

**PLEASE BRING TO MEETING
ON 12 JUNE 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 14 May 2003 immediately after the AGM.

PRESENT

Cllr J Day (In the Chair after public question time)
Cllr D Crump (In the Chair until public question time)
Cllr S Hall
Cllr I Gibson
Cllr J Henschley
Cllr T Cox
Cllr G Rump
Cllr C Brazier – apologies for late arrival attending a SADC full council meeting

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Dennis Becker 95 Colney Heath High Street
F. Graham – Village Hall Council

1. TO ACCEPT APOLOGIES

Cllr D Clarke - attending a SADC full council meeting

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

The Clerk explained that all Members are required to complete and sign the Declaration of Financial and Other Interests; this has been given to each Cllr for completion as soon as possible and return to the Clerk who will forward a copy to the St Albans District Council Monitoring Officer. It was agreed they would be returned within a week. Completed forms are available to the public for examination.

3. MINUTES

The Council reviewed the minutes of the meeting of the 09 April excluding part 11.
The Council resolved to confirm the minutes of the meeting as a true record of that meeting subject to minor amendments and to signed them to confirm this.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

5. URGENT BUSINESS

The Clerk announced Councillor training was available to new Cllrs on 7 June at a cost of £35, details to be forwarded to individual Cllrs to consider.

6. SPECIAL & NEW BUSINESS

6.1 Burville House Surgery-irregular hours – Cllrs noted the response received from Surgery copied to Mrs Corely.

6.2 Off Licence Application Totalfina, North Orbital Rd - Members were asked if they wished to comment - none received.

1700

6.3 Hertfordshire Sustainable Development Guide – Cllrs noted Covering letter. The Council nominated Cllr Crump to review the Paperwork and comment by the June deadline.

6.4 SADC Saturday Morning Opening of the Council Offices – Cllrs noted SADC wish to promote the service which will be reviewed in June.

6.5 Herts Policing Plan 2003-2004 – Cllrs noted the Covering letter. Mrs Falk when Chairman attended the launch to the Plan and her brief notes of this are available. The Council nominated Cllr Henchley to review the document and comment. Cllrs noted the response from Simon Ash Assistant Chief Constable to the Clerk's letter prompted by Redbourn Parish Council's plea for better policing.

6.6 Renewable Energy and the Planning system – The Council did not nominate a Cllr to attend a local Meeting but left it to individual members to attend if they wished. (One is to be held at Fleetville Community Centre on 11 June 14.00 to 17.30).

6.7 Street Lighting - Highways Dept has issued a Member Information Report. Copies available on request from the Office (10 pages).

6.8 Beating of Bounds - This year there will be a departure from beating the Bounds of the Colney Heath Common. Members and colleagues from London Colney will beat the bounds of the new Highfield Ward agreed date is Sunday 8 June starting at 2.30pm. Traditionally the Council provides light refreshments. It was suggested to book the Trestle Theatre, the Council agreed to share this cost with London Colney PC. Cllrs Crump and Rump both advised they would attend. Cllr Crump suggested purchasing a new map to frame showing the new boundaries of the parish – council agreed it was a good idea and the Clerk will investigate with SADC.

6.9 Airports Expansion - Fresh County Council consultation on 17 June. The Council agreed for the Clerk to write to confirm the Council wishes to be involved and receive details.

6.10 Schools Admissions - Cllr Brazier wrote to County via the Office supporting an appeal by Ms Southward whose daughter has been allocated Onslow School in Hatfield. Clerk advised another letter has been sent.

6.11 Amer Fair - Mrs Amer has asked if the Fair could use the Common between 27 July and 3 August. Last year we had complaints about the proximity of the Fair to the houses on the High Street (it was parked behind the 'Coal Post'). Members agreed to review if Mrs Amer asked to park on the Common again. Last year the charge was £65.00 with conditions – Cllr noted these conditions and discussed the request. The Council agreed to defer the decision until June to enable further enquires to be made on a fair rent charge and to add extra conditions regarding the proximity of the fair to properties and the river.

6.12 Election Results – The Clerk had drafted a results table for publication in the next issue of the Chronicle. She had consulted Dave Rodway who had confirmed these were published after the 1998 elections and suggested adding the name of elected chair and other appointed Cllrs. The Council agreed for this to be published in the Chronicle with the extra details to include the elected chair and vice chair.

6.13 SADC Charter Celebrations – May 12 Information circulated.

6.14 Proposed new Jewish School at Radlett - Consultation was 8 May brief note circulated. Paperwork on request.

6.15 Smallford Pits Monitoring – Clerk to chase response from HCC on the results of the monitoring of the land at the pits and any action required.

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 09 April.

The Council resolved to accept the accounts and give the necessary authority including the issue of cheques listed except the SADC parish office rates.

7.2 Audit 2001-2002 – The Clerk reported it took Loraine 2.5 hours to search for and copy the information requested which has now been sent off to the Auditor. The letter to HALC regarding the delay and amount of information requested with the new the lighter touch has been sent as agreed by Council. Kerry Pollard (MP) letter in response suggests the Parish make representations to the Auditor. Comments waited from HALC/NALC.

7.3 HALC and Local Council Review Newsletter subscriptions - Subs due by 30 June
Total Review for 9 Councillors cost £95.31 (£10.59 per issue). The Council agreed for each Cllr to receive a copy.

7.4 The Accounts and Audit Regulations 2003 explanatory note - The Clerk reported on reviewing these notes. One impact is the requirement of the Accounts to be signed and approved by Council by **30th June** and published by **30 September following the end of the relevant financial year**; this is to be phased in over the next three years.

7.5 Dog waste Service: notification of cost increase - Period 2003/2004 the cost will rise by 5%.

7.6 Chronicle – The Clerk reported Dave Rodway had provided quotes for increased printing for various page numbers ranging from 2400 booklets with 28 pages £750 to 2400 booklets with 40 pages £900. The spring Chronicle had 36 pages plus the cover. The Council had previously agreed the extra issues to be printed. A volunteer list is required for delivering 4 issues to Highfield Ward – Dave Rodway is co-ordinating, the Church have offered some help, but there may be a need for extra help with the first issue from Cllrs (who should contact the Clerk if they wished to volunteer). The chronicle will include a request for volunteers for the area. The Council agreed Cllr Crump to write a Parish Matters article for summer 2003, the other issues to be agreed at a later date.

7.7 Governance and Accountability in Local Councils in England and Wales – a (new) Practitioners Guide - The Clerk recommends this is purchased (Inserts only (£11.99) as we already possess the folder) and the Council agreed.

7.8 Village Hall Rates – Clerk reported paid in April 03, now revised further £93.24 demand to be paid this month. The budget next year will need increasing to £461.74 to cover this. The Clerk reported the revised rate list also includes a separate entry for the parish office – the annual rate 2003-2004 for this is £654.90 – cheque to be paid in these months accounts - stopped. This is a new charge and has not been budgeted for – in the past the Council paid the VHC rates because of using the office – now there are 2 separate rates. The Council agreed to investigate the new parish office rates were applicable before paying with HALC and Valuation office (copy to Cllr Day).

7.9 End of Year Returns – The Clerk is still busy preparing all the returns required – PAYE, NI, Pension, VAT, Audit in addition to the normal monthly work and finance. The Clerk

advised the deadline for the PAYE is 19 May and will have to be done this week – the Clerk has taken it home to complete.

8. PLANNING

8.1 Planning Applications

There are now new Standard and Model Planning Conditions – reasons for Refusal and Advisory Notes -applicable from 12 May. Cllr Brazier volunteered and has reviewed the plans between the election and the nomination of a new planning applications officer. Councillors considered comments collated by Planning Applications Officer as circulated since the last meeting and resolved to agree comments as made below:

5/03/0616	11 Grafton close	Conservatory	No objection
5/03/0636	Smallford Cottage Colney Heath Lane, St Albans	Single storey rear extn (re-submission following refusal of 5/02/2286)	No objection
5/03/0637L B	Smallford Cottage, Colney heath Lane	Single storey rear extn (re-submission following refusal 5/02/2285LB	Members feel they must leave commenting on this application to the Planning Department
5/03/0652	Allotment site Hixberry Lane	Temporary siting of storage container	No objection
5/03/0681	336 Camp Road	Two storey rear extn and attached garage (resubmission following refusal of 5/02/1683)	No objection
5/03/0691L B	Winches Farm and Laboratories Wynchlands Crescent St Albans	Alterations to farmhouse	Members have no objection if Policy 13 applies.

8.2 Appeals and Enforcement Notices -

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

Appeals –

Courser's Road – Period to comply started 25 February - still within the 3-month and 6-month limits for vacating site and removing hardcore. Cllr Brazier has contacted Highways regarding the soil 'bunds' outside the site, which will be removed by County. Cllr Brazier reported further and took questions from Mr. Becker.

Plot 7 The Paddocks – Colney Heath Lane –The Inspector recommended that the appeal be dismissed. (Details available from the Office)

Plot 2 The Paddocks – Colney Heath Lane

8.3 Planning Decisions

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

5/03/0266	90 High Street Colney Heath	Conservatory	Permitted
5/03/0040	Unity Works Lyon Way	Change of use from general industrial (class B2) to Church use (D1)	Permitted
5/03/0347	Glyn Hopkins Lyon Way	Extn to car display area	Permitted
5/03/0230	72 Tollgate Road, Colney heath	Two storey side extn	Permitted
5/03/0262	601 Hatfield Rd	Erection of cattery	Refused
5/03/0066	103 High Street Colney Heath	Demolition of existing and erection of six, two – bedroom flats and eight two bedroom maisonettes (outline)	Refused

5/02/2439	Aylesford, Sleapshyde	Demolition of existing and erection of a detached dwelling and garage (resubmission)	Refused
5/03/0468	52 Firwood Avenue	Conversion of loft to living space with rear dormer and front porch	Refused
5/03/0412	12 Fellows Lane	Demolition of garage and erection of single storey side extn	Permitted

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 any issues raised or progress on work requested by the Council. The area by the willow trees village hall needs tidying and debris removing – this rubbish needs removing so Royce can be asked to cut up to the trees. The Clerk has asked Charlie to take a look and he has removed ‘light’ rubbish with a black sack, heavy rubbish still remains and he will report on this. Charlie may report a skip needs hiring and a volunteer working party be arranged to clear. The Clerk has asked Oakapple to remove remaining logs from willow tree pollarding. Royce is keen to spray the nettles with a selected weed killer; the Clerk had contacted Martin Caddy and reported. The Council advised to spot spray the weeds to ensure the grass is kept and brought back into the grass-cutting regime by strimming if necessary. The Council also agreed to hire a skip and for Charlie to arrange a working party, that would also look into the replacement fence.

10.2 Three Valleys Water Pipeline across the Common – Three Valleys have agreed to check riverbank for erosion and fence damage – waited report, which the Clerk will chase.

10.3 Monitoring of Transco Pipeline – The Clerk will endeavour to get quotes for the work – time permitting. The Clerk requested advice on the exact specification of work required and Cllr Brazier confirmed he would help.

10.4 Warren Track – The Clerk will endeavour to get quotes for the fence/gated access – time permitting. Council advised Oakland's ‘Homefarm’ has a suitable type of gate and the Clerk will try to find out cost/supplier of this.

10.5 Common Stewardship – The application has been acknowledged to Cllr Brazier. If the ‘first sift’ is acceptable the Parish will be advised in July and the application will then be assessed in detail with the final outcome being advised by September/October. Members did not want to set a date for a ‘formal consultation’ in the Village Hall yet. The Clerk would remind Martin Caddy and ask him to provide a map of fencing/access points and detailed proposals before the meeting for public review.

10.6 Tipping – None to report.

10.7 ‘Our Common Land’: The Law and History of common land and village greens – a new edition cost £14 from the Open Spaces Society – Members wished the office to order a copy of this publication.

10.8 Watling Chase Community Forest – Cllr Crump reported back on the report he had been delegated to read and comment on, which included the Common. The Council agreed for a letter to be sent on the lines he advised to the meeting.

11. RECREATIONAL AREAS /PARISH GARDENS

11.1 Parish Wardens Report from Royce Paxton - Cllrs noted Royce's time-sheet reports and monthly work programme by Clerk that included inspection work at item 11.4 and discussed any issues raised.

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.

11.3 Yearly Inspection of Recreational Areas – Clerk has been arranging the inspection work required and produced a report in March showing the work for all parks. Work continues – a further updated report will be made at a later date.

11.4 New Equipment Quotes – The Clerk visited the sites and requested quotes from Wicksteed, Kompan and Lappset. The budget allocated for play equipment projects in the 2003-2004 is Total Fund **£15,800.00** - £1250 has already been spent on infilling the sandpit with soil. At the April meeting the Council resolved to delegate the decision of what quotes to accept to the recreational area working party with a limit of total expenditure of £16,000 (open to all Cllrs to attend). The meeting was arranged for 30th April and the following decisions were made;

High Street play area - £10476.00 plus Vat to supply and install play equipment and safety surface to the High Street play area – Quotation Number 8/31954 by Wicksteed Ltd. The equipment quoted is one nursery rhymes multi-play system – King Cole and one single arch cradle swing both ideal for 2 to 5 year olds and with a safety grass surface installed beneath the above equipment. The Clerk ordered the equipment on 1st May expected date for installation around 7th July.

Sleapshyde play area - £1268.00 plus Vat to supply and install play equipment to Sleapshyde Park - Quotation Number 8/31643 by Wicksteed Ltd. The equipment quoted is one Sidewinder See-Saw installed into existing play bark pit ideal for 6 to 12 year olds. The Clerk ordered the equipment on 1st May expected date for installation around 7th July.

Tyttenhanger play area – All quotes were rejected for 2 swings and one other piece of equipment to be fitted on existing play bark pit. Cllr Day advised CMHC wanted a double bay with 4 swings. The Clerk explained the existing area from where 4 swings were removed is now deemed too small for safety free fall zone. The working party agreed the Clerk to request Wicksteed to re quote for 4 swings either 2 double bays or 1 quadruple bay to see if it is possible to fit in without extending the play bark area. Cllr Day was also given the contact details to investigate this. The working party agreed if 4 swings will fit without extending the play bark area or compromising the free fall zone and costing £3072 or less the Clerk could order the swings. Cllr Day and the Clerk reported. The condition of the play bark pit is poor and CMHC were arranging a working party to remove old bark/membrane to replace with new to be supplied by Council – the cost of the bark/membrane is unknown and no budget has been allocated.

Total spent by working party £11744 plus £1250 already spent total £12994 – budget left from £16,000 is £3006.

The Council resolved to confirm the working parties decisions reported above.

The Council wished to wait further advice from Wicksteed on placement of the swings and the CMHC working party report, decision to order for swings for Tyttenhanger deferred until June.

11.5 National Playing Fields Association- Home Office State of the Sector Panel Registration. No Members were interested in participating in this major new research initiative (Involves postal and telephone surveys over a period of 3 years).

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club – Cllr Henchley declared an interest in the Football Club and advised he would not take part in any discussion. The Clerk responded on 22 April and awaits a response. To be discussed under Part 11.

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. Frank Graham informed Council of bent latch and broken glass on courts also damaged fencing. Hilary to report if repairs required, Royce to remove any glass. The Council agreed for an article in the Chronicle advertising the courts are free for children up to 16 years old during the week.

12.3 Sand Pit – See item 11.4 above.

13. COMMUNITY PARK -

13.1 Lease – Clerk has contacted Herts. CC Cllr Rosie Sanderson to help chase. No development on obtaining lease but correspondence with HCC on area has taken place.

14. ROESTOCK PARK –

14.1 Inspection Report - Repairs to Play Equipment – Parts ordered delivered, Royce to install (it should be simple bolt on/off) as part of his duties.

14.2 Graffiti and Sign – When the new parts are installed Royce is to buy paint to paint over. The old sign has been removed.

14.3 Residents Complaints - The Clerk has been advised of nuisance by quad bike riders and scooters also horses and dumped car (advised to SADC) and has received a letter of complaint, dogs are being allowed into children's fenced area. Clerk reported police have been informed and asked to keep a watch. Members advised Sign to be commissioned for no dogs and resident to be advised.

15. BOISSY PARK -

15.1 Lease – The owner's agents have written requesting a meeting – Cllrs noted further implications regarding the lease at item 15.2. The lease is to be discussed under Part 11.

15.2 Green Belt withdrawal – Cllrs noted the comments from SADC memo by Loraine. SADC wish to know if the Council intends to renew the Lease as it comes up for renewal in 2007 and whether the public opinion would object to development. The Clerk has also received letters/emails from local residents strongly requesting the Parish Council keep the Park, concerned about the lease and possible future development. The Residents of Swans Close have copied their letter to the Planning Dept. The Parish Council surveyed the residents around Boissy Park in January 2001 and put an article in the Christmas 2000 Chronicle – this established that residents frequently used the park and would like more recreational facilities – The Council received 23 responses from regular users of the Park and 3 from people who did not.

The next meeting of the SADC District Plan review is 22 May – the Clerk has requested a Cllr be allowed to speak. In light of the closing of the agenda for the SADC meeting – the

Clerk has sent a provisional response to SADC with agreement from Cllr Brazier and Cllr Crump (already circulated).

The Council wishes to continue with the current lease and renew it in 2007.

The Council objects to the parks removal from the green belt in the SADC District review.

The Council agreed the Clerks first letter and for the Clerk to write another letter to Mr Whiteside - SADC District Plan Review to confirm the above. – The Clerk had drafted a letter, which Council agreed.

The council in view of local residents letters/emails agreed for the Clerk to write a letter to all residents around the park confirming the Council wish to continue with the lease and are opposed to the removal of Boissy Park from the Green Belt in the District Review. Also the letter could ask residents to write to SADC in support of the Parish Council opposition of the parks removal from the green belt or future development - the Clerk had drafted a letter which council agreed.

Clerk reported further that Andrew Ball of SADC Planning Dept called on 7 May to explain that because of major Government Planning Policy changes currently going through Parliament neither County nor District have housing requirements to work on. The District Plan Review Steering Committee will therefore recommend that until they have these figures in the early part of next year decisions on all sites where there are no clear reasons for release will be deferred until at least 2004, Boissy Park falls within this criteria.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – Clerk has asked Cllr Rosie Sanderson if she can chase up progress. No developments.

16.2 Inspection report – Wicksteeds engineer has attended site last week and fitted new loose arm castings to the swing. They report, “You will still notice some movement, this is end head casting and the loose arm pins, this movement is acceptable”.

17. SLEAPSHYDE PARK –

17.1 New Equipment – See item 11.4 above.

17.2 Sleapshyde Park Hedges – A quote of £1296.00 has been received. In view of the cost the Clerk recommends further quotes or alternatives are sought. Council agreed the gardener to be asked to look and report on possible use of weed killer to tidy area. In light of this the Council agreed for a piece to be put in the Chronicle advising the Council are seeking local contractors to register an interest in undertaking quotes for council work.

17.3 Inspection Report - Another reminder letter has gone to Leisure Logs regarding modifying the Sleapshyde park wooden equipment – they are to visit 30 April or W/c 4 May. No report received.

18. SLEAPSHYDE POND – Cllr Crump reported the grass needs cutting around the pond – Clerk to ask Royce to do. Cllr Crump also reported the new hedge planting had been vandalised (stakes and logs moved), he has tidied the area. The Clerk will report this to the police.

19. GLOUCESTER PARK –

8 PD

20. TYTTENHANGER PLAYING FIELD & PLAY AREA -

20.1 Play Park Swings & other – See item 11.4 above.

20.2 Play Park Membrane - Cllr Day reported the co-ordinating a volunteer work party was being discussed at the CMHC AGM that night and he would report next month on progress. This would be best done before the new swings are installed.

20.3 Play Park Gates – Installation quotes- Mr Stayton has quoted (See Part II) – waiting quote from Royce Paxton. Clerk is waiting for Cllr Day to provide the final figure from Howe Fencing including any posts required and delivery, Cllr Day advised this should be soon. If more posts are required the quote will need to be re done to include the removal/installation of these.

21. HIGHFIELD TRUST

22.1– Appointment of Parish Trustee to replace Cllr Ellis – Dealt with in the AGM – Cllr Gibson nominated. Mr Ely advises they can certainly provide action notes for public view following each Board Meeting of Trustees. The Trustee nominated by the Parish Council is also welcome to report. Their Board Minutes remain confidential as they contain staffing matters etc. The AGM minutes and audited accounts are available to the public. An abbreviated version of the latter is available free of charge.

22. HIGHWAYS

22.1 Footpaths and Bridleways – New Rights of Way Area Map with responsible Officers circulated to Cllr Brazier and Mrs Cloke.

22.2 Parish Paths Partnership –

22.3 Highways – Highways Dept have written to person parking ATS vehicle on verges (copied to Colney Heath Cllrs). The vehicle is now parking on the road.

22.3.1 Highways Meeting – Cllrs noted e-mail from Steve Dibben and advised Clerk of a suitable date w/c 19 May (Monday-Thursday 10am in office) for a Liaison Meeting with Cllr Henchley, other members may attend if they wish and will be informed of date. Cllr Henchley reported on a number of outstanding matters he will bring up at the meeting including the clearing of the ditch at Smallford where the road floods.

22.3.2 Smallford Lorries – Clerk to chase response from SADC to log on unsociable hours of white waste lorries leaving the Smallford site.

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

23.1 Village Hall – Cllr noted the Minutes of 2 April and 6 May Meeting.

23.2 Vandalism - Wiring was damaged at the hall on the night of 28 April. The matter has been reported to the Police.

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

Cllr Day reported the AGM was 14 May.

25. OUTSIDE ORGANISATIONS

25.1

Business Independent	Newsletter for Herts businesses	
CPRE	Rural Matters	
	Planningup-date	

St Albans and Harpenden Primary Care Trust	New directions Seminar 25 april	
CDA	CDA for Herts. Newsletter	
Herts Archives and Local Studies	News of Grand Book Sale and Open Day 18 May 2003 1.00 – 4.00pm	
Ottaways	Business Newsletter	
Wildlife Trust	Wild Life Matters Newsletter	
National Playing Fields Assn	Notification and invitation to AGM on 26 June 2003 at Widnes	
The Countryside Agency	Information up-date package on Parish Plans	Paperwork available from the Office on request.
St Albans Community Forest Association	Forest Murmurs -Newsletter	
HALC	Parish Information	
Winged Fellowship Trust	Request for funds	Provides breaks for disabled people and carers.
NSPCC	Request for funds/sponsored events	
National Playing fields	Fields Focus Newsletter	
London Green Belt Council	Minutes of 16 April	
Clerks and Councils Direct	Newsletter	

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Executive Forward Plan	May – August update		
Overview and Scrutiny	Minutes of 11 and 19 March		
Car parking PPP Working Party	Agenda for 24 April		
Highways Joint Member Panel	Agenda for 23 April		
District Plan 2 nd review Members Steering Group	Minutes of 27 March	Areas in Colney Heath may well be affected by withdrawal from the Green Belt but funds are available for Public consultation	
Cabinet	Minutes of 8 april		
Planning (Development Control)	Agenda for 28 April	Cllr Clarke may report as Cllr Falk was unable to attend	

27. STAFF AND OFFICE

27.1 Risk Assessments & Health & Safety at Work Act 1974 - The new Graveyard Keeper and Dave Rodway (Editors job) will be asked to complete a form as has Mrs Brazier on the Gardening and the Tennis Courts.

27.2 Notice Boards/Bus Shelters – Mr Stayton has quoted for new board in Highfield ward. Mr Ely agrees Puddingstone Drive is suitable and will consult the Trustees. SADC Planning Dept advise we will need to obtain planning consent for Notice board as it is not on Parish land. They are sending the forms.

The 2 bus shelters at Richardson Place and Wistlea Crescent have had some glass windows broken. Royce has removed the broken pieces and the Police have been advised. New glass

not ordered – left open. Cllr Crump reported the bus shelter at Sleafshyde had also been vandalised with the window frame damaged.

27.3 Warden Training – Waiting local date – Clerk has checked website.

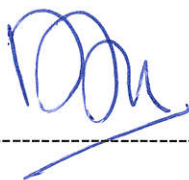
27.4 Assistant Clerk Vacancy –

The Clerk has reviewed the assistant's clerk's job description and agreed this with Helen Falk as agreed by Council. The revised post is 17 hours per week and has added responsibility for helping the Clerk with finance and meetings. An advert for a new assistant has been placed in the Herts Advertisers local package for 1st May – initial closing date 16 May. The advert has also been placed with the job centre and on parish notice boards. The Clerk will report on any applications in Part 11.

An overlap to allow Loraine to help the new assistant to settle in would be an advantage and the applicant may need to give 1 month's notice to old job.

Meeting closed at 9.50PM

Signed -----



PART 11

Minutes

The Council reviewed the Part 11 minutes of the meeting of the 09 April.

The Council resolved to confirm the minutes of the meeting as a true record of that meeting and to signed them to confirm this.

Colney Heath Football Club

Further developments/action to be discussed under Part II. The agreed letter was sent to the Football Club on 22 April. The Clerk still waits a cheque for £202.29 requested and response regarding revised standing orders. The Clerk reported a letter from the FC had been hand delivered today and because no decision was required it was discussed and a reply agreed. The Clerk also reported on revised standing orders received but another standing order for £69.08 per month is still require and payment of £712.00 still due up to March 2003. A letter was proposed by Cllr Brazier on the following lines; it should advice the FC the bank statements had only just arrived and been checked and it did show 2 revised standing orders for which the Council would like to thank them. The letter should also advise that a further standing order for £69.08 per month is still required from April to prevent an underpayment for 2003-2004. The Council would also like to know when the outstanding amount of £712.00 would be paid because this is in their best interest to be up to date. The 2002-2003 grant of £1200 has been allocated against the 2002-2003 invoices as shown on the schedule attached to the letter of 17 March, this has reduced the amount due at 31 March 2003 to the £712 now requested. The Council agreed the Clerk to write to the FC with consultation with Cllr Brazier on the lines above.

Boissy Park Lease

The lease is to be discussed under Part 11. The owner's agents have written requesting a meeting and suggesting the Council are unable or unwilling to fulfil its obligations in respect of the lease. Cllrs noted item 15.2 - Green Belt withdrawal regarding further implications to the lease.

The Clerk requested Ottaways professional advise on the payment of the outstanding rent at the old rate (Last paid May 1998) and the letter, a response has been received, which Cllrs noted. Ottaways recommend this might be a sensible course of action - they also advise that the Lease contains a clause allowing the Council to re-lease for another 28 years or if the Landlord wishes to sell he has to offer to the tenant (CHPC) first. (It could be argued he has already done this). The Council may need to consider offering or agreeing the higher rent of £1000 as per the advise from Ottaways to stop the Council being in default for non payment of rent if a negotiated rent can not be agreed. Cllr Henschley suggested finding out about a mortgage to purchase the land - Council agreed this could be investigated by him and Cllr Rump to report back to the Council.

The Council agreed for the rent of £175.00 for the 5 years 1st May 1999 - 1st May 2003 total £875.00 to be paid to Mr C Musk via the owner's agents with a letter confirming the Council wish to negotiate a revised rent and renew the lease in 2007 and 2 Cllrs will attend an evening meeting (7pm or later) if required to discuss further.

The clerk will inform the District Valuer.

Grass Cutting Contract

Common - Waiting Royce's tour the Common with CMS and the Common Ranger to ensure the plan and maps are fully understood and Clerk has asked Martin Caddy to arrange.

Tyttenhanger Gates

Quote from Mr. Stayton is £195.00 plus vat - Clerk is not sure if it includes removal of old gates or putting in any new posts and is trying to confirm.

other nominations were made. Cllr Day was not present therefore Cllr Crump continued to chair. Cllr Day later completed both his declaration of office and chairmanship.

The Council elected (unopposed) Cllr Jamie Day as Chairman.

3. Election of Vice Chairman

Cllr Henchley nominated Cllr Crump as vice chair; Cllr Hall seconded this. No other nominations were made.

The Council elected (unopposed) Cllr D Crump as vice chairman.

4. Chairman's Allowances

Chairs Allowances – £116.00 in this year's budget 2003-2004. The Council agreed for £116.00 to be paid to the retiring chair – Helen Falk, with a thank-you note.

5. Fixing of Meeting Programme for 2003/04

The dates suggested by the Clerk were **Wednesday** nights, which is the traditional night for Colney Heath Parish Meetings. Cllr Crump asked about changing the meeting night to Thursday nights and Council discussed this. The Clerk confirmed the Community Room is available on both nights. The Council agreed to change the ordinary meetings to Thursday nights.

The Meeting programme was fixed for Thursday nights as follows;

12 June 2003

10 July 2003

11 September 2003

9 October 2003

13 November 2003

27 November 2003 – Special Budget Meeting (Provisional)

11 December 2003

15 January 2004

12 February 2004

11 March 2003

6 April 2004 – Annual Parish Meeting – Village Hall Colney Heath

8 April 2004

13 May 2004 - Annual General Meeting followed by ordinary Meeting

All meetings to commence at 7.30pm and to be held at the Community Room, Village Hall, Colney Heath unless stated differently above. The Public are welcome to the meetings and can raise any issue of concern to PC at the public question time at 9 pm.

6. Appointment of Planning Applications Officers

The Cllrs nominated will have the planning applications delivered to them to review and make comments/objections as necessary for the Clerk to send to SADC Planning dept.

The Council appointed Cllr Henchley as the main planning application officer with Cllr Brazier assisting.

7. Appointment to Working Parties

Cllrs reviewed the constitution of the following Working Parties membership for 2003/4; all Members may attend any Working Party if they so wish.

- i) COMMON & PUBLIC PATHS WP 2003-2004 (members - Cllrs Brazier (convenor), Crump and Hall)
- ii) RECREATIONAL AREAS WP 2003-2004 (members - Cllrs Crump (convenor), Henchley and Cox)
- iii) FINANCE & PERSONNEL & CHRONICLE WP 2003-2004 (members – Cllrs Day (convenor), Crump and Rump)

It was suggested that other Members might wish to join any of these working parties at a later date. Also members and staff to be invited as and when necessary.

8 Appointment to Outside Bodies

Cllrs reviewed the appointments for Outside Bodies for 2003/04 and appointed Cllrs as follows:

- i) Charles Morris Hall Management Committee – Cllr Day
- ii) CBTA (Twinning) – Cllr Brazier
- iii) Village Hall Council – Cllr Hall
- iv) HALC – If a Member wishes to additionally sit on the Executive Board (they meet every quarter- a job description is available from the Office) – appointed left vacant – to be considered again
- v) Colney Heath JMI Governing Body – Cllr Crump for a 1-year term only
- vi) St Albans DAPC – appointed left vacant – to be considered again
- vii) Library Users Group – appointed left vacant – to be considered again
- viii) Parish Liaison Joint Committee – appointed left vacant – to be considered again
- ix) Community Safety Consultation Forum – Cllr Henchley
- x) Joint Community Government Forum – appointed left vacant – to be considered again
- xi) Football Club Liaison Officer – Cllr Brazier
- xii) NHS - appointed left vacant – to be considered again
- xiii) Transport - appointed left vacant – to be considered again
- xiv) London Green Belt Assn – Cllr Crump
- xv) Highfield Trust – Cllr Gibson - The Trustees meet 4 times a year for full Board Meetings. Each then is nominated onto a sub committee (S Ellis was Park Development), which meets a week before the main Board Meeting. Meetings are normally held on a Thursday afternoon 2.30pm start. The Parish Councillor is also a Company member and at the AGM each year will need to formally adopt the Trust's Audited Accounts. Once the Council has nominated someone here will be an induction at which John Ely will give them the Memorandum and Articles of Association and explain their duties more fully.

9 Members appointed to review SADC papers:

COMMITTEE	CHPC COUNCILLOR TO REVIEW
Full Council	appointed left vacant – to be considered again
Standards Committee	appointed left vacant – to be considered again
Overview and Scrutiny (Community Services)	appointed left vacant – to be considered again
Overview and Scrutiny (Enterprise and Civic Environment)	appointed left vacant – to be considered again

Licensing and General Purposes	appointed left vacant – to be considered again
Planning (Development Control South)	Cllr Henschley
Community Safety Consultation Forum	Cllr Henschley
Housing Liaison	appointed left vacant – to be considered again
Highways Partnership Joint Members Panel	appointed left vacant – to be considered again
Parish Liaison	appointed left vacant – to be considered again
District Plan Second Review	appointed left vacant – to be considered again
Joint Community Gov. Forum	appointed left vacant – to be considered again

10 Adoption of Standing and Financial Orders (part of the Audit process)

The Council resolved to adopt the standing and financial orders.

Meeting closed at 8.15PM

Signed -----