

**PLEASE BRING TO MEETING
ON 10 JULY 2003**

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Thursday 12 June 2003.

PRESENT

Cllr J Day (In the Chair)	
Cllr D Crump	
Cllr S Hall	
Cllr J Henchley	
Cllr G Rump	
Cllr C Brazier	<i>Cllr Clarke</i>

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Dennis Becker 95 Colney Heath High Street
Dave Rodway – Chronicle Editor
P Melvin – 38 Admirals Close – Colney Heath

1. TO ACCEPT APOLOGIES

Cllr T Cox
Cllr I Gibson

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

All Members are required to complete and sign the Declaration of Financial and Other Interests; this was given to each Cllr for completion and return to the Clerk who will forward a copy to the St Albans District Council Monitoring Officer – 6 are outstanding – a reminder has been received from Mike Lovelady SADC for these, which the Clerk will forward to Councillors concerned.

Cllr Henchley declared an interest in the Football Club.

3. MINUTES

The Council reviewed the minutes of the meeting of the 14 May 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

Chair Cllr Day reported that the Clerk Debra Mayhew has resigned.

5. URGENT BUSINESS

Cllrs Brazier and Clarke signed their acceptance of office, which the Clerk countersigned. The Clerk advised the Council of Dave Rodway's apology in respect of Wednesday night being given in the Chronicle for parish meetings when it should have been Thursday.

6. SPECIAL & NEW BUSINESS

6.1 Hertfordshire Sustainable Development Guide – The Council nominated Cllr Crump to review the Paperwork and comment by the June deadline – he reported that no action was required by the parish, the draft only outlined draft policy guidelines.

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6.2 Herts. Policing Plan 2003-2004 – The Council nominated Cllr Henchley to review the document and comment. Cllr Henchley reported although the document contained policies, it was only a talking shop and would not address the local police needs in the parish, such as more use of speed guns, stopping overweight vehicles using roads and stopping incursions.

6.3 Beating of Bounds - This year it was agreed there would be a departure from beating the Bounds of the Colney Heath Common. Members and colleagues from London Colney agreed to beat the bounds of the new Highfield Ward on Sunday 8 June starting at 2.30pm. The event was cancelled due to the Clerk and Assistant Clerk. The event is being rearranged for a Sunday in July.

Cllr Crump suggested purchasing a new map to frame showing the new boundaries of the parish – the Clerk will investigate with SADC.

6.4 Amer Fair - Mrs Amer has asked if the Fair could use the Common between 27 July and 3 August. Last year the Council had complaints about the proximity of the Fair to the houses on the High Street (it was parked behind the 'Coal Post'). Last year the charge was £65.00 with conditions. Lorraine has checked with London Colney and Wheathampstead Clerk and provided a report, which Cllrs noted. The Council resolved to offer Mrs Amer the site at a daily rate of £50 (total £150 for 3 days Fair), with the same conditions as last year plus the additional condition of the Fair being positioned a minimum of 10m from any properties.

6.5 Smallford Pits Monitoring – The Clerk reported she has not been able to get a response from HCC on the results of the monitoring of the land at the pits and any action required. (Several phone calls to CC without response –Maggie Peck is away). The Clerk will continue to pursue.

6.6 Colney Heath Scout and Guide Group Annual Review – A representative from the Parish Council has been invited to this event (17 July, 7.15 at the Colney Heath Scout and guide Centre Roestock Park). Members did not delegate a Councillor to attend, but Cllr Crump might attend.

6.7 E-Voting Pilot - Statistics are available on request from the Office.

6.8 Register of Electors - The Office holds the up-to-date Full Register; Cllrs noted advice from SADC Solicitor that except for establishing whether any person is entitled to attend or participate in a meeting details are not to be disclosed.

6.9 Harvesters Football Club Presentation Evening Saturday 5 July at Nicholas Breakspear School. Members delegated Cllr Crump to attend the 6pm demonstration.

6.10 Schooling - Secondary schooling placement continues to be a problem and Cllr Brazier has written appealing on behalf of at least 3 young people who have been allocated places at Onslow Hatfield instead of an St Albans Secondary School. It has been the Policy of the Council in the past to do this without reference to the Main Council. Cllr Brazier reported, originally 8 children in Colney Heath were allocated to Onslow in Hatfield, currently 2 appeals have been won one has been refused, 2 decisions have been delayed and a number have gained places by the registered interest route, 1 has opted for a private school. Cllr Brazier will give a copy of the outstanding appeals to Cllr Crump, who will bring it to the Colney Heath JMI school governors meeting and seek support.

6.11 Hertfordshire Association of Parish Councils AGM 28 June at County Hall – All Cllrs have had a copy of the training details, to date no councillor has taken up the offer.

6.12 CPRE Herts. Village of the Year 2003 – Invitation to event on Thursday 3 July 6.30pm – County Hall, Colney Heath did not enter. No Cllrs wished to attend.

2/7/03

6.13 'Barrow Man' for litter - Rob Lewis of MRS (848959) called into the Office to say MRS (SADC contractor for refuse collection) are to provide a man with a litter barrow for 4 hours per day Mon-Fri. to cover the Colney Heath area. He has asked if there is anywhere within the area the barrow could be stored between times. Members considered MRS using the Old Air Raid shelter (it would mean giving them a key but apparently it would be a regular operative). Council agreed for the Clerk to find out more about the route and size of the barrow and consult Royce regarding storage before a decision is made.

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 14 May.

The Council resolved to accept the accounts and give the necessary authority including the issue of cheques listed.

7.2 Parish Office Rates – The Clerk reported she has spoken to Valuation Office and SADC regarding the new rate bill of £654.90 for the office, they advise a rateable value is correct but relief can be claimed. The Clerk has obtained a claims form, which requires completion and sending back with a copy of latest accounts. The Council already pays the Village Hall general rates on behalf of the VHC at £461.74 per year. The Council nominated Cllr Day to complete the form.

7.3 Audit 2001-2002 – Letter to HALC regarding the delay and amount of information requested with the new the lighter touch – Reply waited from HALC/NALC. Information requested has now been sent off to the Auditor. The Clerk reported that the Auditor had telephoned and asked further questions and requested more information to be faxed to him - waiting finalization of audit.

7.4 Chronicle – The Clerk requested articles as agreed at May meeting to be put in the summer issue. A rota was agreed for 'Parish Matters' article for 3 issues to Summer 2004. Cllr Day, Autumn (1st August deadline) – Cllr Brazier, Winter (1st November) and Cllr Clarke, Spring (1st February deadline).

7.5 End of Year Returns – The Clerk is still busy preparing all the returns required – PAYE (Completed), NI (Completed), Pension (Completed). The deadline for the PAYE was 19 May and the Clerk took it home to complete. The VAT, and Audit are still required in addition to the normal monthly work and finance.

7.6 Cleanaway Direct Debit - The bin will be emptied once a week. Council resolved to sign the direct debit.

7.7 Signatories - The Clerk now has the form to amend signatories for cheques – all Councillors will need to sign the form. It will require further completion and signing by the Chair and another Councillor after passing a resolution at this meeting to that affect. The new signatories will also need to provide two forms of ID including one of driving licence/passport/IR code notice and one of bank statement/utility bill (not mobile phone/credit card) to be taken to the Nat West Bank in St Albans for them to be copied and certified as true by bank staff – only when all documentation is received will the mandate take effect for any of the Councillors. The Council resolved to make the new mandate and for the Chairman and another Councillor to sign the form and for all Cllrs to be included on the mandate.

7.8 Old Friends Club – Cllrs noted a thank-you card/note has been received for the grant towards their transport costs.

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:

5/03/0856	1 Edison Close	Two storey side extn	Members object to this application, as they believe it is over development of the site. The Plan will not enhance the area and the extension will not fit in with the rest of the house.
5/03/0840	2 Starlight Way	Single storey side extn and rear conservatory and conversion of garage to living space (both retrospective)	No objection
5/03/0815	17 Smallford Lane Smallford	Two storey side and single storey front extn	No objection but members would like to make it a condition of the consent that the materials used match those used in with the surrounding area.
5/03/0707	Highfield Clinic Highfield Lane Tyttenhanger	Extn and conversion of existing building to 12 residential flats	Providing this application meets requirement of the Planning Officers and subject to the findings of a Public Enquiry later in the year Members have no objection. * Council discussed this application further
5/03/0917 and 5/03/0915L B	Three Horseshoes, 612 Hatfield Road	Extn to patio	Members are concerned about this application because the noise on fine days when the patio is used will be detrimental to the amenity of nearby residential properties
5/03/0873	20 Grafton Close	Rear conservatory	No objection
5/03/0795	Birch Centre Hill end Lane	Variation of Condition 3 (opening hours) of Planning permission 5/02/1097	No objection
5/03/0912	8 Smallford Lane Smallford	Single storey side and rear extn and conservatory	No objection

5/03/0940	1 Lynch Ct	Conservatory to rear	No objection
5/03/0960	2 Alban Park	Provision of additional car parking	No objection
5/03/1046	22 Cairns Close	Conservatory	No objection
5/03/1139	6 Stanmore chase	Conservatory	No objection
5/03/1125	54 Starlight Way	Single storey side extn	No objection
5/03/1127	2 Edison close	Two storey rear extn (re-submission)	No objection
5/03/1065	Highfield Park	Local Centre Site	No objection, but Council

			agreed for a letter to be sent to SADC and applicant requesting that they reconsider adding a 'pub' and Church to the facilities
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Cllr Henchley also reported on the Redhall planning application (0983) recently received. The Council agreed a letter to be sent to SADC requesting only the existing footprint is used and that no additional residents result; also to ask what is the intension in re-housing the existing residents?

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 - the 3-month period for vacating the site has expired but it is still within 6-month limit for removing hardcore. Letter dated 23 May received from Mr. Lovelady SADC regarding proposed injunction proceedings in the High Court if not complied with in October 2003, copied to Cllr Brazier. Cllr Brazier has also contacted Highways regarding the soil 'bunds' outside the site which require removal. There is a dispute as to who is responsible - County or the District. Cllrs noted the report on Footpath 33 (Highways and Footpaths), which runs adjacent to the site. Cllr Brazier reported on the above, HCC have put gravel on the footpath and will provide a report for the October case, where the 2 enforcement notices will be dealt with together. The High Court has the power to fine or imprison the owners of the land, allow the vehicles/hardcore to be forcible removed and charged to the owner.

Plot 2 The Paddocks - Colney Heath Lane - Cllr Henchley reported that the SADC have not taken action on this. The Council agreed a letter be sent to Dean Goodman of Planning requesting the people are moved off.

Cayton Vet Surgery 601 Hatfield Rd - Appeal against refusal of planning permission 5/02/262. Cllr Henchley reported on this and the Council agreed to write again objecting on the same lines as before and supporting the SADC position that it is not for sporting, recreational or agricultural purposes.

8.3 Planning Decisions

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

5/03/0699	9 Firwood Ave	Replacement of pitched roofs (renewal of planning permission dated 30.4.98)	Permitted
5/03/0652	Allotment Site Hixberry Lane	Temporary sitting of storage container	Permitted
5/03/0681	336 Camp Road	Two storey rear extn and attached garage (resubmission following refusals)	Permitted
5/03/0433	12 Meadway	Single storey side extn	Permitted
5/03/0723	Avalon Sleafshyde Smallford	Two Storey rear and single storey side ext.	Permitted
5/03/0496	27 Sovereign Park	Erection of 1.8m high fence	Permitted
5/03/0414	Radio Nurseries Oaklands Lane	Erection of agricultural managers dwelling and garage	Permitted

5/03/0245	Pippins 23 Station Road	Alteration to garage	Permitted
5/03/0616	11 Grafton close	Conservatory	Permitted
5/03/0637LB & 5/03/0636	Smallford Cottage	Single storey rear extn	Permitted
5/03/0718	76 Tollgate Rd	Two storey side extn (resubmission)	Permitted

8.4 Community Safety Consultation forum Draft strategy received from SADC on 2 June for comments by 6 June. Cllr Henchley reported that unfortunately this was another 'talking shop'.

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. Oakapples have confirmed the logs have been removed. The Council agreed in May for Royce to spot spray the weeds to ensure the grass is kept and brought back into the grass-cutting regime by strimming if necessary – Clerk to chase progress. The Council also agreed to hire a skip and for Charlie to arrange a working party, that would also look into the replacement fence. Letter has been put to residents behind Willows re no dumping, clearing of area and no parking. Charlie would like letter for other residents backing onto the Common reminding all of them – no dumping and for further up the High Street no parking in addition. Charlie is also concerned about weed killer use. The Council agreed for further letters to be written by the Clerk and agreed by Cllr Day and then to be put through doors by Charlie.

10.2 Three Valleys Water Pipeline across the Common – Three Valleys have agreed to check the riverbank for erosion and fence damage – Cllrs noted the report received. The Council agreed for the Clerk to ask 3V to remove the remainder of the fence from the Common. The Clerk will also remind Richard the DV to arrange a site meeting with Cllr Brazier regarding the compensation offer.

10.3 Monitoring of Transco Pipeline – The Clerk requested advice on the exact specification of work required and Cllr Brazier confirmed he would help. The Clerk is trying to arrange site visits for Cllr Brazier with John O'Connor and RDT Woodlands to quote.

10.4 Warren Track – The Clerk will endeavour to get quotes for the fence/gated access. Council advised Oakland's 'Homefarm' has a suitable type of gate and the Clerk will try to find out cost/supplier of this. The Clerk has requested a visit from Darafen to quote – Clerk to chase.

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. The Clerk has reminded Martin Caddy to consider a date for the public consultation and asked him to provide a map of fencing/access points and detailed proposals before the meeting for public to review – Martin has agreed do this and advise Clerk when done. Cllr Brazier advised the public consultation would be around September, if the application were successful.

10.6 Tipping – Royce reports further small dumping taken to farm – he requires a load to be removed from the farm – The Council agreed for a quote to be obtained. The Cleanaway contract has been signed and the delivery of the 1100 litre wheelie bin to Warren Farm is waited, the bin will be emptied once a week. The bin will be used by Royce and Charlie for bagged rubbish from parish bins and collected small rubbish dumped on parish land. Clerk to chase delivery.

10.7 Private Ecology Study an OU Student has asked if he can do a small study on the common (not removing any plants). Cllr Brazier responded that permission was not given because the holes that would be left presenting a hazard.

10.8 New Bridge - Martin Caddy has obtained a promise of funding from Lafarge for a new Bridge. A bridge might raise insurance issues but would allow better access to far side for walkers. Cllr Crump reported he was not in favour due to maintenance issues and could detract from the 'Common' landscape.

; Cllr Brazier supported the bridge project. Council agreed for Cllr Brazier to find out more details on the project and report back for the Council to consider.

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 includes inspection work and to 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. The Council requested a report on Sleapshyde boundary. A further verbal report was supplied on Sleapshyde and the vandalism of plants at Firwood, which had been just dug and left to die and will need replacing.

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 - Royce has Roestock parts to replace.

11.4 New Equipment Quotes –

High Street - The Clerk ordered the equipment on 1st May expected date for installation around 7th July. Wicksteed require a contract meeting.

Sleapshyde - The Clerk ordered the equipment on 1st May expected date for installation around 7th July. Wicksteed require a contract meeting.

Tyttenhanger – All quotes were rejected for 2 swings and one other piece of equipment to be fitted on existing play bark pit at meeting 30 April. 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 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 – Cllr Day reported the working party starts work this Sunday, further work to be done at a latter date.

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

The Clerk arranged further visit from Tony Few – Wicksteed on 20 May and invited Dave Rodway to attend – 2 quotes requested now received. First requires the play area to be

extended by 2m x 9m to allow a 4 bay swing exactly where removed (Dave Rodway reports this is favored by residents). The other is for 2 – 2 bay swings and requires no extension of play area - Clerk reported. Wicksteed report regarding it's not recommended to have cradle swings on the high 4 bay quoted for copied to Cllr Day. The Council in May 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 – The Council resolved to accept the quote for the double bay with 4 swings costing £2773.00 plus vat.

11.5 Signs - quotes required to commission, plus extra signs on dogs. Clerk to obtain quotes.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club – A meeting was held on 3 June and a letter sent – Cllrs who attended reported. 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 to discuss any issues raised. The Council agreed that the Attendant as best as possible should temporarily repair the large hole in the fence.

12.3 Dumping - Royce has removed to the Farm a cooker.

13. COMMUNITY PARK -

dm
** cleared and landscaped.*
13.1 Lease – Clerk has contacted Herts. CC. Richard Fyfe, the agent for HCC has contacted the office. The Clerk has replied the Council are still keen to have a lease for the Community Park and the former Highways depot is the part of the Community Park near the church that is between the river and the dual carriageway. It includes our wildlife meadow. The original depot was ~~knocked and no building now exists~~. Cllrs noted letter received from Alan Joiner confirming the terms for the lease, the Office is seeking advise on the implications of the lease being excluded from the security of tenure and compensations provisions of the Landlord and Tenant Act 1969. As the lease will contain clauses regarding the boundaries perhaps these should be examined to make sure they are currently in good order. The Council agreed to contact Ottaways the Councils solicitor for advise on the terms before proceeding with the lease on the terms offered.

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.

14.3 Vandalism and Nuisance - The Park is currently being plagued by youths causing a nuisance and making a mess. (Broken glass and worse). After several complaints from Residents Cllr Brazier visited the park and spoke to some young people. (The Bank Holiday Weekend was a particular problem) Last month Loraine asked the Police (PC Alan Reynolds) for extra patrols and has asked again. Royce has complained about the litter and bonfires being lit. Cllr Brazier has reported further vandalism to the play area on 2 June – again reported to Police. PC Alan Reynolds has written to residents in Admirals Close and patrols are taking place, he has also written to the Office copied to Cllr Brazier, residents are advised to telephone the police 999 if a crime in progress or 01727 796000 if a nuisance. Members did not want to close the park at dusk. Cllrs noted letter received from Resident, who attended the meeting and spoke at length updating the Council and recommending solutions and requesting the swings are re-instated. The Council agreed to re-instate the swings, Royce to

clear the area of glass and put back up. The Council also agreed to investigate with SADC/HCC youth services the possibility of a village youth club in the Village Hall.

15. BOISSY PARK -

15.1 Lease – The lease was discussed under Part 11.

15.2 Green Belt withdrawal – The Clerk has written letters, which Council agreed at the May meeting to SADC and the local residents, which confirm the Council wishes to continue with the current lease and renew it in 2007 and the Council objects to the parks removal from the green belt in the SADC District review. The meeting of the SADC District Plan review was 22 May, It was recommended Boissy Park be decision be deferred. Cllr Brazier reported Boissy has been removed from the list but some other areas in parish remain as possible sites for removal.

16. SMALLFORD PARK & DOG WALK -

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

17. SLEAPSHYDE PARK –

17.1 Sleapshyde Park Hedges – A quote of £1296.00 has been received. In view of the cost the Council agreed the gardener to be asked to look and report on possible use of weed killer to tidy. The gardener reported the stump is very close to the fence (not a problem) and is naturally rotting; the weeds should be strimmed or sprayed. The Council agreed to ask Royce to strim the weeds.

17.3 Inspection Report - Reminder letter want to Leisure Logs regarding modifying the Sleapshyde park wooden equipment – they are to visit 30 April or W/c 4 May. No replies being received again.

18. SLEAPSHYDE POND -

18.1 Vandalism reported to police – PC Reynolds will patrol. Royce reported grass cut 15 May.

19. GLOUCESTER PARK –

20. TYTTENHANGER PLAYING FIELD & PLAY AREA -

20. 1 Play Park Membrane - Cllr Day reported on progress on co-ordinating a volunteer work party. This would be best done before the new swings/other equipment is installed. The working Party will dig out the extended 9x2m area this Sunday. The membrane and new play bark will be put down after the swings have been installed. The Council will need to purchase these.

20. 2 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. If more posts are required the quote will need to be re done to include the removal/installation of these. Cllr Day reported these are in hand and will be given to the Clerk to tabling at the next meeting.

21. HIGHFIELD TRUST

21.1 Appointment of Parish Trustee to replace Cllr Ellis – Cllr Gibson nomination reported to John Ely. Cllr noted e-mail from John Ely regarding major 2003 projects. Planning application for services at Highfield is with Cllr Henchley for comments

22. HIGHWAYS

22.1 Footpaths and Bridleways – Cllr Brazier attended a meeting with HCC regarding FP33 and provided a report.

22.2 Parish Paths Partnership – Cllr Brazier has the annual forms, which he will fill in.

22.3 Highways –

22.3.1 Highways Meeting – Meeting 22 May with Cllr Henchley and Highways; Clerk attended and made minutes, which Cllrs noted. A response has been received from Steve Dibben – listing the items discussed, Cllr Henchley reported on a number of outstanding matters he brought up at the meeting including the clearing of the ditch at Smallford where the road floods. Cllr Henchley believes the works will be ‘put off’ by Steve Dibben; the only work started so far is the marking of the plough patch. Flytipping on Highways remains a major problem (last year it cost the SADC £12,500 for Barleymow Lane); recently the lay-by near Highfield Hall has had 2 major dumps. Andrew Roberson of SADC has agreed to take some action on request from Cllr Henchley. The gates preventing access at 2 sites in the Tyttenhanger area have been vandalised and will be replaced.

22.3.2 Smallford Lorries – Clerk chased response from SADC to log on unsociable hours of white waste lorries leaving the Smallford site. Formal response now received from SADC, Clerk is waiting a call from Mr Egerton Environmental Health Technician. Cllr Crump provided a new log. The Council agreed for this to be copied and sent to SADC for them to comment.

22.3.3 Roestock Lane HCC land next to A1M – Resident has reported problems with horses getting onto this land believed to belong to HCC. There is a gate but its not padlocked – HCC have been contacted and it is now locked.

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

23.1 Village Hall – Cllr noted Minutes of meeting. The AGM is on 8 July at 8pm followed by an ordinary Meeting. Minutes of last year’s meeting are available on request.

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

AGM held 14 May.

25. OUTSIDE ORGANISATIONS

25.1

Due to lack of time to record, papers were available at Meeting.

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
Due to lack of time the papers received from the District Council have not been listed. Cllr Henchley has been given all papers relating to Planning Committees		Cllr Henchley reported on the Roehyde possible Hospital site – Council would monitor developments.	

27. STAFF AND OFFICE

27.1 Risk Assessments & Health & Safety at Work Act 1974 - The Graveyard Keeper and Dave Rodway (Editors job) will be asked to complete a form.

27.2 Notice Boards/Bus Shelters – Mr Stayton has quoted for new board in Highfield Ward. Mr Ely agrees Puddingstone Drive is suitable and the Trustees have agreed. The Trust would like to include their logo and name in addition to ours on the board and can provide a heading. SADC Planning Dept advise we will need to obtain planning consent for Notice board as it is not on Parish land - forms to be completed. The Council nominated Cllr Day to complete the form; the fee will be half the standard fee i.e. £55.00. The Clerk believes SADC Officers would be pleased to help complete the form if consulted.

Cllr Brazier reported on complaints from residents in Tollgate Road regarding the bus shelter at 64 High Street, this is being used by youths at night causing a nuisance, they would like it removed. The Council did not wish to remove the shelter, but will register for a free metal/glass vandal proof bus shelter. If this becomes available they will consider replacing the old shelter with it.

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

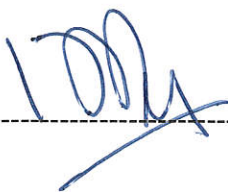
27.4 Assistant Clerk Vacancy –
Report on interviews in Part 11.

27.5 Parish Meetings – CMH have suggested a monthly meeting be held at their hall, free of charge. The Council agreed for the Clerk to contact Steve Parish to book the Hall for the September Meeting.

27.6 Deliveries – The Clerk reported on some problems of access. It was advised to post papers for these Cllrs.

Meeting closed at 10.10PM

Signed -----



PART 11

Minutes

The Council reviewed the Part 11 minutes of the meeting of the 14 May.

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 discussed under Part II. The agreed letter was sent to the Football Club on 3 June, when a meeting took place – Cllr Day reported confusion from the FC. The Clerk still waits a cheque for £712.00 requested and response regarding revised standing orders. The Council agreed a reminder to be sent to the FC for a reply.

Boissy Park Lease

The lease discussed under Part 11.

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. Cllr Rump reported the cost of a mortgage would be much higher than a lease. The Clerk has requested advise from HALC as to whether a mortgage is possible (information was obtained some time ago but we believe the rules have been changed. SADC were unable to help with a loan at the time) Door Step Greens might also be able to provide funding. A reply is awaited from HALC.

The agreed letter and cheque to Mr C Musk for £875.00 have been sent (for the rent of £175.00 for the 5 years 1st May 1999 – 1st May 2003) via the owner's agents 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 – waiting reply. The clerk informed the District Valuer. The DV spoke to the Clerk and asked if the Council still wish him to offer the £600 per year rent.

The Council agreed for £600 still to be offered by the DV.

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 reminded Martin Caddy who will arrange. Clerk to remind Martin.

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.

Charles Morris Playing Field - Injury

A user of the Park has stated he twisted his foot playing football. On advise from Zurich the letter has been acknowledged (not accepting any liability) – reply waited from Zurich. Royce has been asked to check the ground for any holes; he has in filled the 2 holes advised to Clerk by pictures. Royce stated a vehicle getting stuck and being towed out leaving rut marks caused these. Royce also reports problems with vehicles (rutting) and bonfire (leaving nails – some still there to right of gates), work around hall (leaving stones – still some), and dumping of spoil (edge of field). Royce also advises the field has lots of dips and is not suitable for football and the movable posts put up by the CMHC are in unsuitable places – the roughest area. The Council agreed a letter should be sent to CMHC to advise when using the recreational area any damage caused by vehicle or any other use by them should be rectified immediately to the satisfaction of the Council, and they play football at their own risk. This letter will be at a later date but before November.

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Assistant Clerk Vacancy

Report on Interviews in Part 11. There have been 12 applications. The Council agreed to ask applicants at interview whether they would be able to do more hours (as overtime initially). The Council nominated the personal working party to meet with the Clerk to short list applicants and arrange interviews, meeting arranged for 8pm 20 May on the office. The Clerk made a report of recommendations to the working party and suggested interview questions. The meeting agreed to invite 6 candidates for interview on the evenings of the 3rd (no candidates turned up) and 5th June (all 3 turned up). Cllr Day, Cllr Crump and the Clerk attended. Cllr Day reported on interviews and recommendation for Council on whom to offer the job – The job has been provisionally offered as below subject to references and Council approval. The Clerk telephoned and Mrs Parker-mead accepted the position at the starting point LC1 point 15, the Clerk has sent a letter of formal offer on this basis, and she will start on Monday 16th June. The Council agreed to offer the job to Mrs. Kim Parker-Mead the person recommended by Cllr Day, Cllr Crump and the Clerk, with the hours she has advised (These are restricted by child care arrangements).

The Clerk will need to issue a contract for her to sign, as per the previous one. The Clerk will also need to change Office opening hours to coincide with the new assistants hours (Mon- Wed 9.15am – 11.45am, Thur-Fri 9.15am-2.15pm – summer holiday 3 day week – days to be confirmed)

The new Assistant is on leave 18 July - 1 August (1 week coincides with the Clerk).

Assistant Clerk

Assistant Clerk is working her notice to 30 June. The Assistant Clerk was on leave 20-28 May. The Assistant Clerk left the office Monday morning in tears, only returning to clear her desk (due to being upset by the Council). She has advised she cannot work the rest of her notice and has written a letter asking to be released (she also has family ill health problems). The Council agreed to realise Loraine from the rest of her notice and to pay her up to the end of June with a thank-you letter for her past work.

Clerk's Resignation

The Clerk has resigned and her letter of resignation was given to the Chairman Cllr Day, her expected finishing date is 31st August – 3-months notice. The Clerk reported she is unhappy in the job and wishes to leave.

The Clerk will be on leave during some of the school summer holidays (28 July – 15 August).

Clerk Vacancy

The Council needs to advertise for a replacement Clerk and interview. The advert and job description used in 2000 were reviewed. The Council agreed for the Clerk to review these and for the Chair to agree the final draft of the advert to be put in the Herts Advertiser and on notice boards and amended job description for interview.

Other Employees – Warden – Ranger – Gardener etc

Meeting closed at 10.30PM

Signed -----

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