

PARISH COUNCILLORS REQUESTED TO RETAIN
THEIR COPY, AND HAVE IT AVAILABLE AT THE
MEETING SCHEDULED FOR 2 OCTOBER 2003:

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of the PARISH COUNCIL held at the Charles Morris Hall,
Tyttenhanger Green, Tyttenhanger, St. Albans, on Thursday, 11 SEPTEMBER 2003,
commencing at 7: 30 p.m.

MEMBERSHIP (Councillors)

*Jamie Day (Chairman)

Chris Brazier *David Clarke Terence Cox *Derrick Crump (Vice-Chairman)

Iain Gibson * Stuart Hall *John Henchley *Geoffrey Rump

* Denotes member present

In Attendance: County Councillor Rosie Sanderson
 Martin Caddy (Countryside Management Service - CMS)
 Gill Moody – Local Resident
 Dennis Becker – Local Resident
 Martin Marlborough (Local Resident/ Colney Heath FC Rep.)
 Malcolm Williamson.(Interested Observer).

1. **APOLOGIES:** Apologies for absence were received from Councillors Chris Brazier (delayed in Holland) and Terence Cox (going into hospital).
2. **DECLARATION OF INTEREST IN ITEMS ON AGENDA:** Cllr. Henchley declared a personal (non-pecuniary) interest in the items relating to the Colney Heath Football Club grant application indicating that he would not speak on the item in the public session of the meeting, and intended to withdraw from the meeting during any Part 11 (private session) discussion of the matter.
3. **MINUTES – PARISH COUNCIL MEETING – 10 JULY 2003:** In relation to item 12 (High Street Recreation Ground) on page 9, at the Chairman's suggestion, the Council **AGREED** that the words in the penultimate paragraph "did not agree to" should be deleted, and in their place the wording "had deferred any decision on" be substituted. Subject to this revision, the Minutes dated 10 July 2003, having been circulated, were taken as read, **ADOPTED** and signed as a correct record of the proceedings.
4. **CHAIRMAN'S SPECIAL ANNOUNCEMENTS:** The Chairman introduced Malcolm Williamson to the meeting who had been interviewed for the position of Clerk, and was attending the meeting as an observer.
5. **URGENT BUSINESS:**

5.1 Colney Heath Common Stewardship and New Bridge Proposal: At the Chairman's suggestion and with the Council's consent, it was **AGREED** to bring forward and consider at this point in the meeting agenda items 10.4 (Colney Heath Common Stewardship) and 10.7 (New Bridge Proposal at the Common) to enable Martin Caddy of the CMS, who had attended specially for these items, to report and leave the meeting early to return home to Bedfordshire.

Martin reported initially regarding the proposed bridge over the River Colne to be sited in the middle of the Common, approximately in line with the Village Hall. He referred to the substantial type of construction proposed in hard wood over steel bearers set in concrete designed to make it a feature and focal point of benefit to the wider community, and increasing access to the Common. It would act as a hub and crossing point for the various walks and footpaths across the Common, thus reinforcing the principle of public access. He submitted photographs illustrating a similar type of construction in Redbourn, and stated that the construction funding would be through the Lafarge landfill tax. Whilst he would endeavour to ring fence some funds for future maintenance and repair he thought this unlikely, and the Council would be required to meet such expenditure although P3 funding could be utilised whilst available. Martin advised that the robust construction would probably mean maintenance would be limited to occasional replacement decking and railings. The design of the bridge would require to be agreed with the Environment Agency especially regarding its height in relation to floodwater and floating debris, and this might take up to a year to achieve. The Council would need to approve the siting and agree the project. On enquiry, Martin confirmed that metal type kissing gates would be located at one end of the bridge to prevent access by motor cycles, cattle or sheep, etc.

With this explanation and assurances, the Council **ACCEPTED** that the matter should proceed to be put to the open meeting on consultation about the DEFRA Common Stewardship project.

Martin outlined the proposed DEFRA stewardship project for the Common, and answered questions from Councillors and the public. He indicated that the intention was to protect the long-term ecology of the Common although DEFRA reserved the right if dissatisfied with progress within three years of the agreement to terminate but would not seek financial recompense. The Council would know by the end of October whether its application was successful. The proposal had been amended suggesting that only Furze Field be grazed initially with a review after three years for the rest of the Common. Whilst this would involve fencing an area of the Furze Field for the grazing, there would be no denial of public access to the Common. The Council **CONFIRMED** that the matter should await the wider local consultation at the open meeting. Martin was thanked by the Chairman for his attendance, and left the meeting.

6. SPECIAL & NEW BUSINESS:

6.1 Smallford Landfill Site Monitoring: The Babbie Group, the Herts CC independent environmental consultants, had recommended the installation of further monitoring points around the edge of the site in respect of which planning permission had been obtained. The works were expected to be

undertaken during Autumn/ Winter 2003, with completion in 8 –12 weeks. Concern was expressed that the Council had not been advised of the outcome of the monitoring, and it was **AGREED** that the Clerk should seek information from Maggie Peck of Herts CC on the results to date, and enquire about the reasons for extending the monitoring.

6.2 School Appeals: Cllr. Crump advised that the outcome was better than had been expected with only one parent still refusing the secondary school place offered, and indicated that alternatively this child would be taught at home.

6.3 Amer Fair: The Fair had taken place on the Common between 27 July and 3 August, and public notice of the event had been displayed near The Cock Public House. The Fair had apparently passed without incident.

6.4 Youth Club: It was **AGREED** that this proposal should be deferred and linked with the Vital Villages initiative in respect of which a meeting was scheduled for 18 September 2003.

6.5 Hertfordshire Environmental Forum – Report on Bio-Diversity in Hertfordshire 1992-2002: Noted.

6.6 Rural Homelessness Conference – Hatfield - 17 October 2003: Noted.

6.7 DEFRA Approach on Second Review Entitled 'Rural Services Standard 2003': Noted.

6.8 Harvester Football Club: The Council **AGREED** that Cllr. Crump should attend as their representative at the opening of the new All Weather Facility at the Club's ground in Oaklands Lane, Smallford, on 3 October 2003.

6.9 'Barrow Man' for Litter: It was reported that, due to long term staff sickness of the employee concerned MRS, the St. Albans DC contractor for refuse collection, had not implemented the proposal to provide a man with a litter barrow for 4 hours a day Mon. – Fri. 7am-11.30am. to cover Colney Heath. Rob Lewis of MRS had indicated that a contractor should be in place by the end of September 2003.

Smallford & Sleafshyde were not covered under the proposal but were included in the normal sweeping schedule.

The Council noted the position.

7. FINANCE:

7.1 Parish Council Accounts: Pending the appointment of a new Clerk, the Chairman stated that the usual submission to the Council of accounts with lists of emergency payments, current accounts for payments, bank statements and moneys received and banked since the last meeting on 10 July 2003, was not available. However, Cllr. Crump read out at the meeting the current accounts in respect of which cheques had been prepared for signature, and the Chairman confirmed that he hoped the situation would be regularised in time for the next meeting. In the

meantime, the Council **RESOLVED** to accept the accounts, and give the necessary authority including the issue of cheques signed since the last meeting.

7.2 Parish Office Rates: It was reported that, despite earlier indications to the contrary, the Council was not eligible for any relief and was obliged to pay, and a cheque for £640 had been drawn and forwarded to the St Albans DC. The Parish Council **APPROVED and ADOPTED** the action taken.

7.3 Audit 2001-2002: This return had been finalised, and forwarded to the Council's auditor with some comments, copied to the Chairman. HALC had been approached regarding the delay, and the amount of information requested with the new lighter touch regime. Comments were awaited from HALC/ NALC. Noted.

7.4 Audit 2002-2003: This return had been received, and required completion and return to the Council's external auditor, Lubbock Fine, by 24 October 2003. This should be accompanied by a copy of the approved accounts (signed and resolved agreed at a meeting of the Council), together with year-end bank reconciliation and a quantified explanation of any significant variations in the statement of accounts over the previous year. The 2002-2003 accounts had not been selected for a more detailed audit as had occurred the previous year. Prior to the audit, it required to be advertised at least 21 days before 24 October, with notice displayed of the audit, and giving guidance on electors rights. Noted for the Clerk to action.

7.5 Signatories to Cheques – New Mandate: A further form had been received from the bank that all Councillors were required to complete with their details, and sign. Once forwarded to the bank, the new Councillors would need to provide proof of identity to the bank in the required format before the mandate could take effect. The Chairman was assisting in collecting the signatories to the form. Noted.

7.6 Staff Pensions: A letter from Herts CC advising that pension payments could not be refunded by the Parish Council was noted. Consideration of an invitation for the Clerk to attend an Employer Workshop on 24 October on running the pension scheme was deferred to the next meeting.

8. PLANNING:

8.1 Planning Applications:

The Council considered the following applications, together with comments collated by their Planning Applications Officer as circulated since the last meeting, and **RESOLVED** to agree comments as made below:-

5/03/1643	R-Tec Design Ltd, Lyon way	Extension to Workshop	No objection
5/03/1645	Corrys, Roestock Lane	Erection of two Detached dwellings	No objection on the basis that the same area is covered e.g. same footprint as the previous store building. We do not want an open area for fear of travellers, who have visited this area before.

5/03/1367	3 Sleepcross Gardens	Conservatory	No objection
5/03/1065	St Albans Highfield Park	Application for Tree work	No objection
5/03/1460	The Oak House, 14 Starlight Way	Two single storey side extension	No objection
5/03/1859	1 Lynch Court Sovereign Park	Conservatory	No objection
5/03/1833	Avalon Sleepshyde	Single storey garage extension	No objection
	Spar – unit 1 Highfield Park local centre – Hill End Lane	Justices License	No objection
5/03/1806	28 Starlight Way	Rear Conservatory	No objection
5/03/1972	2 Edison Close	Two storey rear extension	No objection
5/03/1774C	52 Firwood Avenue	Certificate of Lawfulness Loft conversion	No objection
5/03/1573	Highfield Clinic Highfield Lane	Erection of 14 apartments	No objection
5/03/1609	10 Roestock Lane	Single storey front extension	No objection
5/03/1608	12 Roestock Lane	Single storey Front extension	No objection
5/03/1677	33 Russet Drive	Erection of fence alongside boundary with No 31 Russet Drive	No objection
5/03/1702	Colney Heath Service Station	Continuation of development as Hire Centre	No objection
5/03/1657	65b Colney Heath Lane	Two storey front extension and double garage	No objection
5/03/1669	10 Stanmore Chase	Garage conversion and new shed	No objection
5/03/1724	17 Honeycroft Drive	Conservatory	No objection
5/03/1676	Cleanaway Depot, Acrewood Way	Retention of three portable buildings	No objection
Lockett & Co	Night & Day Convenience Store, Totalfina Elf, North Orbital Road	Application for Final Order & Transfer	No objection
Lockett & Co	Night & Day Convenience Store, Totalfina Elf, North Orbital Road	Withdraw Application for Final Order & Transfer	Noted
5/03/1777	1 Park Lane	Change of use of post office to single dwelling	No objection
5/03/1776	52 Firwood Avenue	Front porch	No objection

8.2 Appeals and Enforcement Notices:

The Council received notification of the following appeals or enforcement notices issued since the last meeting:-

Appeals:

Courser's Road – The period to comply had started 25 February, and the 3-months period for vacating the site had expired, as had the 6-months limit for removing the hardcore. The St. Albans DC planned to take court action in October to enforce the notices.

The Clerk had sent a letter dated 21 July to Dean Goodman asking for a firm commitment that SADC will take action after the October hearing. The last letter from Dean Goodman to the Parish Council was dated 17 August.

It was reported that the hedgerow around the site had now disappeared completely. The Parish Council remained dissatisfied with the inaction displayed by the SADC. Mr Goodman had now refused to engage in further correspondence on the issue. The Council

AGREED that the Council should write in suitable terms to Peter Lerner, Head of Paid Services, SADC, expressing the Parish Council's continuing dissatisfaction and concerns, and seeking a commitment to prompt enforcement action, subject to the outcome of the High Court hearing.

Plot 2, The Paddocks, Colney Heath Lane - The hearing had been held on 8 July, and a decision was awaited. Noted.

Causton Veterinary Surgery, 601 Hatfield Road - An appeal had been lodged against the refusal of planning permission (Appln. No. 5/02/262). The appeal letter had been sent 27 June 2003, and returned to the SADC office because the deadline for comments had expired. Noted.

Highfield Clinic - The Council wished to monitor this application's progress. The Clerk had contacted SADC, and had a report on the latest planning position. This had been copied to Cllrs. Henschley and Rump. Cllr. Henschley advised that the new application covered the same footprint, and that he saw no objection. Noted.

8.3 Planning Decisions:

The Council noted the following planning decisions received since the last meeting:-

5/02/2328	Smallford Nurseries	Erection of Glasshouses	Refusal
5/03/0840	2 Starlight Way	Single storey side extension, rear conservatory and conversion of garage to living space	Refusal
5/03/1127	2 Edison Close	Two storey rear extension	Refusal
5/03/1046	22 Cairns Close	Conservatory	Permitted
5/03/1125	54 Starlight Way	Single storey side Extension	Permitted
5/03/1145	Notcutts Garden Centre	New Entrance Gate	Permitted
5/03/0960	2 Alban Park, Hatfield Road	Provision of additional car parking	Refusal
5/03/0917	Three Horseshoes 612 Hatfield Rd	Extension to patio	Permitted
5/03/0856	1 Edison Close	Two storey side extension	Permitted
5/03/1331	1 Housefield Way	Rear conservatory	Refusal
5/03/1335	317 Camp Road	Two storey extension	Permitted
5/03/1218	13 Housefield Way	Single storey rear extension	Permitted
5/03/1387	122 Hill End Lane	Two and single storey rear extension, single storey side extension and porch	Permitted
5/03/1376	23 Newfield Way	Conservatory	Permitted
5/03/1310	32 Puddingstone Drive	Conservatory	Permitted
5/03/0188	Sleapshyde Farm Cottage, Sleapshyde	Two and single storey side extension	Permitted
5/03/189LB	Sleapshyde Farm Cottage, Sleapshyde	Two and single storey side extension/ Listed Building Consent	Permitted

5/03/1342	52 Princess Diana Drive	Conservatory	Permitted
5/03/1724	17 Honeycroft Drive	Conservatory	Permitted
5/03/1457	4 St Yon Court, Colney Heath Lane	Conversion of garage for living purposes and enclosure of porch	Permitted
5/03/1492	11 Tyttenhanger Green	Conservatory	Permitted

8.4 Town and Country Planning Act 1990 – Local Requirements:

This invitation from SADC was noted.

9. PUBLIC QUESTION TIME - (Council providing refreshments):

Members of the public were invited to raise issues with Councillors, and ask questions whilst refreshments were served.

10. COLNEY HEATH COMMON:

10.1 Common Ranger's Report from Charlie Nash – The Ranger's report for July and August 2003 (Paper 4) had been circulated to Members. The Council deferred consideration of the issues raised until the October meeting. In the meantime, the Clerk was asked to discuss the situation further with Charlie Nash, including progress on work requested by the Council.

10.2 Three Valleys Water Pipeline across the Common – It was reported that Three Valleys Water had been asked to remove the remains of the protective fence. Richard Pugh has been asked to arrange another site visit with Cllr Brazier to value the offer of compensation. The matter was deferred in Cllr. Brazier's absence.

10.3 Monitoring of Transco Pipeline – Cllr. Brazier had agreed to attend site visits with representatives of John O'Connor and RDT Woodlands. Contact information had been given, and confirmation of the proposed dates/ times was awaited. The matter was deferred in Cllr. Brazier's absence.

10.4 Warren Track Access– The Council **AGREED** that an 'Oaklands' type gate was not aesthetic enough. Quotes were needed for the galvanised type of gates and gateposts installed earlier this year in the Barley Mow Lane access to Farmer Surridge's fields. The Clerk was asked to progress.

In relation to the unauthorised tipping, Cllr Henchley reported that the CCTV notice was largely ignored, and whilst he was pressing the SADC officer involved he appeared reluctant to act. The Clerk had contacted Cleanaway to remove the offending tipped items for the Parish Council.

10.5 Common Stewardship – See foregoing item 5.1 of these minutes.

10.6 Tipping – It was noted that the Cleanaway contract had been signed for the 1100 litre wheelie bin located at Warren Farm for Parish rubbish collected by the Parish Warden and Common Ranger, and provided for this to be emptied weekly.

10.7 New Bridge – See foregoing item 5.1 of these minutes.

10.8 Dumping – The Chairman accepted that the Council's letter to residents might have been more tactfully phrased, and reported that Cllr. Brazier had now discussed the position with the resident who had objected. The Chairman suggested that perhaps an annual letter to residents bordering the Common might be helpful reiterating the position on car access and garden refuse disposal.

11. RECREATIONAL AREAS /PARISH GARDENS:

11.1 Parish Warden's Report from Royce Paxton – The Council noted the Warden's time-sheet reports and monthly work programme by the Clerk for August 2003, including routine inspection work undertaken.

11.2 Parish Gardens Report from Hilary Brazier - The Council noted the monthly report.

11.3 New Equipment Quotes:

High Street - The installation of the new Wicksteed play equipment had been completed on 27 August 2003.

Sleapshyde - The base for the Wicksteed sidewinder see-saw had been prepared on 11 August with completion on 14 August 2003.

Tyttenhanger – Whilst the equipment had been ordered on 13 June 2003, Wicksteed had encountered production problems that had delayed delivery and installation on site. The swings had unfortunately not been installed in time for the summer holidays as hoped much to the annoyance of local residents. The Clerk had continued to chase Wicksteed to complete the work that was now expected to be undertaken during the week commencing 14 September 2003. Meanwhile, the Council would not pay the invoices received for the High Street and Sleapshyde work until all the work ordered from Wicksteed had been satisfactorily completed.

11.4 Signs – It was reported that quotes were required to commission.

11.5 New Grass Cutting Tender – The Council was advised that the specification would require input from Martin Caddy of CMS and possibly DEFRA if the Common stewardship application was successful. In these circumstances, the Council **DEFERRED** the matter until October.

12. HIGH STREET RECREATIONAL GROUND:

12.1 Colney Heath Football Club: The Council gave further consideration to the Football Club's application for grant that had been deferred at the last meeting (Minute No. 12.1 – 11/9/03).

The Chairman summarised the position and, with the Council's consent, invited Mr Martin Marlborough from the floor representing the Football Club to address the meeting. Discussion ensued and the Council was minded to make a one-off payment to help the Club meet pitch maintenance fees and a shortfall including a rent increase as no grant for 2003/04 had been made by the Council. The Chairman stressed that a grant could not be backdated nor could the Council be held responsible for expenditure incurred by a local organisation that such body could not subsequently meet.

In order to address the situation, the Council considered differing proposals put forward by members. The one receiving majority support of those voting proposed a one-off grant for 2003/ 04 in the sum of £1,800 as a contribution towards the Club's outstanding requests whilst fully appreciating that the Club was entitled to make a submission to the Council for funding for the 2003/ 04 budget round.

Whilst no specific budgetary provision was available, the expenditure could be contained within existing resources, and the Council **RESOLVED** –

- (1) That, in accordance with its powers under Sections 137 and 139 of the Local Government Act 1972, the Council incur the following expenditure which, in its opinion, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.
- (2) That a grant of £1,800 be made to the Colney Heath Football Club in 2003/ 2004 towards the cost of pitch maintenance and a shortfall including a rent increase.
- (3) That Cllr. Derrick Crump be recorded as voting against the foregoing sum.

12.2 Tennis Court Report from Hilary Brazier – The Council noted the report from the Tennis Court Attendant in which reference was made to the fence being cut by wire cutters. PC Alan Reynolds had been alerted to this vandalism, and the Clerk was asked to add the repair to the Parish Warden's job list.

The attendant had requested that her lawn mower be repaired and her gardening tools sharpened, and the Chairman had agreed as provision was available in the budget. Noted.

12.3 Pavilion Burglary – Cllr. Henschley reported on two recent break-ins suffered by the Football Club. Quotes/ invoices were required from the Club for insurance purposes, and claim forms required completion and forwarding to the Zurich Insurance Company on behalf of the Council. The Clerk was asked to obtain quotes for security shutters to help safeguard access by window to the building in future.

13. **COMMUNITY PARK -**

13.1 Lease – As instructed at the last meeting (Minute No. 13.1 – 10/7/03), the Clerk had contacted Alan Joiner asking that the lease be drawn up for signature on behalf of the Council on the terms proposed commencing 2003 but excluding security of tenure, and the amended document was awaited.

14. **ROESTOCK PARK –**

14.1 Inspection Report - Repairs to Play Equipment – The new parts had been installed by the Parish Warden. Noted.

14.2 Graffiti and Sign – Awaiting painting over by the Parish Warden whom it was agreed should attend to the graffiti as a matter of urgency.

14.3 New Bench Seat – The Council had previously agreed to the purchase of a new bench seat for inside the play area from this year's budget.

14.4 Signs and Gate – A local resident had requested a "No Dogs in the Play Area" sign that was being pursued, and had asked if the noise from the gate when closing could be cushioned. It was agreed that the Parish Warden be asked to attend to the problem of the noisy gate.

15. BOISSY PARK -

15.1 Lease – The lease was discussed in Part 11 during private session – following item 30 of these minutes refers.

16. SMALLFORD PARK & DOG WALK:

16.1 Entrance Safety – County Councillor Rosie Sanderson had been asked to help expedite the works proposed to be undertaken by Mouchel especially having regard to the increased number of people expected to use the site with the new all weather facility.

17. SLEAPSHYDE PARK:

17.1 Inspection Report - Leisure Logs had been approached to modify the Sleapshyde Park wooden equipment but delay was being experienced.

17.2 Nuisance Youths – The resident had been advised to contact the Police about the situation.

17.3 New Seesaw – The Parish Warden to be asked to attend to the bark levels.

18. SLEAPSHYDE POND – Nothing to report.**19. GLOUCESTER PARK** – Nothing to report.**20. TYTTENHANGER PLAYING FIELD & PLAY AREA:**

20.1 Play Park – A working group of volunteers co-ordinated by Cllr. Day was intended to install the membrane and bark assisted by the Parish Warden.

20.2 Play Park Gates – As agreed at the last meeting (Minute No. 20.2 – 10/7/03), the gates had been ordered from Howe Fencing for installation by the Charles Morris Hall Committee.

21. HIGHFIELD TRUST – Nothing to report.**22. HIGHWAYS:**

22.1 Footpaths and Bridleways/ Parish Paths Partnership – Certain footpaths identified by Cllr Brazier were being cleared by the Parish Warden for which P3 monies were being utilised. Noted.

22.2 Highways Works – Steve Dibben of Herts Highways had attended a liaison meeting on 21 August with Cllrs Henchley and Hall regarding improvements to the existing traffic calming in the High Street, Colney Heath. Cllr. Henchley reported back, and referred also to the works recently carried out in the ~~Hatfield~~ Road, expressing the hope that this would overcome the flooding problem near the Smallford Nurseries. He was pressing hard for the required works at Richardson Place but these were not scheduled to be undertaken. Also, the High Street resurfacing had been deferred, and this had been awaited for four years now.

22.3 Smallford Lorries – The company operating unsocial hours in Smallford Works had appealed against the restriction SADC had placed on it. The appeal was to be held by the operators' licensing authority based in Cambridge, on a date to be notified. Cllr. Crump confirmed that the company was still operating out of hours, and called for an update on the situation. The

Council considered that if the operating company was using lorries out of hours then they should not be eligible for a licence. Equally, if they were still applying for a licence they should not be operating. The Clerk was asked to write to the Cambridge licensing office pointing this out.

22.4 Camp Road – Notice had been received of the temporary closure of Camp Road, and the temporary suspension of the 'No Right Turn' ban.

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

23.1 Village Hall – Minutes of the September meeting were awaited.

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

24.1 Car Park Resurfacing - Cllr. Day reported that the CMH management committee had raised £5,000 from the Landfill tax administered by Lafarge. With these funds, in addition to that set aside by the Parish Council over the last two years, the Committee was now in a position to proceed with its project to pave the car park. This would cost £29,000, with the difference to be made up from committee resources. The Committee sought clarification whether the invoices might be paid through the Parish Council, since the Management Committee was not registered for Value Added Tax.

25. OUTSIDE ORGANISATIONS:

25.1 Receipt of the following correspondence/ information was noted.

Organisation	Details	Notes
Office of the Deputy Prime Minister	Consultation paper on indemnities for relevant authority members & officers	Responses by 6 October 2003 With Cllr Crump
Clerks & Councils Direct Magazine		
Army Careers Information Office	Sgt Trevor Elliott- Provides Military Type stand/display	
Business Independent Paper	Issue 1V	
Computing In the Community	Free training in the use of Computers in rural areas	Copy given to Cllr Day
Waste Strategy Summary	By the Herts Waste Partnership	
GO- EAST	Letter on renewable energy and the planning system and information pack	
Campaign to Protect Rural England	Rural matters and planning update – July 2003	
St Albans and District Footpaths Society	News Aug-Nov 2003	
Ottaways	Business Newsletter Summer 2003	Legal news
Zurich Municipal	CIC news July 2003	Insurance news
Ernest Doe & Sons	Turf Care Show	1 st October 2003
CPRE	The Hertfordshire Society Yearbook 2003	
The Standards Board for England	Guidance Booklet – Standards Committee Determinations	
Herts LTP Annual Progress Report Summary	LTP Annual Report (APR) Summary	

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Herts Children Schools & Families	Reconstitution of School Governing Bodies	
NALC	Legal Update – The School Governance Regulations 2003	
Herts & Middlesex Wildlife Trust	Annual General Meeting 2003 Agenda and Natural World Magazine	11 September 2003
Forum	Harpenden Town Councils Quarterly Newsletter	
Society of Local Council Clerks	The Clerk Magazine – Aug 03	
DEFRA	Rural services standard 2003 Policy update	
Herts Travelwise Bulletin- The Local Channel	August 2003 Network of community websites Information	Copy given to Cllr Brazier
St Albans and Harpenden NHS Primary Care Trust	Health Needs Assessment Harpenden Memorial Hospital and St Albans City Hospital Summary	
St Albans City and District	Elderly Locality Planning Group Agenda	15 September 2003
Herts Local Transport Plan 2006/2007	Consultation Document September 2003	
CDA for Herts	Summer 2003 edition	
HALC	Parish Information	August 2003

26. ST. ALBANS CITY AND DISTRICT COUNCIL:

- 26.1 Receipt of the following documentation received from SADC was reported.

Committee	Details	Reviewed by	Action/Effect on CHPC
SADC	Media Bulletin	With Cllr Day	
SADC	Planning Committee South 21 July 03	With Cllr Henchley	
SADC	Meeting of the Council	16 July 2003	
SADC	Notification of Fairground Events to Local Authority		Letter to be written to Emma Finch by office
SADC	Meeting between Friendship Associations and Councillor Peyton	Tuesday 15 July 2003	Agenda given to Cllr Brazier
SADC	Minutes of meeting No2 of The Overview and Scrutiny Committee	10 June 2003	
Council for Voluntary Service for St Albans District	Annual Report 2002-2003		
SADC	Improving our services- The Cncl's Annual Performance plan 2003-2004		2 copies received – 1 copy to Cllr Day the other copy in Parish Office

St Albans and Harpenden Primary Care Trust	Annual General Meeting	26 September 2003	
St Albans and Harpenden Primary Care Trust	Health Needs Assessment Results	18 July 2003	Copy given to Cllr Day as Parish has no representative for health
Community Safety Consultation Forum	Agenda	21 July 2003	Given to Cllr Henchley
Special Meeting of the Overview & Scrutiny (Corp Services)	To provide the committee with info on the holding of the e-voting pilot from 28 April to 1 May 2003	22 July 2003	
SADC	Forward Plan 2003-2004 for September – November 2003		
Licensing and General Purposes Committee	Agenda 24 July		
Housing Liaison Consultative Forum	Letter dated 16 July regarding meeting 25 June		
Cabinet Meeting	Minutes of meeting no. 3	1 July 2003	
Community Strategy Public Consultation	Draft strategy	Deadline 1 st September for comments	Copy to each Cllr
SADC	Overview and Scrutiny Committee (community services)	29 September 2003	
SADC	Planning Committee South	18 August	
SADC	Minutes of Meeting No 1 Housing Liaison Consultative Forum	25 June 2003	
SADC	Minutes of the Licensing and General Purposes Committee	24 July 2003	
SADC	Minutes of meeting No 1 of the Housing Liaison Consultative Forum	25 June 2003	
SADC	Planning Committee South	Minutes 21 July	
SADC	District Plan Second Review Members Steering Group	21 August 2003	Copy of Agenda given to all Cllrs
SADC	Minutes of meeting No3 of the District Plan Review Members Steering Group	9 July 2003	
SADC	St Albans Community Safety Consultation Forum Minutes	21 July 2003	
SADC	Environment and Health	Recycle Summer 2003	

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SADC	Meeting of the Overview and Scrutiny Committee Agenda	9 September 2003	
SADC	Business Directory 2003		

27. STAFF AND OFFICE:

27.1 Risk Assessments & Health & Safety at Work Act 1974 - The Graveyard Keeper and Dave Rodway (Chronicle Editor's job) were required to complete a form.

27.2 Notice Boards/Bus Shelters - The site for a new board in Highfield Ward in Puddingstone Drive had been agreed with the Highfield Trust who wished their logo and name included as well as the Council's. SADC Planning Dept had advised that planning consent would be required for the notice board as it was not on Parish land - forms to be completed by Cllr Day. Margaret Corley had been asked to provide a map showing the preferred location for the proposed new bench to be sited in Tollgate Lane.

27.3 Warden Training - Awaiting a local date.

27.4 Map - SADC had only been able to provide a photocopied small-scale map showing the new boundaries of the Parish.

27.5 New Council Meeting Dates - The change from the 2nd to the 1st Thursday of the month had been notified to the Village Hall Committee, and the community room booked. The editor of the Chronicle had been asked to publicise the new dates that had also been displayed on all notice boards.

27.6 New Letterbox for Parish Office - In the light of the difficulties being experienced, the Clerk was asked to obtain quotations for a more secure external post box or internal construction with premises security in mind.

28. PART 11 - EXCLUSION OF THE PUBLIC :

The Council **RESOLVED** that, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be excluded, and they are instructed to withdraw.

29. COLNEY HEATH FOOTBALL CLUB:

This matter was wholly considered in public session, and foregoing item 12.1 of these minutes refers.

30. BOISSY PARK LEASE:

The Council considered the notices dated 14 July 2003, received from Pictons, Solicitors, and **AGREED** that an early site meeting of interested Councillors should take place prior to a response being made on behalf of the Council to Ottaways, Solicitors, acting for the Council.

31. GRASS CUTTING CONTRACT - COMMON:

Consideration deferred – see foregoing items 5.1 and 11.5 of these minutes.

32. CHARLES MORRIS PLAYING FIELD – INJURY:

The Council **AGREED** that Zurich's letter of 12th August (the Council's insurer's) be responded to in suitable terms clarifying also the reference to the Parish Warden's comments.

33. ASSISTANT CLERK:

Consideration of the request for a new printer was deferred for further information.

34. CLERK VACANCY:

Following interview and subject to references and the Council's formal approval, Malcolm Williamson had attended the meeting in an observer capacity and as prospective Clerk Designate to the Council.

35. OTHER EMPLOYEES - WARDEN – RANGER – GARDENER, ETC:

Nothing to report.

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The meeting closed at 10: 35 p.m.

2 October 2003

Signed



CHAIRMAN