

PLEASE BRING TO MEETING
ON 13 MARCH 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 13 February 2002.

PRESENT

Cllr C Brazier (In the Chair)
Cllr D Crump
Cllr S Ellis
Cllr D Clarke
Cllr Mrs H Falk

IN ATTENDANCE

Ms G Moody – Greenleas, Roestock Lane
Mr D Becker – 95 High Street
Maureen Butler – 21 Roestock Gdns
Frank Graham- 58 Tollgate Road
Loraine Wenham - Assistant Clerk to the Council
Geoffrey Brooking, 17 East Drive, Oaklands nominated Councillor
Rob Lewis representing MRS, SADC Contractor

1. APOLOGIES - Cllr Day, out of the country, Cllr Mrs Cloke, family emergency

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

Cllr Brazier reference the Temporary Gardener, Mrs Brazier.

3. MINUTES

The minutes of the Meeting of 9 January 2002 were signed as a true record of that meeting.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

Election Due to the Resignation of Cllr Anne Thomas because of work commitments a by-election was called but as only one nomination was received, Mr Geoffrey Brooking of 17 East Drive, Oaklands, AL4 0HY was therefore duly elected. As the Clerk had not yet received official notification of this, Mr Brooking was welcomed to the meeting by the Chairman but did not take part.

Green Belt Assn. AGM is 28 February 2002

M1 and M10 Route Management Study Members were given information and asked to respond if they wished, the deadline is 28 February.

5. URGENT BUSINESS

Chronicle

Editorials - Cllr Falk agreed to write the editorial for the Spring issue, Cllr Ellis for Summer, Cllr Brazier for Autumn and Cllr Clarke for Winter

Print-revised number is 2050

Cable Services- Residents to be asked to write to provider if they would like cable services.

1

2

Painting Competition-there were two entries. Cllr Falk proposed and Cllr Clarke seconded: That two £10.00 book tokens should be purchased by Mr Rodway and presented to the participants.
ALL IN FAVOUR

SPECIAL & NEW BUSINESS

6.

6.1 Sleapshyde Lane Garage Site The survey will take place within two weeks. Cllrs Mrs Falk and Mrs Cloke will deliver to nearby areas, the remainder will be posted. The Chairman thanked Cllr Mrs Falk and Cllr Mrs Cloke for their efforts.

6.2 Statutory Consultation on admission rules for all Schools admission 2003-Cllrs nominated Cllr Crump to complete. **Deadline is 1 March**

6.3 Jubilee Project - Cllr Ellis felt Awards for All funding was not appropriate. St Marks had expressed an interest, some funding might be available and details were handed to the WI representative who explained that most organisations were 'doing their own thing'. WI would endeavour to co-ordinate and write to the Council with their proposals/requests for consideration.

6.4 Parish Boundary Review-Dudley Wood. Clerk has been unable to locate deeds of 'Dudley Wood' - they are not held by SADC. It may have been part of Coppice Wood - Clerk to consult old maps.

6.5 DEFRA (Govt.) Quality Parish and Town Councils Consultation Paper - Cllr Brazier reported briefly on his response: Colney Heath already meets most of the criteria suggested for Parish Councils. Small Parishes could not carry expense of external auditors, the principle of being 'in tune' with Principal Authorities was good, budgets must be adequate. Cllr Brazier was thanked for his work on this.

6.6 Standard Board for England Guidance & DTLR Local Govt. Act 2001 The Assistant Clerk has undergone training, Councillors Mrs Falk and Clarke attended training on 13 February and reported. Councillors agreed to formally adopt the code at the March Meeting, this has to be done by formal resolution and written acceptances made. SADC will adopt the code on 27 March and if agreed by this Council our statutory notice (and every-one else's) will be placed by SADC in local papers. ALL Councillors will have to complete written Register of Interests (a very detailed all embracing document) within 28 days of the code being adopted. The Register will be on public display, our part will be held here in the Parish Office for the public to access. Councillors asked the Clerk to find out what would happen if a Member refused to sign the Register, would the Member really be no longer a Councillor and how would this be managed?

6.7 Redbourn Parish Council letter to all PCs - Redbourn nuisance diary - Cllr Falk advised not presently needed..

6.8 DC Community Safety Partnership - Draft strategy consultation document - Cllr Falk felt the document did not go far enough in laying out ways of combating crime and vandalism and the Clerk commented accordingly. Cllr Falk advised there may be funding available for CCTV and would keep a watching brief.

6.9 CMMH -loan consideration SADC advised loans were not likely to be granted, HALC also supplied information. The Clerk was asked to pass the papers to Mr Peter Scott and regrettably advise him that the Council were not in a position to arrange a loan. Meeting in 2004.

6.11 Smallford Petition/Phone Mast -- Clerk added Cllrs concerns in letter to Notcutts.

6.12 Renaming Oaklands Campus -- Councilors reviewed historic reasons for 'Oaklands' and practical reasons for change and felt they could not disagree with the proposals to re-name the Oaklands campus 'The Smallford Campus' The Clerk was directed to advise Linda Goodyear of 'Naming and Numbering'

6.13 CCTV -- Further information had been circulated to Councilors

6.14 Bus & Intalink Strategies - Public consultation --Cllr Brazier felt the document did not give any idea of what were the future proposals being considered

6.15 Annual Parish Meeting- Councilors are reminded this is on Tuesday 2 April at the Charles Morris Memorial Hall

6.16 Herts and Middx Wildlife Trust acknowledges receipt of donation.

6.17 Hertfordshire Village of the Year Competition-Councilors did not wish to participate due to disparity in the Colney Heath Villages.

6.17- Colney Heath Post Office Permanent Closure- (correspondence circulated) Cllr Brazier reported the Post Office were considering a Mobile Van -- postal services only Councilors asked Cllr Brazier to find out more.

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. As part of the audit trail, the Clerk/Assistant Clerk asks that the Councilors signing cheques also initial the appropriate invoice and cheque stub.

7.2 Budget

The minutes of the Special Final Budget Meeting on January 23, circulated under separate cover were signed as a true record of that meeting. SADC confirms last year's precept was £47.23 and has been advised of total precept required for this year (£92616) and confirms household payment of £47.25.

8. PLANING

8.1 Planning Applications

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

5/02/0019	The Plough Sleapshyde Smallford	Stationing of a temporary portable building	No objection
5/02/0052	Land between Russset Drive & Highfield Lane St Albans	Erection of (retrospective) community hall, outdoor floodlit multi-use games area and associated parking	Councilors were pleased this matter was moving forward

5/01/2346	Little Orchard Barley Mow Lane St Albans	Erection of outbuilding ancillary to existing mobile home	No objection, but perhaps a proviso that the building be used for utility purposes only
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5/01/2217	3 Station Road Smallford St Albans	Certificate of Lawfulness (proposed) - rear dormer window Rear conservatory and pitched roof over existing extn (re-submission following refusal) Single storey side and rear extn and front porch	No objection
5/01/2218	6 Swans Close St Albans	and pitched roof over existing extn (re-submission following refusal) Single storey side and rear extn and front porch	No objection
5/01/2355	21 Wisilea Crescent Colney Heath	Single storey side and rear extn and front porch	No objection
5/01/2356	22 Wisilea Crescent Colney Heath	Front Porch	No objection
5/01/2243	1 Barley Mow Lane	Change of use to osteopath clinic	No objection
5/01/2258	69 Hill End Lane St Albans	and store Single storey front Members feel this is an excessive plan and any extension should not go beyond the exterior of the sidewall of the building.	No objection, although it was recalled that the Old Admin Building was supposed to be retained during development of the site.
5/01/2169	Former Admin Building Princess Diana Drive St Albans for Martin Grant Homes	Demolition of existing and erection of 2 two bedroom and 5 terraced houses	

8.2 Appeals and Enforcement Notices -
 Cllrs received notification of appeals or enforcement notices issued since the last meeting:

Courser's Road – Councillors had been circulated a copy of Mr Lerner's response, he had re-affirmed the Enforcement Officer was monitoring the situation. Mr Peter Jones is to approach the Ombudsman.
The Paddocks - There are now 22 caravans on a site for 8. It is understood a planning application for additional caravans is with SADC Planning and they are therefore unable to enforce the removal of these additional caravans. The Planning process may take up to 18 months. Cllr Brazier is to write to the Planning Department.

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
5/01/1991	16 Sleapshyde Lane, Smallford	Conservatory	Refused

5/01/1908	Hesley, 16 Bullens Green Lane Colney Heath	Single storey rear extn and conversion of part of garage to living accommodation	Permitted
5/01/1719LB	Winches Farm & Laboratories	Demolition of laboratory, erection of 4 Bedroom House	Listed Building consent
5/01/1720	Winches Farm and Laboratories	Construction of 4-bed house linked to listed common room and two car ports to serve new dwelling and Winches Farm House	Permitted with conditions (refer to consent)
5/00/1106LB	Three Horseshoes 612 Hatfield Road	Internal alterations (retrospective)	Listed building consent
5/01/2130	28 Princess Diana Drive St Albans	Conservatory	Permitted
5/01/2136	94 Tollgate Road Colney Heath	First floor rear extn	Permitted
5/01/2217CP	3 Station Road	Dormer window	Certificate of lawfulness
5/01/2149	47 Firwood Ave	First Floor rear extn	Refused
5/01/1918	Aylesford Sleafshyde Smallford	Single storey rear extn, front and rear dormer windows	Refused
5/01/2156	31 Highfield Lane	Erection of replacement agricultural storage building	Permitted
5/01/5/01/12026	10 Cairns Close	Conservatory	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.
Residents asked about the closure of the Village shop and Cllr Brazier explained it was closed until the lease had been renewed (imminent) when it will be re-opened.

COLNEY HEATH COMMON

10.1 Common Rangers Report December and January Quad bikes are a nuisance. Members asked if Charlie Nash could do an audit of boundary post and report back to the council.

10.2 New Three Valleys Water Pipeline across the Common –

Latest (of several) proposals for consideration were presented. The Parish Solicitors have been instructed that Three Valleys are not to proceed until proper documents have been prepared and the Council are satisfied that the proposals are safe, which Cllr Brazier is

not, Mr Danbury (Ottaways) confirms (5 Feb) he has advised 3V Legal Dept. that Colney Heath PC has to agree method statement and Plans before he will amend and complete deed of easement. Colney Heath awaits the method statement. Members asked the Clerk to write to the Chairman of Three Valley Water Board pointing out that the Common is a Local Nature Reserve and more consideration should have been given to this matter. The Clerk was asked to check with the Environment Agency and CMS if the Method Statement is acceptable. The Clerk asked if she should arrange for the Common to be registered and this matter was deferred to the next meeting.

10.3 Fly Tipping- MRS visited the Warren track on 16 January and reported there was now more than one load of fly tipping stored at the farm. One load was removed for £30 (cost MRS £70!). Further loads will cost £30 per hour for driver and £40 per tonne for disposal, concrete will cost more as it has to be taken to Hitchin (extra driver time). In addition to the 'heavy' fly tipping which can be recycled to Third World Countries there are two big mounds of earth that Royce has moved to one side. Rob Storey of MRS then addressed the meeting. He supports the purchase of a sign but not dummy cameras (easily spotted). MRS are a commercial concern but will co-operate with the Council and combine collections when in the area to save us money. Two quotes for signs were considered but the clerk is awaiting advice from the SADC planning Dept.

10.4 River - Tree Work - EA Mr Telford is exploring alternatives to burning the cut trees. Councilors commented how nice the river looked.

RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council noted the **Parish Wardens Report/time sheets** and discussed his recommendations.

11.2 Parish Gardens - Cllrs noted contract Parish Gardener's Report.

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). Councilors asked if the Clerk could find out if the cover would also cover Councilors and if it covered loss of staff earnings.

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 replies. Members noted verbal report from Wicksteed on Smallford (**Paper 10**) Leisure Logs has requested a site meeting with Zurich to discuss what needs doing (would be expensive) Clerk has written to Zurich for more details of modifications required. The Clerk was asked to chase Zurich's response.

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). Royce has asked for more pitch lining paint and this has been ordered. Estimate cost £100. It should last the rest of this Season.

12.2 HSRG Pavilion Burglaries- September incident- Temporary Repairs- a cheque for £550 (£650 less £100 deductible) has been received and the football club re-imbursed for the £650 they paid out on temporary repairs.

Zurich have authorised Football Club to go ahead with permanent repairs estimate £980, which they have already done. After discussion with the Cllr Brazier it was agreed to pay the Football Club the £980 for the permanent repair prior to receipted invoice

December Incident -Zurich has been advised of claim and a copy of the estimate for repairs has been received and sent to Zurich who now advise Football Club may proceed with repairs.

Zurich has been asked about security inspections, these can be done at a cost. The A.C. checking with Sue Smith St Albans Crime Prevention Officer to see if a free inspection can be made

12.6 Informal request from Football club for assistance with re-decoration costs (£1020) and burglar alarm (£200)-no paperwork has been received regarding this matter and the Clerk was asked to clarify the situation with Mr Marlborough.

12.3 Pavilion Lease Cllrs await the valuation and understand it will be available by 28 February; details will be discussed at the March Meeting

12.4 Tennis Court Report - Cllrs noted report from Tennis Court Attendant Members agreed the 'paying' court should be locked at the beginning of May. The Clerk is awaiting a basic quote from Spade Oak (court specialists) on resurfacing.

12.5 Sand Pit - Wicksteeds have been asked for a quote to provide 'small equipment' to budget cost of £1000.

12.6 Car Park a temporary sign has been put on the HSRG Parish Board asking parents to park in bays. A blue Fiesta D883 YVV taxed to 5/01, which was reported to SADC as being dumped has now been removed. It is not known if the owner or the SADC removed it. Cllrs agreed the sign when purchased could be fixed to the wall of the old air-raid shelter.

13. COMMUNITY PARK - 13.1 The dead willow tree has been removed and Mr Branch of SADC advised others would have to be taken down. Members instructed the Clerk to accept the Oakapple Quote for £480.

13.2 Lease Amended draft now received, it's the same as the old one with an incorrect plan and it has been returned.

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** - installed.
- 14.5 Play Park Fence** - self-closing hinges Members agreed to accept Durafen quote £240 for self closer.
- 15. BOISSY PARK** -Mr Pugh, District Valuer's Office has been requested to approach the owners and also obtain a valuation Information on the infill, now received has been and copied to the Valuer. The infill is clean hardcore but it was observed that regulations were not so tight on monitoring in 1951 when infill was commenced. The Clerk was asked to chase the District Valuer.
- 16. SMALLFORD PARK & DOG WALK** -
- 16.1 Play Equipment** - £1000.00 has been allocated in the 2002/2003 Budget
- 16.3 Harvesters Football Club** -£1000.00 has been allocated in the 2002/2003 Budget and the Clerk was asked to advise Harvesters that the money has been allocated and is available when required.
- 16.5 Entrance Safety** -Cllr Rosie Sanderson is chasing this.
- 17. SLEAPSHYDE PARK & POND** Cllr Falk and CMS had a site meeting and a report was considered. The Clerk was asked to contact Redland-Lafarge about the Lease and the pond boundary. Once the boundary had been confirmed advice of Mr Branch should be sought on dead elms. Royce should be instructed to cut the brambles twice a year in consultation with Cllr Falk and to advise on grinding the tree stump. Consideration should be given to the planting of a hedge. Grants are available and Cllr Crump will assist in completion of application forms. The Council needs to consider the question of source of inflow pipe and purchase of a bench.
- 18. GLOUCESTER PARK** - - DC Mr Lovelady advises Council does have a liability for the Park. The Clerk should therefore get a quote for removal of the concrete pipes when the weather permits, also Royce should examine the Wendy house and report on it's safety. It may have to be removed. The Clerk should also ask Ottaways if they would apply to the Land Registry for 'registration with possessory title' as the park has had more than 12 years exclusive occupation by this Council.
- 19. HIGFIELD TRUST** -. Members were pleased that the plans for the Community Hall were now moving forward.
- 20. SMALLFORD PIT** -nothing to report.
- 21. HIGHWAYS**
- 21.1 Footpaths and Bridleways** Members noted letter received from Livery at Barley Mow Stables and asked the clerk to respond: footpaths and bridleways behind the Plough Pub in Sleapshyde are being damaged by horses riders. Rubbish on Bridleways should be reported to Julian Thornton (Footpaths) at the County Council. As the A414 is a County

Anchor Trust	Staying Put service- Cllr Falk attended
CDA - Rural Social Inclusion Project	Considering childcare needs of families in Rural Areas. Please ask if you would like this document.
CVS - various invitations	Circulated to all Cllrs
FloodLine Information Pack	Dave Rodway will mention the Parish has this information in the Chronicle
HALC	Information on DTLR Consultation papers Towards a National ambient Noise Strategy

24.1

24. OUTSIDE ORGANISATIONS

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

Clerk's enquiry received from SADC and asked the clerk to copy the papers to Mr Peter Scott and advise him that regrettably the Council will not be able to assist with a loan but that the grant of £6000 will still be forthcoming.

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

22.3 Community Room noticeboard – delivered and subject to agreement of Village Hall Committee the board can be erected in the Community Room.

22.2 History Filing Cabinet – Mrs Joy Tomkins has suggested the Council investigate using a Herts University history student to archive the papers and the Clerk was asked to write to Mrs Tomkins to see if she can contact one.

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

22.1 Village Hall – to hand.

21.5 Verges Members noted the verges down Church Road opposite the stonemasons had not been re-instated and asked the Clerk to find out if a parking area was going to be created or if the verges could be repaired.

21.4 Bus Shelters Cllr Falk handed out a copy of the inspection rota she had drawn up. The bus shelter opposite Sleafshyde Lane has no railings and the Clerk was asked to chase their replacement.

21.3 Car Parking High St Colney Heath – The Clerk wrote to 20 houses and businesses in the High Street asking for comments on the proposals. % Responses have to date been received 1 for 4 against. The Clerk was asked to copy the letters to all Councillors. No reply has been received from the Highways Partnership. Mr Higgins is our new contact.

21.2 Parish Paths Partnership Cllr Brazier has completed and returned forms Smallford Post Office

21.3 Rubbish Bin -The clerk has written to SADC regarding a rubbish bin opposite the

Road they should be approached regarding further crossings it would also be advisable to contact the British Horse Society.

Committee		Details	Reviewed by	Action/Effect on CHPC
25. ST. ALBANS CITY AND DISTRICT COUNCIL				
25.1				
	Heritage Lottery Fund	Publicity Literature		
	Herts CC	Herts Local Government Pension Scheme		
	Herts CC - Funding and support	Application for financial support from Herts CC. Information circulated to all Cllrs. Deadline 22 February 2002		
	Herts CC/Herts Rural Forum (a large informal group of organisations from public, private and voluntary sectors which share a common interest in the well being and future of the county's rural communities and environment.			
	Herts Police authority	Consultation on draft Aims, Objectives and Best Value. Reviewed by Cllr Falk - response made by 1 February deadline.		
	London Green Belt Council	Notes on DTLR Consultation Papers above		
	N W Herts Community Health council	Response to proposals to move SCBU & Maternity Services from Hemel to Watford Reviewed by Cllr Falk		
	NALC-	Clerk/Council of the year Nomination form		
	NALC Corporate Plan	Mrs Wenham reviewed this and concurred with the HALC view that in principal the Plan was good but it contained no means of monitoring its performance, a vital measure as to implement it subscriptions will have to be raised.		
NHS		'New directions for Health - stakeholder Conference day report' & invitation to 19 February Meeting 7pm in SADC Civic Centre		
NHS		Whose who in the NHS in Herts.		
	Oaklands College	Report on Stakeholder Meeting		
	Planning - Delivering a fundamental change	Consultation document being reviewed by Cllr Falk. Copy available in the Office		
	Trestle Theatre	Information on 'Island' and theatre workshops		
	Twinning Association	Newsletter		
	Victim support	Information letter-indirect request for money		
	Vital Villages up-date	Referred to Cllr Falk as it contains information on Planning issues		
	Zurich Municipal	CIC News		

Meeting of the Council 16Jan	Supplementary papers including Maternity services	
Stakeholder forum	Transcript of Proceedings 9Nov	
Parish liaison Joint Committee	Agenda 17Jan & minutes 18Oct	Chris Brazier
Overview & Scrutiny	Agenda 15Jan	Cllr Falk to review
District Plan Second Review	Minutes	Review by Cllr Falk- No Comment
Invitation	By the Mayor to Civic Banquet and Ball	Circulated to all Councillors for response
Executive Forward Plan	Details of February to May	
Overview and Scrutiny (Enterprise and Civic environment)	Report for 15 January	Fees, Planning Agreements Cllr Falk who noted the County Council have to provide bus routes if not provided.
Parish Joint Liaison Cllce	Agenda for 17 January and previous minutes and	Cllr Brazier
District Plan Review Members Steering Group	Minutes of 13 December 2001	Cllr Falk
Consultation Workshops	Invitation to attend	Circulated to all Councillors
Consultation Workshop 15 February 2002	'Developing a local strategic partnership for St Albans City & District Community Safety Issues	Cllr Falk will attend
St Albans Community Safety Consultation Forum	Minutes and reports	Referred to Cllr Falk to review.

26. STAFF AND OFFICE

Councillor Falk in the Chair

26.1 Post of Gardener- Councillors advised the Clerk to place an advert on the Parish Boards and the Job Centre. Cllr Clarke will write a note for the Chronicle pointing out how nice the Gardens look and would some one like to take them over. The clerk is to ascertain from Mrs Brazier how long she is prepared to act as temporary Gardener.

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

26.3 Warden's Leaf Blower - Royce has purchased from Olivers for £250 inclusive of VAT. No other suppliers have any in stock.
26.4 Office Computers - Mr Sawyer of Colney Heath JMI does not want the old computer. It was agreed the 'old computer' could be loaned to Cllr Falk who it was anticipated would be Chairman next year to help her deal with Parish Matters especially via e-mail. All Parish files will be wiped from the computer.
The Meeting was closed at 10.30pm

Signed.....

PART 11 BUSINESS

Clerk

Cllr Brazier signed a letter offering Debra two weeks paid compassionate leave starting Friday 22 January and returning on Friday 8 February, which she accepted.
Assistant Clerk- during period of compassionate leave the Chairman and Vice-chairman agreed on behalf of the Council that Loraine could work overtime of not more than 5 hours per week to cover office. Loraine agreed to this proposal and pay slip reflects this.
Cllr Brazier stated he and Cllr Falk would have a meeting with Debra week Commencing 18 February

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) For comparison SOs of St Stephen and Wheathampstead have been provided. Cllr Brazier offered to scan Wheathampstead Standing orders for the Office for circulation to Councillors prior to considering adoption.

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

