

**PLEASE BRING TO MEETING
ON 12 FEBRUARY 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 08 January 2003.

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
Cllr C Brazier

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street
Alan Cloke – 43 Cutmore Drive
Ann Nash – 26 Oaklands Lane
Rita Bushouse – 14 Oaklands Lane

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

The minutes of the Meeting of 11 December 2002 were signed as a true record of that meeting.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

None

5. URGENT BUSINESS

Cllr Brooking asked Madam Chair for leave to speak. He reported on the 2002 housing needs report discussed at the 7th January SADC Cabinet meeting. SADC were recommending a 35% affordable homes rate for new developments because of the severe shortage resulting in a large proportion of younger households leaving the area, it showed a 30.4% rise in the over 60-age range. Cllr Brooking asked if Council would support this and Councillors agreed it was important to do this and that when the report /minutes were available it would be discussed further. Clerk believed SADC & CDA are reporting on housing surveys at February Parish Meeting.

6. SPECIAL & NEW BUSINESS

6.1 Renewable energy and the planning system Survey – The Government Office for the East of England have asked for a survey to be completed taking about 30 minutes by 31 January. Council nominated Cllr Crump to take and complete the survey.

6.2 Verge Problems in Richardson Place - Cllrs noted letter received from Resident dealt with by a visit from Cllr Cloke. PC Alan Reynolds is monitoring the situation, as noted last month but 'grasscrete' laid by Highways encourages parking on verges. Cllr Cloke reported that she had spoken to Highways and been advised that the changing of this area in to parking bays is a high priority project and should be done within the next 8 months. Cllr Cloke has advised this to the resident above. The Clerk advised a letter has been sent 6th January to Stuart Walmsley of Highways that included asking what action can be taken – waiting response.

6.3 Hatfield Road Post Office closure Cllr Brooking reported his concerns over the possible closure of the Post Office. Although it is in Ashley Ward many residents of Colney Heath use it. Cllr Brooking asked that the Council support the Post Office. Cllr Brazier advised he had contacted the Post Office Customer Care and although the present owners wish to retire it is not on the list for closure. Council agreed for the Clerk to write to Post Office Customer Care – Glasgow and express the Councils concerns they had been advised it may close and ask for them to confirm it will continue to remain open.

6.4 St Albans City Youth FC - Cllrs noted written request to use Boissy Park for mini Soccer and deferred discussion to be with Boissy lease under item 15.1.

6.5 St Albans Business Forum Networking and Breakfast Meeting 28 January - Papers and agenda were available and outlined by the Chair. No Councillor wished to attend but would wait minutes.

6.6 School Bus Passes - Cllrs noted response received from County Principal Transport Officer advising Herts. is out of step with other Counties who provide no bus pass schemes. Council agreed to forward response to Kerry Pollard M.P. with covering letter advising Council are disappointed with the cost of travel for children and would welcome his views on how this charge could be avoided in the future.

6.7 Wild Life Sites Project - Members identified possible owners of the sites mentioned in CMS letter and shown on the Map. Clerk to advise CMS information.

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 11 December. Council resolved to accept the accounts subject to the Clerk amending two erroneous figures 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 -

Return sent with enclosures on 14 October to Lubbock Fine to finalize the audit and complete the annual return with the external auditors certificate and opinion. Clerks have posted a notice on one board with copy of return stating the Audit report has not yet been received by due date 31 December. Council asked Clerk to chase auditors for completion date.

7.3 Special Budget Meeting - Thursday 16th January 8pm.

7.4 Warren Track Football Pitch – Invoice for 2002-03 for £100 issued in June – Queens Head not using pitch now based at HSRG advised in their letter 6 August. The Council resolved to cancel the invoice for £100 because not due.

7.5 Caged Bird Society - Cllrs noted they have now finished using the Old Air Raid shelter and the equipment stored has been removed. They are paid up-to-date.

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:

5/02/2328	Smallford Nurseries Hatfield Rd	Erection of glasshouses	Members object to this application. Hatfield Road at the Oaklands Lane Roundabout and just West of the glasshouses is already subject to flooding due, members believe, to the large amount of water being shed by existing glass houses. There are also traffic issues affecting both Station Lane (the Bridge has a weight restriction) and Hatfield Road.
5/02/2439	Aylesford Sleapshyde Smallford	Demolition of existing and erection of a detached dwelling and garage (re-submission)	Members object to this application as this is Green Belt and Policy 13 of the District Plan applies. Cllr Crump reminded Cllrs this is in a conservation area.
5/02/2362	Wickes Building Supplies Ltd Acrewood Way	Change of use of part of car park to 'outdoor projects centre'	No objection
5/02/2379	6 Princess Diana Drive	Extension to garage	No objection
5/02/2303	47 Station Road Smallford	Demolition of rear garage and erection of single storey rear extn.	No objection

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 by Cllr Brazier. Letter from SADC confirmed **Public Enquiry arranged for Tuesday 28th January at 10.00am in SADC Council Chamber** – Cllr Brazier will attend and speak, Cllr Brooking advised he will also attend. Letters of observations needed to be received in triplicate to The Planning Inspectorate – Bristol by **10th January**. Cllr Brazier had sent a letter listing objections, which Cllrs noted. Public may attend the hearing and at the discretion of the Inspector give their views. The full letter with enclosed statement in support of grounds of appeal by appellant was copied to Cllr Brazier and Cllr Falk. The Public Enquiry is into appeals against two Enforcement Notices issued by SADC. Enforcement Notice 1 is to secure the removal of caravans from the land and cease the use of the land for residential purposes. Enforcement Notice 2 is to: (i) remove the unauthorized deposited hardcore and block paving from the land; (ii) cease the use of the land for depositing of hardcore and block paving; (iii) restore the land to grazing pasture.

See item 22.1 regarding Footpath 33 adjoining Courser's Road site.

The Injunction Proceedings High Court Master has now referred this matter to be listed before a judge for disposal. The case is on the warned list for hearing on January 14th but Cllr Brazier advised this would be adjourned until after the hearing.

8.3 Planning Decisions

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

5/02/0648	27 Sleapcross Gardens - Smallford	Two storey side extn	Refused
5/02/2075	76 Tollgate Road – Colney Heath	Two storey side and single storey front extn	Refused
5/02/1977	72 Tollgate Road – Colney Heath	Single storey front and rear and two storey side extn	Refused
5/02/2062	48 Roestock Lane Colney Heath	Two storey side extn to form granny annex (re-submission)	Permitted
5/02/1834	Radio Nurseries Oaklands Lane Smallford	Erection of Agricultural Manager's dwelling and garage (outline)	Permitted
5/02/2065LB	Three Horseshoes 612 Hatfield Road Smallford	Display of various signage	Refused

8.4 Goods Vehicle Licence Application for Smallford Works - Cllr Crump drew this to the attention of the Office and objections were sent to the Traffic Commissioner (Green Belt site, complaints of noise by residents etc). It should be noted that the Parish Council has no statutory right to make objections.

Cllr Crump asked for the Clerk to chase a response from SADC regarding the nuisance of the white waste vehicles entering/leaving Smallford site at all hours including 4AM.

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.

Residents from Oaklands raised concerns about the flooding of Oaklands lane and inadequate drainage under the A1057 and will be writing to Stuart Walmsley – Highways. Cllr Falk took notes to follow up. Clerk will contact Rosie Sanderson for support in getting it remedied – see item 22.1.

10. COLNEY HEATH COMMON

10.1 Common Rangers Report from Charlie Nash – Cllrs noted the monthly report and discussed issues raised or progress on work requested by the Council. Charlie reported on the affects of the recent rainfall and the rotten post and rail fence outside the office, which will need replacing. Council referred the fence to the Budget Meeting.

Oakapple were asked on 14 November to pollard the Willow Trees as agreed – Clerk reminded them and it will be done end of January. Residents have been notified.

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. The fence has been re-instated and will be in place for 1-year.

10.3 Beating of Bounds reported Work -Boundary Posts Notices Royce asked to replace missing/rotten posts and to advise on notice posts. (One post replaced). Notices given to Royce to erect on notice posts – Clerk to chase.

10.4 Monitoring of Transco Pipeline – Jan Swan has spoken to Transco who consider that after 3 ½ years they have discharged their responsibilities. Council agreed for Clerk to send letter directly to Transco advising Council are disappointed with this response in light of all the delays that have occurred in Transco getting the work done, the treating the weeds has been delayed several times resulting in the need for continued treatment of weeds which have not been dealt with enough within the time frame. Council would like for a meeting with them to discuss this and the report. Cllr Brazier is to 'see' the letter before issue by the Clerk for his comments.

10.5 Fly tipping – Clerk has advised Andrew Robertson SADC and PC Alan Reynolds of fly tipping on Warren Track during November. Alan has replied he will be doing some work on this issue next year. Clerk has asked Andrew for advice about asbestos roofing. Clearway have removed 2nd load for agreed quote – Royce advised some left in ditch and Clerk has confirmed with them to return and pick it up. Council asked for Alan to be contacted to ask what this work will involve and when it will start.

Cllr Brazier reported a car dumped in Wistlea Crescent for the Clerk to chase SADC for removal.

Office has already reported an untaxed VW Passat for removal left in HSRG (SADC advise reported in July then disappeared) and put a notice on a white van asking 'please remove – private land' it has been parked for 3 weeks in HSRG.

10.6 Warren Track – Charlie has recommended the narrowing of track – Council wish to investigate a gate due to cost of narrowing whole track – Clerk has asked Martin Caddy for advice as requested and he would like to attend the February Meeting to give a report. The Council did not wish for Martin to attend but would like a written report on gating. Clerk to refer to budget meeting gate/fence cost. Clerk reported fire brigade would visit site on 9th January to advise on emergency access through gate.

10.7 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 - Closing date 31 January 2003.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 Parish Wardens Report/time sheets from Royce Paxton - Cllrs noted the monthly report and to discussed any issues raised or progress on work requested by the Council. Royce reported parks are very wet.

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. The Firwood shady bed will be replanted in next years budget.

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 - Closing date 31 January 2003.

11.4 Yearly Inspection of Recreational Areas by independent company – The Council agreed Wicksteed would inspect the play areas accompanied by Royce in December – They have done this - report copied to Cllr Falk and Cllr Crump. The Clerk has closed the swing in Tyttenhanger – Royce has removed the chains and seat and a sign has been put up and Boissy slide rods have been hammered.

Last years inspectors Zurich have without notice of visit sent a report. The 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. In light of the reports the Council may want to review monthly work/checks carried out.

The Council agreed for report to be copied to Royce and Hilary to action points they can do.
The Council referred discussion of larger work to budget meeting.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club –Further developments/action to be discussed under Part II.

12.2 Football Pitch Marking – Brochure received from Fleet (line markers) and Royce has selected a suitable marker he recommends the Lionel - costing £360.28 plus vat for a 4'' marking wheel, 4-gallon capacity. An Arnold is also available with a 3'' marking wheel, 3-gallon for £271.92 and is the minimum requirement. Council agreed to refer to budget Meeting.

12.3 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.

12.4 Sand Pit – Deferred to budget Meeting. Clerk advises £4500 has been budgeted 2002-03 for work already. Clerk has ordered a brochure and price list from Monster a play equipment firm based in Berkhamsted. Brochures already held for Wicksteed, komplan and Lappset. Wicksteed have already been out twice in April and June 2002 and quoted and quotes for infilling with topsoil have been obtained.

Council may wish to arrange a recreational party meeting with Clerk to discuss what the Council would like to get quotes for – Council advised Clerk to look at report of previous Councillor meeting on play area for recommendations.

13. COMMUNITY PARK -

13.1 Lease Awaiting another amended draft – chased by CC Cllr Rosie Sanderson. Clerk has contacted Deborah Quinney who advises she has everything needed to proceed and will report to Clerk – reminded again for report.

14. ROESTOCK PARK -

14.1 Car Park Lighting – Streetlights fitted waiting connection to power. Clerk has sent cheque to 24 seven for power supply – advised will programme now in New Year. Clerk will chase date for completion.

15. BOISSY PARK -

15.1 Lease – Clerk has written to Ottaways asking advice on terminating lease – response dated 4 December noted. Council referred discussion to Part 11.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – waiting start date –Sue Swain of HCC advised she is waiting for the final confirmation of the price for the work, which will include realignment of the kerb, filling in the pothole and a new path from the road to the play area. She advised there shouldn't be a problem with the estimate so she will let the Clerk know when the work is likely to be done.

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

23.1 Village Hall - The Village Hall Council meeting is 8th January so minutes will be available next month.

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

25. OUTSIDE ORGANISATIONS

25.1

Ottaways Business Newsletter		
Forest Murmurs – Nov2002		
CDA – Housing Needs Survey 2002	Presentation by CDA will be given at February meeting	Copied to all Councillors
TCG Newsletter December 2002	CPRE Transport Issues	
CVS	December Newsletter	
Herts. Wild life Trust	Badger Appeal and Wild life times	
CDA	Annual Review	
Herts. Environmental Matters	Newsletter	Concentrates on airport expansion
St Albans Dist. Assn. of Parish Councils	Agenda for 14 January at London Colney	Copied to Cllr Brazier
Herts. Constabulary	Confirms Ward Constable (new name!) is PC Alan Reynolds	Phone number 796213 details are available on www.herts/police.uk
Twinning Assn	AGM is 14 January at 8pm in the Community Room	
HALC	Parish News	Notification that the Countryside Agency can provide advice on Transport Needs assessment prior to any application for a Parish Transport Grant National Training for Councillors any thoughts to NALC by 10 January

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Executive Forward Plan	Jan Mar 2003		
Minutes Overview & Scrutiny Committee	Meeting No3		
District Plan Second review	11 December Meeting	Cllr Falk has reviewed the agenda and made written notes.	
Parish Liaison Joint Committee	28 January 2003 Meeting	Special Expenses report	
Cabinet Meeting	Agenda for 7 January	Cllr Brooking attended and reported on Housing Needs Survey.	
Walking and Cycling	Opportunities leaflet		
Standards Committee	Minutes of 6 November 2002	Copied to Cllr Brazier for information	

Planning Development	Agenda for 6 January	Cllr Falk reported on referral of Oaklands planning application – problem is due to interpretation of greenhouses ‘footprint’ – these do not have one to use
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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 – This has not been undertaken due to lack of time by the Office.

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

Letter accepting resignation and asking for confirmation and the return of Parish tools sent to Mr. Marlborough on 26 November followed by reminder letter on 16 December. The signed copy of letter has been returned to confirm resignation. Cllr Brazier advised the only tool is a leaf blower. Royce will pick up to store.

27.3 Notice Boards/Bus Shelters – Royce has been asked to redo minor repairs of bus shelters (Hill End Lane - Near No106 & Hatfield Rd - Nissan Garage), which have been vandalised again once repaired.

Hatfield Rd (Notcutts) and Station Rd (Smallford) Mr Stayton has been asked to repair as per his quotes.

Roestock Lane shelter is rotting at bottom – Council asked Royce to look at to repair with above.

27.4 Data Protection – Confirmation of entry in register has been received valid until 4 November 2003.

27.5 Warden Training – Clerks has found 1-day course on inspecting children’s playgrounds by ILAM Services at a cost of £160 plus vat but none are local in programme up to April there might be one again in Stevenage at some stage – Clerk will advise if this happens. Cllr Brazier asked about vetting of staff for children – Council agreed Clerk to investigate requirements.

Meeting closed at 9.35PM

Signed ----- 

Minutes

Colney Heath Football Club

Clerk / Assistant Clerk –

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

Closed Church Yard Keeper

Clerk advised 2 applications have been received; Clerk has written to both applicants to advise they will be contacted again in January to arrange an interview and to send a new job description. New job description has to be written – none exists in Office. Job description waiting comments from Judy Smith at St Marks Church on required duties then Clerk will write and discuss with Chair. It may need to wait interviews until after February meeting has agreed job description.

Cllr Falk, Cllr Clarke and the Clerk to attend interview and need to discuss questions. Cllr Brazier advised he may have an old description to give to Office and recommended Church representative attends interview. Council agreed Clerk to invite Church and interview to be Chair, Church and Clerk.

Other Part 11 Business

Boissy Park – items 6.4 & 15.1 deferred for discussion here –

6.4 - The permission is difficult with the lease problems. Cllr Crump believed the lease may prohibit sub-leasing and payments – lease will need to be checked. Council agreed youth football should be supported but residents may complain about noise. Council resolved for Clerk to write to St. Albans City Youth F.C advising them they have the Council's permission to use the park for this season up to May 2003. The use would be as seen with the uneven surface and no marking by the Council. The Council will not be held responsible for any injuries resulting from the uneven surface and if they wish to continue to use the park after May written permission must be sought again from the Council. The Council will have to take into account if any complaints are received so can the F.C. ensure the games are played as far away from residents gardens as possible.

15.1 – Ottaways letter gave various advise and Council were unsure which to follow. Council resolved for the Clerk to write again to Ottaways asking them to give the Council their legal advise as the Councils solicitors, what route from the various options do they recommend.

Office Procedures

Cllr Falk reported on discussions with Clerk and Assistant Clerk instigated by Assistant Clerk advising Chair/Clerk she wished to present a letter to the Council concerning work pressure and possible solutions. Council asked for the written report and papers to be tabled on the February agenda with proposals for them discuss and make comments on once read and resolve a response.

Meeting closed at 10.15PM

Signed H. J. Galt