

**PLEASE BRING TO MEETING
ON 11 DECEMBER 2002**

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Wednesday 13 November 2002.

PRESENT

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

IN ATTENDANCE

Debra Mayhew – Clerk
G Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street
A Cloke – Cutmore Drive
F Graham – VHC
Rosie Sanderson – County Councillor
Martin Caddy - CMS

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

The minutes of the Meeting of 9 October 2002 were signed as a true record of that meeting subject to minor amendments made.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

The Chairman reported no items had been notified to her.

5. URGENT BUSINESS

6. SPECIAL & NEW BUSINESS

6.1 GES Alarm monitoring – Cllrs noted the further letter received from Abbot Security dated October 16 advising alternative arrangements required. Cllrs also noted that Mike Gibson of GES had phoned the Clerk twice to explain the situation. He advised the monitoring contract will be changed to another supplier and Council will be contacted in writing to confirm when this has been done. In the meantime he confirms Abbot Security



Group will continue monitoring – a letter should follow to confirm. Clerk confirmed a fax had been received that day advising the above will be done and monitoring will continue.

6.2 Request for Trees 123-129 High Street- Cllrs noted letter received from Mr and Mrs Hambridge. The trees requested would be on the highway so the matter will be referred to SADC and a copy of the Parish Council covering letter sent to the above.

Council agreed for Clerk to write in support of the application & forward the letter to SADC/Highways.

6.3 Data Protection Act and Freedom of Information Act 2000 Publication Schemes - A legal requirement. Paper work already circulated. A Publication Schedule needs to be adopted at the December Meeting and notified to the Commissioner by 31 December. The Commissioner will approve the Scheme by 28 February 2003. The Council is now registered under the Data Protection Act at a cost of £35 per year (Mandatory).

Council decided not to delegate a Cllr to review the considerable amount of paperwork involved. Cllr Brazier proposed to adopt the standard Model without alteration and the Council resolved to do this.

6.4 655 Bus - Members were pleased to learn that Cllr Rosie Sanderson has received confirmation that the bus will be re-routed along Colney Heath Lane from 2 December and thanked her for all her work. Cllrs also noted response received from Herts. CC, which also mentioned Bus Passes – Cllr Crump proposed the Council to write in response that CHPC feel the fee and effort to acquire a bus pass was a disincentive for school children to use public transport. Also public transport use should be encouraged and there the HCC should not pass on any cost.

The Council resolved for the Clerk to write the letter to HCC as above.

6.5 Colney Heath Post Office – Opening to the public on 14 November. Cllr Falk as Chairman will be invited to the official opening to take place next month. Council thanked Cllr Brazier for all his work on getting a new post office in the village.

6.6 Luton and Stanstead Airport Expansion - Members have been circulated with dates of Airport Alert Meetings. Cllr Falk who had attended a public meeting made a report on the affects of the Luton and Stanstead expansions. She advised SADC are opposed to the proposals and seeks CHPC support on this, she read a list of reasons for objecting to it. Mr. Becker reported on the CPRE meeting who are also against the expansions highlighting noise pollution & the change in runway direction at Luton. Cllr Brazier also asked for restrictions on flight times, flight paths and motor traffic to be included. Herts. CC has formally invited the Parish Council to provide comments in writing (about 500 words) for a public hearing on 11 December from 10.30 in the Council Chamber County Hall.

Council supported SADC opposition to the expansion and nominated Cllr Falk to offer to speak and instruct the Clerk to write on the basis on her report and discussion above.

6.7 Church Yard Keeper - Mr Marlborough had informed the Office that he would resign from this post as at **31 March 2003** but now he has confirmed he wants it to be from after next months pay therefore effective from **December 2002**. The post will need to be advertised. The Council asked that a letter be sent with the P45 requesting confirmation of his resignation & asking for the return of the Parish tools including mower & leaf blower. Council resolved for the Clerk to arrange an advert for the next Chronicle & notice boards and issue letter as above.

6.8 Aggregates Levy sustainability Fund – Review of derelict land towards re-generation. Cllrs noted letter received from Groundwork Trust and advised the Clerk of a response regarding meeting. Cllr Crump proposed we reply that CHPC does not own any derelict land



but could indicate on map sites within the area including Smallford Pit (owned by HCC) if they required. Council resolved for Clerk to issue letter on this basis.

6.9 Flood Fair - Cllr Brazier advised nothing new to report. Further local meetings have been arranged, letter circulated with this agenda.

6.10 E Voting - The Clerk holds the Report to SADC Cabinet – too late to comment – SADC option 4 agreed.

Council delegated Cllr Falk, Cllr Clarke & Cllr Brooking to attend the meeting 18 November 2pm to discuss the pilot.

6.11 Herts Police Authority Recruitment of Independent Members - Involvement 6-10 hours per week allowance and expenses paid. Cllrs noted that if anyone is interested to contact the Clerk for paperwork – Cllr Brooking requested details.

6.12 Mineral Plan – Local Plan Review 2002-2016 first Deposit Draft – Cllr Brazier reported he has the document and has sent a letter advising he will respond soon. Council agreed for Cllrs Brazier and Crump to respond by 16 December 2002.

6.13 Crime Mapping- Deferred from September, 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.). Cllr Brooking gave a report to Cllrs about the information screens to be available by the end of next year.

6.14 Traffic Calming Colney Heath – Deferred from September, Over 200 residents have supported a petition (sent to Head of Paid Service SADC) to have additional road calming measures including humps by the school crossing and in Tollgate Road. Cllr Brooking reported & requested Council support. Council resolved to support the measures.

6.15 Health & Safety at Work Act 1974 European Health & Safety Week, 14-18 October 2002 concentrated on the subject of 'Stress at Work'. SADC advise Colney Heath PC must undertake a risk assessment for stress in the Workplace and develop a policy for dealing with it. Cllr Clarke had the papers to review and reported. Cllr Brazier proposed Health & Safety policy should be included with Office Risk Assessments and asked for the Assistant Clerk to add this. Council agreed CHPC does have a policy and resolved a risk assessment should be undertaken.

6.16 Xmas Gifts – Council thanked the efforts of Cllr Gerry Cloke arranging for Marks and Spencer to supply 280 boxes of biscuits. Cllr Cloke advised biscuits in stock & will arrange with Clerk collection & storage. Council resolved to purchase the above and sign a cheque for £837.20 before they are collected on 2 December.

7. FINANCE

7.1 Parish Council Accounts

Council received the accounts with lists of emergency payments, current accounts for payments, bank statements and moneys received and banked since the meeting on 9 October. Council resolved to accept the accounts and gave the necessary authority including the issue of cheques listed and confirmed the Chairman's action in authorising the signing, out of meeting, of all emergency cheques.



7.1 Audit 2001-2002 - The Audit date was Monday 28 October.

Clerk sent off return & enclosures on 14 October & waits confirmation from Lubbock Fine that they have completed the audit and completed the annual return with the external auditors certificate and opinion.

7.3 Special Budget meeting - Wednesday 20 November 8pm in Community Room.

7.4 Revised Clerks Salaries 2002-2003 – The Salary award for Clerks under the NALC/SLCC agreement has now been received (delayed due to extended negotiations between employers & unions). The two increases relating from April 2002 & October 2002 required backdating therefore an adjustment to this month's salary for backdated pay has been made. The figures are as per the monthly wages statement. The annual figures are set out in Part 11 including the April 2003 rise. NALCs original notifications had a number of errors due to limited time available this has caused twice the work for the Clerk revising figures already calculated.

Council resolved to agree the revised salaries for the Clerks 2002-2003, which include 1 spinal point & revised national scales & supplements agreed by NALC.

7.5 Zurich Municipal Insurance Premium Renewal November 2002 – The schedule & renewal amount has been received (Previously circulated to all Cllrs). The Clerk has reviewed the Cover and made a report. Cllr Brazier suggested a letter to the Cage Birds Society reminding them that they need to arrange their own insurance for any items they store in the old air raid shelter – Council agreed.

Council approved the insurance cover and agreed for the Clerk to pay the renewal amount as per the schedule without any amendments after considering the insurance cover.

7.6 Boundary Review - SADC not clear if Order authorising changes will be made before 2003 Elections. Cllr Brazier reported it will be done by 9 May elections & CHPC will be electing 9 Councillors.

8. PLANNING

8.1 Planning Applications

Councillors considered comments collated by Planning Applications Officer as circulated since the last meeting and resolved to agree comments as made below:

5/02/1822	20 Princess Diana Dr.	Conservatory	No objection
5/02/1929	6 Edison Close	Conservatory	No objection
5/02/1977	72 Tollgate Road	Single storey front and rear and two storey side extn (Re-submission)	No objections as other houses in Tollgate Road appear to have similar extensions.
5/02/1984	Security House Acrewood Way St Albans	Change of use from industrial warehouse (class B8) to educational us (Class D1) for a temporary period.	No objection
5/02/1905	18 Oaklands Lane	Single Storey and first floor rear extn	No objection

5/02/1910A	Three Horseshoes 612 Hatfield Rd	Display of various signs	No objection provided illumination causes no distraction or inconvenience to local houses or traffic
5/02/1999	4 Sovereign Park	Rear Conservatory	No objection
5/02/206 2	48 Roestock Lane Colney Heath	Two storey side extn to form granny annex (re-submission)	No objection unless planning regulations apply
5/02/206 5LB	Three Horseshoes 612 Hatfield Rd	Display of various signage	No objection unless planning regulations apply
5/02/207 5	76 Tollgate Road Colney Heath	Two storey side and single storey front extn (resubmission)	No objection unless planning regulations apply
5/02/202 5	40 Fellows Lane	Single storey front and side extn and rear conservatory	No objection
5/02/205 8	22 Oaklands Lane	Single storey rear extn	No objection
5/02/209 4LB	The Plough Sleapshyde	Internal alterations and provision of new windows and doors	No objection as long as Policies 13 and 86 are complied with
5/02/211 0	48 Wynches Farm Drive	Conversion of garage to living accommodation (re-submission)	No objection provided planning Regulations are complied with.

Planning Application 5/02/1941 Smallford Nurseries Hatfield Road Smallford Additional Glass Houses

After canvassing local Residents, Cllr Falk reported the following comments to make on the above application:

1. Residents have complained that the letters informing them of this application were not postal coded and 'went round the houses' before being delivered. Some Residents who are likely to be affected have not been advised of the application.
2. Members and Residents are concerned about the projected number of additional vehicles quoted in the application and believe this is an underestimate. The number of vehicles currently using the site is already excessive. Tesco's vehicles have been noted using the site. Vehicles park in Station Road in the early hours of Sunday mornings disturbing Residents and come over the Weight Restricted Bridge on Smallford Lane (especially foreign vehicles). The Resident at No 7 Station Road has already reported these documented instances to the Police.
3. Highways have been dealing with flooding caused by excess water running off the existing greenhouses into the full ditch along Station Road and then into front gardens of homes and business premises along that stretch. If the additional green houses are built what provision will be made to carry the excess water safely away from the highway and not flooding into front gardens?
4. There are fears that polluted water (from weed killers and fertilizers) will be diverted into the run-away to the rear of the green houses and thence into the Smallford Pits affecting plants and wild-life.

Highways confirmed that they have asked for conditions to be imposed on drainage.
Council resolved to agree the planning letter issued on above lines.

8.2 Appeals and Enforcement Notices -

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

Appeals

Courser's Road – Members discussed further developments/letters. The latest developments came before Plans South on 11 November – Cllr Brazier & Cllr Clarke attended. Cllr Brazier reported that the enforcement notice for sheds to be removed was confirmed and an appeal will be expected at the next months meeting. Also a public meeting has been arranged for 28 January for the appeals against the notices and the defence is likely to be European human rights issues. The London Green Belt Council (LGBC is short of members) commiserates with Cllr Brazier who reported this matter to them and the LGBC feels that the Courts are now making more effort to 'rein in' the landowners of these sites.

8.3 Planning Decisions

Cllrs noted the following planning decisions received since the last meeting and reported below:

5/02/1484	Conservatory	92 Hill End Lane	Permitted
5/02/1718	Stationing of one additional caravan	2 The Paddocks	Refused
5/02/1552	Conservatory	43 Meadway	Refused
5/02/1585	Demolition and rebuilding of attached garage and alterations	51 Tollgate Road	Permitted

8.4 District Plan Review-Joint Meeting of the District Plan Review Steering Group & Representatives of Parish/Town Councils – Wednesday 20 November at 7pm in the Jersey Farm Community Centre – Cllrs unable to attend due to PC Meeting. Cllr Falk had the Issues Document to review and the Agenda for this was published on 12 November (not received yet). The Council discussed and advised no written comments required.

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.

Dave Rodway was unable to be at the meeting to take a photo of Council for the Christmas Chronicle, so the Clerk took a picture.

10. COLNEY HEATH COMMON

10.1 Common Rangers Report from Charlie Nash – Cllrs noted the monthly report and discussed any issues raised or progress on work requested by the Council. Charlie's report advised that the Silver Jubilee seat by the closed bridge has rotted away and needs to be replaced/repared – referred to budget meeting. Charlie has bagged builders rubble fly tipped along ditch Coursers Road and left near Parish bin for Royce to remove. Report on broken rail fencing to follow later.

10.2 Three Valleys Water Pipeline across the Common – Waiting deed of easement to be finalization by Ottaways. Re-instatement works have been done. Ottaway's have found some conveyance plans, which appear to cover the area concerned, reviewed by Cllr Brazier. Also the protective fence around the pipeline has gone the Clerk will need to report this to 3 Valleys Water (Russell Harvey) & ask for it to be replaced, should be left in place for 1 Year.
Council agreed for Clerk to confirm to Ottaway's this covers the whole pipeline.

10.3 Registering of Common – Cllr Crump advised registered in 1968 Ref.: CL 93 covering 70.74 acres. Clerk will investigate arranging for the Common to be registered with the Land Registry.

10.4 Beating of Bounds reported Work -Boundary Posts Notices – The Warden Royce has been asked to replace missing/rotten posts and to advise on notice posts. Latest report is one post replaced, notice posts outstanding.

10.5 Monitoring of Transco Pipeline –Cllr Brazier has received a response from Jan Swan and reported. Cllr Brazier is not satisfied and read the report with some interest; he has slight reservations especially because the docks have only just been sprayed again. Council agreed Cllr Braziers comments and asked the Clerk to write on the basis of his report requesting a meeting with Cllr Brazier & Jan Swan to discuss.

10.6 Plank Bridge onto Common from Coursers Road – Royce has quoted £70 to build new bridge (provisionally agreed at October Meeting) with railway sleepers, planks & £50 for new railings. Lorraine's further site visit reports that the bridge is sturdy & new bridge surface would have the same problem therefore advice has been sought from HCC Julian Thornton on best method. He feels a heavy-duty mineral felt glued to existing surface together with a handrail would offer best protection. Council discussed and felt any replacement or modification would still pose a danger therefore the bridge should be removed and not replaced. Access to be either further down Coursers Road or over the natural bank and ditch. Council resolved to reject Royce's quotes of £120.00.

Council agreed a new quote be sought from Royce for removing old bridge only to be agreed between Chair & Clerk for action ASAP under safety reasons.

A further fall has occurred on Bridge see report. The resident has visited the Office & the Clerk has explained action being taken by Council & given Council sympathy.

Insurance Co advice is bridge must be added to weekly inspection sheet when re-opened – not necessary when bridge removed.

10.7 Management Plan & Grass Cutting report by CMS – Martin Caddy of CMS by invitation gave a talk on his report on revisions/recommendations to the 2000 management plan. Amendments are required for the grass cutting contract tender & for problem areas of scrub that require further work due to the unsatisfactory following of the cutting plan. It is recommended that in future the grass contractor should be monitored after each cut by the Commons Ranger checking and reporting any areas not cut per the plan (amendment to job description required) for Office to arrange for it to be rectified. Also recommended grazing as the best practise management of Common and explained the DEFRA Stewardship Scheme where they would pay Council for capital works including fencing/gates and pay for grazing and restoration of heathland. Martin confirmed CMS could help the Council with the agreement and gave Council a copy of DEFRA scheme for Cllr Brazier to read. River management requires EA contribution to plan. Council thanked Martin for his talk.

Council resolved to proceed with the grass cutting tender as per the revised Management Plan recommendations & issue of Clerks draft tender.

Council resolved a separate tender for the Common from Park grass cutting & issue of Clerks draft tender.

Council resolved for Clerk to advertise tenders in Chronicle & on notice boards.

Council resolved to follow the 3-year plan to remove sections of shrub & obtain quotes for this work.

Council wanted to investigate stewardship of the Common – putting the area back to grazing after the 3 years grass cutting.

10.8 Queens Head Football Club –Cllrs noted response to letter and request and also Biological Records letter advising they are interested in returning the Warren to heathland. Council resolved to re-bate the invoice by 40% to £58.80 (60% of original invoice).

Council resolved the Warren Pitch to be returned to heathland.

10.9 Encroachment – Cllrs noted conifers (rear of High Street property) have been cut down by Royce.

10.10 Fencing (Request from Pre-School Group) - The Open Spaces Society have sent leaflets about fencing on Common land. The information has been given to Cllr Brazier to report; he feels the advice is ambiguous. The pre-school are interested in utilising the fence from the defunct sand pit and are ascertaining if it is suitable. Clerk provided a verbal report & will endeavour to get 3 quotes for budget meeting on alternative proposals. Cllr Brazier advised VHC permission would be required for Fence.

10.11 Fly tipping - Tara Murphy (SADC) Litter Enforcement Officer advises SADC may be able to provide a list of 'approved contractors' (being decided at Cabinet Level).

Council advised Clerk to write to SADC to ask why MRS an independent contractor is no longer allowed to clear CHPC rubbish.

There is a portable surveillance camera now available. Tara advises track would be suitable for camera but feels it would be better to get our own. She says there is a 'queue' within the District for the camera.

Council resolved not to obtain quote for a camera to be installed.

Three quotes from contractors from Yellow Pages were requested. Quotes received are Chapman Grab Services £300 (plus VAT) and Clearaway £320 (no VAT) for removal of rubbish (excluding 4 fridges). Copy of Waste Licenses requested – received from Clearaway. Council resolved to accept Clearaway quote for £320.00.

10.12 Storm damage - Cllr Brazier helped Royce to clear some fallen trees outside the Office during storm as an emergency – bill paid to Royce for £70. Oakapple quoted £400 to clear lodged and fallen limbs and Chairman and Clerk agreed under emergency powers to accept quote.

Council resolved to accept emergency action and pay for works.

Oakapple have quoted £1600.00 plus Vat to Pollard Willows to approximately 5mtr and remove all debris. Jackman & Hawking quote £2250 plus Vat and Barrow & Holding quoted £1540 plus Vat.

Council resolved to accept Oakapple's quote.

10.13 Pot holes on access road - The current wet conditions have made the potholes on the access road, particularly near the Village Hall very bad.

Council agreed to order more road 'plannings' to enable Royce to fill them.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 Parish Wardens Report/time sheets from Royce Paxton - Cllrs noted the monthly report and discussed any issues raised or progress on work requested by the Council. Royce has fixed the dog bin in HSRG. Roestock Park soil area has been levelled & seeded and extra play bark added to play area. More fly tipping in Warren Track has been taken to the farm. Cllr Crump had visited Roestock Park and advised further work required as follows; Weed play bark area of grass especially around the edges requires forking. Stepping stumps in the play area are rotting and some missing rest need removing. The play equipment is looking dirty with algae growth requires wiping down, and broken bench and concrete base needs removing (already requested by Clerk). The Council resolved for Royce to be asked to do this on his monthly work list.

11.2 Parish Gardens Report from Hilary Brazier - Cllrs noted the monthly report and discussed any issues raised or progress on work requested by the Council. Winter pansies and spring bulbs have been planted.

11.3 Grass Cutting Contract – 3-year contract expired in October 2002. New contract will be required from March 2003. Discussed under Common item 10.7 draft tenders agreed to be issued.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club – Chair has written letter (copied to all Cllrs) as agreed by Council in October's Part II- reply received by hand 11 November too late for inclusion in agenda will be put on December agenda – acknowledgement letter issued to FC advising of this.

Council Brazier advised of problems of noise from people leaving the car park late at night and Council resolved to purchase assign to say, "Please leave the car park quietly because the noise disturbs adjacent houses – Thank-You". Council resolved for sign to be purchased.

12.2 Tennis Court Report from Hilary Brazier - Cllrs noted report from Tennis Court Attendant including progress on monthly work requested by Council and discussed any issues raised. Council discussed receipts and agreed to defer discussion to December Meeting. Council resolved to remove net from court one and leave open as play area during winter.

12.3 Sand Pit – Deferred to November budget Meeting. Clerk advises £4500 has been budgeted 2002-03 for work already. See minute relating to Pre-School re-fence.

12.4 –Pot holes in car park - The pothole on the ramp of the car park has got dramatically worse. Royce has been asked to repair with concrete and ballast in an effort to prevent rain-washing filler out.

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 Car Park Lighting – Clerk has requested contractors Eastern Contracting and 24 Seven to proceed with their revised quotes to supply 2 streetlights in the car park as agreed by Council. The Clerk has written to Mark Irwing (Scouts Chairman) & cheque for the agreed donation towards project has been received. Clerk reported work commenced on 4 November and now waiting power connection.

15. BOISSY PARK -

15.1 Lease – Cllrs noted Richard Pugh of District Valuer's Office report advising landowner refuses to lower sale price and revised rent. The Clerk will investigate when the lease expires and if still valid ask Ottaway's for advise on how the Council can terminate the lease and its implications.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – waiting start date.

17. SLEAPSHYDE PARK – The hedge by Angel Cottage has been cleared of dead trees and we await the topping of the tall hedge when the weather/ground permits. Mr Lisney-Smith would like the 'Angel Cottage' hedge replanted with Beech Whips. Council advised letter to above advising comments noted.

18. **SLEAPSHYDE POND -**
18.1 Pond Maintenance – Further work is required – see Clerks report of site Meeting 11 October.
Council agreed to proceed with the work as per the report – order plants & supplies & skip hire.
Council wished to enlist Volunteers to do the work under the supervision of Martin Caddy from CMS who will supply equipment and expertise.
Council does not require contractors to quote for the work.
Grant form for tree removal & hedge planting (40%) has been completed & returned to CMS. £212 grant will be given after inspection of completed work by CMS.
CMS have provided a list of hedging plant suppliers and contractor information and will aid Clerk in ordering. Clerk will design leaflet asking for volunteers for Sunday 1st December 9.30-10.00AM starts at the Pond for distribution by Cllr Crump in Sleapshyde.
19. **GLOUCESTER PARK –**
19.1 Lease- no change.

19.2 Play Equipment Pipe Removal – House and pipes removed. A resident would like new equipment – Council agreed due to lease no action could be taken.

19.3 New Bins – waiting free bins from DC.
20. **TYTTENHANGER PARK -**
20.1 Park Membrane – Deferred to November budget meeting.
21. **HIGHFIELD TRUST -**
22. **HIGHWAYS**
22.1 Footpaths and Bridleways – Cllr Brazier reported on meeting that Alan Jenkins had complimented this Parish on condition of paths.

22.2 Parish Paths Partnership – Cllr Brazier reported this partnership might change soon.

22.3 Highways – Trees
Andrew Branch of SADC is surveying the trees in the area and will report on the amenity trees in Smallford Lane. Cllr Crump reported complaints about lots of white unmarked waste lorries parking and leaving Smallford Works at all hours. Clerk to report to SADC to ask to ensure any restrictions are being adhered to. Clerk to purchase an O/S map of area to help in reporting faults advised by Councillors and residents.
Amenity grass cutting - O'Connor's have responded copied to Cllrs Brazier, Cloke and Falk. Council was not satisfied with the response.
23. **VILLAGE HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**
23.1 Village Hall - The Village Hall Council made available minutes of VHC meeting 6 November and Cllrs noted them and discussed any issues raised.
24. **CHARLES MORRIS HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**

25. OUTSIDE ORGANISATIONS

25.1

CVS	Don't dump-Donate	Furniture Recycling Scheme 01923 857930
Herts. Police Authority	Public Access and visibility Strategy	Not affecting CH To Cllr Brooking
Herts. CC	East of England your Region, Your Choice Your Future	Regional Planning Consultation Available at www.eelg.gov.uk Strategy for the next 20 years!
Herts. CC	Application for Financial support. Deadline 20 December 2002	
Herts. CC	Herts. Direct newsletter and consultation	Circulated to all residents.
Open Spaces Society	News Letter	
CDA Herts.	Harvest newsflash	Will close on 31 January 2003 unless funding is provided.
EIS	Event Insurance	Information leaflet
St Albans Community Safety Consultation forum	Various papers	Reviewed by Cllr Falk
Cathedral Quarter	News Letter	
Trestle Theatre	News and information	
CDA	CHANGE OF ADDRESS- moving to Hatfield	
CDA	Information on sustainable funding	
Herts. Community Safety Consultation Forum	Public Meeting 18 November at St Mary Marshalswick church Hall	
Standards Board	Road show 3 December at Ipswich (Clerk has information)	
HALC	Parish News -HALC urges all parishes affected by Luton/Stanstead to let the Government know their views	
London Colney News letter		
CPRE	Newsletter-Airport fears plus other information Countryside Voice Newsletter	
NHS	Investing in your health Seminar 29 November 2002 noon to 3pm The Pastoral Centre London Colney	To Cllr Brooking
Countryside Agency	Information on grants for heritage projects, Vital Village up-date and 'Get your Community moving' literature	
St Albans Community Safety Forum	Minutes of 2 October	
Herts. CC	Flyer on recent rape case	

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Standards Cttee	Minutes of 25 September and Agenda and Report for 6 November	Cllr Brazier	
Parish Liaison Joint Cttee	Minutes of 17 October Meeting	CCTV, E-voting, progress of Parish Review Highways Partnership and environmental matters	
Twinning		Cllr Brazier	
District Plan Second Review	Minutes and agendas	Cllr Falk	
Executive Forward Plan	November to February 03		
Highways Partnership Panel	Report on Bus Stop clearway orders and other matters	Not affecting CHPC	
Licensing and General Purposes Committee	Minutes of 26 September	SADC are pushing for the Parish Boundary Review to be done by the May 2003 Elections	
Overview and scrutiny Cttee	Minutes of 10 September		
Tenants and Residents Assn	Notes of an informal meeting on 25 September		
Planning (Development Control)	Agenda for 14 October and minutes of 16 September		
Parish Liaison Joint Cttee	Agenda for 17 October and minutes of 17 January		
Planning (Development Control)	Agenda for 11 November and minutes of 14 October	To Cllr Falk to review.	
Overview and Scrutiny Committee	Agenda for 12 November		

27. STAFF AND OFFICE

27.1 Risk Assessment – on going.

27.2 Notice Boards/Bus Shelters – Royce has been 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. Hatfield Rd (Notcutts) and Station Rd (Smallford) - Mr Stayton has been asked for a quote - waiting. Royce has repainted Roestock Lane notice board.

27.3 Christmas Office Closure – Monday 23rd December to Wednesday 1st January inclusive.

Meeting closed at 10.30PM

Signed  -----

PART 11

Minutes

Council confirmed the minutes of the Meeting of 9 October 2002 and signed them as a true record of that meeting.

Colney Heath Football Club

Reply received by hand 11 November too late for agenda. Council asked Clerk to review FC finance figures before next PC meeting and table FC letter and findings for the December Meeting.

Clerk –

Christmas Leave – 23 December – 31 December

Assistant Clerk –

Christmas Leave – 23 December – 30 December. (15 hours)

Holiday booked for 13 January to 24 January (30 hours)

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

Clerks Salary Revisions per NALC

Clerk

April 2002 – September 2002

Point 24 - £9316.22 at 20hrs per week (£17235 full time)

October 2002 – March 2003

Point 24 - £9407.03 at 20hrs per week (£17403 full time)

April 2003 – March 2004

Point 25 - £10044.32 at 20hrs per week (£18582 full time)

Assistant Clerk

April 2002 – September 2002

Point 17 - £5637.16 at 15hrs per week (£13905 full time)

October 2002 – March 2003

Point 17 - £5691.89 at 15hrs per week (£14040 full time)

April 2003 – March 2004

Point 18 - £6006.89 at 15hrs per week (£14817 full time)

Meeting closed at 10.35PM

Signed -----

