

**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD AT THE
VILLAGE HALL ON THURSDAY 6TH November 2003 AT 7.30pm**

Present;- Cllr's J Day-Chair-C Brazier-Cllr' D Clarke-Cllr D Crump-Cllr S Hall

Clerk;- Mr J E Dean

Public Attendance- 6 Members of public/local residents attended
Mrs Corley representing Vital Villages

A Part 2 followed this meeting where no Public or Press are allowed to be present.

1. APOLOGIES;-

Cllr's T Cox- J Henchley Cllr L Gibson Cllr G Rump

2. DECLARATIONS;-

Cllr Brazier-non pecuniary on matters concerning the F/ball Club

3. MINUTES

The Minutes of the meeting held on 2nd October 2003 were accepted as correct

Proposed by Cllr Brazier

Seconded By Cllr Crump

Approved by all present

4. CHAIRMANS ANNOUNCEMENTS

The acting Clerk was introduced to the members- Mr J Dean who will take on the duties from 1st October for 3 months trial period assisted by Ms Kim Parker-Mead.

5. URGENT BUSINESS

Cllr Crump was to attend the Remembrance Service and lay a wreath on behalf of the residents of Colney Heath.

6. SPECIAL & NEW BUSINESS

Councillor Crump was hoping to hear news from HCC-monitoring is to continue at the Smallford landfill site

6.1 Vital Villages

Margaret Corley was invited to give an overview, mentioning that over 100 people had attended the inaugural meeting, lots of volunteers had come forward, plans to be made to use the skills to best advantage. Youth need to be consulted following a comment by interested section that had called in the meeting. A pilot was proposed for February and a new web page is to be created. The committee is now 12 strong. Initial problems were overcome with opening a short term bank account, the Parish Council will hold the funds and separate the monthly accounts on a spreadsheet.

6.2 Youth Club

Cllr Crump had made progress on this topic, had further information to present, proposing a meeting be set up to establish a plan forward. Transport for young people is a matter requiring future attention (annual fee payable of £51) Cllr Crump will continue work on this and in conjunction with St Marks & Vital Villages.

6.3 Barrow Man

No report from Councillor's

7. FINANCE

The earlier suggestion of bringing in a trouble shooter to bring financial records up to date may not now be necessary with new Clerk.

7.1 Parish Council Accounts

The Clerk added that it is the usual format for the role of RFO to be assumed by the Clerk, focus would be made in bringing the Parish accounts up to date. Asst Clerk had meanwhile carried on with the tasks in keeping the financial matters reasonably straight, continuing records and spreadsheet format previously set up by past DM. The Clerk had implemented a new payment voucher scheme. The VAT office had been contacted as earlier indications were that returns had not been submitted but it is decided to go for a one off 12 months return in March 04. Reverting back to net quarterly thereafter for Parish year 04/05. Matters should be in line by March 04.

7.2 Audit

The Clerk had contacted Lubbock Fyne and the audit and accounts for Parish Year to April 2002 and 2002/3 were slightly behind, as were many other Parish's. Date agreed for accounts publication 12TH December agreed- Lubbock Fyne.

7.3 Payroll

Wages had been paid as appropriate from the separate bank account held, Asst Clerk was operating the payroll from past records and manual format with guidance from new Clerk. Might be possible to look at new payroll plan (Sage) from 2004/5

7.4 Bank Account

No change in signatories at this stage, Clerk to inform bank of new appointment in order to get service and statements if required.

7.5 Pensions

Clerk will attend a Pension Seminar at a later date if required, in order to deal with any member of staff on a pensionable wage.

7.5 Budget to Precept

Budget was mentioned by the Clerk, a meeting of the working group scheduled 27th November would look into the preliminaries, Clerk to provide brief history from files.

8. PLANNING

8.1 ^{Hightfield} Housefield Way

Councillor Brazier mentioned the issue of permitted development in Green Belt,

8.2 Coursers Road

Appeal was won to vacate by 14th January 04, the ongoing legal approach should determine final outcome with this difficult and protracted dispute.

8.3 Planning Decisions

5/03/1877CP	7 Station Road Smallford	Certificate of Lawful Use or Development	
5/03/1657	65b Colney Heath Lane	Two Storey Front extension and Double Garage	Planning Permitted
5/03/1776	52 Firwood Avenue	Front Porch	Planning Permitted
5/03/1645	Corrys Roestock Lane	Erection of two detached dwellings	Planning Refusal
5/03/1702	Hire Centre Colney Heath Service Station High Street	Continuation of development as Hire Centre	Planning Refusal
5/03/1859	1 Lynch Court Sovereign Park	Conservatory	Planning Permission
5/03/1292	54 Russet Drive	Rear Conservatory and Garage Conversion	Planning Permission
5/03/1777	1 Park Lane	Change of use of Post Office to single dwelling	Planning Permission
5/03/1676	Cleanway Depot Acrewood Way	Retention of three portable buildings	Planning Permission
5/03/1460	The Oak House 14 Starlight way	Two and single storey side extension	Planning Refusal
5/03/1920	34 Maslen Road	Conservatory	Planning Permission
5/03/1910	17 Starlight Way	Conservatory	Planning Permission
5/03/1643	R Tec Auto Design Ltd Lyon Way	Extension to workshop	Planning Permission
5/03/1833	Avalon Sleafshyde Smallford	Single Storey side garage extension	Planning Refusal
5/03/1792	2 Edison Close	Two storey rear extension	Planning Permission
5/03/1923	96 Tollgate Road	First Floor side extension	Planning Refusal

8.4 Establish Planning Format for C/Heath

Planning-future Parish C/tee would benefit from minor changes-to the running of this- some office admin changes in line with other PC's and adopted publication principles, perhaps publishing more of the general planning information from SATC- as generally run in Hertfordshire.

9 PUBLIC QUESTION TIME 9-9.10PM

- Question regarding the finances of Vital Villages-past reported-fund is safe with PC remaining specific for Vital Villages, positive assurances given by Chair and Clerk. Cheque draw-down available with notice to Asst Clerk at any time if V/V need funds. Grant aid application may be presented to the Parish Council

Pocket Park Travellers Horses

Use of area to safety quarantine by Police on area of the Park was criticised by a member of the public, in doing so both children and residents were prevented from access. This may have happened before when decision was made by the Police to corral off the road for animals safety. Clerk to write reminding Police also not to deny public access by such action in future.

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10.1 Common Rangers report

Mr C Nash report was received and noted.

10.2 Three Valleys Pipeline Wayleave

Cllr Brazier requested the payment method is investigated, regarding the pipe across the common. Letters are on file, with agent past comments-regarding negotiable fee. There is a token wayleave payment suggested-Asst Clerk has background to this on file.

10.3 Monitoring Transco Pipeline

No further progress has been possible due to dry weather, suggest hold any further action until spring 2004.

10.4 Warren Track Access

Gate required to "close off" on track-Mr Caddy requested to assist Mr Paxton for measurements and submit to office. Clerk has Centrewire as possible supplier of steel swing gate barrier- quotes to be obtained. Use local or staff labour to install.

10.4/1 Fly Tipping

A continuing problem, Chair reported fresh tipping in Hixbury Lane. Contact via office to M.R.S. Asst Clerk has obtained quote to remove-to go ahead with past approval minutes. Some materials stored with Parish Warden also to be removed

10.5 Common Stewardship

Cllr Brazier has spoken to DEFRA representative regarding the required Sec State permission to fence off Common Land for grazing livestock. A continued regime of cutting plan is required for 2 years to qualify. Grant would be at risk if requirements are not fully met. Public must have involvement accepting livestock on the Common A letter from DEFRA is expected, public consultation should follow, with a date to be decided later. Cllr Brazier to progress this matter.

Grass Cutting

To be forwarded to an open public meeting as 10.5 date to be decided. Grass cutting issue deferred-re tender for contract. Details in Part 2.

11. RECREATIONAL AREAS/PARISH GARDENS REPORTS

11.1 Parish Wardens Report

To report any new damage, check any action required from past reports

11.2 Parish Gardens Planting

Spring Bulbs have been planted at various strategic places in and around the village to enhance the area.

11.3 Inspection of Childrens Swings and rides

Wicksteed Leisure have reminded of annual Safety audit, Council recommend that another such as ROSPA be asked to look at the inspection for a balanced quote.

11.4 Signs

Clerk to arrange signs for swings and play area-Contact Brian Peers SACDC for wording etc-Children under 12 years etc.

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11.5 New Grass Cutting Tender

Decision deferred

12.1 COLNEY HEATH FOOTBALL CLUB

Clerk to write requesting payment schedule be kept up and request outstanding monies be cleared up promptly now.

12.2 Burglary Insurance Claim

Zurich now dealing with this. Clerk to progress estimate for new roller shutters at F/B Club premises with Griffin Ltd- Iver Slough. (CHPC Premises) On day Cllr Brazier to arrange for Steward be in attendance when measuring is done on later site visit.

12.3 Tennis Court

The nets and equipment removed for winter months, further consideration required as to condition of fencing. Use of courts is seasonal, Cllr Brazier stated this is future debate topic which must include the viability in terms of cost and requirement versus frequency of use. Was it best to remove fencing or replace-considering the cost and use factor. Past records of income might help decision. This is not a decision to close courts but a general review is timely. Seek local opinion on best move forward

13 COMMUNITY PARK

Lease in office requiring Councillors to sign, Clerk to see regarding CHPC security of tenure check.

14 ROESTOCK PARK

14.1 Inspection report

14.2 Graffiti

14.3 New Bench

A new bench is on Order waiting for delivery date.

15 BOISSY PARK

Continuation of negotiation with Landlord and consultation with Ottoways with a possible appointment of an agent /valuer as recommended. Notice has been served under sect 146 Law of Property Act 1925 concerning possible issues of breach. The matter is to be reviewed at further meeting to be arranged shortly with solicitors to include Clerk and Cllr Brazier. In particular recent correspondence outlining the five issues of conjecture over tenure and past rent reviews.

For future the operation of established district bye laws for this park need progress towards possible implementation here. This needs HCC consultation.

Litter bins required-Clerk to investigate purchase and costs

16 SMALLFORD PARK & DOG WALK

Further specific matters of safety to be debated

17 SLEAPSHYDE PARK

Inspection report, Leisure Logs office to chase report

17.2 New Seesaw

Bark topping at double level has been completed

18 SLEAPSHYDE POND**19 GLOUCESTER PARK****20 TYTTENHANGER PLAYING FIELDS AND PLAY AREA****21 HIGHFIELD PARK TRUST**

Importance of Parish representation, letter received following AGM dates given for future meetings CHPC decision required soon for nominee to continue or review. All Councillors had letter of invitation to AGM

22 HIGHWAYS**22.1 Public Transport**

The 200 service from Essendon to local Sainsbury's on trial period. CHPC have copies of new timetable in office. Chronicle requested to publish article in news, local distribution by volunteers if possible.

Bus Shelter

Vandalism problem some urgent repairs required-

Estimate from contractor G Stayton-accepted to repair the following

Smallford Lane-Cleaning and disinfecting	£ 10.0	<i>to clarify.</i>
Hill End-Repairs to roof and sides-lining and cleaning	£285.0	
Richardsons Place-repairs frame, glazing, cleaning	£160.0	

Proposed Cllr Brazier

Seconded Cllr Crump

Clerk to forward letter instructing work go ahead asap

22.2 Smallford Trail**22.3 Parish Footpaths and Bridleways****22.4 Public Highways**

Strong criticism of lack of consultation regarding integrated programme- Station Road/ Smallford Lane Bridge. Letter to go to Steve Dibbins HCC/SACDC suggesting lowering of speed to 30Mph issues of continuing safety concerns

22.5 Smallford Lorries

Inspector had granted permission for operations to start at 7am re CKP Waste

23 VILLAGE HALL

The Minutes of meetings to be passed to Cllr Hall- (Council owned building)

24 CHARLES MORRIS HALL (Council Owned or Trustee Building)

Letter of thanks and appreciation received from Chair of Management Group thanking CHPC for funding to re surface car park and pedestrian gates.

25 OUTSIDE ORGANISATION

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Cllr Brazier attended SADC association of Parish Councils. Write to Mr Brian Peers inviting to Parish meeting Dec/Jan- liaison Cllr Brazier

Cllr Crump attended recent seminar on Ethical standards for local councils

26 ST ALBANS CITY AND DISTRICT COUNCIL

St Albans District Council	Newsletter 2003		
SADC	Ver River Park Project	Agenda	
SADC	Notes of meeting with Cllr Peyton	23 Sept 2003	
SADC	Car Park PPP working Party	Tuesday 14 October	
SADC	Cabinet	7 October 2003	
SADC	Minutes of Meeting No3 of the Overview & Scrutiny Committee	7 September 2003	
SADC Association of Parish Councils	Minutes from meeting at Colney Heath 1 July 2003		
SADC	Minutes of Meeting Highways Joint Panel	23 July 2003	
SADC	Planning Development Control Committee South	13 October 2003	
SADC	Minutes of Meeting No 3 of the Overview and Scrutiny Committee	9 September 2003	
SADC	Minutes of Meeting NO 4 Of the Housing Liason Consultative Forum and Representatives	9 April 2003	
SADC	Parish Liaison Joint Committee Agenda	16 October 2003	
SADC	District Plan Second Review Members Steering Group	16 October 2003	
SADC Local Strategic Partnership	LSP meeting 3 December 2003		
SADC	Executive Forward Plan	2003-2004	
SADC	Minutes of Meeting No 1 of the Licensing Act	25 September 2003	
SADC	Minutes of Meeting No 3 of the Licensing and General Purposes	25 September 2003	

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SADC	Overview and Urgency Committee	28 October 2003	Copy given to all Cllrs
SADC	Highways Joint Member Panel	29 October 2003	
SADC	Meeting JMP	29 October	
SADC	Community Safety Consultation Forum	3 November meeting cancelled	
SADC	Remembrance Day Parade Service		
SADC	Minutes of Meeting No2		

27 STAFF AND OFFICE

27.2 Risk assessment

To be done-Graveyard Keeper requested to complete form

27.3 Warden Training

Date to be arranged

27.4 Post Box

Continue search for more secure box

27.6

Poppy Wreath (RBL) collected by Cllr Crump

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PART 2

The part 2 requires no members of public or press be present matters in confidence to councillors

Football Club

Shutters quote-Clerk to obtain
Outstanding payments-Club in arrears Clerk to write

Boissy Park

Meeting to be arranged with Ottoways. Clerk to attend with Cllr Brazier

Grass Cutting

Completed- new tender required

Charles Morris Hall

Zurich to settle, Assistant Clerk to check conditions and sum of settlement figure.
Claims and litigation potential need checking and resolve to prevent any repeat.

Christmas Parcels

To use last years list for recipients. Asst Clerk to arrange and order within agreed budget £4 per unit. Position of deliveries with volunteers to be checked and run as last year. Asst Clerk to arrange collection, storage and purchase -List to be done
Councillors to help distribute and check recipients status when delivering-not moved etc as list is main source of information.

Asssitant Clerk new Printer

Order new HP 3650 within £75 budget net.

New Clerk

Mr Dean engaged as acting Clerk on 3 months probation with review in January 04 to provide details of other Parish Council Chair to Cllr Day for check on credentials. Letter to go to Mr Dean confirming appointment, letters to go to suppliers and others as required announcing positions of Assistant Clerk and Clerk.

Asst Clerk

It was recommended that the salary scale be increased in line with completion of the probationary period-Scale to rise 1 spinal point from 1st November. Cllr Day to speak with Asst Clerk -With a further review In April 2004 according to situation at that time.

The meeting including part 2 closed at 10.35

jd/chpc/word-disc-1chpc mins 6.11.03

MDay