

ON 10 APRIL 2002

PLEASE BRING TO MEETING

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 March 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

Cllr G Brooking

IN ATTENDANCE

Ms G Moody - Greenleas, Roestock Lane

Mr D Becker - 95 High Street

Maureen Butler - 21 Roestock Gdns

Frank Graham - VHC - 58 Tollgate Road

Debra Mayhew - Clerk

1.

APOLOGIES - None

2.

DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

Cllr Brazier reference the Temporary Gardener, Mrs Brazier.

3.

MINUTES

The minutes of the Meeting of 13 February 2002 were signed as a true record of that meeting.

4.

CHAIRMAN'S SPECIAL ANNOUNCEMENTS

The Chairman to report any items, which have been notified to him since the last meeting;

Chairman formally welcomed Mr Geoffrey Brooking as a new member of the Council. Cllr Brooking signed the new declaration of Office once code of conduct accepted.

5.

URGENT BUSINESS

Cllr Brazier reported on correspondence received from Colney Heath resident Mr Lyons regarding School Admission for his daughter. The Council resolved to write him a letter in support of his appeal for a place at Beaumont School instead of Hemel Hempstead.

The Clerk advised the Chairman that an invite to an aggregates panel meeting on 17th April had been made, where the Council can make a short presentation on the key issues and potential locations. Reply required by 22 March, it was agreed Cllr Clarke would attend on behalf of the Council.

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Cllr Crump reported on the latest suggestions for changes to admissions (division into priority areas) and his suggested response to a consultation questionnaire. The Council resolved to comment as per Cllr Crumps report by 15 March.

SPECIAL & NEW BUSINESS

6.

6.1 Sleepshyde Lane Garage Site - Cllr Brazier reported the survey has started.

6.2 Jubilee Project - Cllr Cloke updated the Council on local plans, a public meeting to discuss suggestions with local organisations has been agreed for 27 March 7.30pm at the FC Pavilion, Colney Heath.

6.3 Parish Boundary Review - Clerk has been unable to locate deeds of 'Dudley Wood' (Coppice Wood) - Time permitting the archive and old maps will have to be searched. Clerk was asked to check with DC Mr Lovelady again for deeds. Cllr Brazier confirmed the changes in the boundary review final draft were correct.

6.4 Standard Board for England - Local Code of Conduct - Councillors discussed adopting the code. Cllr Brazier made the following resolution seconded by Cllr Ellis. **RESOLUTION** That Colney Heath Parish Council hereby resolves to adopt the Code of Conduct, as attached at Appendix 1 as regards the conduct which is expected of Members of Colney Heath Parish Council with effect from 13 Day of March 2002?

All Councillors agreed the resolution. The Clerk handed out letters of formal acceptance, which all Councillors signed. The Code was therefore formally adopted. The Clerk will send a copy to standards board by 5 May and inform SADC to that they can include the statutory notice with theirs in local papers. Councillors will have to complete written Register of Interests within 28 days of the code being adopted. The Clerk handed out the Register of interest forms to be taken away. Once completed the forms will be sent to Mr Lovelady District Council Solicitor/Monitoring Office because the DC must keep the Register on public display, a copy of our part will be held in the Parish Office also for Public viewing.

6.5 Annual Parish Meeting - This is on Tuesday 2 April but the Charles Morris Memorial Hall is not available for hire that evening. On Cllr Brazier's advice St Marks Church Christian Centre has been booked and local groups/individuals invited.

6.6 Tyttenhanger Liaison Group with Lafarge - The Parish Council was invited to attend the first meeting on 11 March. Cllr Ellis and Cllr Clarke attended on behalf of the Parish Council gave a verbal report. The meeting mainly concerned Bowmans Green landfill but the informal discussions regarding gravel extractions were useful.

6.7 Army Careers Office requested information on local groups. Council agreed to this request, the Chronicle can be sent plus invite to contact Jubilee organisers.

6.8 Waste Aware Road shows - posters and information received. St Albans Road Shows are Wednesday 13 March outside Alban Arena and Saturday 16 March outside Savacentre, London Colney.

6.9 Townscape Heritage Initiative - Cllrs noted e-mail giving sites of information regarding funding (ie www.hltf.org.uk)

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6.10 Beating of the Bounds- will take place on Sunday 5 May 10AM – meeting at Parish Office (to note this is the Bank Holiday weekend).

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. This is the final monthly account for 2001-02 giving the year-end budget position. The new budget starts from April 2002.

7.2 HCC Pension Scheme Contributions – Draft valuation of pension fund as at 31 March 2001 received. The deficit has grown and the prediction is for lower investment returns, this has resulted in stepped increases to the Council's contribution rates over the next 3 years, the full rate is now 305% with a minimum of 270% from April 2002.

7.3 April Staff Wage reviews – Council noted/agreed changes below: The Clerk will increase the waged staff's hourly rate & allowances by 3% in the April wages. The Clerk & Assistant Clerk will be moved up one point on the pay scale but will not receive the inflation rise for salary and allowances until the national agreement is received in June (Salary increase will then be back dated). Garden contractor also informed of 3% increase to rate. Grass cutting contract for 2002 has been increased by the index rate of 2.5% as per the contract and new claims form issued.

7.4 St Marks Graveyard – Treasurer has explained CHPC pays St Marks £32.50 per quarter for the up-keep of the 'New Graveyard'. The last payment was in March 2000 for the annual amount £130.00. Therefore CHPC appears to owe St Marks £260.00 for March 2001 & 2002. The Council asked the Clerk to investigate with the Church and Parish papers for the reason for the payment.

8. PLANNING

8.1 Planning Applications

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

5/02/0207	73 Hill end Lane St Albans	Erection of 1.8m high boundary fence	No objection
5/02/0247	2 Chivenor Place St Albans	First Floor side extension and alterations	No Objection
5/02/0265	Sleapshyde Farm Cottage Sleapshyde, Smallford	Two Storey side extn	No Objection
4LB 5/02/026	Sleapshyde Farm Cottage Sleapshyde, Smallford	Two Storey side extn	No Objection

5/02/0233	6 Swans Close	Pitched roof to replace existing flat roof	No objection	No objection
5/02/0226	16 Sleepshyde Lane Smallford	Conservatory	No objection	No objection
5/02/0241	102 Hill End Lane St Albans	Two storey side and single storey front and rear extn	No objection	No objection
5/0174-02 & 6/0172-02	Aleachate degassing plant & pipeline		Cllr Brazier reported on plans – No objection required	

8.2 Appeals and Enforcement Notices -

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

Appeal – 33 Highfield Lane – 5/01/1725 – Mr P Yates has appealed against refusal of planning permission for a 2 storey side ext & replacement roofs. Date & venue to be notified. Parish Council made no objections to the application (Comments required by 15 March).

Appeal – Lampost No 643 Cranbrook Dr – 5/01/1565T – Orange PCS Ltd has appealed against refusal for erection of telecommunications equipment on the lamppost. Parish Council made objections to DC in November, which will be forwarded by DC to Secretary of State (Comments required by 22 March).

Hearing – 128 Roestock Lane – date of hearing is 19 March. No objections made to application.

Courser's Road – Cllrs discussed further developments, including letters received from Enforcement Officer requesting removal of additional hardcore and objection to hard surfacing of enclosure and letter of complaint from Mr and Mrs Jones. Cllr Brazier confirmed DC just monitoring and the situation is ongoing.

8.3 District Plan Steering Group – Cllr Falk reported on proposed Hotel Development in the area. One suggested site is off the Hatfield Road opposite the Vets. Surgery. Cllr Falk will attend further meetings to watch for developments.

8.4 Planning Decisions

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

5/01/2127	Roesstock Cottage Roesstock Lane Colney Heath	Change of use of annex to a separate residential dwelling	Permitted
5/01/12258	69 Hill End Lane St Albans	Single storey front and two storey side and rear extn	Permitted
5/01/2243	1 Barley Mow Lane	Change of use of garage to osteopath clinic and store	Refused
5/01/2103	1 Coopers Gate Church Lane Colney Heath	Repositioning of boundary fence and enclosure of amenity open space	Refused
5/01/2355	21 Wisilea Crescent Colney Heath	Single storey side and rear extn and front porch	Permitted.
5/01/2356	22 Wisilea Crescent Colney Heath	Front Porch	Permitted
5/01/2301CP	70 Wynches Farm Drive	Conservatory	Certificate of lawfulness
5/01/2218	6 Swans Close St Albans	Rear conservatory and pitched roof over existing extn	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.

COLNEY HEATH COMMON

10.

10.1 Common Rangers Report - Cllrs noted the Common Ranger's Report for February and discussed issues raised including audit on boundary posts. Council agreed boundary report should be taken on Beating of the Bounds to review and then report any action to the Clerk.

10.2 New Three Valleys Water Pipeline across the Common - Cllrs noted reply to letter to Chairman of 3VW received from Mr Hodson solicitor, Clerk has asked for copy of method statement, now received without map. Waiting full information before Liz Anderson and Kate Maltby can comment on suitability. Cllrs noted Ottaways have standard deed of easement and waits plans/method statement to be agreed by Council before negotiations can commence. Further document and method statement received on 13 March - with no time to review (Cllr Crump took document away to review). Council agreed letter to Cluttons saying the Council is waiting comments from our advisers on the plans before the Council can agree. The Clerk should also write to the DC (CMS to provide contact name) for their comments/agreement on the proposed plans because they

have a management say from when the Common became a Nature Reserve in 1997 providing the common with extra protection.

10.3 Fly Tipping - SADC have advised MRS is appropriate for removal of fly tipping not DC. MRS has been contacted to remove fridge-freezer and cooker from Warren Farm when in the area. A load of rubble has been dumped in the HSRG carpark, MRS has quoted £201.00 for removal, and Royce has quoted £100.00 because he can use rubble for path at Warren Farm. Further branches have been dumped on Warren Track Royce has quoted £20 to remove. Council resolved to accept the above quotes from Royce Paxton.

10.4 Signs - Two quotes for signs for consideration SADC Planning Dept advise we do not require planning permission. Morris Gordon Quote for £92.50, SDE Signs quote £155 (Bright Yellow sign with black writing Clerk to show at Meeting). Council accepted quote for £92.50 subject to confirming the wording is the same.

10.5 Tree Work on River - Mr Telford EA has advised he will arrange a contractor (Royce is going to be asked by them) to remove logs but cannot use EA contractor because too wet.

10.6 Registering of Common - Discussion of completing a Land Registration was deferred from the February meeting. Cllr Crump reported land was registered in 1968 Ref: CL 93 covering 70.74 acres. The Clerk was asked to check HCC archives for the papers.

11.

RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council noted the **Parish Wardens Report/time sheets** and discuss his recommendations. The council agreed for Royce to turn the dog bin around.

11.2 Parish Gardens - Cllrs noted contract Parish Gardener's Reports. The Jubilee plans were thought to be a good idea and the Gardener is to make a plan and price the project for Council approval.

11.3 Zurich Insurance Cover - Cllrs reviewed 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). The Clerk confirms per the schedule Members are covered (subject to clauses in policy document) and recommends this increase. Council resolved to accept the quote for increased cover.

11.4 Zurich Inspection Report - Warden has Cllr Falk's report to action. Clerk has chased replies from Wicksteed (contractors will be on site in next 2 weeks to modify basketball), Leisure Logs and Zurich Engineering (more details of modifications required - no reply). Nigel Clark of Leisure Logs has advised nothing further can be done without further information from Zurich -he insists Sleafshyde equipment meets Rospa standards for older equipment and awaits Zurich. Clerk is investigating changing inspection to ROSPA for improved service and will report.

11.5 SDK Dog Waste Service - Annual contract with SDK received for 2002-03. The Council confirmed the Clerk could sign the contract to continue collection of the waste.

HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club - Still no reply received from Letter requesting payment of insurance premium of £773.00 (Wayleave invoiced June 2001) with offer of £500 towards pitch maintenance if paid (£400 in budget). Council discussed the unpaid wayleaves by the Football Club and agreed to Clerk sending draft letter with amendment. Cllr Brazier proposed insurance premium be withheld from latest claim when settled by Zurich. Council agreed that £1020 should be withheld pending reply to letter to be issued by Clerk asking FC to pay the full amounts still due for 2001-02.

12.2 HSRG Pavilion Burglary on 2nd September - Zurich have authorised Football Club claims of £980 and £650 less £100 deductible. The Football Club has been reimbursed for the £980 and £650. The Clerk still has not received the £980 receipt from the FC but Zurich has paid the £980.00 without receipt to cover payment made. This claim is now settled.

12.3 HSRG Pavilion Burglary on 31 December 2001. Zurich have advised Football club can go ahead with re-decoration as per quote £1020.00 and Football Club have been advised, claim to be paid by Zurich once invoice sent – required from FC. Clerk to write and ask for invoice to send to Zurich. Sue Smith St Albans Crime Prevention Officer inspected on 13 March and will report on security, copy to go to FC.

12.4 Pavilion Lease - FC have been informed in letter of review. DV required access and Cllr Brazier arranged for the Pavilion to be unlocked on Friday 8 March at 10.30 for Valuation Visit. Richard Pugh has advised a fair rent of £4000.00 per year excluding the extension (he assumes this was added by the FC at their expense after the lease begun). Council asked that the Clerk copy DV report to FC when received for comment to rent increase to £4000.00 from 1st April. (Copy to Cllr Brazier FC Liaison Officer).

12.5 Tennis Court Report - No report from Tennis Court Attendant this month. We are awaiting a basic quote from Spade Oak (court specialists) on resurfacing.

12.6 Informal request for assistance- The re-decoration costs (£1020) are covered by the insurance claim and a letter has been sent to FC on 22 February regarding burglar alarm (£200) asking for written clarification and supporting documents. No reply has been received regarding this matter.

12.7 Sand Pit - Wicksteeds have been asked for a quote to provide 'small equipment' to budget cost of £1000 they suggested following may be affordable, play table, sandbox table, spring mobiles and turnstiles. Cllrs noted report on site visit to check suitability, waiting formal quote. MRS quoted £152.50 to remove sand as special price with rubble. Council deferred decision until quote received.

12.8 Car Park - Cllrs noted a temporary sign has been put on the HSRG Parish Board asking parents to park in bays until permanent sign ordered for the wall of the old air-raid shelter – Council asked for quote ASAP. See 10.3 above regarding fly tipping. Royce has suggested another rubbish bin – he has acquired one from SADC and will install time permitting (no charge apart from cement).

has written to Lafarge advising Willows need polarding and whether they will undertake the work. If not does the PC have permission for this?
Rubbish bin in park is frequently full. Members agreed for the Clerk to write to SADC to ask for a bin on the highway near the park.

18. GLOUCESTER PARK - Lease - no change, Ottaways referred Council to their letter dated 23 March and advise ownership cannot be claimed until 25 March 2011 because 'under the terms of the lease CHPC occupation was as tenants and 'exclusive occupation' cannot have started until the lease expired'. The duty of care still applies. Clerk will obtain a quote for removal of the concrete pipes when the weather is dryer. Royce has been asked to report on Wendy house - waiting.

19. HIGHFELD TRUST -

20. SMALLFORD PIT -

21. HIGHWAYS

21.1 Footpaths and Bridleways -

21.2 Parish Paths Partnership

21.2 Public Highways -

21.2.1 New rubbish bin opposite Smallford Post Office - Ian Wakelam will visit site and report. New bin may have to wait until SADC 2002/2003 budget. Clerk to check if he has visited yet.
21.2.2 Highways have been contacted regarding bus stop at junction of Sleapshyde Lane (replacement rail) - Clerk to chase action on this, verges and potholes also reported to Highways partnership.
21.2.3 Highway Partnership - The Clerk has the works programme for 2002-03 of resurfacing & improvements if any Clerk wants to look. Roads included of interest are Station Way, Hatfield Rd, Highfield Park lane, Oaklands Lane & St Marks Close.
21.2.4 A414 Cycle Route - Works starts on 18 March for 6 weeks on making new route between London Colney & Colney Heath. It will result in the temporary Closure Colney Heath Lane - near junction A414 sometime between 9 March - 31 May with diversion signs.

21.3 Car Parking High St Colney Heath - The Clerk reported no further comments made. Clerks discussed letters copied to them, no action to be taken.

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

22.1 Village Hall - The Village Hall Council will make available minutes of VHC meeting. Clerks discussed Cllr Brazier's report on VHC request for a contribution towards utilities bills for use of office, totalling £370 per year. Council resolved to agree request from 2001-02. The amount will be paid annually at the end of each financial year when a supporting invoice is received from VHC.

22.2 History Filing Cabinet - Letter sent to Joy Tomkins regarding student volunteer to sort papers. Cllr Brazier and Cllr Crump will sort the papers over Easter.

17. **SLEAPSHYDE PARK & POND** - Awaiting copy of new lease (old lease expired 1997) requested from Lafarge. Copy of draft lease found signed 24 June 1997 for 99 years at a peppercorn rent. Copied to Cllr Falk to who reviewed boundaries. Question of planting a hedge, source of inflow pipe and purchasing a bench need to be considered (grant application by Cllr Crump). Royce has been asked to contact Cllr Falk for site visit re brambles & tree stump & has quote £100 to remove stump. Action deferred until Clerk

16.3 **Entrance Safety** - Cllr Rosie Sanderson is chasing this, the latest from Sue Swain HCC is she is waiting for Arney to come back to her following a feasibility - and will contact Rosie as soon as she has any information.

16.2 **Harvesters Football Club** - Harvesters advised grant of £1000.00 has been allocated in the 2002/2003 Budget for them to claim when required. Letter of appreciation received. They will write at end of April to claim the grant.

16.1 **Play Equipment** - £1000.00 has been allocated in the 2002/2003 Budget and notified to the Smallford Residents Association.

15.2 **Damage by Horses** - Resident has reported deep track marks in park plus wheel marks. Warden has explained ruts caused by his vehicle due to extremely soft ground conditions.

15.1 **Lease** - Cllrs to note further developments, on owner's valuation of £40,000, notified to Mr Pugh of Valuer's Office District has written to owner and is waiting a reply. Cllrs also noted further information on the costs of cleaning up polluted land. Waiting DV valuation.

14.4 **Dog Bin** - Royce is investigating turning this around to allow access from hard standing - council agreed to this.

14.3 **Play Park Fence** - Awaiting Dafen to install Self-closing gate as per accepted quote.

14.2 **Soils mound** - Clerk is waiting dryer weather before getting proper quote for removal of soil. Ivories previously agreed to remove one load for free when the weather permits, the Clerk will chase when dryer.

14.1 **Car park lighting** - Waiting reply to letter consulting Scouts before obtaining a new quote.

13.2 **Lease** - waiting another amended draft.
13.1 **Oakapple Ltd** will remove the dead willow trees as per accepted quote
13. **COMMUNITY PARK** -

23. CHARLES MORRIS HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS
23.1 CMHC Loan – Advised unable to arrange a loan from CHPC but grant of £6000.00 is still available.

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

24. OUTSIDE ORGANISATIONS

24.1

Herts Police invite to discuss issues	Cllr Falk attended the start of the meeting 13 March and reported verbally on new scale and division of crime
Herts Police launch policing plan 2002/03	Cllr Falk will attend 25 March
St Albans Community Safety Forum	Public meeting Mon 18 March 7.30pm
Cummingham Hill JMI	Feb 2002 newsletter
Colney Heath Twinning Assoc.	Feb 2002 newsletter
HALC letter 11 Feb	Advice on contact for Code of Conduct
NALC	Legal Update employment
Cathedral Quarter News	
CPRE Herts Society	Feb 2002 newsletter – Planning Green Paper, mineral plan – To Cllr Falk
Open space	Spring Newsletter
HALC	Parish Information
Harpenden Town council	Quarterly Newsletter
CPRE - Membership No 426433	Voice & TGC newsletter – Planning & Transport
CDA Herts	Hedgehog – details funding fair HCC & vital village funding

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Committee	Details	Reviewed by	Action/Effect on CHPC
District Plan Second review steering group	26 Feb – planning issues	Agenda to Cllr Falk who attended meeting. Reported on Hotel development and railway site.	
Full Council meeting	27 Feb - consider budget 2002/03	Agenda including reports to Cllr Brazier	Overview & scrutiny comments – Item 9 on above
Parish Liaison Joint Committee	17 Jan minutes – number of key issues	Minutes to Cllr Brazier	
Parish Review final recommendations	Comments by 15 April to Secretary of State	Cllr Brazier confirmed recommendations are as expected.	
Licensing & general purposes Committee	6 Dec minutes		
Economic development strategy 2001-03	Delivery Plan		
Executive Forward Plan	March - June	Calendar of meetings held in Office	
Overview & Urgency	Special	Cllr Crump attended review of admission rules for	

Committee	meeting 6 March	community secondary schools and home – school transport policy and reported latest developments
Housing liaison consultative forum	7 Feb minutes	
Planning Committee South	4 March Agenda	Given to Cllr Falk to note
Standards Committee	11 Dec minutes 6 March agenda	
Licensing & general purposes Committee	7 March agenda	
Highways Partnership	11 March agenda	Includes reports on traffic schemes progress (crossings/calming/speed limits etc)

Cllr Falk raised issue of how late DC agendas received by Parish Office for DC meetings due to grouping of mail for posting to Parish Council. Clerk asked to write to DC to ask that agendas arrive in plenty of time.

26. STAFF AND OFFICE

26.1 Post of Gardener- Another advert placed in Chronicle (provided by Cllr Clarke) and on noticeboards & in Job Centre – no application received yet. Cllrs noted Hilary Brazier comments on her position in Part 11.

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

26.3 Office Computers—Old computer has been loaned to Cllr Falk to aid with Council business (CHPC files have been removed). Loraine's computer cannot 'see' the printer and she has requested a printer approximate cost up to £100. Council rejected request at present and asked for Springfield Electronics to be contacted to give a written technical report on why 2nd computer cannot be linked to same printer.

26.5 Computer Phone Line – New computers are continually trying to access Internet to update programmes. This has been modified to stop huge phone bill but the email/Internet is being increasingly used and the new modem is on for at least 120 seconds every time an email is sent. The Clerk asks the Council to consider subscribing to Freeserve Anytime at £12.99 per month it gives free phone calls for the Internet (Freeserve is the provider installed on the computers at this time). The Council resolved for the Clerk to subscribe to the above.

The Meeting was closed at 10.45PM

Signed.....

PART 11 BUSINESS

Cllr Brazier handed over chairing the Meeting to Cllr Falk and refrained from discussing the gardener's position due to his declaration of interest.

Clerk

Cllr Brazier & Cllr Falk had a meeting with the Clerk on 18 Feb and agreed the two weeks paid compassionate leave had been of great help and that she will now resume her normal duties but will advise the Chairman should further difficulties arise to ensure the office is staffed. Formal letter to Clerk has been issued advising this. Clerk thanked the Council for their help and advised of 2nd part time job on days not working for Council.

Assistant Clerk- Time sheet for overtime, agreed 10 hrs paid but the Council considered request to pay for the extra 9.5 hours rather than asking the Loraine to take lieu time. She has still 12.75 days leave to take before April. Council agreed the payment of 9.5 hours extra overtime.

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 – working party meeting arranged for Thurs 21 March at Cllr Falks to discuss and then arrange meeting with Clerk and staff.
- 2) The letter from Hilary Brazier was discussed. The Clerk is to write and advise she may continue on a self employed basis for now (the council is very happy with her work), the job is being advertised and the Council is still waiting for an application but if no response the job will need to be advertised again for a permanent solution.
- 3) MRS has provided a schedule of cleaning the Parish bus shelters, which Cllrs noted.

Council Procedures - Standing Orders & Financial Standing Orders

Cllr Brazier has reviewed the **Whcathampstead Standing Orders** and asks Members to consider adoption with suitable amendments. Council was happy with the standing orders with the amendment of adding one for the delegation to the Clerk for emergency expenses between meetings with consultation with the Chairman or vice chairman. Cllr Brazier offered to amend the 'paint' document, which can then be formally adopted at a future meeting.

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

signed
H. Falk