

**PLEASE BRING TO MEETING
ON 9 OCTOBER 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 11 September 2002.

PRESENT

Cllr H Falk (In the Chair)
Cllr S Ellis
Cllr Brazier
Cllr D Crump
Cllr J Day
Cllr D Clarke

IN ATTENDANCE

Debra Mayhew – Clerk
G Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street

1. APOLOGIES

Cllr G Cloke, Cllr Brooking

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

The minutes of the Meeting of 10 July 2002 were signed as a true record of that meeting with an amendment for a typing error.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

The Chairman reported any items, which have been notified to her since the last meeting: Chair read out the funeral arrangements for the Mayors wife and asked the Clerk to send a card from the Council. Chair still waits news from Duncan Adams on affordable housing survey.

5. URGENT BUSINESS

Chair read letter of complaint from a resident – Isabel Balmбра regarding planning permission for a wooden hut in horses field Oaklands Lane. Council advised to acknowledge the letter & advise its been forwarded to the District Council to review with a note that it may relate to planning permission 5/01/1878.

6. SPECIAL & NEW BUSINESS

6.1 St Marks Church Donation - Quote £1266 plus Vat from Neptune Outdoor Furniture Ltd for 3 Southampton Seats accepted & ordered by Clerk as agreed in July if less than £1500. Now installed with Royce having advised contractors on position. Church have



complained about position – would have liked them in play area. Council agreed to put to budget meeting a new bench for play area. Quotes for Plaques total £30 for 3 ordered by Clerk – wording supplied by Church “God Bless You as You rest and go on your way” Donated by St Marks Church 2002”.

Chronicle - Rev James Spanner is keen to give the message that St Marks is part of Colney Heath Civil Parish and wonders if Councillors would agree to 'Remarks' the Church Newsletter being delivered with the Chronicle-probably as a 'stuffer'. If members would agree Rev Spanner feels the Church could assist with delivery. Rev Spanner will be speaking to Cllr Brazier/Crump/Ellis who might wish to report. St Marks are keen to know of any ways that their Parishioners might help the Parish Council (e.g. a litter pick). Council agreed to request – Information to be supplied by Church in disk form for inclusion as extra pages in Chronicle & Church to pay for the extra cost of printing - details to be agreed with Dave Rodway. Clerk to write to Church to advise this.

6.2 Rural Transport & Traffic – Meeting 17 September 9.30am – 4.30pm at Knebworth – by Herts CC. Place has been booked – Council nominate Cllr Falk to attend.

6.3 Issuing of Postal Addresses – Administration Building – Hill End Site – We have asked for the aircraft names to be omitted. Councillors wished to defer composing a list of suggested names to the October Meeting. 'Jubilee' 'Queens' and 'Windsor' have been over used. Lynch Court has been accepted (Cllr Lynch was a former Councillor).

6.4 Minerals Plan Two potential locations for extraction have been identified: Land at British Aerospace, near Hatfield (part of AFS15) and land near Rickey's Quarry (part of AFS 11) North of Hertford (outside Parish). Land at Coursers Road London Colney (AFS 18) North of M25 (London Colney Heath PC) should be identified as a preferred site for extraction. Further consultation will take place in October /November.

6.5 Rights of Way at Tyttenhanger Extinguishment Order due to an administrative error by new notices have been posted. This Parish displayed the notices as requested in November 2001.

6.6 Book of Colney Heath – by Brian Lilley – letter received thanking Parish Council for its support & Clerk had leaflets available at the Meeting.

6.7 Book and Music Recycling Banks (information circulated) a new SADC initiative, none so far in Colney Heath. Councillors did not want to have one and suggested one of the DIY stores in the Hatfield Rd may be appropriate.

SADC have also compiled an 'Information Pack' for new Residents. (Contact Tina Lucas on 819428)

6.8 Boissy Park/Colney Heath Lane Arson – Loraine visited Mrs Hobbs of Colney Heath Lane who has suffered arson attacks allegedly from youths dragging rubbish (including an old sofa) dumped in the ditch which is the boundary of her (large) property and Boissy Park. There is some rubbish in the ditch and Mrs Hobbs has asked if this could be removed, she would also like the Park to be fenced. Royce advises Mr Hobbs is erecting a barrier on his side of the ditch. The ditch has to remain as it drains the park. As Mrs Hobbs was clearly distressed by the fires Loraine with support from PC Reynolds delivered 'be vigilant' letters to Boissy Close and surrounding area-asking Residents to inform Police of suspicious activities. Mr and Mrs Hobbs have been advised Council Budget is stretched. Councillors noted this action. Council agreed for the Clerk to write to the police & ask what action they are going to take, copy this to Mr & Mrs Hobbs.

6.9 Parish Roller – Mr Crow has returned roller to Royce, he has written asking about the sale of the hay and been advised grass cutting (and hay disposal) contract awarded to Royce

Paxton following tendering procedure as recommended by Audit Commission. He has been invited to tender at the appropriate time.

6.10 Burglar alarm - has been serviced (2/8/02) and contract renewed £90.00 (maintenance contract) and £250.00 monitoring charges (last year Zurich advised we should continue with contract although there is no discount on insurance).

6.11 Rural Homelessness Conference Thursday 17 October in Hatfield Invitation circulated to all Councillors and put on Notice Boards. Clerk to write for more information time/place. Councillors Brazier & Brooking nominated to attend.

6.12 Forest Questions St Albans Community Forest Association propose a free seminar/question time with a panel of Tree & Woodland experts on 3 October at the Friends Meeting House Upper Lattimore Road St Albans. Entrance is free and all are welcome. Posters to be supplied.

6.13 Crime Mapping- Cllr Brooking attended a presentation on the new Geographical Information System presently being installed across the District (a Crime and Disorder Reduction Partnership initiative funded by the Government.) Report deferred to October.

6.14 Bonfires –both Cllrs Mrs Falk and Mr Brooking have had complaints but SADC advise there is no legislation prohibiting bonfires. Environment merely advises duty of care. Leaflet available from the Office and given to Dave Rodway for Chronicle entry.

6.15 Fair – A Resident has written to complain about the Amer Fair and it's increased size. Members advised Clerk to write acknowledging letter and confirm Council will consider ~~where~~ ^{these} points when the fair applies again next year.

6.16 Plank Bridge onto Common from Coursers Road – a Resident has slipped and fallen on this Bridge (notified to Insurance Co) Temporary remedial action of clearing overhanging branches to ensure bridge surface is as dry as possible has been taken. ^{in letter} Highways have suggested stapled chicken wire would be an option. Cllr Brazier has spoken to Insurance Assessor regarding bridges history and a meeting has been scheduled for 16 September.

6.17 Hedge adjacent to Sleepshyde Park and Angel Cottage. Complaint from Resident. Royce advises hedge should be cut, mostly dead wood. Clerk asked to get quotes for work – Royce to include in his quote for other hedge & from another contractor. Clerk to write to resident to advise Council are investigating & what solution would they like to see and do they have any names of suitable contractors to do the work.

6.18 High Street Rec Car Park –abandoned burnt out Rover car. SADC requested to remove; Council may be billed for this service.

6.19 Traffic calming Colney Heath – Over 200 residents have supported a petition to have additional road calming measures including humps by the school crossing. Cllr Brooking would like to report & request Council support – deferred to October.

6.20 St Albans DC Housing Survey – Cllrs noted letter from DC explaining a new postal survey – Clerk has displayed poster.

6.21 Herts Flood Fair Sunday 20 October 2002 at St Albans Arena 10am to 4pm.

7. FINANCE

7.1 Parish Council Accounts

Members received copies of all emergency and current accounts. The meeting **RESOLVED** that the Chairman's action in authorising the signing, out of meeting, of all emergency cheques be confirmed and that cheques be drawn to cover all current accounts.

7.2 Audit Arrangements from 2002 -The Clerk has prepared the draft Statement of Accounts for 2001-2002 (Copied to Cllr Ellis to review & comment) – there is a discrepancy in the reconciling of the cash book to an income and expenditure account as required for this size Council. The Clerk recommends paying for extra help from accountants to resolve this before the Accounts are signed off for Audit.

The Audit was called for 16 September but has been postponed as the Accounts have yet to be approved – New date given Monday 28 October

Accounts need to be finalised by 9 October Meeting & minutes agreed – poster needs to be displayed giving public rights to inspect accounts. Return needs to be completed by Council – including assurances from Cllrs & returned to auditors by 28 October.

SLCC (Soc of Local Council Clerks) seminar on Thursday 25 July – Loraine attended and report circulated

SLCC help line advise no one on database in Herts to help with Internal Audit. Audit Commission will be fairly lenient this year because audit is retrospective. Mr Brian Denholm has been sent details asking if he will quote for internal audit – Quote in Part 11. 2 other quotes already received – in Part 11.

Quote from BKR Haines Watts (Last year Auditors) for extra help in preparing accounts/return & balancing – 1 days work on site £500-£600. This does not include doing the internal audit – Quote for this in Part 11. The Council resolved to accept both the quotes from BKR Haines Watts.

7.3 Charles Morris For Allotments Charity – Register Check 2002 & Annual Return 2002 received for completion. Mr Peter Scott has confirmed the Charity does not want to be closed down merely the 'old-rainy day bank account' which is now at zero – Clerk confirmed bank account is closed but Charity still open. Cllr Day to clarify and report.

7.4 Amer Fair The Office prepared an agreement accepting no liability for Fairground and received copies of their Liability insurance. The Fair had not been for several years (last year it was cancelled due to heavy rain) so in discussion with Cllr Brazier we charged £65. (In 1996 a weeks rental was £57.00 and it was agreed it could go up with the rate of inflation) However in discussion with another PC Loraine discovered they charge much more (over £100 per working day). Would Members please advise what should be charged if the Fair comes again next year? It is understood Colney Heath has always been a 'practise' for the Fairground to fine up its running procedures. Cllr Brazier stated it's a different in Colney Heath (old custom etc) & Council agreed fees should remain around the same with the addition of inflation.

7.5 Herts CC and Policing - Community Panel Cllr Falk has asked to sit on this panel.

7.6 Colney Heath Twinning-grant request - asking for a grant to support 2003 educational and sporting links. SADC are now ratifying a 'Town Twinning Strategy' and Cllr Brazier has been asked to review this and report back. Council resolved to refer decision to Budget Meeting & for Clerk to issue Grant form for completion.

7.7 Colney Heath Queens Head Football Club – Request for patience over outstanding (2001/2002) invoice and notice that they will not be using Warren Pitch in future. Council agreed to cancel this year's invoice raised when the Queens head FC confirm that they are happy that if they do not use the pitch this year it will revert to Common & not be available for future years. Council also asked for confirmation of how many games the club lost last



year and how many they played with a written claim if they want to claim a reduction in the invoice for 2001-02.

7.8 Village Hall PAT Tests and Fire extinguishment maintenance - Request for yearly assistance (50/50) on above invoices including this year's amounting to £61.11 (Totals £69.33 and £52.88 @50%). Council agreed to request & to re-imburse Village hall that have paid the invoice this year. Council resolved to pay 50% towards these tests.

7.9 Grant request pro forma- Cllrs noted a copy of the form sent out by SADC to grant applicants. Councillors confirmed to use a similar form, suitably amended. Delegated Clerk to customise it for Colney Heath use.

7.10 St Albans and District Association of Parish Councils –subscription remains at £70 Members confirmed they wished to continue to subscribe.

8. PLANNING

8.1 Planning Applications

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

5/02/1293	Highfield Lane Clinic Highfield Lane Tyttenhanger	Extension (renewal of Planning permission 5/97/0914)	No objection providing the previously approved applications (5/97/0914, 5/94/0426 and 5/94/1003) have no changes
5/02/1251	71 Wynches Farm Drive	Erection of entrance gates	If other users of entrance are happy with these gates Members have no objections
5/02/1426	7 Station Road Smallford	Single storey rear extn and rear dormer windows	No Objection
5/02/1396	Three Horseshoes PH	Rear Entrance porch and disabled access	No Objection
5/02/1458	48 Wynches Farm Drive	Conversion of garage to living accommodation	No Objection
5/02/1376	29 Princess Diana Drive	Conservatory	No objection
5/02/1552	43 Meadway	Conservatory	To HF
5/02/1378	40 Fellows Lane	Single storey front extn and two storey side extn	No Objection
5/02/1616	Norcutts Garden Centre	Erection of canopy	No Objection

5/02/1552	43 Meadway Colney Heath	Conservatory	No objection
5/02/1378 -	40 Fellows Lane	Single storey front. two storey side extn and conservatory	This appears to be a large extension - does Policy 13 apply?
5/02/1532	43 Princess Diana Drive	Two and single storey rear extn (re- submission following refusal of 5/02/0838	No objection
5/02/1484	92 Hill End Lane	Conservatory	No objection
5/02/1483	37 Princess Diana Drive	Conservatory	No objection
5/02/1477	18 Grafton Close	Conservatory	No objection

8.2 Appeals and Enforcement Notices -

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

Appeals

33 Highfield Lane Tyttenhanger – Hearing 30 July – Cllr Falk reported decision not know – Clerk to contact De to find out.

Plot 7 The Paddocks Colney Heath Lane – additional traveller pitches - The Parish wrote strongly about this and our comments will be forwarded to the Secretary of State... Cllr Brazier was asked if he wished to make further comments before deadline of 22 August but felt Parish Comments to Planning had been comprehensive (they would be copied to the Secretary of State by SADC). Council waits appeal judgement.

6 Swans Close-the Parish made no objection to the proposal the refusal was a boundary matter.

Courser's Road – Council to discuss any further developments/letters.

The recent application was rejected on 22 July (Cllr Crump speaking for Council). The date of the High Court Hearing is still awaited (as at 2 September). SADC nothing can be done until case is heard. Public enquiry scheduled for December. FP33 County Council propose to licence trees- Cllr Brazier will liase with them regarding ownership of FP land & legality.

8.3 Planning Decisions

The Clerk reported on the following planning decisions received since the last meeting including July update:

5/00/1222CP	8 Wilkins Green Terrace Wilkins Green Lane. Smallford	Erection of double garage	Issue of Certificate of Lawfulness
5/02/0938	18 Stanmore Chase	Two storey side extn and rear conservatory	Permitted
5/02/0921	Nuckles Farm	Use of land as gypsy caravan site	Refused
5/02/1210	101 Marlborough Cottages Colney Heath Lane	Two storey rear extn (re- submission following refusal 5/02/0591)	Refused
5/02/1251	71 Wynches Farm Drive	Erection of entrance gates	Permitted To note gates provided shall be set back a minimum of 5m from the highway boundary and shall open into the site.
5/02/1033	26 Park Lane	Two storey side and single storey front and rear extns (renewal of	Permitted

		5/97/1321	
5/01/1878	Smallford Cottage	Conversion of stables to provide groom's accommodation.	Permitted
5/02/1206	14 Sleapcross Gardens Smallford	Conservatory	Permitted
5/02/1324	1 Manston Way	Garden shed	Permitted

8.4 Planning now for Hertfordshire's future – Consultation on rolling Herts structure plan forward to 2016. Deadline 30 September for questionnaire or written responses. Each Cllr previously given the questionnaire to complete.

8.5 Planning Green Paper-statutory role of Parish Councils in consultation process- DEFRA have written confirming that Parish Councils will continue to be statutory consultees in planning matters.

8.6 St Albans District Council Local Plan Review: Social and Community Facilities – Cllrs noted letter received from Andrew Balls Planning Officer – to advise if you believe there is a need for social or community facilities to be added or removed from the Local Plan Review. Cllr Falk attended and minutes waited.

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 this was done before the start of the meeting due to its late start.

10. COLNEY HEATH COMMON

10.1 Common Rangers Report - Cllrs noted the Common Ranger's Report for August and discussed issues raised. Cllr Brazier has spoken to boys using scramble bikes on Common. Royce is to empty Common bin near Church Lane.

10.2 New Three Valleys Water Pipeline across the Common – Ottaways have been advised to proceed with draft Deed of Easement as supplied. Ottaways advise Common was acquired over several years and it's not all registered. When the Transco Pipeline was installed the previous Clerk (Mrs Pluck) had to sign an affidavit to the effect that that part of the Common did belong to the Parish Council and this may have to be done again – Cllr Brazier agreed he would do this. Vivendi Water Partnership advise works on pipeline will commence last quarter of August, will be carried out in accordance with Method Statement and will last maximum of 5 weeks. Clerk has requested from Cluttons & Ottaways an estimate of payment due under terms of Deed. Beth Turner sent details of Easement Payment due to Council under statutory regulations it amounted to £608.00. Report received from Charlie Nash on day of meeting discussed - Clerk to write to 3-valley water asking for explanation of the damage to tarmac & removal of several bollards. Council request that when the work is complete they schedule a meeting to confirm the problems have been rectified to the Councils satisfaction.

10.3 Registering of Common – Cllr Crump advised registered in 1968 Ref.: CL 93 covering 70.74 acres. Not located on Assistant Clerk's visit to archive. Loraine is doing a complete inventory of the papers held in the storeroom. Perhaps the Clerk should investigate arranging for the Common to be registered. Cllr Crump suggested asking the Open Spaces advise & confirming if on their National Commons register.

10.4 Beating of Bounds reported Work -Boundary Posts Notices & Apple Tree - Royce has removed tree for £50.00. Royce also asked to replace missing/rotten posts and to advise

on notice posts. (One post replaced, notice posts outstanding). Royce to examine rotten posts at Church Lane and check at builders yard for suitable non-perishable replacements) Morris Gordon £108 plus vat installed Royce to show contractors position after consultation with Cllr Brazier. Both Cllr Brazier and Royce felt there was no need for a post on Common access from Coursers Road onto Warren Heath. **The Clerk is investigating cancelling the order.**

10.5 Monitoring of Transco Pipeline - Some docks were treated on Thursday 15 August the remainder on 22 August; the Office has provided warning notices for contractor to erect, Royce has mowed area since with permission from Janet Swan.

10.6 Fly Tipping. Unfortunately this continues in-spite of 'camera' sign. A quote to move further rubble etc on the Warren Track for £80 was accepted, in consultation with Chairman and was removed on 18 July. Royce reports he has moved a cooker from Roestock Park to the Warren Farm and there are now 19+ Fridges/cookers there. Quote from MRS waited.

10.7 CMS – Kate Maltby has left this position & the Clerk has been given Martin Caddy as the person replacing her with dealing with Common issues. Council may wish to consider inviting Martin to walk to Common with Charlie to discuss any issues. Charlie Nash has suggested that perhaps the Common Working party have a conducted walk with him (and Martin Caddy?) before the grass cutting tenders are put out (although the Management Plan has been set). He thinks there are some items that need attention e.g. the ditch along Heathside, which provides drainage for Park Lane has not been cleared; he is not sure whose responsibility this is. Members agreed Clerk to arrange Walk of Common With interested Cllrs, CMS & Charlie to discuss & report (Clerk to ask Royce to attend regarding grass cutting issues including overhanging trees & rubbish).

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 Parish Gardener's Report and budget request for 2003/2004, deferred to Budget meeting.

11.3 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 as advised. To discuss further requirements at October meeting.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club –Outstanding amounts and Grants etc to be discussed under Part II.

12.2 Pavilion Lease – Invoice issued in July for 2002-2003 rent & pitches.

12.3 Football Pitch Paint – Royce as grounds man for FC pitches requests Council to purchase 3 cans Duromark paint & 3 bags Snowcall for lining – cost £66.05. This is usually supplied by Council – Council Agreed to purchase the above.

12.4 Tennis Court Report - Cllrs noted report from Tennis Court Attendant and discussed. New posts & net from County Supplies arrived –will be installed for 2003 Season. Nets have been temporarily mended and will come down for football soon. Since allowing under 16s to play for free courts have been very busy.

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12.5 Sand Pit – Cllr Falk report on Recreational Party Meeting 4 September to discuss play equipment deferred to October & budget meeting. (Ivories quoted £1000 plus VAT for filling with soil to grass level- Clerk has asked Ivories for more detailed quote) – another quote requested from Royce (he is seeking one). Clerk to obtain further quotes for infilling with topsoil – suggested Wicksteed, Wyevale. The Area gate to be padlocked & a temporary sign to advise the play area is closed.

12.6 Re-cycling bins These appear to be fairly OK but Royce found a bag of plastic by bins, which he had to dispose of. Royce has installed another rubbish bin in the car park on the 'hedge' side.

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.

14. ROESTOCK PARK -

14.1 Soils mound – Royce will have to rake/clear some rubble still left on site & grass- it is too dry to do this at present.

14.2 Play Park Fence – Gate mended by Darfen Fencing free of charge.

14.3 Car Park and Lighting – Clerk requested re-quotes from contractors for 2 streetlights in car park. Eastern Contracting have supplied a new quote accepted for streetlights of £1426 plus vat, waiting quote for power supply from 24 Severn (original quote £440 plus vat in Feb 2001). The Clerk to provide verbal up-date.

14.4 New Seats – Donated by St Marks Church have been installed as advised by Royce and Cllr Falk. Clerk requested £1500 donation from Church to pay invoice & it has been received. Council agreed to refer to budget purchasing 1 new bench & keep back a plaque for it.

14.5 Vandalism – Clerk reported the park has been subjected to vandalism. Message left for Allan Reynolds. Clerk attended & agreed reported to Chair. Agreed with chair for Royce to remove damaged bench & bin due to being a hazard plus replacing bin with an old one from DC for a cost of £80 in total. Council resolved to agree this. Clerk also reported a quote now obtained to repair ice rink, which had also suffered further damage (health & safety issue) – patching by John Ryan at a cost of £220. Council resolved to accept the quote.

15. BOISSY PARK -

15.1 Lease – Richard Pugh of District Valuer's Office phoned to say Rumball Sedgewick (Estate Agents) have asked for a meeting to discuss sale of land to the Parish (still at £40,000.) Richard Pugh will try to convince them the land is worth a lot less. He has not as yet (chased 3 September) been able to schedule meeting but will report outcome when he has. **CDA 'Door Stop Greens' might be able to afford assistance in grant towards purchase and provide more equipment** Lorraine has asked for an application pack.

15.2 Garden Rubbish - letter issued to residents asking for co-operation also another advising of arsonist and asking for vigilance and any useful information to be given to PC Reynolds

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety - Cllr Rosie Sanderson is still pursuing this advising 'pedestrian safety is paramount' She has sought back-up from PC Carson, Traffic.

17. **SLEAPSHYDE PARK –**

17.1 **Hedge** – Cllrs considered Royce's quote for cutting back privet hedge to left of Park by 3-4ft of £300. Council resolved to ask Royce if this was his quote (if not obtain original) & a quote for the Angel Cottage hedge for discussion at October meeting. **Wasps** - SADC contractors have removed a wasp's nest (discovered by Royce), billed received for £35 from Exact Pest Control who carried out the work.

18. **SLEAPSHYDE POND -**

18.1 **Pond Lease** - 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) – Cllr Brazier and Julian Thornton (Herts CC Footpaths Officer) to investigate boundary ownership (County or private). Cllr Brazier reported field owed by Brian Butterfield and he is in agreement with a fence being erected within its boundaries to project the planting of a new hedge.

18.2 **Pond Maintenance** – Oakapple have completed work on dead elms as per quote. Further work is required including new hedging (to obtain grant of 40% from CMS for tree removal & planting), bench and pond clearance. Grant form has been completed & returned to CMS. Bench has been ordered from Neptune Outdoor Furniture Ltd as agreed with St Marks and installed in a suitable place as agreed with Royce (not to hinder mowing etc)

19. **GLOUCESTER PARK –**

19.1 **Lease**- no change.

19.2 **Play Equipment Pipe Removal** – Decision deferred from July meeting - 4 demolition Companies asked to quote plus Ivories–reply received from Martin Wheeler Demolition Ltd quote £400 plus £100 extra to remove Wendy House -if done with pipes. Royce's quote was £100.00 to remove Wendy House. Another quote received from Chiltern Demolition for removal of the three small pipes and the Wendy House for £1000 (22/8/02). Would Councillors resolved to accept the Martin Wheeler quote of £500 to remove both.

19.3 **New Bins** – Dog bin installed. (Note: Clerk needs to advise contractor to add to list of bins & add to budget).

Clerk has asked Ian Wakelam DC for free bins when available to be picked up from DC depot – Sandridge Rd.

19.4 **Garden Rubbish**-letter asking for co-operation delivered to Drakes Drive Residents backing onto Park and one Resident on Hill End Lane.

19.5 Royce reports trees along Drakes Drive edge of Park need pruning. Clerk to obtain quotes for pruning.

20. **TYTTENHANGER PARK -**

20.1 **Park Membrane** – Daniel Orkin of Wicksteed visited site to quote on replacing on 29 August. The quote for renewing the membrane will be expensive as work is labour intensive (all play bark has to be removed – Hilary could use this on Gardens but Wicksteed would need to bag up). **Repairs** The cost of the membrane is not high it is the labour which will be expensive. To repair the membrane would require labour to clear away the bark and 'compost' from weedy areas before the patch could be inserted. Wicksteed will also quote for

'matting' around equipment, leaving bark on perimeter of play area. In the long run this could prove more economical as bark has to be renewed and is expensive to purchase (the last lot purchased £592 Dec 01 but only some used at Tyttenhanger, Royce has some bags remaining) Discussion deferred to October Meeting.

21. HIGHFIELD TRUST -

22. HIGHWAYS

22.1 Footpaths and Bridleways – Cllr Brazier may report. ^{53.}FP ~~55~~ (Church Lane to A414) has been reported as needing cutting and should soon be attended to (7/8/02)

22.2 Parish Paths Partnership –Cllr Brazier and Mrs Cloke – no report.

22.3 Highways –O'Connor's asked to mow/strim Common side of High Street missed in July.

Clerk has contacted Cllr Rosie Sanderson to confirm lower limit 30mph still wanted by Parish and Rosie is waiting Police comment before taking any further action on speed limits at Smallford.

Trestle Theatre has advised users to exercise care when parking.

22.4 Ellen Brook Bridge at Church Close Mr Telford of Environment advises (24/07/02) culverts under the bridge need strengthening. There are standard requirements to protect Rivers and these will apply. Mr Telford has the plans of construction and Environment Development Control will monitor Bridge Works. Letter received from Mouchel advising works will not now start until end of August, will involve traffic lights and will last some 7 Weeks (copied to all Colney Heath Ward Cllrs)

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

23.1 Village Hall - The Village Hall Council will make available minutes of VHC meeting – 9 July AGM minutes & September minutes. PAT Tests done in Parish Office and Hall on 18 July 2002.

The Council does not appear to have a lease from the Village Hall setting out its terms of occupation. Members advised Council own the building & therefore Council advised this is not necessary.

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

24.1 Goals – Dave Bodway has been asked to contact Royce and arrange installation

25. OUTSIDE ORGANISATIONS

25.1

English Nature	Consultation: reconnecting People and Wildlife	Questionnaire & papers to Cllr Brazier to complete – deadline 6 September
HCC & Herts Rural Forum Partnership	Rural Transport & Traffic Conference	1 place available 17 Sept 9.30am – 4.30pm
Herts CC	Bus and Intalink Strategies	Both Documents are held in the Office. Please advise if you would like a copy.
St Albans and Harpenden NHS	Board Meeting Agenda for 18 July	Not received until 17 July

Handwritten signature/initials

CPRE	Village of the Year Awards Evening 5 September	Invitation to County Hall
St Albans and District Footpaths Society	Newsletter	August 2002 to November 2002
Herts Police authority	Herts Beat	Newsletter
London Green Belt Council	Minutes of 2 July 2002 & response to DEFRA on new Planning regime	
St Albans and Harpenden NHS	Notice of AGM at All Saints Pastoral Centre London Colney.	12.30 on 20 September 2002 Please advise if you would like to attend and the Office will obtain a registration.
North West Herts Community Health Council	Annual Report 2001-2002	
HALC	Parish News	Info on Commons (to Cllr Brazier) and Vital Village to Cllr Day
Herts CC	Annual Local Transport Plan	To Cllr Clarke to review also on HCC web site www.hertsdirect.org/ltpl
Herts Police	Colney Heath Public Meeting – notes and response from PC Alan Reynolds	Copied to Colney Heath Cllrs. For information
CVS	Quiz evening 27 September. Minutes of Voluntary Sector Forum 19 July	
St Albans and District Local Strategic Partnership	Details of Members (Neil Clements represents Parishes)	
NALC	Activities undertaken Apr-Jul 2002	
CDA Herts	Summer 2002 Magazine – including travellers bill, recycling bins	Does a Cllr wish to review?
CIS News	July 2002 – Zurich Insurance news – including arsons on Pavilions	Does a Cllr wish to review?
Herts and Middx Wild Life Trust	Wildlife Matters	Please advise if you would like to view these documents.
CPRE Rural Matters	News letter	Includes Mapping of Common Lane see www.countryside.gov.uk/access/mapping Local maps will be sent to Parish Councils
Twining Association	September Newsletter	

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
St Albans Executive Forward Plan	Sept-Nov		
Housing Liaison Consultative Forum	Minutes No3 – 15 Nov		
Housing Liaison Consultative Forum	Minutes No5 – 7 Feb		
Plans South	Agenda 22 July	To Cllr Brazier – includes Nuckies Farm - Coursers RD	
District Plan Second Review	16 July	Cllr Falk attended and advises Discussion took place on Glenwell Nurseries and possible Hotel or housing (this to be	

		closely monitored) ALSO Re-development of allotments some of which are within the Parish but not our responsibility. To be monitored.
Full Council	Agenda for 23 July	
Licensing and General Purposes Cttee	Minutes of Meeting held on 20 June 2002	Electoral Roll –further advice awaited on what may be disclosed to 3 rd parties Boundary Review – confirmation that requests for the transfer of Highfield Ward to Colney Heath and Dudley Wood to London Colney have been forwarded to the Sec. Of State
District Plan Review	Minutes of 16 July	Cllr Falk to review
Highways Partnership Panel	Minutes of Meeting on 8 July	Hill End Lane and surrounding roads- petition received Note minute about traffic conditions in Lane – new signs and road markings now in place and a short length of footway to be created.
Planning (Development Control) Committee South	Agenda for 19 August and Minutes of 22 July	Recommends granting of application at Radio Nurseries, Oaklands Lane.
Housing Liaison Consultative Forum	Minutes of 18 July	Forwarded to Cllr Brooking for information
St Albans Business Forum	Agenda 24 Sept	Invite to Networking Meeting
District Plan Second Review	Agenda for 5 September	To Cllr Falk to review.
Overview and Scrutiny Committee	Agenda for 10 September	To Cllr Brooking to review

27. STAFF AND OFFICE

27.1 Risk Assessment – Royce has been particularly busy but Loraine is aware how important this is and will schedule a meeting with Royce

27.2 Training - Parish Groundsman training in Play Equipment maintenance. The Assistant Clerk to review courses with Royce. Two day course residential available from 1 October (cost £155 plus some books) Royce unable to attend as he has a hospital appointment (finger broken-accident report completed) He is willing to attend another one, and the Clerk is investigating

27.3 Notice Boards/Bus Shelters – Smallford Post Office notice board - Mr Stayton has replaced. Royce asked to do minor repairs. These include getting planks for broken Bus Shelters – Hill End Lane (Near No106) & Hatfield Rd (Nissan Garage)- not done yet. Roofing repairs are required for Hatfield Rd (Notcutts) Royce has repaired planks but roof shingles are needed. Station Rd (Smallford) Royce will obtain roof shingles. Notice boards include re painting scruffy notice board at Firwood Ave (done and brambles cleared) and repair of Roestock Lane - Royce has this in hand.

Royce reports 'Cayton' Vets Bus Shelter roof is too large a job for his repair. Mr Stayton quotes £410 for removing roof renewing with featheredge board and untearable roofing felt with appropriate treatment. We have to date been unable to obtain a quote from another local carpenter. Council resolved to accept quote for £410 from Mr Stayton.
The Shelter at Wistlea Crescent has a broken pane of glass – Royce asked to board up with wood.

27.4 BT connect Internet Service – Now working e-mail address
colney2heath@btconnect.com - no other more 'user friendly' addresses were available.

The Meeting ended at 10.30PM

Chairman

Signed.....*Halk*..... 9-10-2002

PART 11

Minutes

Council confirmed the minutes of the Meeting of 10 July 2002 and sign as a true record of that meeting.

Tenders for Internal Audit

Gilberts - £1900.00 plus Vat

Deloitte & Touché - £1650 plus Vat

Mr Denholm - £1920 plus vat

BKR Haines Watts - £600 plus vat

Colney Heath Football Club

Cheque received from FC £580.66 to cover payment of April & June SO £216.67 each month and part of arrears £148.66.

Football Club letter requests for Grant to be paid totalling £2200. This includes £500 grant for 2000 and £500 grant for 2001 also for pitch maintenance 2002-03. No invoices received to support claim - requested by Loraine. Cllr Brazier then showed an invoice from Mr Bone to the FC for £1000.

Cllrs noted Clerks Letter that advised full Council required in making a decision on payments & that money is still outstanding from 2002-03 invoice of £1910.96 if all 12 months standing orders paid. Clerk also requested FC revises its Standing Orders from April next year to avoid underpayment in 2003-04. No reply from FC.

Cllrs to note Cllr Braziers report of his attending the monthly FC Meeting on 19 August.

Clerk was requested to pay £1000 as emergency cheque to FC in August but refused for reasons as per report & August Letter.

Grant requested for 2001 & 2001 totalling £1000.00 has already been suggested set against arrears see letter sent in May 2002 to FC and report – if not FC still have arrears for these years – Arrears prior to April 2000 have not been included.

The above was discussed amongst the Councillors & Clerk.

Do you formally agree to giving £1000 grant for 2000-01 to 2001-02 and setting this against the arrears for these years?

Council resolved to defer this decision until the Clerk has written again to the FC again with schedule of payments for the FC to agree. The letter will state a written reply to clerk is required in time for the next meeting in October, if no reply is received then agreement will be assumed.

Clerk recommends if any further grant is paid to FC for pitch maintenance it is set against monies owed for 2002-03 & Council not expenditure of FC decides level of grant.

Does the Council agree to give a grant for 2002-03 & if yes what amount?

The Council deferred this decision until the above letter & reply have been received.

Clerk -

Assistant Clerk – Loraine will be away from 9 to 12 of September and will work Tuesday 17 September.

Other Employees – Warden – Ranger – Gardener e.t.c.

Gardener – Following her satisfactory 3-month probation period Mrs Hilary Brazier was confirmed in post as permanent Gardener on 5 August 2002.

Council Procedures - Standing Orders & Financial Standing Orders

Revised (2002) 'on-line' standing orders have been ordered for Cllr Brazier to customise for Colney Heath. (Won't be available for at least 2 weeks) As part of the Internal Audit the Internal auditor will ask if Colney Heath has formally adopted Standing and Financial Orders.

Grievance Procedure –obtained from SADC via e-mail. In spite of the August Break Loraine has not had time to customise these for Colney Heath.

Chairman

Signed.....