

**PLEASE BRING TO MEETING
ON 8 MAY 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 10 April 2002.

PRESENT

Cllr H Falk (In the Chair)
Cllr D Crump
Cllr S Ellis
Cllr D Clarke
Cllr J Day
Cllr G Cloke
Cllr G Brooking

IN ATTENDANCE

Maureen Butler – 21 Roestock Gdns
Frank Graham- 58 Tollgate Road
Dean archer 11 Fern Dells Hatfield
County Councillor Rosie Sanderson
Debra Mayhew - Clerk

1. **APOLOGIES -** Cllr C Brazier - accepted
2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**
Cllr Brooking regarding Oaklands College, he is the Promotions Officer
3. **MINUTES**
The minutes of the Meeting of 13 March 2002 were signed as a true record of that meeting.
4. **CHAIRMAN'S SPECIAL ANNOUNCEMENTS**
The Chairman proposed a 'guillotine' at 10pm. After discussion it was agreed to extend this to 10.30 to allow for most business. Those members present agreed this.
5. **URGENT BUSINESS**
Mineral Local Plan Review, Aggregates Panel Meeting in County Hall on 17 April between 2pm and 9pm. No limits on attendees but speaker slots have been allotted (Colney Heath 5.15 to 5.40 pm (Cllr Clarke) and Tyttenhanger RA 6.45 to 7.05). Prior to this there is a meeting in Charles Morris Memorial Hall on Sunday 14 April at 7.30pm
6. **SPECIAL & NEW BUSINESS**
6.1 Sleepshyde Lane Garage Site - Cllr Falk reported the survey had been held up due to funding problems.


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6.2 Jubilee Project - Cllr Cloke updated the Council on local plans: a meeting on 24 April at 8pm at the Football Club Pavilion to discuss possible Fancy Dress competition, barn dance etc. There was a suggestion that fireworks organized by the Church be paid for by the PC. Cllr Cloke will attend.

6.3 Parish Boundary Review- Cllrs noted that it is believed the deeds relate to 'White Horse Lane Playing Field' rather than Dudley Wood or Coppice Wood and the AC will go to County Hall and get documents.

6.4 Standard Board for England – Local Code of Conduct – The code was adopted 13 March, the Clerk has sent the confirmation of this to the Standards Board (confirmed receipt) and Mr Lovelady of the District Council. Notices have also been put on the Parish notice boards advising of the adoption. Councillors completed written Registers of Interests have been sent to SADC with a copy of CHPC Register held for public display in the Parish Office. SADC have confirmed a Public Notice including mention of Colney Heath will soon be issued in the local press. The AC will issue further advice on declaration of personal interests.

6.5 Beating of the Bounds- will take place on Sunday 5 May at 2pm (Bank Holiday weekend) and Cllrs will take Charlie Nash's report on Boundary posts to review and report back to Clerk any action. Clerk also advised that dumping on Common behind gardens by Residents has been reported and asked Cllrs to report action required on this after 5 May review.

6.6 Commission for Racial Equality - Consultation letter on draft codes of practice and questionnaire (deadline 25 Feb received 15 March). Plans for meeting codes required by 31 May 2002. The Council nominated Cllr Crump to review and answer questionnaire.

6.7 Hospice of St Francis – Grant request referred to Budget Meeting in October, Clerk to write and advise.

6.8 WI – Cllrs noted June Cain has written thanking Parish Councillors for the donation towards the Annual Senior Citizen's Party.

6.9 Colne, Upper Lee, North London and Roding, Beam and Ingrebourne Leap Annual Review - Cllrs Crump and Mrs Cloke took copies of the documents for review and will report.

6.10 Open Letter to all Parish and Town Clerks from DEFRA – Cllrs noted the letter and asked for Vital Villages Fund to be reviewed again – Clerk to ask Cllr who initially reviewed to report.

6.11 Mobile Police surgery The Surgery will be in the Village sometime the week commencing 22 April, [subsequent to Meeting it was learned the Surgery would not be available until Tuesday 28 May]

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 first monthly account for 2002-03 with the new budget.

7.2 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 Clerk cannot find any papers in the Office but has written to the Church Treasurer for information and is waiting a response.

7.3 CPRE Membership Renewal – Subscription has increased from £17.50 to £25.00, The Council agreed for the Clerk to renew the membership and Cllrs signed a direct Debit Payment to save on costs.

7.4 HCC Pension – Pension Actuarial Report as at 31 March 2001 noted.

7.5 St Albans Footpaths Society - Newsletter April 2002 with application for renewal of membership at £3.00 for 2002/03. The Council agreed for membership of £3.00 to be paid.

7.6 External Audit Arrangements from 2002 the Clerk has received notification that Lubbock Fine or their agents will conduct the audit for the next five years. The Clerk reported she had not read the information yet but new rules for Councils expending over £100,000 would need to be reviewed and any changes implemented, further reports may follow.

8. PLANNING

8.1 Planning Applications

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

5/02/0414	23 Wistlea Crescent Colney Heath	Single storey rear extn.	No objection
5/02/0411	4 Sleapcross Gardens Smallford	Conservatory	No objection
5/02/0440	1 Barley Mow Lane St Albans	Change of use to osteopath clinic and store (resubmission)	No comment
5/02/0381	Countryside Management Services	Erection of storage building (renewal of Planning permission)	No objection
5/02/0429	Plot 7 The Paddocks, Colney Heath Lane, St Albans	Use of land for the stationing of five touring caravans and the erection of a single storey wash block.	Strong objections to this application
5/02/0523	2 Cutmore Drive Colney Heath	Single storey rear extn	No objection
5/02/0491	20 Firwood Av. St Albans	Conservatory	No objection

5/02/0509	57 Princess Diana Drive St Albans	Conservatory	No objection
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Application by County Council to construct and operate a leachate degassing plant and pipeline at Hatfield landfill site, Oaklands Lane, St Albans Herts. Cllrs Brazier and Mrs Falk met on site with Ben King of RMC Environmental Services Ltd and determined there was no objection to this application.

8.2 Appeals and Enforcement Notices -

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

Appeal – 2 Coopers Gate, Church Lane comments to the Secretary of State required by 11 April. CHPC minutes Nov01 show No Objection to application.

Courser's Road - further developments discussed. Clerk advised report of trees being planted on footpath edge (Footpath 33). Cllrs agreed Clerk to ask Enforcement Officer Norman Smith DC to investigate and Cllr Cloke will contact the HCC Footpaths (Julian Thornton).

8.3 Planning Decisions

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

5/02/2346	Little orchard, Barley Mow Lane	Erection of outbuilding ancillary to existing mobile home	Refused
5/02/0137	68 Oaklands Lane Smallford	Raising of roof to allow living accommodation in the roof space, erection of side dormer windows and rear conservatory (resubmission)	Permitted
5/02/2169	Former admin building, Princess Diana Drive	Demolition of existing and erection of 2 two bedroom and 5 three bedroom terraced houses.	Permitted
5/02/0052	Land between Russet Drive and Highfield Lane	Erection of community hall, outdoor floodlit multi-use games area and associated parking (reserved under matters pursuant to application 5/93/1922 dated 05/01/1996)	Permitted
5/02/0106	Smallford Trial Site Oaklands Lane Smallford	Installation of an 8m diameter antenna, hut and enclosure	Permitted
5/02/0107	The Highfield Surgery 20 Hill End Lane	Erection of doctor's surgery for a	Permitted

		temporary period (renewal)	
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8.4 Renaming Oakland's College – Cllrs noted naming plan-confirming change to Smallford Campus for site previously known as Oaklands Campus.

8.5 Government Green Consultation Paper on Planning - The Assistant Clerk responded as requested along the lines of the County Council's comments stressing the invaluable 'grass roots' knowledge often held by Parish Councillors and the importance of them remaining a statutory consult tee under the new Regime. The response is available on request. Wheathampstead PC has written offering to host a talk on the new regulations (date unknown) and Cllr Falk, Crump, Brooking, Cloke, Clarke expressed interest

9. **PUBLIC QUESTION TIME - 9 to 9.10pm (Council providing refreshments)**
Members of the public are invited to raise issues and ask questions while refreshments are being served. Cllr Brooking would provide name & address of public speaker for invitation to next meeting to give a talk on Smallford Pit.

10. **COLNEY HEATH COMMON**

10.1 Common Rangers Report – Cllrs noted the Common Ranger's Report for March and discussed any issues raised. Clerk reported CMS had given advice on Mink and will organize Herts Biological Records to do a report on wildlife and required action. Cllr Crump advised the Community Forest Assoc would like to have a walk and picnic on the Common on 23 June and Council agreed to ask Charlie Nash to attend and give a walk/talk on the Common.

10.2 New Three Valleys Water Pipeline across the Common – The Clerk has written to Cluttons advising Council is seeking expert advice before approving their proposals dated 12 March and negotiating the deed of easement (Cllr Crump has report to review). Liz Anderson & Kate Maltby have been contacted for this purpose. Cllrs to note Liz's and Kate's response happy with amended Method Statement. Clerk as also written to DC Planning & Heritage for comment/agreement or confirmation of correct person to contact and waits a reply. The Clerk advised of further letter dated 8 March received from Vivendi Water requiring an urgent reply. The Council did not give permission for Ottaways to negotiate deed of easement but asked the Clerk to write advising the Method Statement is not detailed enough and give details of extra requirements wanted by the Council in the Method statement. The letter is to be sent to Vivendi, 3 Valley Water, Cluttons, CMS, Liz Anderson HCC, SADC, Cllr Defoe (asking help to get a reply from DC) and Ottaways. The Council agreed the following were important issues to be added to Method statement before agreeing the proposals.

- Inclusion of the control of silt produced from works – silt to be caught by straw bales to protect the river.
- Inclusion of agreed duration of the works – with a penalty if longer to protect the Common from flash floods, which can occur in the summer also.
- A 24 Hour Emergency Contact name and number of whom is in charge of the works – for the Public and Council to notify any problems.

- Copy of permission from the Environment Agency for crossing the river – No works can be done involving a river without this.
- Details of the depth and width of the excavation hole including details of the pipes depth and construction under the riverbed.
- Details of how the pipe will cross the Oil Pipeline
- Copy of permission from BP to go across their pipeline.
- Details of where the equipment will access the site – should be from Church Lane.
- Inclusion of matting of the working areas – to protect the common from equipment damage.
- Copy of permission from District Council to carry out the works – the site is a registered Nature Reserve therefore they have certain control on it.

10.3 Fly Tipping – Royce has removed the rubble and branches as per his quotes. Cllr Brooking reported on letter received from resident advising fly-tippers had been seen at Homebase, Hatfield RD and reported to the Police. Council agreed to write a thank-you letter for their action.

10.4 Signs - Morris Gordon Quote for £92.50 – waiting confirmation of sign design before ordering.

10.5 Registering of Common – Cllr Crump advised registered in 1968 Ref.: CL 93 covering 70.74 acres. The Assistant Clerk will check HCC archives for the papers time permitting.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 The Council to noted the **Parish Wardens Report**/time sheets and discussed his recommendations. Council resolved for Royce to move Dog Bin in Roestock for free to face car park. Clerk to get quotes to buy 1 dog bin/maintain and 1 non-plastic rubbish bin for Gloucester Park. Royce's verbal Quote for £150.00 to remove Wendy house deferred to obtain another quote and ask Royce to detail the Quote in writing. Cllr Crump reported Sleafshyde Park where pipes removed ground still in poor condition. Asked for Royce to remove loose concrete and put down some topsoil (this could be taken from mound in Roestock) and grass area.

11.2 Parish Gardens - Cllrs noted contract Parish Gardener's Report. Clerk has requested gardens plan and pricing for Jubilee project. Hilary has advised Clerk re project cost approx £150- £200 pounds and Clerk reported. Council agreed Hilary could plant up the gardens with big bedding plants (begonias & busy lizzies) to a maximum cost of £200.00.

11.3 Zurich Insurance Cover - Cllrs noted Clerk has increased weekly accident benefit to £100.00 (from £50) for £63.60 plus tax annually. For this years policy there is nothing to pay because increase in premium below Zurich's collectable level. New policy schedule received.

11.4 Zurich Inspection Report - Warden has Cllr Falk's report to action. Clerk still waiting response from Zurich before further action can be taken by Leisure Logs.

The Clerk has contacted ROSPA regarding inspecting the Councils 7 Parks (The Clerk is unhappy with the lack of details and help from Zurich) The normal price is £58.00 per Park but ROSPA have agreed a discounted price of £43.50 making a total of £304.50 plus VAT per year (currently pay £214.50 plus VAT) for the inspection or £69.00 per park for Inspection plus Risk assessment (only required once) total £483. A checklist tailored to each site would be an additional one off £20 per site. The Clerk asks the Council to consider changing to Inspections by ROSPA. The Clerk would also like to pay the additional one off payment of £20.00 plus VAT per Park for a Regular Inspection Checklist to be produced by them for the Warden to check to show the Council is complying with its legal duty of care. The Council resolved defer a decision on this until the Clerk has conformed whom the other local Parish Councils use and obtained quotes from these companies including Wicksteed.

12. 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). Clerk has written to FC regarding 2001-02 underpayment of £1471.40 and 2000-01 of £839.00 asking them to pay a total of £2310.40, with the Council to consider further action if not paid by April Meeting. Cllrs noted Cllr Brazier's e-mail report and discussed its contents. The Council asked the Clerk to invite the FC Chairman Mr Marlborough and Treasurer Mr Packer to a private working party meeting with full Council Members who are able to attend to discuss their financial position. The Council will discuss with the FC payment of monies owed and possible grants/funding for the FC. The meeting would also discuss the rent review and valuation with an aim of agreeing a way forward for both sides.

12.2 HSRG Pavilion Burglary on 31 December 2001.

The invoice for work of £1020.00 has now been received and Zurich has sent a cheque of £1020 to settle the claim. The money will be held by the PC to be set against monies owed.

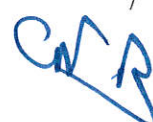
Cllrs noted report of Sue Smith St Albans Crime Prevention Officer to inspection on 13 March copied to FC. Cllrs noted paper under part II. The report can be given to the FC at the above Meeting.

12.4 Pavilion Lease – DV report of fair annual rent of £4000.00 copied to FC with letter asking for their comments on rent raise to this from 1st April. (Copied to Cllr Brazier FC liaison Officer). The Council agreed to include discussion of the rent review in the above Meeting.

12.5 Tennis Court Report – No report from Tennis Court Attendant. Three quotes for resurfacing have been requested. Loraine met Keith Parker of Specialist Outdoor Services on 5 April and a report will follow. The Office will purchase a strong padlock and chain for first court to replace stolen ones.

12.6 Sand Pit – Waiting quote from Wicksteeds will be above £1000 budget. MRS quoted £152.50 to remove sand as special price with rubble.

12.8 Car Park – Quote for permanent 'park safety' sign to replace temporary sign is £46 plus VAT. Sign to be attached to Old Air-raid shelter. Size 600mm X 600mm. Same

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wording as temporary sign. Small 'CHPC' wording at bottom right hand corner. Council agreed to purchase sign as above.

12.9 Recycling bins – SADC appreciate use of car park for bins and will monitor state of area BUT as it belongs to the Parish it is our responsibility to keep clean. Tina Lucas of SADC will ask MRS to tidy when they empty the bins.

13. COMMUNITY PARK -

13.1 Oakapple Ltd has removed the dead willow trees as per accepted quote. The logs remain as a wildlife habitat

13.2 Lease Awaiting another amended draft. Clerk will chase this with HCC.

14. ROESTOCK PARK -

14.1 Car park lighting – Clerk will chase reply to letter consulting Scouts before obtaining a new 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 obtain quote to remove the soil.

14.3 Play Park Fence –Darfen has installed self-closing gate as per accepted quote. Royce is satisfied although closer not very strong – might be a safety issue if it snaps back too quickly. Cllr Falk will look at gate and report to Office.

15. BOISSY PARK -

15.1 Lease –Mr Pugh of District Valuer's Office has been chased for action and the Clerk will ask for a written update for the next Meeting.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety - Cllr Rosie Sanderson reported she is still pursuing a separate pedestrian entrance with HCC Sue Swain because pedestrian safety is paramount. She is also chasing a 30mph speed limit in Smallford where it is residential and will give a contact name for the Clerk to write in support of this.

17. Sleapshyde Park & MALCOMS POND –

17.1 Pond – Clerk to chase a reply from Lafarge to PC request for pollarding Willows. Copy of lease obtained (not original) question of planting a hedge, source of inflow pipe and purchasing a bench deferred until after trees sorted (grant application by Cllr Crump). Royce has quoted £100 to remove stump, the Council did not accept this quote and asked could another quote be obtained from the company dealing with the trees.

18. GLOUCESTER PARK – Lease- no change. 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 and advised Quote of £150.00 to remove but not fill in hole.

19. **HIGHFIELD TRUST -**

20. **SMALLFORD PIT -**

21. **HIGHWAYS**

21.1 Footpaths and Bridleways -

21.1.1 Timberland Trail – Groundwork advise the route is now ready for signing and ask CHPC to confirm which signs will be on our land and give permission for them. Cllr Brazier has been given papers to review and will report at May meeting.

21.2 Parish Paths Partnership – CMS letter dated 8 March and forms passed to Cllr Brazier to complete yearly reports, potential projects meeting and grant funding and will report at May Meeting. Cllr Cloke advised she is again touring the Footpaths in the Parish.

21.2 Public Highways – Cllrs to note letter from DC (copied to all Cllrs) re Oak Trees Smallford Lane.

21.2.1 Clerk to chase again reply on new rubbish bin opposite Smallford Post Office- Ian Wakelam will visit site and report. Provision of bin, if agreed will wait to 2002-2003 financial year.

21.2.2 Clerk to chase again the Highways regarding bus stop at junction of Sleepshyde Lane (replacement rail).

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

22.1 Village Hall - The Village Hall Council minutes of VHC meeting not available until next month due to meeting being on the 9 April. Cllr Cloke reported disabled ramp access now completed and the VHC will not require the loan to do this.

22.2 History Filing Cabinet – Letter sent to Joy Tomkins regarding student volunteer to sort papers. Cllr Crump reported he would try to arrange the sorting of the papers.

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

23.1 Goalposts - Still waiting confirmation that goals can be purchased and immediately installed. Cllr Day reported the CMH AGM is before the next Meeting and he has added this issue to the agenda to get a final decision.

24. **OUTSIDE ORGANISATIONS**

24.1

Colney Heath Twinning Assoc – March 2002	Membership renewal in Finance folder
Wheathampstead Pump – Spring 2002	WPC publication
CPRE Planning Update – Mar 2002	To Cllr Falk to review
London Green Belt Council – Minutes 28 Feb	
Harpenden Transport News – Mar 2002	
Review & Observer Newspaper –	With Oakland's College & Employment

Recruitment exhibition 15 May	Service cost of stand £750.00 plus vat
DEFRA Illegal Poisoning Campaign	To Cllr Clarke - Hotline 0800 321 600 plus posters
HALC	Parish Information and invitation to Local Government Assn and NALC Conference 14 May (cost of £50 involved)
Herts CC	Environment Matters - newsletter
Trestle Theatre Company	No26 Newsletter
Forest Murmurs	March newsletter
CVS News	Issue 84
London Green Belt Council	To Cllr Crump – Planning Green Paper
CDA Herts Development programme 2002	Enrolment Form to be completed for Volunteers
Police Authority – Policing Plan letter 20 March	To Cllr Falk
St Albans and District Footpaths Soc.	Newsletter April 2002 and Subscription £3.00
St Albans District Assn of Parish Councils	Minutes of 8 January and Agenda for 16 April (Sue Smith Crime Prevention Officer will speak, nominations requested for Standards Cttee)(copied to Cllr Brazier)
Commission for Racial Equality – Draft guides to Statutory Code of Practice	Questionnaire to be completed by all public authorities by 25 Feb (received 15 Mar)

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Executive Forward Plan	April-July 02		
District plan Second Review Steering group	Minutes 26 Feb	To Cllr Falk	
Overview & Scrutiny	Meeting 12 March	To Cllr Falk	
Joint Community Government Forum	Minutes 10 Dec	To Cllr Ellis	
Standards Committee	Minutes 6 March		
Full Council Meeting	Agenda 27 March	Code of Conduct & The Planning Green Paper To Cllr Falk	
Planning Development Control	Agenda for 2 April	To Cllr Falk to review	
Calendar of meetings for new Political Structure 2002-2003			
Standards Committee	Minutes of 6 March	Reference election of Chairman (Cllr Coad) and appointment of Independent members	
Environmental Forum	Quality of Life Report	Next meeting of Forum is Monday 22 April at the Council chambers St Albans Civic Centre	

	2001 and Draft Waste Plan	
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Clerk has written to DC requesting papers arrive in time.

26. STAFF AND OFFICE

26.1 Post of Gardener- Clerk reported waiting applications from advert placed in Chronicle and on noticeboards & in Job Centre. Two applicants have enquired about the job – details under part II. Council agreed a deadline for application of 30th April when interviews will take place.

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

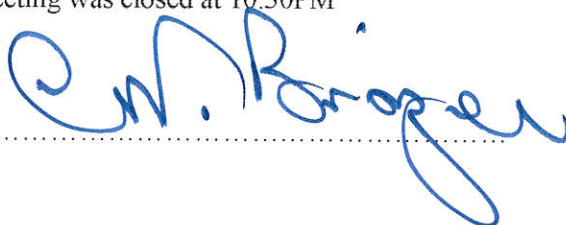
26.3 Office Computers –Waiting visit from Springfield and report on why Loraine's computer cannot 'see' the printer. Per Internet site on Printer shared network printing is not supported by this model. Council agreed Cllr Ellis to investigate further the linking up of the printer with Springfield.

26.5 Computer Phone Line –Clerk to investigate Freeserve Anytime at £13.99 per month it gives free phone calls for the internet as agreed by Council, might have to be paid by 'visa card' BT Surf time costs £14.99 Council deferred decision until next Meeting.

26.6 Bus Shelters – Cllr Brazier has informed the Clerk Mr Geoff Stayton will no longer clean or repair the bus shelters. Councillors have the paper from the March Meeting showing DC (MRS) clean PC bus shelters every 3 months as per schedule (next clean is week starting 1st April). Can the Councillors co-ordinate their inspection of shelters to be shortly after the cleaning so that any complaints on cleaning can be informed to the DC. A new contractor will need to be asked for any repairs required (Clerk has noticed Bus Shelter Hill End Lane has been broken for some time and waits Cllr report on others). Cllr Day reports bus shelter on Hill End Lane has been vandalised. The shelter at Richardson Place has broken glass pane on the 'Village side' Royce was asked to clear up glass (although not on his job description). Cllr Falk will check glass is cleared and if not clear. Clerk to obtain a quote from glaziers in Hatfield Rd for new safety glass to be fitted. A list of broken bus shelters/notice boards will be maintained in the Office for future action. Roestock Lane shelter 7 and notice board are both in poor condition and will be added to the list.

The Meeting was closed at 10.30PM

Signed.....



PART 11 BUSINESS

Post of Gardener

Two phone callers have enquired about the job, one Mrs Louise Loe has requested details of the job and may apply. Also Mrs Hilary Brazier has written to confirm she now wants to formally apply for the post. The Council will need to interview and appoint as necessary. Council agreed the Clerk to contact Hilary and advise job will remain open until 30 April when applicants will then be invited for interview.

Clerk

Nothing to report.

Assistant Clerk

Overtime 9.5 hours paid in April wages.

Employees/Contractor duties

Cllrs met on Thursday 21 March to discuss job descriptions & Office problems with Clerk & Assistant Clerk. Council to note Cllr Braziers minutes already circulated and to resolve to amend job descriptions for discussion with staff. Council resolved to accept recommendations of Personnel working party and asked the Clerk write to Royce and Charlie copying the proposed new job descriptions and asking them to advise a suitable time to attend a personnel meeting to discuss.

Council Procedures - Standing Orders & Financial Standing Orders

Council resolved to adopt the Wheathamstead 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. Clerk will advise Cllr Brazier of amendment in minutes. Cllr Falk would like a limit set on meeting length to be added. Council agreed set time of 10.30pm.

Pavilion Crime Prevention Report

Cllrs noted letter from Sue Smith Crime Prevention Officer. Council agreed to give copy to FC at Meeting to discuss finances.

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

Signed.....

H Falk 8/5/02