

COLNEY HEATH PARISH COUNCIL

Minutes of a Special Meeting of Colney Heath Parish Council held in the Community Room, Village Hall, High Street, Colney Heath on Thursday 16th January 2003 at 8.00 p.m.

PRESENT

Cllr H Falk (Chairman)
Cllr D Clarke
Cllr C Brazier
Cllr G Cloke
Cllr D Clarke
Cllr J Day
Cllr D Crump

IN ATTENDANCE

Debra Mayhew (Clerk)

1. **TO ACCEPT APOLOGIES** – Cllr S Ellis and Cllr G Brooking.
2. **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA** – None.
3. **MINUTES**
Council noted the Minutes of the Special Finance Meeting held on 20 November 2002 received at the December Meeting.
4. **INFLATION**
The Clerk reported that the CDC inflation figures to be applied to pay and supplies & services for the 2003/2004 financial year would be 4% on pay & 2% on supplies and services.
COUNCIL RECOMMENDED that the Parish Council apply a 4% increase to pay and 2% increase to supplies and services for the 2003/2004 financial year except where the Council was aware of adjustments required to the budget.
5. **ADDITIONAL ITEMS OF EXPENDITURE FOR 2003/2004**
Councillors discussed additional items of expenditure to be considered for inclusion in the Parish Council's 2003/2004 budget as listed.
COUNCIL RECOMMENDED that these items are amended as shown on the list of additional budget expenses at pages 3 & 5.
The Council also received two further applications for grants. These were from Colney Heath Football Club and Charles Morris Hall Committee both these applications were included on the list of additional items of expenditure for discussion and all grant form applications will require a response.
6. **PARISH COUNCIL BUDGET REQUIREMENTS FOR 2003/2004**
Cllrs considered the final budget requirements for 2003/2004 as per the schedule prepared by the Clerk and advised amendments.
COUNCIL RECOMMENDED that the full Council accept, with the amendments agreed the schedule of budget requirement as shown on pages 6 to 9.

7. **SET THE 2003 PRECEPT**

The Council revised the figures to set the 2003 precept. Once approved by the full Council at the February meeting the precept must be notified to SADC with confirmation of bank details.

Colney Heaths net budget spend is in excess of £100,000 therefore under present regulations the Parish Council has a responsibility to provide SADC with details of the approved budget, split between 'Leisure' and 'other heads' to enable them to publish this information in the Council Tax leaflet sent out with annual bills.

The full precept will be paid on Friday 25 April 2003.

The Council discussed the tax base and asked the Clerk to confirm with SADC that the revised Parish Boundaries will apply if they do:

COUNCIL RECOMMENDED that the precept be set at £45.96 with a tax base of 2368 for 2003.

If changes will not apply Council recommended a special meeting to revise figures. Since the meeting the Clerk can confirm SADC has advised to use the higher tax base figure.

There being no further business the meeting closed at 10.10 p.m.

CHAIRMAN

H. Salk

DATE

12-02-03

Debra Mayhew
Clerk - 20.01.2003

New Budget items Discussed for Inclusion in 2003-2004 Budget (Version Final Minutes)

Est. Amount

February 2002 Meeting

March 2002 Meeting

VHC contribution to Office costs agreed £370 (plus rates £414 plus £61.11 below = £845) £370.00

April 2002 Meeting

AGREED NOT REQUIRED - Donation hospice of St Francis – Est. £50 £0.00

AGREED NOT REQUIRED - New bins Gloucester Park (possible free from DC) – Est. £800 £0.00

May 2002 Meeting

Tennis Court surface repair – Quote Specialist Outdoor Services £5500 (or £16500) £600.00

High Street play equipment - £13477 (Est. actual cost of Smallford) with vat - £15,000 £10,000.00

June 2002 Meeting

Gardeners Plants budget – Est. from Hilary – £487 £500.00

AGREED NOT REQUIRED - Grant Colney Heath Post Office – no request £0.00

Internal Audit Costs – extra - £1200 (plus £650 external fees) £1,200.00

New Grass cutting contract tenders when received – Est. £8500 (£8081 2002-03) £8,500.00

1 Wheelie bin – weekly rubbish (Warden takes to farm at present) - NOT Specified in Budget £350.00

Elections – Est. £3000 £3,000.00

New & emptying of 1 extra dog bin Gloucester - £340 £340.00

AGREED NOT REQUIRED - Goals – Tyttenhanger (none or will use old goals) £0.00

AGREED NOT REQUIRED - Increase cost new notice boards - £0 £0.00

July 2002 Meeting

AGREED NOT REQUIRED - WRVS grant towards Emergency Service Teams – Est. £50 £0.00

New & emptying of dog bin for Common (by the bin next to seat in Coursers Rd) - £340 £340.00

AGREED NOT REQUIRED - Large litter bin for end Warren Track Common – Est. £500 £0.00

Tennis fence repairs – Est. £500 £500.00

AGREED NOT REQUIRED - Sleafshyde Hedge (lowering done in 2002) £0.00

September 2002 Meeting

Colney Heath Twinning – grant request £500 subject to conditions £500.00

1 new seat Roestock play area - £495.85 £495.85

Village Hall Contribution – Fire checks £61.11 (plus above £784 – total £845) £61.11

October 2002 Meeting

Colney Heath Play School - Grant application £400 subject to conditions for fence & shed £400.00

Sandpit quotes for soil – HSRG play area - £1250 Mr. Bone, £1000 Ivories. in above

AGREED NOT REQUIRED - Tyttenhanger Park membrane replacement – Quotes Wicksteed £0.00

13 November 2002 Meeting

AGREED NOT REQUIRED - New Jubilee Seat for Common (Nr plank bridge) - £495.85 £0.00

New Lease Rent for Boissy Park (£175 to 5/98 - £1000 requested) – Est. £1000 £1,000.00

AGREED NOT REQUIRED - (from Reserve Fund) Common Scrub Clearance – Yr1 – main cc £0.00

AGREED NOT REQUIRED - Surveillance Camera – Warren Track – (Possible 50% funding S £0.00

Common – Maintenance including trees or enhancement works (possible from Reserve Fund) £1,360.00

AGREED NOT REQUIRED - Sleapshyde Park – New hedge planting - £250	£0.00
AGREED NOT REQUIRED - Sleapshyde Pond Work - done 2002	£400.00
AGREED NOT REQUIRED - Gloucester Park – Play Equipment Fund (lease problem)	£0.00
Signs for Parks restrictions on age and bottles – Est. £600	£600.00
AGREED NOT REQUIRED - (keep old fence) New Fence for Sand Pit -Est. £3500	£0.00

New Applications at 20 November Budget Meeting

NOT AGREED - Colney Heath Football Club £1800 - Not agreed due to outstanding matters	£0.00
Charles Morris Hall Management Committee - Application of £8000 subject to conditions	£7,000.00

11 December 2002 Meeting

AGREED NOT REQUIRED - Fence for Tyttenhanger Play Area recommended Inspections	£0.00
AGREED NOT REQUIRED - Fence for Sleapshyde Play Area recommended Inspections	£0.00
Vital Villages - Survey contribution	£250.00
AGREED NOT REQUIRED - NSPCC - Est. £50	£0.00

8 January 2003 Meeting

Park Inspection Work - Contact Signs, New Fencing , Equipment Repairs - SEE EST. LIST	£3,220.00
AGREED COMMON FUND - Common work - Replace Fence & Improve Track VH	£0.00
AGREED COMMON FUND - Common work - Gate & Fence	£0.00
Football Pitch Marker	£360.28
Tyttenhanger Swing - Est.	£1,300.00
Extra Office Hours - Est.	£1,000.00

TOTAL BUDGET EXTRAS considered on this list = £43,647.24

WICKSTEED REPORT COSTS - ESTIMATE LIST

Smallford Park

Information Sign

COST ESTIMATES

£50

sub total £50.00

Sleapshyde Park

Slide Tower - Examination of support legs & put grips on steps & toggle test

£400

Barbed wire fence along field to replace

£250

Litter bin needed

£200

Information sign

£50

AGREED NOT REQUIRED - Fencing of play area Est. £4000

£0

sub total £900

Boissy Park

Slide - toggle test & replace rotten steps

£500

AGREED NOT REQUIRED - Fencing of play area Est. £4000

£0

Information sign

£50

sub total £550

Roestock Park

Swings - redo foundations, replace links

£500

Seat - move away from swings

£100

Multi-unit - Needs repairs by manufacturers

£500

Information sign

£50

sub total £1,150

Tyttenhanger Play Park

Re-set Chick

£20

Play house - needs repairs/alterations - needs repairs/alterations by manufacturer

£300

Swings - Need removing

£150

information sign

£50

AGREED NOT REQUIRED - Fencing of play area Est. £4000

£0

sub total £520

Gloucester Park

No play equipment

£0

sub total £0

High Street

No play equipment

£0

information sign

£50

sub total £50

TOTAL £3,220

COLNEY HEATH PARISH COUNCIL 2003-04 BUDGET FIGURES FOR PRECEPT

Budget figures increased for inflation at 4% on pay & 2% on Services unless revised figure known

EXPENDITURE	2002/2003				2003/2004
					Final Budget
ADMINISTRATION	£				£
Utilities/Other Admin	676.00				864
Telephone (includes internet & alarm)	1000.00				1000
Photocopier lease - 3 years £500/yr & per copy	512.00				650
Stationery	410.00				600
Postage (petty cash)	100.00				250
Other Petty Cash (Church petrol £84, PC meeting £100)	900.00				350
Office Equipment: maintenance	400.00				200
depreciation of computer, printer, copier - to buy new	1800.00				0
Courses	300.00				300
	6098.00				4214
SALARY					
Clerk's & Assistants salaries & car allowances/mileage	22082.00				24481
Staff Salary Contingency					1000
WAGES 4% increase - Parish Warden	11600.00				13151
- Clothing & Traveling Allowance	295.00				272
Parish Gardener	2250.00				2219
- Clothing & Traveling Allowance	295.00				272
Common Ranger	2250.00				2449
Tennis Court Attendant	589.00				747
- 10% bonus on annual takings	30.00				25
Closed Churchyard Keeper	510.00				529
Chronicle Editor/Publisher	2067.00				2148
	19886.00				22812
SUBSCRIPTIONS/DONATIONS/GRANTS					
St. Mark's Church - Cemetery Grant (March)	300.00				130
W.I. Senior Citizens Xmas Party (Jan)	113.00				115
Old Friends Transport Costs (May)	105.00				107
Society of Local Council Clerks (SLCC)	60.00				68
Commons & Footpaths	25.00				0
Open Spaces Society	27.50				28
London Green Belt (LGBC) Subscription	10.00				10
Herts & Middx Wild (£30 sub + £30 donation)	60.00				60
Herts. Association of Local Councils (HALC) & Reviews	566.70				650
Colney Heath Twinning subscription (£10) & grant £500	10.00				510
RE	25.00				25
Countryside Development Agency (CDA) Herts	25.00				25
Herts Society	30.00				30
Association of Parish Councils (STAPC)	70.00				70
Employers Assoc. East	0.00				0
Community Voluntary Service (CVS)	10.00				10
National Playing Fields	25.00				25
St Albans Footpath Society	3.00				3
Data Protection Registration	0.00				35
Football Club - Grant towards pitch maintenance	0.00				0
Charles Morris Hall Management Committee Grant	6000.00				7000
Trestle Theatre	50.00				0
Hospice of St Francis	0.00				0
WRVS	0.00				0
Open Spaces	0.00				0
NSPCC	0.00				0
Play Group Grant (Sports Fund 2002-03)	1000.00				400
Donation Fund for Council to grant within year	500.00				1000
	9015.20				10301

RECREATIONAL AREAS & OPEN SPACES					
RECREATIONAL AREAS					
Gardeners - planting & equipment fund	550.00				500
Parish Wardens - equipment fund (£360 for pitch marker)	500.00				500
Other Outside Staff - equipment fund	0.00				100
Dog Bins - Service for emptying (includes emptying +2)	2100.00				1700
High Street Recreation Ground -					
- Electricity for tennis courts and air raid shelter	115.00				40
- Park maintenance including pitches (lining paint)	410.00				370
- Play Area maintenance (new equipment & base)	4500.00				10000
- Tennis court (£600 C.) & car park maintenance (£500)	2500.00				1600
Roestock Park - maintenance (1 bench £500)	3300.00				1600
Community Park - maintenance	500.00				500
Sleapshyde Park - £100 rental & maintenance	4000.00				1000
Sleapshyde Pond - maintenance	300.00				400
Smallford Park/Dog Walk - maintenance (£1000 equipment)	1500.00				1500
Tytenhanger Park - maintenance (£1300 swing)	800.00				1770
Boissy Park - £1000 rental & maintenance	1500.00				1500
Gloucester Park - £5 rental - maintenance (£190 dog bin)	1000.00				400
	23575.00				23480
RUBBISH DISPOSAL FUND					
	1025.00				1400
COMMON					
Common - maintenance & work (dog bin £190)	1025.00				1360
FOOTPATH WORK					
Parish Paths Partnership excluding labor costs	1800.00				500
GRASS					
Contract for cutting grass areas	8081.00				8500
BOARDS - SHELTERS					
Notice Boards - new/maintenance & park signs (£900)	1500.00				2100
Bus shelters- new & repairs (no cleaning)	2290.00				1500
	3790.00				3600
BUILDINGS					
Village Hall - rates £414 & contributions £431	1055.00				1000
Charles Morris Hall -Rates(1st '98-99 budget never paid)	0.00				400
Pavilion - building insurance (Act. 2002-03)	690.00				945
Air Raid Shelter - Maintenance/insurance	227.00				200
Building Fund -	1000.00				1000
	2972.00				3545
CHRONICLE					
Chronicle - printing 4 issues	3000.00				3500
MISCELLANEOUS					
Audit - annual fees (£650)& internal audit (£600)& help	900.00				1850
Zurich Insurance & Wicksteed Inspection (£250)	1300.00				1591
Senior Citizens Xmas parcels (280 parcels @ £4 plus)	940.00				1200
Chairman's expenses	114.00				116
Solicitors' fees	1000.00				1000
Annual Parish Meeting	160.00				150
Election recharge	0.00				3000
Other Misc - Vital Villages Survey	0.00				250
Contingencies	2050.00				2000
	6464.00				11157
TOTAL EXPENDITURE					
	108813.20				119850

INCOME					
<u>High Street Recreation Ground</u>					
Letting of Senior Pitch	513.00				523
Letting of Junior Pitch	300.00				306
Letting of Third Pitch	0.00				0
Pavilion Lease	2600.00				3800
Pavilion building Insurance Premium	690.00				945
Tennis Takings - £1.50 wkdys./£3.00 eves & wknds.	300.00				250
Caged Bird Society Storage in Air Raid Shelter	70.00				0
<u>Common</u>					
Letting of Warren Pitch	100.00				0
Annual Wayleaves - nos.55/65/67/71/77/79 @ £5	30.00				35
<u>Gloucester Playground</u>					
Annual Wayleave - 108 Hillend Lane	5.00				5
<u>Roestock Park</u>					
Rental of land around Scout Hut	53.00				54
<u>Charles Morris Hall</u>					
Rental of site by Management Cttee.	5.00				5
<u>St. Mark's Church</u>					
Il ne from Grave Upkeep Trust (plus chronicle £0?)	135.00				200
<u>Miscellaneous</u>					
Bank Account Interest	3000.00				2200
Parish Paths Partnership	1800.00				1800
VAT refund for year	6500.00				2100
Contingency Fund -	0.00				-1200
TOTAL INCOME	16101.00				11023.00
TOTAL NEEDED FOR YEAR					108827
Based on the predicted 2003/2004 tax base figure of 2368 this would mean a Parish precept of					
					£ 45.96
The 2002/2003 Parish precept was £47.25					
2% increase on last year's figure as recommended on services would be £48.19, a 3% rise £48.66					
This precept has lowered to £45.96 due to increasing the tax base from 1960 to 2368 because of boundary changes occurring by 1 April 2003					

CLERKS NOTES TO DISCUSS ON AMOUNTS INCLUDED IN BUDGET				
Capital Projects included - Accumulative Funds	Total Fund	Earlier Year Funds	2002-03	2003-04
Building Fund	2000	0	1000	1000
High Street Play Equipment plus soil infill	14500	0	4500	10000
Smallford Park Play Equipment	2000	0	1000	1000
Election Recharge	3000	0	0	3000
Gloucester Park Play Equipment	0	0	0	0
Common works - Scrub & Tree clearance	28196	26836	0	1360
Tennis Court surface repair	600	0	0	600
HSRG Car Park repair	500	0	0	500
Charles Morris Hall Management Committee Grant	14000	1000	6000	7000
Boissy Lease - From May 1999 - 5 Years	3350	1350	1000	1000
			Total	25460
Other repairs/new items/increased budget required - Non Accumulative				
			Included in New Budget 2003-04	
VHC Contributions for Office £845 plus extra				1000
Donation hospice of St Francis				0
New bins Gloucester Park (possible free from DC)				0
Tennis Court Surface (£5500 plus barrier or £16500 plus vat)				above
High Street Play Equipment				above
Jenens Plants budget - Est. from Hilary - £487				500
Post Office Grant				0
Audit fees (£1250 plus £650)				1850
New Grass Contract (£8081 2002-03)				8500
1 Wheelie Bin (£348/year rent/empty per 1100L bin) - not specified above but maybe from £1400 rubbish				350
Election Recharge				above
Dog Bin Gloucester Park (£190 bin £150 emptying)				340
WRVS grant towards Emergency Service Teams				0
Dog Bin Common (£190 bin £150 emptying)				340
Large Bin - Common				0
Tennis fence - repairs				500
Twinning Grant				500
Bench Roestock Park				500
Colney Heath Play School Grant				400
HSRG Sand Pit - Infill with Soil - £1250 & £1000				above
HSRG Sand Pit - If fence used for Play School - new				0
Tyttenhanger Park - Repairs to safety surface				0
New Jubilee Seat for Common (Nr plank bridge)				0
Boissy Lease - revised amount £1000 (Last paid May '98 £175)				above
Common - Warren Track - Camera				0
Sleapshyde Park - new hedge				0
Sleapshyde Pond - Works				400
Gloucester Park Play Equipment Fund				above
Signs for Parks				900
HSRG car park - repairs				above
Roestock Skating Rink				0
Colney Heath Football Club Grant				0
Charles Morris Hall Management Committee Grant				above
Fence for Tyttenhanger Play Area - Zurich report recommendation - Est.				0
Fence for Sleapshyde Park - Est.				0
Vital Villages - Survey contribution				250
NSPCC - Est. £50				0
Park Inspection Work - See separate Sheet - signs £300 shown separately				2920
Common work - fence & track				0
Common work - Gate & Fence				0
Football Pitch Marker				360
Tyttenhanger Swing - Est.				1300
Extra Office Hours				1000
Grand Total		47370	Total	21910