

**PLEASE BRING TO MEETING
ON 8 JANUARY 2003**

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 December 2002.

PRESENT

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

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street
Frank Graham – Village Hall Council
Jo Stephens – Community Development Agency

1. APOLOGIES

Cllr Brazier

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

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

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

The Chairman reported regretfully that Brian Anderson local historian had died. Christine Shepperson [correction received] will deal with the matter of the return of Colney Heath History papers he held.

5. URGENT BUSINESS

The Christmas cards list was circulated to Cllrs to review Parish Council card recipients.

6. SPECIAL & NEW BUSINESS

6.1 GES Alarm monitoring – Fax dated 12 November from GES advised monitoring would continue with no extra cost or disruption to service until the service is changed to another monitoring station but letter from Abbot Security dated 18 November contradicted this advising 7 days notice of termination unless fees paid directly. Clerk replied to 18th November letter after consultation with Chair and faxed GES a copy asking for confirmation their letter



of 12 November still stands. Letter dated 29 November from GES confirmed this. Council noted the above and agreed no further action required.

6.2 Colney Heath Post Office – Opened to the public on 14 November. No date has been received for the official opening that Cllr Falk will be invited to as Chairman.

6.3 Xmas Gifts – Biscuits collected and given to all distributors for giving out. 7 thank-you letters received for the biscuit gift.

6.4 Airport Expansion – A Letter of objections has been issued by Cllr Falk. Verbal reports followed from Cllr Falk and Cllr Brooking. The delay in the decision is due to high court action that Gatwick has to be considered at the same time as other airports. Council agreed the expansions of Luton and Stanstead airports should continue to be fully opposed.

6.5 E Voting SADC Meeting 26 November – Cllr Brooking attended and reported that eventually SADC have agreed the recommendation that all polling stations be retained and the public to be made aware of paper options. Mr Lovelady has also asked for comments. Council agreed for Cllr Brooking and Cllr Falk to make comments to the Clerk for a letter. Cllr Brooking also made a brief report on a NHS Meeting on 28 November in London Colney he advised NHS staff support the need for change. Ideas put forward include a new special hospital based in Hatfield and new trauma units based at motorway junctions.

6.6 Colney Heath High Street Traffic Calming Petition – On agenda for SADC meeting of 27 November. Cllr Brooking reported petition of 219 signatures now with Highways Cllr Malcolm Macmillan and will be discussed at Highways meeting 22 January 7pm SADC Offices.

6.7 SADC request for diary of events – Details of any Parish events during 2003 requested. Council agreed the letter to be referred to Dave Rodway to respond.

6.8 Competition for free Broad Band facilities in Colney Heath – Cllrs noted letter received from East of England Development Agency. Councillors did not want to support this competition for Broadband.

6.9 NSPCC request for Grant - (Child Protection Team, Schools Counselling Service, National Helpline, Specialist Investigation Service). Council agreed the Clerk to refer the request to the January budget meeting.

6.10 Freedom of Information Act 2000 Model Publication Scheme for Local Councils. The Assistant Clerk had completed the declaration of adoption form as RESOLVED at the November Meeting.

1. The draft-completed version of the Approval questionnaire (Mandatory) was noted. Council confirmed this adequately showed their wishes and approved the wording.
2. Members noted the Scheme will be publicised and the Clerk must advise the Commissioner of how this will be done when forwarding the Declaration. Council agreed a notification be placed in the Spring Chronicle (once the Commissioner has approved the scheme and notified us of its duration) and placed on the Parish Boards.
3. The Clerk asked that requests under the Scheme to examine the information be made to her in writing with a 7-day notice period. Some information is already made available on the Parish Web site. Council agreed to 7-day notice period.
4. As Parish Councils are able to charge for the copying of documents the Clerk recommended a price of 5p per sheet (the current office services charge). No charge is currently made for copies of the Parish Minutes already sent out to several persons/groups and the Clerk proposes no change to this.

Council agreed to 5p per sheet charge.

For information a copy of the Core Model Scheme was available.

6.11 Housing Survey The results of the survey are now to hand (Clerk waiting copy) and Linda Middleton of SADC Housing Dept. and others will attend Parish Meeting in February to make a presentation.

6.12 Proposed priorities for Policing in Hertfordshire Comments required by 17 January 2003 - Council agreed Cllr Falk, Cllr Brooking and Cllr Cloke to review for comments and advise Clerk of response for letter.

7. FINANCE

7.1 Parish Council Accounts

Council received accounts with lists of emergency payments, current accounts for payments, bank statements and moneys received and banked since the meeting on 13 November.

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. Clerk advised still waiting.

7.3 Special Budget Meeting - Date set Thursday 16 January 8pm.

Cllrs noted applications received from Colney Heath Football Club (completed CHPC form) and Charles Morris Management Committee (form issued 22Nov) for grants for 2003-04. These have been deferred to the January budget meeting for discussion because too late for November budget meeting agenda.

7.4 NatWest Banking – Cllrs noted letter from bank advising Council will have free banking from 1 January 2003 as long as we do not pay out more than £100,000 during the year. If charges do apply they will write to confirm charges.

Cllrs also noted due to bank system changes NatWest no longer will give Clerk details of bank balances over the phone because not a signatory. Last month obtained by going through special department but took a long time to find records (this may also stop). Clerk waiting for Rob Storey to confirm what can be done in the mean time he will give details as requested.

7.5 Section 137 Payments – Cllrs noted the Government is making a new Standing Order to allow Councils to spend £5 per elector (currently £3.50) of their budget on projects that benefit their area but that are not covered under their other powers. The Order will come into effect on 31 March 2003. (Press Release from the Office of the Deputy Prime Minister).

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:

Cllr Falk planning applications Officer reported further on the new access road and its implications.

5/02/2112 Smallford Works Smallford Lane St Albans New Access Road

1. Members have grave concerns that this new access road will open the Smallford Works for further development. The site is in Green Belt and industrial development has previously been refused.

2. Members raise concerns about the long term plans for the site and suspect that considerable investment required for the entrance is a prelude to other plans for inappropriate development of this Green Belt site
3. The proposed entrance poses danger for road users. The entrance is within 25m of a tight bend, there are therefore poor sight lines here particularly to the north.
4. The road has a 40mph limit but frequently vehicles travel at much higher speeds. There is a weight limit on the bridge to the north and members are very concerned that heavy vehicles might be tempted to come south over the bridge from the Hatfield Road. (This is already a problem) It would be dangerous for articulated vehicles illegally coming from the North to turn right at this point.
5. The present entrance already causes considerable noise nuisance for residents. Much of this is due to lorries without operators' licenses or through frequent use outside permitted hours e.g. 4am lorry departures and frequent Sunday use.
6. If permitted, Members believe the existing entrance should be closed and landscaped. They do not believe an 'emergency' exit is necessary. Landscaping of the new road and footpath should be a condition of approval and the existing drainage ditch should be retained and improved, as the area has been known to flood.

Note The Police have indicated they would support mouth of new road being designed for lorries to only access it from A414. Planning Dept will arrange for Highways to consult Police.

Further comments on other planning applications were as follows:

5/02/2220	124 Tollgate Road	Replacement dwelling	The original building was a single storey wooden construction now destroyed by fire. As the land is Green Belt if any replacement should be approved Policy 13 should be implemented in full
5/02/2202	Herts Tool Company Lyon Way	Extension to existing factory	No objection
5/02/2286	Smallford Cottage, Colney Heath Lane	Single storey rear extn	No objection
5/02/2276	101 Marlborough Cottages, Colney Heath Lane	Two storey rear extn (re-submission) following refusal)	No objection providing Planning Policies are met.
5/02/2295	66 Oaklands Lane	Conservatory	No objection
5/02/2303	47 Station Road Smallford	Demolition of rear garage and erection of single storey rear extn	Awaiting comments
5/02/2328	Smallford Nurseries Hatfield Rd	Erection of glasshouses	Awaiting comments
5/02/2362	Wickes Building Supplies Ltd Acre Way	Change of use of part car park 'to an outdoor projects centre'	Awaiting comments

8.2 Appeals and Enforcement Notices -

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

Appeals

Courser's Road – Council discussed further developments/letters reported prior to the meeting by Cllr Brazier. Cllr Brazier will continue to monitor and do all possible to ensure illegal site is removed. Inspectorate Public Hearing date January 28th at 10 am in DC Offices and will last at least one week.

8.3 Planning Decisions

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

5/02/1824CP	44 Firwood Avenue	Loft conversion and dormer window	Certificate of Lawfulness Granted
5/02/1000	Land R/o 47 Firwood Avenue	Erection of detached chalet bungalow (outline)	Conditional permission
5/02/1905	18 Oaklands Lane Smallford	Single storey and first floor rear extn	Conditional permission
5/02/1822	20 Princess Diana Drive	Conservatory	Conditional permission
5/02/1983	336 Camp Road	Two storey rear extn and attached garage	Refused
5/02/1999	4 Sovereign Park	Rear Conservatory	Conditional permission
5/02/2058	22 Oaklands Lane Smallford	Single storey rear extn	Conditional permission
5/02/1929	6 Edison Close	Conservatory	Conditional permission
5/02/2052	40 Fellows Lane	Single storey front and side extn and rear conservatory	Conditional permission
5/02/1910A	Three Horseshoes 612 Hatfield Rd	Display of various signage	express consent refusal

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.

10. **COLNEY HEATH COMMON**

10.1 Common Rangers Report from Charlie Nash – Cllrs noted the monthly report and discussed issues raised and progress on work requested by the Council. Charlie's report advised on fly tipping and suggested narrowing of Warren track and asked Council to consider new signs for Horse riders on Common. Council felt narrowing would be expensive (quote obtained in past) but would like to investigate a gated access and asked the Clerk to seek advice from Martin Caddy of CMS and then obtain quotes. Signs not discussed. Oakapple have been asked to pollard the Willow Trees as agreed – waiting.

10.2 Three Valleys Water Pipeline across the Common – Ottaway's have written to confirm they have supplied the necessary Title evidence to Three Valleys' Solicitor and asked them to prepare the final Deed of Grant for execution by the Council. Clerk advised Russell Harvey of 3 Valley Water has been asked to replace the protective fence around the new pipeline and advised on 4th December it will be done within 2 weeks.

10.4 Beating of Bounds reported Work -Boundary Posts Notices - Royce asked to replace missing/rotten posts and to advise on notice posts. (One post replaced, notice posts outstanding).

10.5 Monitoring of Transco Pipeline – Clerk advised Jan Swan asked to contact Cllr Brazier to arrange a meeting but there is a delay from her due to contacting Martin Maggee at Transco.

10.6 Plank Bridge onto Common from Coursers Road – Removed by Royce for £50 agreed by Chair & Clerk.
Council resolved to accept Royce's quote and work done.

10.7 Fly tipping – Further tipping on Warren Track – large amount including rubble. Three quotes have been requested. Clearaway quote received for £320 (£352 after 28 days) to clear the waste. No other replies.
Council resolved to accept the quote of £320 (£352) from Clearaway.

Since this quote a further load has been dumped of roof sheets – moved to farm for later collection. Council asked for SADC Environmental Officer to be contacted to review roofing in case asbestos and advise on removal and then seek a quote. Council also asked that fly tipping be notified to both the SADC and Police on a regular basis so that they know extent of the problem. Clerk confirmed response received from SADC Andrew Robertson Environmental Services Manager confirming MRS not available to collect from CHPC due to commitment to fulfil contract with them.

10.8 Grass Cutting Contract – 3-year contract expired in October 2002. Tenders issued to a number of contractors & advert in Chronicle & Parish notice boards. Waiting responses. Clerk has written to Charlie with copy of tender and asked him to meet perspective contractors to tour Common and next year to check grass cutting tender being adhered to after each cut. Although needles have not been found on parks Loraine has been asked if contractors should be provided with 'safe boxes' – a health and safety issue. Council agreed to safe boxes.

10.9 Sandbags – The office hold more empty sandbags for distribution/collection.

10.10 Encroachment of firs on to Common – Royce requested to remove firs back of high street. (Noted in previous Minutes)
Council resolved to accept the quote of £20 and pay the invoice.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 Parish Wardens Report/time sheets from Royce Paxton - Cllrs noted the monthly report and discussed issues raised and progress on work schedule requested by the Council. Royce has also completed the 3-month checklist; ticks in every box confirm the inspection has been done. Royce reports broken seat in Roestock removed and the cross bar on the gate to Boissy Park is bent. Zurich report suggests there are some problems with play areas/ equipment not reported on above. Council noted problem in checking/maintaining equipment and will discuss further at a later date.

11.2 Parish Gardens Report from Hilary Brazier - Cllrs noted the monthly report and discussed issues raised and progress on work requested by the Council. Cllr Falk advised of poor condition of the shaded rose bed at Firwood and asked the Clerk to contact Hilary to ask what can be done and if other plants would suit the site better.

11.3 Grass Cutting Contract – 3-year contract expired in October 2002. Tenders issued to a number of contractors & advert in Chronicle & Parish notice boards. Waiting responses.

11.4 Yearly Inspection of Recreational Areas by independent company – The Council agreed Wicksteed would inspect the play areas accompanied by Royce and this had been done on 4 December - **A report is awaited.** Last years inspectors Zurich have without notice of visit sent a report (Clerks had copy) this means 2 inspections have occurred. Clerk has contacted Zurich because they had been notified of cancellation – Zurich confirmed no charge this year for this report (renewal confirms this) & maybe paid from fees November 2001 because report dated 8 November and renewal date is 15 November. Report same format as last years – not very helpful. Clerk has read through and highlighted and numbered areas requiring action, there are 31 items include raking of bark again all areas, graffiti removal, damaged bars & seats, bench foundations & seats, damaged slide and roof rotting, non-compliance of some equipment, height of seats, too high play bark, bracings tightening, slide gaps and fencing requirements. Copy of report with Clerks notes had been given to Cllr Falk & Cllr Crump who reported. Cllr Crump advised that although there were a number of items

14.2 Removal of dangerous damaged bench/base – Royce requested by Clerk under safety to remove - done.

Council resolved to accept the £50 quote to remove and pay invoice.

15. BOISSY PARK -

15.1 Lease – Clerk has written to Ottaways asking advice on terminating reply circulated to Cllrs to note. This was received too late for agenda and will be tabled for the January Meeting for discussion.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – Still waiting start date.

17. SLEAPSHYDE PARK – Royce reported loose horses removed by Police.

18. SLEAPSHYDE POND -

18.1 Pond Work – Clerk ordered required plants and extras at a cost of £73.43 from Woodland Improvement (Nurseries) Ltd recommended by CMS. Delivery was to CMS directly for transport by Martin to site. Skip required for clearing was ordered via Groundwork (Hales) at subsidized cost of £15.00 because of volunteer work.

Council resolved to accept quotes and pay the above costs.

Leaflets advertising work distributed by Cllr Crump. Volunteer work was undertaken on 1st December to clear pond area, plant hedge and erect fence to protect new hedge. Martin Caddy of CMS provided expert help. He also provided his labour using a brush cutter to clear and provided other equipment for volunteers including gloves and spades. Due to wet weather hedge planting and fence was postponed until the New Year but clearing was undertaken. Cllr Falk reported on progress and thanked Cllr Cloke, Cllr Day and Cllr Crump and his son for attending and all their hard work. A further date for the hedge planting will be arranged in the New Year.

19. GLOUCESTER PARK –

19.1 New Bins – waiting free bins from DC – Ian Waklam reports some will be available in New Year for collection.

20. TYTTENHANGER PLAYING FIELD & PLAY AREA -

20.1 Park Membrane – Deferred to budget meetings. Cllr Day advised the front pedestrian gate is broken and needs replacing – Council agreed for the Clerk to obtain quotes. He also advised the large field gate is damaged – Clerk advised Royce has repaired before and this will continue to be monitored for repair/replacement.

21. HIGHFIELD TRUST – Clerk reported developments including planting of 300 trees and clearing of area where community facilities will be built.

22. HIGHWAYS

22.1 Footpaths and Bridleways – Cllr Cloke reported on several problem footpaths in the parish including Redlands Lane and Oakland's Lane, which are overgrown with brambles and have rats. She is getting advice from Martin Caddy on how to deal with this and from the Environmental Agency.

22.2 Parish Paths Partnership – Cllr Cloke reported forms need to be completed and Martin Caddy is helping her fill these in.

22.3 Highways – Cllr Brazier obtained permission to place the bollards on the bridge behind the barrier, now collected. Police are aware of residents parking on grass verges - PC Reynolds has visited some Residents who have been parking on the footpaths. Advised 'grass crete' laid down by highways appears to encourage parking and verges in bad way. Cllr Falk reported she is in contact with Highways over getting the worst verges changed into parking. Cllr Crump advised of a resident's request for the Parish to write to Redlands about removing abandoned cars from their land along the A414 dual carriage way opposite Sleapcross Gardens. Council resolved for Clerk to write asking these to be removed due to possible danger.

22.4 SADC and O'Connor's Meeting - Jim Bennie has been contacted -meeting arranged for 3pm 12 December with John O'Connor and CHPC to discuss problems with parish grass cutting.

22.5 Bus Service - A Resident has again asked about the provision of a bus service to Hatfield. Cllr Falk reported on Vital Villages Application/Survey following a meeting with Margaret Corley and Jo Stephens Community Development Worker (The Vital Villages initiative) on 4 December and invited Jo to give a brief report to Council. This discussion was brought forward by Cllr Falk to Special & New Business for Jo Stephens to give his presentation. Jo Stephen's outlined the need for a survey and a grant being available of up to £5000 towards this – 75% funds from grant, 20% volunteers work and 5 % cash required from Parish Council. He calculated this 5% to be £250. He also advised Margaret Corley is willing to co-ordinate different groups in the Parish and handed out information to all Cllrs for them to review. Cllr Falk reported on possible needs and the Council asked questions. Council agreed this is important and may benefit the whole Parish. Council resolved to put £250 budget request to January Budget Meeting.

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

23.1 Village Hall - The Village Hall Council made available minutes of VHC meeting – Request for further funding of Senior Citizens party discussed (Normal annual funding of £113 agreed in budget). Council agreed for £113 fund to be paid to VHC.

The dangerous exit from the Village Hall was also discussed. Council resolved to support traffic calming as the best solution. Council asked the Clerk to contact Cllr Malcolm Macmillan of Highways to ask that Cllr Brooking may have permission to speak at the meeting on 22 January to outline the concerns of residents brought forward and press for a traffic calming solution.

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

Clerk reported grant form requested not completed yet. Cllr Day asked for a copy to be sent to him to arrange.

25. OUTSIDE ORGANISATIONS

25.1

Harpenden Town Council	Forum Quarterly News Letter	
St Albans Community Safety Consultation Forum	Meeting on 27 January 2003	Cllr Falk has papers and will attend.
Shaw's Publications	Lists of Local Councils Books for Councillors and Clerks	
St Albans & District Footpaths	Walks programme December –	Cllr Cloke took paper

Society	March 2003 & Newsletter	
London Green Belt Council	Agenda for 11 December	
Herts. Local Government Pension Scheme Employers Bodies Meeting	Invitation to Meeting on 14 February 2003 at Hatfield (from 9.30am)	
Herts. CC- Funding and Support A prospectus for Voluntary and community organisations	Application form for Financial Support - Community Funds	
Twining	Newsletter	
Clerks & Councils Direct	Newsletter	
HALC	Parish News	
NALC	Department for Environment, Food and Rural Affairs consultation on Legislative proposals: Habitats Directive and Land-use planning regime	Paper can be found at www.defra.gov.uk/widelife-countryside/conindex.htm
Citizens Advise Bureau	New help lines	Posters being advertised on Parish Boards and article forwarded to Dave Rodway for Spring Chronicle
Wheathampstead	Parish Pump Newsletter	
CPRE	Planning up-date Newsletter & Rural Matters Newsletter for November	
Independent Complaints Advocacy Service for Beds and Herts.	Patient and Public Involvement in Health. Supporting people making complaints about the NHS	Letter and leaflets for Parish Boards
The Clerk	Journal of the SLCC	
Community Safety Forum	Notes of Meeting at Marshalswick	

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Planning (Development Control)	Agenda and reports for 9 December	Cllr Falk	
Housing Liaison Consultative Forum	Minutes of 29 October and 14 November		
Meeting of the Council	Agenda for 27 November	Includes report on Luton Airport Expansion	
Executive Forward Plan			
Highways Partnership	Joint Members Panel Minutes of 16 October		
District Plan Second Review	Agenda for 20 November		

27. STAFF AND OFFICE

27.1 Risk Assessments & Health & Safety at Work Act 1974 – SADC advise Colney Heath PC must undertake a risk assessment for stress in the Workplace and develop a policy for dealing with it. Clerk advised that due to time pressures the Assistant Clerk has not had time to do this.

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27.2 Closed Church Yard Attendant Vacancy - Advert placed in Chronicle & on Parish notice boards. Waiting applications – Discussed under Part 11.

Clerk confirmed a letter accepting resignation and asking for confirmation and the return of Parish tools sent to Mr. Marlborough on 26 November. Council asked a further letter be sent asking for return of tools ASAP because a new person would be starting shortly.

27.3 Notice Boards/Bus Shelters – Royce asked to do minor repairs. These include getting planks for broken Bus Shelters – Hill End Lane (Near No106) & Hatfield Rd (Nissan Garage)- Royce reported done but broken again.

Hatfield Rd (Notcutts) and Station Rd (Smallford) Clerk reported Mr Stayton has quoted (received after agenda finalized) £220 and £185 respectively.

Council resolved to accept both quotes.

27.4 Christmas Office Closure – Monday 23rd December to Wednesday 1st January inclusive. Agenda needs to be sent out 3rd January for the 8th January Meeting – not leaving Clerks much time to prepare. Council asked for notice to be put on Parish Office door with closure dates.

Meeting closed at 10.00PM

Signed -----



PART 11

Minutes

Council confirmed the minutes of the Meeting of 13 November 2002 and signed them as a true record of that meeting.

Colney Heath Football Club

Reply received from FC needed answering Cllrs noted Clerks suggested reply and amended schedule – Clerk reported this had not been issued to FC and needed to be agreed by whole Council at meeting before issue because the Council may not want to offer these grants in the figures shown as requested by the FC.

The Clerk asked Cllrs to note in this months agenda Royce has requested lining paint again (Last ordered in Sept) and a new marking machine so the Council is spending money on pitch maintenance. The Clerk also asked Cllrs to note that it may be felt £1200 for 2002-03 is too much in light of the above and the fact only £410 had been allocated in budget for whole pitch maintenance including paints etc.

The Clerk also advised although the Grant request for 2002-03 is higher than budgeted and previously given that due to increase in rent and the FC would not have had time to budget for this increase the Council may wish to consider this amount this year to help the FC. These grants would only be formally approved in return for their written agreement of the Rent Review figure of £3800 and payment of the outstanding amount up to October of £202.29 as per their letter. The FC would also need to agree to pay the further outstanding amount of £509.71 by the end of March 2003 and agree to increase the Pavilion standing order from April 2003 to £316.67/mth and arrange the payment of the Insurance next November.

Cllr Falk reported and asked Council to accept the Clerks recommendations after discussion the Council voted and it was unanimously agreed as resolved below.

Council resolved they wanted to offer the grants subject to conditions at the levels of £500 for 2000-01, £500 for 2001-02 and £1200 for 2002-03 to be set against moneys owed and issue the Clerks letter with the conditions required for formal grant approval.

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 etc

Closed Church Yard Attendant Vacancy

Clerk advised 1 application had been received; Council agreed for the Clerk to write to the applicant to arrange an interview for January. Cllr Falk, Cllr Clarke and the Clerk to attend.

Cllr Falk asked about reviewing the job description. The Clerk will review the records and contact St Marks Church for their input and advise the Chair to arrange for a meeting to discuss and amend before the interview.

Meeting closed at 10.10PM

Signed ----- *H. Galt*