

**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD AT THE
VILLAGE HALL ON THURSDAY 4TH December 2003 AT 7.30pm**

Present:- Cllr's J Day-Chair-C Brazier-Cllr'-Cllr D Crump-Cllr S Hall Cllr G Rump

Clerk:- Mr J E Dean

Public Attendance- 6 Members of public/local residents attended

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

1. APOLOGIES:-

Cllr's T Cox- J Henchley In hospital- Nothing received from Cllr I Gibson

2. DECLARATIONS:-

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

3. MINUTES

The Chairman asked the Clerk for clarification on the apologies note in relation to Cllr Gibson-the Clerk replied that it was sometimes taken that if members were not always able to advise apologies in absence were offered. The Clerk accepted this was not best practise for CHPC offering immediate correction to the statement.

The Minutes of the meeting held on 6th November 2003 were accepted as correct

Proposed by Cllr Brazier

Seconded By Cllr Crump

Approved by all present

4. CHAIRMANS ANNOUNCEMENTS

The Chairman asked if Cllr Gibson was likely to attend- as there had been no participation for 6 months. Clerk stated that it would be wise for him to contact the Councillor before the next meeting.

Cllr Brazier said that he had personal matters to attend to and could he be excused to leave at 8.30. The Chair readily agreed in knowing the circumstances, suggesting that matters with Cllr Brazier's input be brought forward.

5. URGENT BUSINESS

The matter of Boissy Park and the Meeting at the Solicitors 13th November on the latest facts, Cllr Brazier indicated that the Council had not complied with certain conditions and in effect had little grounds to change the situation as now without considerable cost. Recommendations given by the Solicitor to be covered in part 2.,

6. SPECIAL & NEW BUSINESS

6.1 Smallford Landfill site

Councillor Crump had no further information to pass to members

6.2 Vital Villages

The plans are becoming clear with a forward strategy in place headed by Margaret Corley and lots of progress has been made. A grant application for £500.00 has been received, to be included in the Budget review in January 2004. Much more is to be reported in the Chronicle this month about the diary plan of Vital Villages.

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6.3 Youth Club

The problems of finding a suitable venue within the Parish was proving very difficult, Cllr Crump reported most of the halls were fully booked and were not able to assist. Suggestions were to try the Football Club.

6.4 Barrow Man

No report from Councillor's- this occasional service to be provided by contractor M.R.S. had not materialised, Clerk to write and ask if there were any intentions from the operators to begin the service.

6.5 Kerbside Re-cycling collection

Would be welcomed, but no start date had been advised by St Albans DC

6.6 Travellers

This encampment had since moved on, but some rubbish and debris had been left behind, apparently this was on land belonging to Hatfield TC.

6.7 Dumped Vehicle-Foot ball ground

Had since been removed at a cost of £37 borne by the Parish Council. There was a second car in the same spot again. Office to set up a procedure for disposal and the Council to agree a budget sum for future provision. A second vehicle is at the site.

7. FINANCE

Budget details were briefly examined-following the meeting of the working group 27th November to look into the preliminaries, final meeting 16th January 04 at 8pm (Part 2). Clerk requested to provide more details of utilities to members by that time. Plus any cap-ex or carry over sums.

7.1 Parish Council Accounts

Members queried what an RFO was, Clerk made them aware. LGA 1972 sect 151 Council received details of emergency payments and income for November and to approve as listed.

Date	Payee	Payment	Sum	Cheque No.
December 03	M & S	Xmas Biscuits	1117.20	3107
	Rigby Taylor	Football Club	51.20	3108
	BT	Telephones	56.36	3109
	RBL Poppy Appeal	Poppy wreath	20.00	3110
	Optim. Bus. Supp	Stationary	212.12	3111
	Highfield Park Trust	Vital Villages	58.11	3112
	Asst Clerk Wages	Wages	570.64	3113
	CHPC Wages Transfer	Wages	1148.82	3114
	Parish Warden	Wages	840.67	1272
	Common Ranger	Wages	17.25	1273
	Parish Gardener	Wages	79.00	1274
	Graveyard Attendant	Wages	28.00	1275
	Chronicle Publisher	Wages	179.00	1301
			Total 3262.07	

Payments in

Date	Payee	Payment	Sum	Banked
December 03	Mr & Mrs Graham	Tennis Courts Fee	12.00	Dec 03

7.2 Audit

Accounts for Parish Year to March 2002, agreed for publication 12TH December 2003. Notice boards will have appropriate information inviting persons wishing to view details to call in the office.

7.3 End of Year Returns

Defer forward-Past records on file are being progressively prepared for a one off VAT application at end of Parish Year. (Mar 04)

7.4 Signatories-Bank Account

No change in signatories at this stage, Assistant Clerk has informed bank of new appointment in order to get service and statements if required, advising new Clerk & Asst Clerk.

7.5 Pensions

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

7.6 Payroll

Clerk to investigate and report back to members on a new payroll plan from 2004/5 Sage or other established plans to be looked at, Clerk has requested demo disc.

8. PLANNING

Green Belt issue of Highfield Way carried forward.

8.1 Applications Received

5/03/2275	34 Wistlea Crescent	Single storey & rear front extension	No objections
5/03/2219	Unit 2 Alban Park	Provision of additional car parking spaces	Bring your attention to previous objections
5/03/2218	Colney Heath Farm House 42 High Street	Conversion of cattery to residential	Objected – Proposal does not comply with policy as the land is agricultural and would change to housing. Extra traffic on to the High Street is a concern.
5/03/2223	2 Starlight Way	Single storey side extension and rear conservatory and conversion of garage to living space	Objected same as 5/03/0840 – This site is a permitted development site and is still subject to Green Belt.
5/03/2169	14 Church Croft	Two storey side extension	Bring your attention to our previous objection 5/02/1571
5/03/2269	Nicholas Breakspear RC School	Erection of single storey Information Centre with ancillary rooms &	Reservations- School in built up area, new facilities do not benefit

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		extensions to existing main entrance wing	local children, Is this more erosion of the Green Belt
5/03/2264	8 Manston Way	Loft extension and roof alterations including rear dormer window	No objections
5/03/2334	20 Roestock Lane	Demolition of Garage and erection of a single side extension	No Objections
5/03/2345	68 Tollgate Road	Two storey side and rear extension with front porch	No Objections
	Spar Unit 1 Highfield Park Local Centre	Application for a Provisional Justices Off Licence	Copy given to Cllr Brazier
5/03/2305	Aylesford Sleapshyde	Erection of double garage	No Objections
5/03/2366	28 Tyttenhanger Green	Two storey extension	With Cllr Brazier

8.2 Coursers Road

Legal order to vacate by 14th January 2004 has been set.

8.3 Planning Decisions

5/03/2010	12 Roestock Lane	Single storey front extension	Planning Permitted
5/03/2011	10 Roestock Lane	Single storey front extension	Planning Permitted
5/03/2091	11 Station Road	Erection of detached double garage	Planning Permitted
5/03/2047	41 High street	Erection of Conservatory	Planning Permitted
5/03/0983	Redhall Roestock Lane	Demolition of existing building and erection of four detached dwellings	Planning Refusal
5/03/2154CP	19 Park Lane	Certificate of Lawful use	
5/03/1941	Land between Russet Drive and Highfield Lane	Erection of Community Hall	Planning Permission
5/03/1677	33 Russet Drive	Erection of fence alongside boundary	Planning Permission

8.4 Establish Planning Format for C/Heath

Item to continue on Agenda and possible attention in new year-minor improvements

9 PUBLIC QUESTION TIME 9-9.10PM

What was the position regarding possible development at Roestock Lane, Clerk and members were unaware and requested more time to answer.

10. COLNEY HEATH COMMON

Matters affecting and reported

10.1 Common Ranger report

Mr C Nash report was received late for meeting, circulation to follow any matters to be dealt with as appropriate or be referred next meeting One issue was the growth of vegetation which had continued to grow, on river bank-might need clearing later.

10.2 Three Valleys Pipeline Wayleave

A token wayleave payment past suggested-Asst Clerk has background to this. Need to check if fence has been removed by Three Valleys Water yet. Clerk to check data on file and legal notes from Ottaways to see what can be progressed. Letter received 24 November-circulated Clerk to respond.

10.3 Monitoring Transco Pipeline

Defer to hold any further action until spring 2004.

10.4 Warren Track Access

Gate can be obtained from firm-Centrewire Ltd-details to be passed to members. The situation was discussed with Ranger who feels that there will be objections to a gate and it will not be possible to guarantee keeping it closed. Many use this access from vehicles, horses, walkers, etc. Ultimately Council have a continuing fly tipping problem that needs a resolve. Ranger still to be asked to measure the access width. The Clerk is to check past data on file, but caution regarding common land here.

10.4/1 Fly Tipping

Generator type trailer with no wheels reported in Tyttenhanger Green. Asst Clerk had made Police aware in case stolen and to be recovered. Difficult heavy item close to road and not easy to move. Will need contractor with hydraulic lift gear to take away.

10.5 Common Stewardship

Cllr Brazier gave an overview of matters so far, past reports carry similar details on the stewardship issue. It was agreed council should go ahead to address the written application by 24th December. It is clear that the Council are to go ahead on DEFRA guidelines, perhaps by offering grazing rights in the future (2 years to maturity) once the grass and fencing matters have been decided. **Clerk to write by 23 DEC 03** This is important as it is understood to be the last opportunity. (M Caddy meeting?)

10.6 Grass Cutting

Matters to be discussed at a Public meeting which Martin Caddy is to arrange a date. Tender will later be referred to the forthcoming Budget meeting in January 04. (Clerk or Cllr Brazier to contact Mr M Caddy)

10.7 New Bridge

Matter agreed to be deferred to Public Meeting for open discussion along with other items needing wider consultation. (Martin Caddy meeting date tba)

11. RECREATIONAL AREAS/PARISH GARDENS REPORTS

11.1 Parish Wardens Report

Report late-check any new damage, or any action required

11.2 Parish Gardens Planting

No report -defer next meeting

11.3 Inspection of Children's Swings and rides

Wicksteed Leisure have reminded of annual Safety audit, Clerk advised that it would be sensible to continue this year with this contractor. Equipment installed by them less than one year to consider any possible faults under warranty if applicable.

11.4 Signs

Clerk to arrange signs for swings, discussion with SADC offered assistance with sign contractor, Clerk/Asst Clerk to make a tour of sites in January to clarify requirements

11.5 New Grass Cutting Tender

Decision deferred

12.1 COLNEY HEATH FOOTBALL CLUB

Clerk to write requesting payment schedule matters- letter to be given to Cllr Hall to produce at club on December 17th Meeting

12.2 Burglary Insurance Claim

Clerk has received estimate to install new roller shutters, this property is owned by Parish Council, this would help secure premises from frequent intruders seeking the prospect of cash or liquor stored there. Other risks are considerable enough to warrant this measure before insurers demand greater security or premium hike. Cllr Hall to seek approval of Club Committee before the PC consider the Budget. Clerk to give letter to Cllr Hall with details in time for 17th December meeting.

12.3 Tennis Court

Some use in the early winter months ? is equipment removed can caretaker advise Clerk/Office of status.

13 COMMUNITY PARK

Lease in office requiring Councillors to sign, Clerk to see regarding CHPC security of tenure check. Clerk missed this item-re check and bring before next meeting or to attention earlier if vital to complete.

14 ROESTOCK PARK**14.1 Inspection report**

No inspection report

14.2 Graffiti

Deferred

14.3 New Bench

On Order-date of fitting imminent, Asst Clerk has arrangements with contractor to deliver and install bench Saturday 13th December. Cllr Brazier is going to meet contractor on arrival.

15 BOISSY PARK

Consultation with Solicitor- Ottaways. Notice has been served under sect 146 Law of Property Act 1925 concerning issues of past breach- previous 90's Administration The current Parish Council have to make a decision on this matter-defer Part 2

16 SMALLFORD PARK & DOG WALK

Further specific matters of safety to be debated-entrance safety

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

Cllr Crump reports that pond looked in good condition, some litter, trees and water quality looked ok. Clerk/asst Clerk to include in New Year tour of local area.

19 GLOUCESTER PARK

Nothing to report.

20 TYTTENHANGER PLAYING FIELDS AND PLAY AREA

Gates installation report Cllr Day.

21 HIGHFIELD PARK TRUST

Parish representation is being considered by Cllr Grump-Clerk to do introductory letter to John Ely.

22 HIGHWAYS**22.1 Public Transport**

The 200 service from Essenden to local Sainsbury's on trial period-no serious reports received so far-continue monitoring and observe public comment.

Bus Shelter

Vandalism repairs from contractor G Stayton-accepted Clerk instructing work go ahead on those shelters chosen so far. Remainder to be repaired progressively.

22.2 Smallford Trail**22.3 Parish Footpaths and Bridleways**

Clearance continuing

22.4 Public Highways

Cllr Crump reported feedback from consultation, general opinion strongly in favour next stage is SABC/Highways for agreement to proceed. The issue was what was the residents opinion of the closure of Wilkins Green Lane-viz- rat run-R/H turn in Station Road towards bridge. Is road to be permanently closed at Springfield to all traffic?. Questions if we had received a letter from authority.

Letter has also gone to local residents reinforcing our comments of reinstatement of speed limit from 40-30 mph-Smallford Lane to Station Road.*

Re letter and plan Hertfordshire Highways 17th October 2003

22.5 Smallford Lorries

Views were that we need to monitor contractors using the site

23 VILLAGE HALL

Overnight parking was becoming an issue-Clerk to write to residents advising that car parking is reserved for short period use by people visiting the hall or nearby. Overnight, frequent or permanent use without written agreement is not permissible. Clerk to write a circular letter advising nearby local residents. Village Hall committee needs to furnish a public notice to disclaim and warn o/night parking is disallowed.

24 CHARLES MORRIS HALL (Council Owned or Trustee Building)

We have received an invoice (£30k) where PC made an agreed grant percentage towards the cost of new car park. Past minutes need to be checked- this is in order, and that provision which is believed in place for the agreed % sum of £30k. (P/2) There is also a past offer from Lafarge to grant a promissory sum of £5k, all needs payment voucher raised. (Matters were dealt with mainly by past administration.) Clerk to contact Peter Scott Chair C/M Hall regarding payment schedule.

25 OUTSIDE ORGANISATIONS

Past minutes agreement to write to Mr Brian Peers inviting to Parish meeting in January - liaison Cllr Brazier.

26 ST ALBANS CITY AND DISTRICT COUNCIL

Committee	Details	Reviewed by	Action/Effect on CHPC
SADC	Section 106 Agreement	Responses	Copy given to Cllr Brazier
SADC	Housing Liaison Consultative Forum	Agenda 13 November	
SADC	Planning Services	Satisfaction Survey	Given to Cllr Brazier
SADC	Minutes of meeting No 2 of the Housing Liaison		
SADC	Meeting of the Overview & Scrutiny Committee	11 November 2003	
SADC	Executive Forward Plan	Dec-March 2004	
SADC	The Councils Vision	Meeting 11 November	
SADC	Minutes of Meeting No6 of the District Plan 2 nd Review	16 October	
SADC	Car Parking PPP working party	5 November 2003	
SADC	Standards Committee Minutes	10 September 2003	
SADC	Planning Development Control Committee South	10 November 2003	
SADC	Meeting of the Overview & Scutiny	25 November 2003	
SADC	Meeting of the Council	26 November 2003	
SADC	Friends of Alban Way Minutes	7 October 2003	
SADC	Ethical Standards Training 9 Dec		Copy Letter given to all Cllrs
SADC	County Council Papers will be now be available on website	www.hertsdir ect.org.uk	Copy of letter given to all Cllrs

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27 STAFF AND OFFICE

27.2 Risk assessment

Not completed with Graveyard Keeper Clerk to write requesting to completion.

27.3 Warden Training

Date to be arranged

27.4 Post Box

Continue search for more secure box, vandalism has hopefully gone away

27.5 Christmas Parcels

These have mainly been distributed, Councillors who have not collected for distribution please do so-(contact Kim.)

We also need to thank Kim for efficiently organising and storing at her home.

27.8 Christmas Cards

We have discovered in store a small quantity local scene cards, depicting the village, any Councillor who wishes a late card to go out for official PC business. Contact Kim with name and address etc.



PART 2

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

Football Club

Roller Shutters quote-£3850 + vat from Griffin Shutters, for improved security at the club property, owned by the council, past details circulated to members. The Council are minded to make this investment to security of the building if the club approve. Cllr Hall to take details for December 17th Committee Meeting to seek their opinions.

Payments-now appears to be some months behind, Clerk to clarify the outstanding debt position and write, this matter is seriously behind and a payment is overdue. Cllr Hall asked to remind the FC committee at the above meeting.

Boissy Park

Following the letter from the Council Solicitors after the meeting with the Clerk and Cllr Brazier on the 18th November, the position to continue the legal process to restore the lease is weak. (See Ottoways options letter 19th November 03)

The course of action suggested by the solicitor in reviewing the facts, in particular the Sect 146 concerning the whole past matters of breach and forfeiture was to retract to prevent litigation costs escalating. The costs for both sides could follow. In conclusion, it was decided that the solicitor, as a final resolve, be asked to write to seek an opportunity to purchase either whole or portion of the land in order to maintain some degree of local community facility. The Clerk is to discuss this with Ottoways within the agreed response timetable.-9th December 03. (since done) Past by-law issues and cumulative lease costs, with increasing legal costs gave caution to all Council members in respect of spending the sums intimated-£12-20k.

Grass Cutting

Budget review to consider new tender alongside plans for Stewardship plan.

Charles Morris Hall

The Council had agreed to support the car park restoration with two grant sums past provisioned for £14,000 and to recover a payment promise from Lafarge of a further £5000. The grant will be paid to Charles Morris Hall to assist the settlement of the total cost of £30.000. invoice UK Driveways. (Approved Marshals contractor)

Christmas Parcels

Now delivered.

New Printer

Purchased within agreed budget.

Asst Clerk

Cllr Day and Crump will meet the Asst Clerk for a salary review after completion of 3 months service. Two reviews are considered, to increase by one spinal point scale to 16 immediately backdated to November. A further review in April 04 as a final appraisal to set the pattern of future salary scales with further training opportunities.

The meeting including part 2 closed at 10.21