

PLEASE BRING TO MEETING
ON 10 JULY 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~~¹² June 2002.

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

IN ATTENDANCE

Debra Mayhew – Clerk
G Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Frank Graham- 58 Tollgate Road
Alan Cloke - 43 Cutmore Drive
Dennis Becker 95 Colney Heath High Street
Cllr Rosie Sanderson – County Council

1. **APPOLOGIES**

Cllr J Day, Work Commitments

2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**

Cllr Brazier Temporary Gardener.

3. **MINUTES**

The minutes of the Meeting of 8 May 2002 were signed as a true record of that meeting.

4. **CHAIRMAN'S SPECIAL ANNOUNCEMENTS**

The Chairman reported the Office has received a letter of resignation from Cllr Geoffrey Brooking, it was agreed Cllr Cloke would go & speak to Geoffrey before his resignation is accepted & advise the Office of his final decision.

The Chairman also confirmed the DC will make available its draft report on the housing survey for Cllrs by the September Meeting.

The Chairman also advised of a verbal offer from St Marks Church of a grant of £1500.00 towards the Colney Heath Play area refurbishment.

5. **URGENT BUSINESS**

6. **6.1 Jubilee Project** - Cllr Cloke reported on the Fun Day & the final figure collected for charity was still not known because money is still coming in but approximately £400.00 profit was made on the cake stall and £160.00 by the raffle. The money will go to 3 local charities (Baby Unit at QE2, Isabel Hospice & Emanaus). The Clerk advised the £500.00 loan has been repaid.
- 6.2 Parish Boundary Review** - Dudley Wood -the Assistant Clerk will check HCC archives for the papers on visit on 13 June.
- 6.3 Vital Villages** – Cllr Day may report on further investigations next month.
- 6.4 Trees for Life** – WI would like to bring to Councils attention leaflet for a bursary of £500.00 and asks the Council for permission for the WI can apply on behalf of PC. The Council agreed for WI to apply for trees for the dog walk Smallford.
- 6.5 Police Contact** – Cllrs noted community officer Sgt Linda Cullin-Moir is on maternity leave and a replacement will be notified shortly. The Mobile Police Surgery (and post coding of mobile phones) scheduled on 28 May was cancelled due to vehicle maintenance. Cllr Falk has been in contact with the Police & will confirm a firm date when available.
- 6.6 Trestle Arts Base** – Cllrs invited to official opening on 30 May. Cllr Brazier reported a good evening but residents had complained about parking in the streets. Council agreed the Clerk to write to Trestle and thank them for a good opening evening but advise them about the complaints received.
- 6.7 Council Procedure on Letters by Cllrs to Public/Press/Others** – Discussion started between Cllr Cloke & Cllr Brazier on political leaflets but it was agreed these did not come under the jurisdiction of the PC by the Council and is up to the individual political party & Cllr to ensure these are correct.
Council also discussed when/how Cllrs can send letters/articles – it was agreed the minutes should include the name of the Cllr if agreed they should write if not agreed the Clerk will write all other letters for the Council. If the letter is on behalf of the PC it must go through the Office &/or Chair for checking. If a Cllr writes as an individual it must be clear that this is the case.
- 6.8 A1 London to Peterborough Route Management Strategy Public Consultation Report** is now available for study from the Office. Cllrs confirmed they are still opposed to this.
- 6.9 Regionalisation –Your Region Your Choice Consultation Document** - Members appointed Cllr Crump to review and comment on this matter.
- 6.10 Maternity Services** - Press Release and report noted. Clerk to write letter of support for re-opening but Council would also like the unit at St Albans reopened.
- 6.11 Resident's Letter** – Cllrs noted Mr Huckles letter, Cllr Falk reported she has spoken to William & is arranging a meeting/tour with the Highways & Police of the Parish & has invited William to attend. Other Cllrs may attend or give a report of any concerns for this meeting.

6.12 Race Relations (Amendment) Act 2000 - Proposed Resolution: 'Colney Heath Parish Council acknowledges the general duty placed upon it by the Race Relations (Amendment) Act 2000. The Council will continue within its' functions and policies to have due regard to the need to eliminate discrimination, promote equality of opportunity and promote racial equality between people of different racial groups.'
Council resolved to adopt this resolution.

6.13 DTLR Consultation Paper –local investigation and determination of misconduct allegations – Council appointed Cllr Brazier to review this document and respond; a response is needed by **1 July**. The Office also has a Video from the Standards Board, which Cllrs can borrow.

6.14 St Albans District Council Concessionary Travel Scheme – Council resolved for Clerk to respond PC are concerned that the scheme is not suitable for this Parish because of the lack of bus services. The 610 buses no longer serves Colney Heath so the only service is the 342.

6.15 Developing a Local Strategic Partnership for St Albans City and District – Results of workshops summary available for Cllrs from Office. Cllr Clarke took the papers to review.

6.16 Minerals Plan – Cllrs noted copy letter of objection received from Mr and Mrs Ackroyd of Hatfield Road. Clerk to write a letter to residents advising the Council have opposed the draft sites within the area & that the Council are watching for developments also to inform them of the latest information as stated below. Cllr Rosie Sanderson will notify Office of any areas in the Parish short-listed on 20 June for the aggregates board. Cllr Sanderson advised the panel would produce a report for 19 September, which will then go to full public consultation.

6.17 Colney Heath Post Office – Cllr Brazier reported – on developments. New newsagent Mr Patel is interested in running a small counter service & has applied to Post Office for a grant to set up – decision will take 2-3 weeks. If approved could be open within 8 weeks. Council agreed to consider a grant of a maximum of £500.00 if full grant not given by the Post Office to encourage opening.

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. Cllr Ellis noted a discrepancy between totals of expenditure on P1 & P2 of accounts – Clerk will check & report.

7.2 St Marks Graveyard – Clerk advised of response received from Church and £300.00 in budget for Grant and Council agreed to pay the £260.00 for 2 years grant due last paid in March 2000 (£130.00 for 2001 & 2002).

7.3 Audit Arrangements from 2002 - The Clerk has sent a letter with details requesting a quote to provide Internal Audit Services to 3 local Accountants (Brevins, Deloitte & Touché and Gilberts) & the District Council. Gilberts quote £1900.00 plus VAT and

Deloitte & Touché £1650 plus VAT. BKR Haines Watts (Last year's Auditors) have offered their services and the Clerk is obtaining a quote they will also provide training for Clerks and Members. Cllrs noted DC reply – not able to provide the service. Cllrs noted that HALC have also been contacted but are unlikely to be able to help this year due to budget constraints. Cllrs also noted further correspondence regarding Internal Auditors. The Clerk is still preparing the Statement of Accounts for 2001-2002 and Cllr Ellis will look at these. Cllr Ellis suggested the Clerk also contact Brian Denholm of 25 Tyttenhanger Green for a quote.

7.4 East of England (Local Government Conference) – Subscription levels for 2002-03 from £76.38 to £581.63 depending on level. Last year Council subscribe to the minimum distribution costing £65.63. The Council resolved not to subscribe.

7.5 Electricity Supplied Old Air Raid Shelter – Bill received for quarter £8.46 with a direct debit form. Council resolved for future bills be paid by direct debit.

8. PLANNING

8.1 Planning Applications

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

5/02/0762	14 Manston Way	Conservatory	No objection
5/02/0777	25 Princess Diana Drive	Conservatory	No objection
5/02/0791	147 Colney Heath Lane	Single storey side extn to provide garage	Members feel that Policy 13 District Local Plan Review will apply here due to size of extn. If not and it is granted they would like if possible a proviso that the garage cannot in future be used as a dwelling.
5/02/0829	48 Roestock Lane	Two storey side extn to form granny annex	No objection
5/02/0838	43 Princess Diana Drive	Two storey rear extn	No objection
5/02/0811	7 Stanmore Chase	Conversion of existing garage to living accommodation and erection of detached garage	No objection
5/02/0769	67 High Street, Colney Heath	Rear dormer window and extn to existing conservatory	No Objection
5/02/0833	Harvesters Football Club	All weather football pitch, perimeter fence and floodlights *(Thank-you letter received for grant of	Floodlights should be properly shrouded so as not to inconvenience local residents or cause nuisance on highway. For some time Members of this Council have been concerned over Road Safety at the entrance to the Playing Fields and have been pushing Highways for a Pedestrian Crossing and County for an improved pedestrian entrance to the site. Members

		£1000.00 and progress of project).	feel that with the increased car parking to be provided there will obviously be a considerable increase in traffic movements and the question of pedestrian safety and an improved vehicular entrance should be dealt with urgently before the scheme is completed.
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5/02/0899	Colney Heath Service Station High Street Colney Heath	Change of use from garage/service station to hire/storage center for vehicle mounted hydraulic platforms	As this site is within the Metropolitan Green Belt Members feel that this application should be considered with great sensitivity. There is great concern by local Residents on the impact these vehicles will have, as there have already been several accidents in the Village recently involving heavy vehicles. One resulted in the High Street being closed for several days. Members and Residents seriously do feel that this project is detrimental to the Village. If the Application does go ahead Members would wish to ensure that a curfew is added to the Conditions as per the Inspectorate Report of 1998 i.e. the use permitted shall not operate on any Sunday or Bank Holiday nor between the hours of 6.30pm and 8.00am on any other day nor on any Saturday after 1pm. Members would also ask that the application should be limited to three years, there shall be no detriment to the amenity of nearby residents caused by noise or other disturbance arising out of the use of the land and/or buildings. That the grassed area in the North-West of the site shall be permanently retained as open space, that a limited number of the vehicles be stored on the site and that their hydraulic arms should be detracted or lowered to avoid an unsightly image. Finally that no vehicle should be left visible to Residents on the forecourt or on the Highway. * (Cllr Brazier informed the Highways Partnership is also opposing this application.)
5/02/0921	Nuckles Farm, Coursers Road	Use of land as gypsy caravan site	Members requested that Clerk send a copy of Cllr. Brazier's letter, which he sent prior to the Part II Meeting of Plans S on 10 June, outlining the strong objections of the Council to this Planning Application on Green Belt Land
5/02/1000	Land r/o 47 Firwood Ave	Erection of detached bungalow (outline)	Members requested the Clerk object to this development on the following grounds Sewell Close is narrow with a tight bend not lending itself to further development. Previous applications have been rejected on grounds of over development and detriment to the amenities of the adjoining properties and this must still apply. Even chalet bungalows will present an over bearing aspect in this confined area.

			The development would involve the removal of some mature trees, only fruit trees are mentioned in the application As the road is narrow and the car parking seems restricted (driveways are only 4.0metres) we anticipate parking problems if the application proceeds
5/02/1002	Land r/o 43 & 45 Firwood Avenue	Erection of two detached chalet bungalows (outline)	As above
5/02/0938	18 Stanmore Chase	Two-storey side extn and rear conservatory.	Members believe that this large extn exceeds normal planning parameters thus falls within Policy 13 of the District Local Plan

8.2 Appeals and Enforcement Notices -

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

Appeals

76 Tollgate Road Colney Heath St Albans Members felt the extn. was too large and this Planning Policy was the reason SADC turned down the application. These comments will be forwarded to the Planning Inspectorate.

Courser's Road – Council to discuss any further developments/letters. Including the Planning Application above. Cllrs have been copied Cllr Braziers letter to the Local Government Ombudsman (waiting a reply) and advice from DC on action. Julian Thornton HCC Footpaths has written to SADC regarding removal of trees planted on footpath. This matter will be brought before the SADC Development Control (South) Ctte (Part II) on 11 June. As it is a closed Meeting Cllr Brazier wrote to Dean Goodman asking for his comments to be placed before the Committee and reported on developments and likely long length of process due to applications, appeals and human right issues. Cllr Clarke attended the meeting as a District Councillor and advised the DC are going to court for an injunction to remove the caravans, hardcore and paving.

8.3 Planning Decisions

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

Application to construct and operate a leachate de-gassing plant. Prior to leachate discharge to sewer at Hatfield Landfill Site Oaklands Lane			Permitted with conditions (available in office for inspection)
5/02/0411	4 Sleapcross Gardens Smallford	Conservatory	Permitted
5/02/0241	102 Hill End Lane	Two storey side and single storey front and rear extn	Permitted
5/02/0381	CMS Hixberry Lane	Erection of storage building (renewal of planning permission)	Permitted
5/02/0591	101 Marlborough Cottages Colney Heath Lane	Two storey rear extn	Refused

5/02/0509	57 Princess Diana Drive	Conservatory	Permitted
5/02/0599	St Albans Rugby Club, Oaklands lane	Storage containers	Permitted
5/02/0583	17 Stanmore Chase	Single storey rear extn	Permitted

8.4 Standard and model planning conditions – reasons for refusal and advisory notes revised copy now in Office. (Copy requested for Cllr Falk)

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 are being served.

10. **COLNEY HEATH COMMON**

10.1 Common Rangers Report - Cllrs noted the Common Ranger's Report for May and discussed any issues raised. Ranger reports Common clearance not required this year (not much rubbish around). Suggests Council consider for early next year what area of Parish to target and ask in Chronicle for volunteers. O'Connor's have been contacted reminding them of the verges that they are responsible to cut. The thistles will be the responsibility of Transco to monitor along with the docks.

10.2 New Three Valleys Water Pipeline across the Common – The Clerk has contacted Ottaways to negotiate the deed of Easement and wayleave for the Council. Cllrs to note 3V have advised they will start the work before the Deed is finalized if necessary - Cllrs Brazier confirmed the pipe has been done. Clerk advised Ottaways are still waiting for deed from 3 Valleys water. Clerk was asked to write to 3 Valley to urge this to be issued.

10.3 Sign on Warren Track – erected. Clerk informed fly tipping has occurred down the track since the sign and waits a quote from MRS for removal.

10.4 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 on visit on 13 June.

10.5 Beating of Bounds reported Work -Boundary Posts Notices & Apple Tree – Royce quote for removing tree is £50; he has also been asked to replace missing/rotten posts and to advise on Common notice posts. Royce has also quoted £50 to create a soil bank. Ivories verbal quote one load dumped £20 (would need to get a band of volunteers to rake and shape). Quote for a bollard from Aremco is £100.60 plus Vat. Council resolved to accept quote from Royce of £50.00 to remove tree. Council preferred the bollard for the Common & ask the Clerk to get a quote for installation for consideration.

10.6 Monitoring of Transco Pipeline - Cllrs noted letter from RSK Environment, survey has be given to Cllr Brazier to review. Under advice from Dr Janet Swan of RSK the docks have been mowed as they were coming into seed. Treatment will have to wait. The Office has sought assurance from RSK/Transco that re-instatement can continue after the

August deadline due to delays in treatment programme not the fault of CHPC – waits reply.

10.7 Environment – advised logs left over from last year will be moved soon.

10.6 Queens Head Football Club – Kate Maltby of CMS has confirmed she has no objections to the pitch improvement proposals subject to certain conditions, Clerk has written to FC to confirm agreement subject to this.

11. 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 new Parish Gardener's Report (especially with reference to Tyttenhanger Garden) and letter.

11.3 Annual Park Inspection Report - Clerk has requested information from other Parish Councils on who they use, London Colney (Wicksteed), St Stephens & Wheathampstead (ROSPA). Clerk has obtained quote from Wicksteed of £210.00 plus VAT (£30 per Park) for annual inspection and a one off risk assessment for £175.00 plus VAT (£25.00 per Park). Wicksteed were also contacting regarding an inspection and maintenance checklist and have supplied one. The Clerk recommends that the checklist be given to Royce for implementation. ROSPA quote was £304.50 plus VAT and £69.00 per park for risk assessment plus £20.00 per park for a tailor made checklist. Council resolved with a vote of 4 Cllrs for Wicksteed to accept their quotes and issue check list to Royce.

11.4 Grass Cutting Contract – 3-year contract expires in October 2002. New contract will be required from March 2003. The contract will need to be put out for tender in advance to allow time for quotes and discussion. Council advised Clerk to obtain tenders from Royce, MRS & O'Connor's.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club – Clerk has sent letter to FC dated 10 May requesting payment of Aprils £216.67 SO and arrears above withheld monies. No Reply received.

12.2 Pavilion Lease – The Clerk asked Council to confirm amount of Rent to be invoiced this month for 2002-2003. Council resolved to wait until next month to make a decision on increase when Clerk will obtain information from DC on rates payable on Pavilion to compare to DC valuation & ask for further information from FC on Inland Revenue review on value. This had been discussed at informal Football Club Meeting.

12.3 Football Club Rubbish – Clerk has written to FC regarding rubbish problems and understands most has been cleared.

12.4 Tennis Court Report - Cllrs noted report from Tennis Court Attendant.

Clerk has sent letter-advising FC not to misuse the keys/courts. The Office was unable to get any quotes for anyone to repair the net post. Apollo Leisure gave a verbal quote of £190 for posts. County Supplies quoted £153.50 for 2 posts plus £41.18 for a net delivery 2-3 weeks. The Council resolved to accept the County Supplies quotes (ordered by agreement between Chairman & Clerk 31/5/02).

12.5 Sand Pit – Quote requested from Wicksteed to remove sand and replace with safety surface received of £9355.00 or £9900.00 – rejected due to high cost. Clerk asked Council to consider if a safety surface is required before equipment chosen – it may affect equipment choice and because space is limited a grass surface with small areas of matting under toddlers equipment may be all that is required. Clerk suggests removing rubbish and covering with soil (Ivories quote £1000 plus VAT for filling level with grass – further quote to be sought) then grassing for the present and later consider enlarging the fenced area for bigger equipment and safety surface under it. Clerk to ask Simon Collins of Wicksteed to quote on type & cost of equipment suitable on grass surface before decision made on grassing.

12.6 Car Park Sign – attached to Old Air Raid shelter.

12.7 Abandoned car & car park - Another car has been abandoned in car park (VW Passatt) and will be removed by DC at PC cost. There is also a White Fiesta Road Tax expired 03/02 which has been notified to SADC. Cllr Crump commented on water seeping from car park again and Cllr Falk will ask Highways their opinion at the meeting arranged. Cllr Brazier commented on mess around bottle bank, which is full. Clerk asked to get DC to empty more regularly and tidy the area.

13. COMMUNITY PARK -

13.1 Lease Awaiting another amended draft – been chased by CC Cllr Rosie Sanderson. Clerk has contacted Deborah Quinney who advises she has everything needed to proceed but due to workload will start report after ½ term.

14. ROESTOCK PARK -

14.1 Soils mound – Removed by Ivories advised mound was full of concrete bits so probably not suitable to fill in sand pit anyway. Clerk to ask Royce to clear some stones still left on site and rake & grass the area.

14.2 Play Park Fence – Cllr Falk reports gate won't close as pins bent -quote requested from Darfen.

14.3 Car Park and Lighting – Cllrs noted response from Scouts and £1000.00 they have budgeted for project. Council agreed for the Clerk to obtain new quotes (Old quotes in Feb 2001 Eastern Contracting & 24 Severn £1345 & £440.00 plus VAT).

15. BOISSY PARK -

15.1 Lease – No developments.

16. **SMALLFORD PARK & DOG WALK -**
16.1 **Entrance Safety** - Cllr Rosie Sanderson is still pursuing this advising 'pedestrian safety is paramount'.
17. **SLEAPSHYDE/MALCOLMS POND -**
17.1 **Lease** - Clerk contacted Caroline Pluck (replied) & Lafarge to ask them to check for signed lease. Lafarge replied advising could not find & they wish to do a new Lease. Clerk then wrote to Debenham & Turners copied to Cllr Defoe. Clerk has since spoken to John Edwards of Lafarge who has found signed/sealed lease and is forwarding a copy for the Council (Lease only sealed by Lafarge). Clerk has written to confirm no further action required on lease (Councillors may need to sign) and asking to confirm boundary responsibility of Council (also any help with maintenance required).

17.2 **Maintenance** - Stump has been removed for quoted £80.00 plus once lease is sorted further work is required removing dead Elm trees, new hedging (form CMS for grant), bench, pond clearance.
18. **GLOUCESTER PARK -**
18.1 **Lease**- no change.

18.2 **Play Equipment** - Clerk has asked Ivories if it could obtain a kango hammer or pipe cutter to quote for removal - no response. 4 demolition Companies have been asked for quotes - waiting replies (Martin Wheeler Demolition Lt quotes £400). Letter issued to residents of 106 Hill End Lane who it is believed have moved their fence right onto the access way 'stealing' about a foot of it's width.
Wendy House remains - Royce has quoted of £100.00 to remove. Council resolved to wait further quoted on pipes and get more quotes from above on Wendy House before deciding on Royce's quote.

18.3 **New Bins** - Clerk has obtained quotes for 2 new rubbish bins and 1 new dog bin for park. Clerk reported - cost of litterbins from £149 to £460 plus Vat each. Cost of dog bin (same type as Smallford) is £149 plus Vat and extra concrete for Royce to install. The cost of emptying bin is £2.50 per week (£130 per year). Council resolved Clerk to order the Dog Bin at £149.00. Cllrs asked Clerk to contact DC for any old bins for the Park - not to order new.
19. **HIGHFIELD TRUST** - Clerk reported there would be a Jubilee Fun day at the park on Saturday 15th June from approx 3.15PM until fire works display at night.
20. **SMALLFORD PIT** - Hatfield Residents Action Group advised not invited to attend June Meeting. Advised matter needs to be put to SADC Plans South.
21. **HIGHWAYS**
21.1 **Footpaths and Bridleways** - Cllr Brazier reported on concern on FP33 Coursers Rd where the owner of adjacent land has planted trees. CC Julian Thornton is investigating with DC.

21.2 Parish Paths Partnership – Cllr Brazier reported annual money for works received.

21.3 SADC - report rubbish bin will soon be installed by bus shelter.

21.4 Highways – Partnership chased re bus stop Smallford Lane and Sleapshyde Lane – order for railing placed 30 May, if not in place in 28 days chase again.
Letter from HCC confirming Bus Route 610 changed from 5 June and no longer serves Colney Heath.

Cllrs noted County Council response to letter regarding pedestrian safety.

21.5 Highway Meeting -Cllr Falk has asked for a meeting with Police and Highways Partnership to discuss roads (principally Smallford Area). Due to annual leave of PC Carson this will be arranged for provisional 24 June and any Cllr is welcome to attend.

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

22.1 Village Hall - The Village Hall Council made available minutes of VHC meeting. Village Hall AGM is set for 9 July 2002 at 7pm in the Community Room.

22.2 History Filing Cabinet –

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

23.1 Goals – Dave Rodway (agreed by CHMC to position posts) advises proposed new goals are too big (also very expensive) – would like 5-side size but Clerk not certain these are available in type for permanent installation. Clerk has advised Dave to ask Royce if original goal posts can be altered to fit purpose & has given details of post suppliers – waits reply. Cllr Crump suggested old goals might be offered to Harvesters FC if not used.

24. OUTSIDE ORGANISATIONS

24.1

The Countryside Agency	Community Services Grant & services operating from community buildings (Part of Vital Villages)
The Queen's Golden Jubilee Award Office	Grant Information circulated to all Cllrs
CDA	Village Hall Hand Book
CDA Hedgehog	Info on Rural Social Inclusion Project –Herts etc
The Countryside Agency	Door step Greens – Grants to make or improve play areas (Circulated to all Councillors)
CPRE – Rural Matters	DEFRA seeks views on food and farming strategy
TCG Newsletter	Regional Transport Strategies and guidance to the Highways Agency on intervening in Planning applications etc
Hertfordshire Local Transport Plan Newsletter April 2002	Local Transport Plan Settlement Allocation
Community Health council	Commission for Health Improvement (Survey – circulated to all Councillors)
Zurich Municipal	CIC News
CVS	Minutes 26 April & Annual General Invitation for 4 July

NHS- Maternity Services	Press release (circulated) and report
Cathedral Quarter	News Letter
Open Spaces Society	AGM (25 June) papers, report and Accounts and newsletter
Harpenden Town Council	New Forum Newsletter for review and comment
CPRE	Information flyer and 'Voice' (relates to planning)
HALC	Parish Information: Annual Report and AGM 29 June at County Hall: Speaker s from the Standards Board, Nominations form (Loraine Wenham serves to 2004) Info on Parish Platforms (advice to Councils who have concerns on rail related matters) DEFRA Vehicular access over common land Minister - statement (copied to Cllr Brazier) NALC response to the Planning Green paper
National Playing fields Assn	Notice of AGM 26 June in Oxford

25. ST. ALBANS CITY AND DISTRICT COUNCIL

25.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Plans (South) Agenda & Minutes	27 May/29 April	Cllr Falk	
District Plan Second review Agenda & Minutes	29 May & 16 April		
List of Members/Chairs 2002/2003			
Overview and Scrutiny	11 June Agenda		
St Albans Youth Council	Leaflets	Posted on Boards	

26. STAFF AND OFFICE

26.1 Parish Gardener – Clerks confirms Hilary has signed contract and is now officially the Parish Gardener. Council reviewed her letter and advised Clerk of reply. Clerk to change probation to 3 months and ask Hilary to get quotes for the equipment she requires – Clerk to agree expense with Chairman if less then £200.00

26.2 Risk Assessment - Required for Office & staff safety. Assistant Clerk has done Office one. All other Staff need to complete one too, especially Royce. Lorraine to speak to Royce & report on progress.

26.2 Office Computers – Hewlett Packard Web site states switches not suitable for Office Jet 710 (Loraine has loaned Oki printer as an interim).

26.3 Computer Phone Line –Members need to decide if they wish the Office to have unlimited Internet access or review next phone bill. Freeserve (provider being used) now £13.99 per month but not able to use unlimited due to payment only by Visa. BT can be added to normal bill cost £14.99 But will require Office to change email address. Council resolved to leave on pay service but Clerk to watch phone charges & report.

26.4 Training The Clerk recommends that the Parish Groundsman has proper training in Play Equipment maintenance and is looking into an appropriate Course.

26.5 Archives Loraine will visit the Archive on Thursday 13 June to find missing documents.

26.6 Notice Boards/Bus Shelters – The notice board by Smallford Post Office is rotten and requires replacement (Roestock is also rotting but may be left for now). Clerk has brochure on new notice boards the cost of replacement for an unglazed notice board is £664.00 plus Vat including delivery - other boards also available (To note Mr Stayton's last quote (2001) for a new notice board was £230 plus VAT). The Council resolved the Clerk to ask Mr Stayton if he will quote for 1 new notice board.

Cllr Falk is on the rota for June Parish Tour and Cllrs noted her report.

The Council advised on action - Clerk to give report to Royce for him to do minor repairs. These include getting planks for broken Bus Shelters – Hill End Lane (Near No106) & Hatfield Rd (Nissan Garage). Roofing repairs are required for Hatfield Rd (Norcutts), Station Rd (Smallford) & Hatfield Rd (Cayton vets). Notice boards include repainting scruffy notice board at Firwood Ave and repair of Roestock Lane. Clerk to ask DC whom they use for repairs bus shelters.

The Meeting ended at 10.30PM

Chairman

Signed.....

PART 11 BUSINESS

Minutes

The minutes of the Part 11 Meeting of 8 May 2002 were not signed because Cllrs did not believe they were a true record of that meeting. Missing from the Football Club discussion was the Clerk to write to the DC regarding the rateable value of the Pavilion as discussed with the FC at the informal meeting. Clerk to discuss with Assistant Clerk and amend Part 11 minutes for signing next month.

Post of Gardener

The Clerk has sent letter of appointment to Hilary who has signed and returned copy of contract to show acceptance. New Job description can now be issued.

Clerk

Employees/Contractor duties

Cllrs Brazier, Falk and Clarke who attended interview with Royce Paxton and Charlie Nash to reported on findings (Notes of Meeting with Royce). Clerk has found out costs of voucher phones for purchase – Royce does not want another mobile. Sometimes it's not safe to carry one with him, it is left in his van. He is content to use his own one. Royce's Job description does not include Common Posts.

Amended Job Descriptions as agreed between working party and staff are presented for formal approval. Council resolved to accept for issue to staff with amended to include in Royce's completing weekly checklist for PC on parks (note to Royce of this change). Cllrs noted replacement of Common posts not in Royce's job description.

Council Procedures - Standing Orders & Financial Standing Orders

Cllr Brazier has been issued with wording for amending standing orders for CHPC and reported on progress. Cllr Brazier requested Clerk to reissue wording for him to amend.

Chairman

Signed..........