127	Roestock Cottage Roestock Lane Colney Heath	Change of use of annex to a separate residential dwelling	Members object to this application, as it is a new dwelling within the Metropolitan Green belt. Concerns have also been raised about traffic and access.
5/01/2149	47 Firwood Ave	First Floor rear Extn	No objection
5/01/2156	Sandhurst 31 Highfield Lane Tyttenhanger	Erection of replacement agricultural storage building	No objection

8.2 Appeals and Enforcement Notices -

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

18 Smallford Lane, Smallford -appeal against application to demolish existing garage and outbuildings and erect two storey side extension and new vehicular crossover.

Appeal dismissed by the Secretary of State.

128 Roestock Lane - appeal against refusal of extension, comments required by 9th January. PC had no objections to original application.

Response: 'Whilst this Council wholeheartedly supports the preservation of the Metropolitan Green Belt, as other properties in the area have been extended, although perhaps not as extensively, they can see no objection to this application.'

Members had reservations in this case about commenting on a matter probably best left to the District Council Planning Officers.

Courser's Road - Cllrs noted Cllr Brazier's letter to Peter Lerner DC. Sr. Planning Officer Mr Smith is closely monitoring site. Cllr Brazier has informed him of the window, which will be removed. Members await a further planning application for comment.

8.3 Planning Decisions

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

Issuing Numbers for	Sovereign Park	Highfield	Agreed
5/01/1381	Butterfields Recovery Ltd High Street Colney Heath	Change of use to vehicle pre-delivery inspection and preparation centre	refused

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.

Members of the WI were present and sought the Parish Council's support in part funding a Queen's Jubilee Party. The Council was sympathetic and asked for more information.

10. COLNEY HEATH COMMON

10.1 Common Rangers Report - there was no Common Ranger's Report for December.

CWR

10.2-New Three Valleys Water Pipeline across the Common - Cllr Brazier & the Clerk had a site meeting with Russell Harvey & James Neil regarding the work planned. Three Valley Water will contact Otterways to agree an easement and method statement for the work. Cllrs noted Cluttons' (the Water Board Agents) response, copied to Ottaways and CMS. Ottaways have informed Cluttons Three Valleys will have no access to the Common until a proper easement is drawn up. Neither CMS nor Biological Records had given Three Valleys permission to proceed with their plan. The Clerk was directed to advise Ottaways of this.

10.3 Fly Tipping- original fly tipping has been removed. Royce has removed another load of wood for £25.00. Further fly tipping dumped has been removed by MRS the AC has agreed it will include at no extra charge the windows & cooker from farm - cost £90.00. The matter of a gate is still being investigated; there are implications because of the Common's Status. Nigel Read SADC Litter Enforcement Officer has been consulted but there will be problems with the width of the track mouth, dumping could still occur in front of gate and there are frequent visitors to the track. The Assistant Clerk was reminded about the sign and directed to find out about 'flash light guns' which might prove useful as a deterrent.

10.4 River - Tree Work - EA Mr Telford has spoken to the AC and advised her it is presently too wet to remove logs via heavy trucks. Mr Telford has asked if they can burn the logs before end of January (If left and river floods they could block river). The Council does not allow of bonfires, the clerk was directed to ask if there was an alternative.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council noted the **Parish Wardens Report**/time sheets and discussed his recommendations. Litter appears to occupy a lot of his time.

11.2 Parish Gardens - Cllrs noted contract Parish Gardener's Report and congratulated her on the appearance of Parish Gardens. It was agreed 6 hours per week was adequate for the winter.

11.3 Zurich Insurance Cover - Cllrs to review further quote recommended by Zurich for weekly accident benefit of £100.00 (£50 at present) for £71.34 plus tax (less amount of £7.74 already paid for capital increase to £50,000). Councillors queried if this had already been dealt with and asked the clerk for more advice

11.4 Zurich Inspection Report - The Clerk has given copy of Cllr Falk's report for Warden to action. Clerk has also contacted Wicksteed & Leisure Logs and awaits their reply. Leisure Logs has requested a site meeting with Zurich to discuss what needs doing. Clerk has written to Zurich for more details of modifications required.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club - No reply received from letter requesting payment of insurance premium of £773.00 (Wayleave invoiced June 2001) with an offer of £500 towards pitch maintenance if paid (£400 in budget).

A copy of the Lease and the Insurance Police renewal has been sent as requested to Mr Packer the Football Club Secretary.

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12.2 HSRG Pavilion Burglaries- the September claim has been forwarded to Zurich to consider, the Clerk wrote to Zurich on 18th December asking for latest progress on the claim. A further burglary occurred on 31 December 2001 which has been reported to Zurich. Cllr Falk reported on the burglary and Councillors directed the Clerk to chase original claim with Zurich and ask them whether they provide a 'risk management/crime prevention' site visit service.

12.3 Pavilion Lease - 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. The Clerk has written to District Valuer, for an up to date valuation of the Pavilion.

12.4 Tennis Court Report - Cllrs noted report from Tennis Court Attendant. The courts will need resurfacing soon. It was RESOLVED to get professional advice.

12.5 Sand Pit - Has been closed for public use. The Council felt the best action was to clear the sand and get a quote for some small play equipment. Await adoption of budget.

12.6 Car Park - PC Carson has confirmed he has no objections to PC putting up a sign about safety in the car park adjacent to the school. The Council agreed to purchase a sign with the wording 'For Children's safety please park in a marked bay'.

13. COMMUNITY PARK - The clerk has been promised the amended lease and plan for review.

13.1 The dead willow tree has been advised to HCC but because the lease will be renewed they think its CHPC responsibility. The AC was advised HCC quote to remove willow £350 (likely to be recharged to the Parish), Oakapple Landscape quote £140. After consultation with Chairman the AC asked Oakapple to cut down tree for £140 (Now done). Wood to be left as wildlife 'habitat', the AC was directed to consult Mr Branch SADC on what action he felt other dead/dying trees required.

14. ROESTOCK PARK -

14.1 Car park lighting - Some money has been put aside in next year's budget. The Clerk was directed to consult Scouts again as to their requirements and a new quote will be required.

14.2 Soils mound - Clerk to get quote for removal of remaining soil and get it removed in the next financial year, weather permitting.

14.3 Basket Ball Net - Warden will install when it arrives.

14.4 Graffiti at Roestock Park - Royce has painted out the graffiti

14.5 Play Park Fence - Clerk has asked Durafen to correct the gate that is not moving correctly. Durafen have modified but the gate is not a self-closing one. The Clerk was directed to get Durafen to replace the hinges with self-closing ones.

15. BOISSY PARK - As the owner has intimated he might sell, the Clerk was directed to get a Valuation of the Park for purchase purposes and to ask the Valuer to find out the

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owner's intentions. Members wished to know what is under the park i.e. what kind of infill as this may effect the price and what can be done with the park. The clerk was directed to approach the SADC about this.

16. SMALLFORD PARK & DOG WALK -

16.1 Play Equipment - Some money has been put towards new equipment for purchasing in the future in next year's budget, Councillors will add to that money in 2003.

16.3 Harvesters Football Club - Request for grants referred to January Budget Meeting.

16.4 Lease - This has now been received.

16.5 Entrance Safety - Harvesters FC copy of final draft plans dated August 1998 copied to Cllr Rosie Sanderson for her advice and help.

17. SLEAPSHYDE PARK & POND - pond needs cleaning and brambles need attention. The Clerk was directed to ask Royce to clear the brambles and to ask CMS who is now looking after the pond.

18. GLOUCESTER PARK - Lease - Mr Lovelady SADC is being consulted.

19. HIGHFIELD TRUST - have an unused cricket pitch available for use. Councillors to investigate if anyone is interested.

20. SMALLFORD PIT -

21. HIGHWAYS

21.1 Footpaths and Bridleways Cllr Brazier continues to meet with Julian Thornton and CMS. He encouraged Councillors to walk footpaths and report any problems they find. Styles have to be converted to kissing gates.

21.2 Public Highways - Cllrs noted letter forwarded by Cllr Sanderson regarding request to Highways for limit for Hill End lane to be extended.

21.3 Car Parking High St Colney Heath - After discussions with Cllr Cloke SADC have suggested a car park opposite the Cock Public House, costings awaited. Previous plans had been shelved because of the presence of utilities. There may also be problems over the use of Common Land. Councillors directed the Clerk to circulate information to nearby Residents to get their views.

21.4 Bus Shelters Cllr Falk has examined all 13-bus shelters; the majority appeared in good order. Councillors asked that Mr Stayton be sent a copy of her report. Cllr Falk suggested Councillors undertake to view bus shelters on a rota, which she undertook to draw up.



She recommended that the Council requests a new rubbish bin at the shelter opposite the Smallford Post Office because rubbish is being thrown into the ditch and the clerk was directed to ask SADC for this.

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

22.1 Village Hall - No report.

22.2 History Filing Cabinet - Cllrs have yet to review papers.

22.3 Community Room noticeboard - Waiting delivery.

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

23.1 CMMH Improvements Request for further funds for £20,000 car park improvements referred to budget meeting for consideration.

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

24. OUTSIDE ORGANISATIONS

24.1

PCT Voluntary Forum Minutes and Agenda for 7 December	Attended by Cllr Falk - subjects covered: removal of dumped cars, Maternity Hospital up-date
CVS News	-
Charity Commission - News	-
Community Health Council Meetings	Agenda Dec & Minutes Oct, Nov & Dec
Floodline	Information Folder
CDA Village Events Diary	Given to Dave Rodway to complete parish events
Planning Update - Dec01	Given to Cllr Falk to note
St Albans Association of Parish Councils	Minutes of 26 October and agenda for 8 January copied to Cllr Brazier

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Committee	Details	Reviewed by	Action/Effect on CHPC
The Highways Partnership	Minutes of 8 November	-	
Licensing & General Purposes	Agenda 6 December	AC - To rubber stamp proposed Boundary changes before referral to Sec of State. Clerk will need to liaise with London Colney when 2003/2004 precept is worked out as boundary changes are likely to take place AFTER start of financial year	
Housing Liaison	Agenda for 29 November	Mentions affordable Housing useful for Member considering Housing Survey?	
Joint Community	Agenda items for	Cllr Ellis	

Government Forum	10 December	
District Plan Second Review	Minutes of 31 October	Cllr Falk - Councillors have been promised parish consultation on Green Belt Issues
Standards Committee	Agenda for 11 December	See CHPC minutes of 12 December re adopting code.
Overview and Scrutiny	Minutes of 13 November	
Parish Liaison Joint Committee	Agenda 17 Jan	Special expenses report - Colney Heath has none
St Albans Community Safety Consultation Forum	Notes of public meeting 19 Nov	Cllr Cloke
DC Forward Plan	Jan - Apr	
Housing Liaison Consultative Forum	Minutes of meeting no. 1 29 Nov	

26. STAFF AND OFFICE

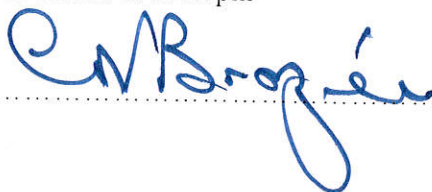
26.1 Post of Gardener- No applications, referred to personnel meeting to discuss.

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

26.3 Warden's Leaf Blower - Royce has purchased from Olivers for £250 inclusive of VAT. No other suppliers have any in stock.

The Meeting was closed at 10.20pm

Signed.....



PART 11 BUSINESS

Clerk

The chairman briefly reported that the Clerk has domestic problems. He felt the Council should give her as much support as possible and having sought advice from HALC he and Cllr Falk have scheduled a meeting during the day on Monday 21 January to discuss the Office situation with the Clerk and assistant and find the best way forward.

Members agreed support should be given to the Clerk and it was proposed by Cllr Falk and Seconded by Gerry Cloke that 'The Council give Debbie Mayhew 10 days compassionate leave full pay if agreed by both parties. The Chairman acting for the Council' The proposal was carried unanimously.

Cllr Thomas

The Chairman regrettably announced that due to pressure of work Cllr Anne Thomas had today resigned. Members accepted her resignation with sadness and asked the Clerk to write a letter of appreciation. The Clerk was directed to set in motion the procedures for advertising the vacancy. It was noted the last Bye-election had cost the council £1800.

Still outstanding due to the situation with the Clerk being the first consideration.

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 is reviewing Job description for Warden, Ranger & Gardener to meet to discuss and then arrange meeting with staff.
- 2) 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).

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) The standing orders being reviewed by Cllr Crump. (Need to be drafted, written down by Cllrs & then agreed by the whole council). ST Stephen Standing Orders borrowed from AC. Councillors asked to review another Council e.g. Wheathampstead and clerk directed to obtain if possible
- 2) **Code of Conduct - **procedures** - await training for Clerk (Scheduled) and Councillors (13 February)

The Clerk asks the Council to arrange further meetings & report their decisions in due course.