

**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD AT THE  
VILLAGE HALL ON THURSDAY 8TH January 2004 AT 7.30pm**

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

**Clerk;-** Mr J E Dean

**Public Attendance-** 4 Members of public/local residents attended  
Mrs M Corley Representing Vital Villages

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

**1. APOLOGIES;-**

Cllr T Cox (possibly moved) Cllr J Henchley (in hospital) – No letters

The Clerk said that he had received no apologies from Cllr Gibson, he had spoken to him before and after Christmas. A letter was promised after this conversation but had not been received at the office. Cllr Day stated he had not received any letter. The matter of his continued absence will come up in Part II

**2. DECLARATIONS;-**

None

**3. MINUTES**

The Minutes of the meeting held on 6<sup>th</sup> December 2003 were accepted as correct  
Proposed by Cllr Brazier  
Seconded By Cllr Crump  
Approved by all members present

**4. CHAIRMANS ANNOUNCEMENTS**

There were no announcements from the Chair

**5. URGENT BUSINESS**

Matters relating to Cousers Road, would be outlined later in the meeting

**6. SPECIAL & NEW BUSINESS**

There were no specific items, the Boissy Park up-date will come up later ✓

**6.1**

Smallford landfill site-response awaited from Maggie Peek of HCC to be updated re extended monitoring period.

**6.2 Vital Villages**

The Chair invited Margaret Cawley to brief members on the current situation and progress so far. The Vital Villages plan is in pre-printer draft with an objective to produce 50 copies as a pilot. The Parish Council have offered to assist with the issue of Data Protection matters if required. It is noted that a payment of £33.49 was

1700

requested in December by Mrs S Elsey Hon Treasurer to come out of the funds. Assistant Clerk is keeping a monthly record of the running the balance.

### 6.3 Youth Club

Cllr Brazier had discussed matters with Kathy Sharpe IC Youth Project, in an effort to find an available venue for between 7-10pm. SADC have a database of people who will work in youth projects at a cost of up to £7ph. Hire of room at simplest venue may cost £25 minimum, add the cost of equipment provision, and other requirements will need to be considered in the budget. Cllr Crump was keen to continue, Cllr Brazier stated we should seek a youth worker who can brief council, perhaps next Parish Council meeting (5/02/04). Who is to arrange this? Cllr Crump added the consideration of the scout hut at Roestock Park, contact will be made outside of the meeting with Mrs Everall regarding inclusion of some local children. It was noted the past mention of from Mrs Corley covering a youth topic to be a question in the V.V. plan format.

### 6.4 Barrow Man

Seemingly "disappeared into the ether", members requested subject be taken off the agenda-Cllr Brazier informed the meeting that the road sweeping was to become a highways task at 20 week intervals. (No confirmation)

### 6.5

#### Smallford Residents Association

Members were advised about the re-start, members and the Chair were pleased and instructed the Clerk to write and congratulate, offering any help on local issues.

### 7.

#### 7.1 FINANCE

The Clerk provided a brief overview of the payments and hoped the modifications in the system of payment vouchers will eventually help the cost centre principle. The payments for December were approved by the members as correct. The Clerk informed that our computers were noticeably playing up with very slow working. We had obtained the services of an expert to sort out some serious problems that were causing back up difficulties. Concern was that a major fault was inherent and therefore minimal use was being made until the consultant returned on Jan13th. This is preventing an entry up-date of the expenditure budget fields by this method by placing on hold. Any back up now might disturb this personalised excel based format and risk data loss. It is not envisaged that we are exceeding the budget fields to date at month 9, once the system was ok we could revert and up-date the fields.

Meanwhile all income and payments were being incorporated into the minutes, perhaps something the members may wish to continue.

A sum of £19,000.00 had been transferred to pay the Charles Morris Hall payment. The Clerk had other specific matters to mention to members in part two concerning future accounting and payroll and staff training.

**Parish Council Accounts.** Members received details of emergency payments and income for December and to approved as listed.

| Date       | Payee                               | Payment      | Sum      | Cheque No. |
|------------|-------------------------------------|--------------|----------|------------|
| January 04 | Charles Morris<br>Hall Mgmt<br>Comm | CMH Driveway | 14000.00 | 3116       |
|            | Charles Morris                      | CMH Driveway | 5000.00  | 3115       |

|  |                     |                      |         |                 |
|--|---------------------|----------------------|---------|-----------------|
|  | Hall Mgmt Comm      |                      |         |                 |
|  | Cleanaway           | Tipping Warren Track | 1659.10 | 3118            |
|  | SADC                | Removal of Vehicle   | 37.60   | 3120            |
|  | SDK Kilsyth         | Dog Waste            | 184.71  | 3121            |
|  | BT                  | Bills                | 246.20  | 3122            |
|  | Woodcraft Uk        | Benches              | 1207.90 | 3123            |
|  | Kim Parker-Mead     | Petty Cash           | 100.00  | 3124            |
|  | D Rodway            | Vital Villages       | 33.49   | 3125            |
|  | Royce Paxton        | Wages                | 840.67  | 1302            |
|  | Charles Nash        | Wages                | 105.44  | 1303            |
|  | Hilary Brazier      | Wages                | 179.33  | 1304            |
|  | David Rodway        | Wages                | 179.00  | 1305            |
|  | Kim Parker-Mead     | Wages                | 624.74  | 3126            |
|  | CHPC Wages Transfer | Wages                | 1304.44 | 3127            |
|  |                     | <b>Total</b>         |         | <b>25702.62</b> |

### 7.2 Audit of Accounts Parish Year 2002-3

All Parish documents required for the statutory period ending 8<sup>th</sup> January 2004 have been available for public access in the office. A notice advising the public of this was placed on each of the parish notice boards. To date the record log of those wishing to view had recorded no names at all registered on the list. It is concluded that no members of the public were dissatisfied or objected to any facts contained therein. The Clerk is to advise to Lubbock & Fyne we have completed, it is duly recorded in the minutes in order for them to issue certification of accounts for this period.

### 7.3 Payroll

Wages had been paid as appropriate from the separate bank account, Asst Clerk was operating the payroll from past records and manual format with guidance from new Clerk. Members agree to purchase a new payroll plan (Sage) from 2004/5

### 7.4 Bank Account

No change in signatories at this stage, members agree to carry this forward to next meeting as matters regarding Cllr Gibson and Cox have changed.

### 7.5 Pensions

Clerk has agreed to attend the Pension meeting on Friday 19<sup>th</sup> March 04.

### 7.5 Budget to Precept

Budget and Precept meeting was scheduled to take place on Friday 16<sup>th</sup> January 04 at 8pm in the committee room. Clerk to provide brief financial history based on past file information and year 2003/4 format. This meeting will be a part II.

## 8. PLANNING

### 8.1 Planning Applications

Cllr Brazier gave a brief overview of the current applications, including Highfield Park Trust had been listed as London Colney, correction letter suggested to be sent SADC advising this possible error. The Timber Yard in Roestock Lane was also

mentioned, build was proposed for 2x2 bed and 2x3 bed, Cllr Brazier stated the residents were not opposed in view of potential site improvement overall.

### **8.2 Coursers Road**

The date for Enforcement is scheduled for 15<sup>th</sup> January 2004, it is not known at this stage what action SADC is to take on that day. The occupation activities, hard stand and other buildings on site are the issues here, it is hoped this will cease in line with the High Court ruling. Members agreed with Cllr Brazier that a charge be put on the premises to recover any costs from public money. This was a wholly un-appropriate development on an inappropriate area being both a -flood plain and green belt.

### **Plot 2 The Paddocks**

The situation is known to members

### **Highfield Clinic**

Cllr Brazier reported situation to members

### **8.3 Planning Decisions**

|             |                                        |                                                                                 |                         |
|-------------|----------------------------------------|---------------------------------------------------------------------------------|-------------------------|
| 8/03/2107   | 22 Drakes Drive                        | Single storey side and two and single storey rear extension and detached garage | <b>Planning Refusal</b> |
| 5/03/1958   | 9 Sewell Close                         | Single storey front & Rear extension                                            | Planning Permission     |
| 5/03/2027   | Smallford Nurseries                    | Erection of Greenhouse                                                          | <b>Planning Refusal</b> |
| 5/03/1995   | Little Orchard Roestock Lane           | Single storey front extension                                                   | <b>Planning Refusal</b> |
| 5/03/2121   | 1 Housefield Way                       | Rear Conservatory                                                               | Planning Permission     |
| 5/03/2433CP | 56 Wynches Farm Drive                  | Certificate of Lawful use                                                       |                         |
| 5/03/2218   | Colney Heath Farm House 42 High Street | Conversion of Cattery building to form ancillary annexe accommodation           | <b>Planning Refusal</b> |

### **8.4 Establish Planning Format for C/Heath**

The Clerk has ideas to review the planning applications file, which is by far the largest amount of paper received from SADC, there are obligations to keep records. This is to be done alongside other office re-structure needing to be looked at with Asst Clerk to create more work space once Clerk takes up full post.

### **9 PUBLIC QUESTION TIME 9-9.10PM**

### **10. COMMONS RANGER REPORT**

Rotting wooden posts to be replaced in the spring, Mr Nash is requested to advise numbers required and Royce Paxton to obtain.

### **10.2 THREE VALLEYS WATER- Pipeline**

The compensation issue needs to be updated, Cllr Brazier to speak to Cllr Day on the matter and bring further details to the next meeting if possible.

### **10.3 Monitoring Transco Pipeline**

Matter needs more background data explained to new Clerk, Cllr Brazier to assist here, also some information required from Ranger.

### **10.4 Warren Track Access**

Clerk had past suggested having two gates, Parish Warden had been asked to measure the track width opening. Matter continuing

### **10.5 Warren Farm Track-Fly Tipping**

Members to consider procedure for dealing with Fly tipping and small waste etc.

### **10.5 Common Stewardship**

The requirement to set the first stage of this application met the deadline of 23<sup>rd</sup> December 03. There are now a two further dates to comply with both September's 04 and 05, have the two years to plan, management, and finance, set within the time.

Cllr Brazier said that regrettably we were to lose the prime contact Martin Caddy- new person was Martin Peters. Cllr Brazier had also discussed the grass cutting with Century Farms. The open public meeting should still be arranged to include the bridge (Lafarge grant) we had agreed £5k sums for each, needing to ensure this is a reserved sum in the budget.

It was agreed that the financial assessment had become somewhat less urgent but still important, the Clerk wished to remind members of the two deadlines as stated.

### **Grass Cutting**

Cllr Hall suggested that all past contractors be given an opportunity to quote, Cllr Brazier added that we would be discussing in part two and at the budget meeting. The question of specification was mentioned by the Clerk which is on file from last year, as yet to be found. (Clerk to check specification and arrange tenders)

### **New Bridge on Commons**

The Chair Cllr Day would like to see the details of the Bridge displayed in the hall of the Parish Office. Clerk and Asst Clerk to arrange

## **11. RECREATIONAL AREAS/PARISH GARDENS REPORTS**

### **11.1 Parish Wardens Report**

Several comments but one key, should we re vamp report to include litter.

### **11.2 Parish Gardens Planting**

There will be a requirement for compost-£100 agreed to be put aside for purchase

### **11.3 Inspection of Childrens Swings and rides**

Wicksteed Leisure to do this inspection, Clerk given the go ahead.

### **11.4 Signs**

Clerk/Asst Clerk to do area walkabout end of January with view to checking on all Parish property etc, at same time to arrange signs for swings and play area.

### **11.5 New Grass Cutting Tender**

Decision deferred to Part II and other considerations re-Commons Stewardship

*Crazy.*

**12.1 COLNEY HEATH FOOTBALL CLUB**

Two letters have been sent to date requesting payment schedule be kept up, latest included warning of possible effect on grant aid application.

**12.2 PAVILLION SECURITY**

See Part II

**12.3 Tennis Court**

Some discussion into the future of this facility for tennis that is in danger of falling into dilapidation, Cllr Crump said it was being used for ad-hoc football practise by village youth. The removal or tidying up of fence needs looking at. Clerk to add to inspection report.

**13 COMMUNITY PARK**

Previous- Highways Depot at St Marks Close. Lease has been duly signed and sent back to Ottaways. This will need future work review and defined plan for upkeep. (Or do we have)

**14 ROESTOCK PARK****14.1-Inspection report**

Include in Clerk/Asst Clerk inspection

**14.2 Graffiti**

Inspection report- add to Clerk/Asst Clerk inspection

**14.3 New Bench**

Seat is now installed.

**15 BOISSY PARK**

This is still under negotiation to landowner via Ottaways, council have requested option to purchase all or part. Clerk had checked prior to meeting-no further news.

**16 SMALLFORD PARK & DOG WALK**

Further specific matters of safety to be debated

**17 SLEAPSHYDE PARK**

The inspection report matter outstanding, Leisure Logs seemed to have slipped coming back with a response to do modifications. Needs attention add to Clerk/Asst Clerk outside inspection schedule.

**18 SLEAPSHYDE POND**

Consideration of addition of bench

**19 GLOUCESTER PARK**

No report.

**20 TYTTENHANGER PLAYING FIELDS AND PLAY AREA**

No report.

**21 HIGHFIELD PARK TRUST**

Parish representation now Cllr Hall, should send intro letter from Clerk to Chair. *Highfield Trust.*

*G. Crump*

## 22 HIGHWAYS

### 22.1 Public Transport

Cllr Crump said he did not have any unfavourable comments to bring to members attention. Soveriegn Bus Services was mentioned as local operator.

### Bus Shelter

These were under repair as agreed. Contractor had been noted on sites prompting the suggestion that we should consider a contract to local company G Stayton for automatic running repairs. This had been a past satisfactory arrangement.

### 22.2 Smallford Trail

No report

### 22.3 Parish Footpaths and Bridleways

Report received from resident re St David's. Cllr Brazier is to meet residents on site Other matters-Clerk/Asst Clerk to check grant situation re any PP3's outstanding to claim prior to end of parish year.

### 22.4 Public Highways

Station road-Cllr Brazier reported installation of Left Turn and one way working is being scheduled from 14/2-Speed reduction from 40mph-to 30mph requested.

High Street (CH) road markings completed prior to Christmas, protrusions on highway considered dangerous see Mr Dibbins letter, Clerk to write to Highways indicating that a dangerous situation has been created.

### 22.5 Smallford Lorries

Watching brief-no report

## 23 VILLAGE HALL

The Minutes were passed to Cllr Hall who is to discuss some matters on the report informally with committee representatives. Car parking issue, with a persistent car being parked without assumed permission or any way leave. Clerk to consider what action we can take legally. No overnight Parking- notice on building is important.

## 24 CHARLES MORRIS HALL (Council Owned or Trustee Building)

Cheque for £19,000.00 sent as agreed to cover portion of past grant for car park. Grant goes back to Parish year 2002/3 and 2003/4 with allocation from reserve fund.

## 25 OUTSIDE ORGANISATION

| Organisation                        | Details                               | Notes                                      |
|-------------------------------------|---------------------------------------|--------------------------------------------|
| Natural World                       | Winter 2003                           |                                            |
| Wildlife Matters                    | Winter 2003                           |                                            |
| Herts Police Authority              | Priorities & Objectives for 2004/5    | Given copy to Cllr Day                     |
| Enviroment Agency                   | Information regarding Flooding        | Video  & CD Rom available in Parish Office |
| DEFRA                               | Equine Issues                         |                                            |
| Ottaways Business Letter            | Autumn 2003                           |                                            |
| CVS News                            | December 2003                         |                                            |
| The London Green                    | AGM will now be 17 Dec                | Copy given to all Cllrs                    |
| HALC                                | Parish Information Dec 03             |                                            |
| Building Safer Communities Together | Summary produced by Herts Police Auth |                                            |

|                              |                                                     |  |
|------------------------------|-----------------------------------------------------|--|
| Health and Safety Newsletter | Winter 2003                                         |  |
| Twinning Association         | Annual General Meeting                              |  |
| Hertfordshire County Hall    | Consultation on Relevant Areas 2005-2006 Admissions |  |

### 25.1 HOUSE OF COMMONS BREAKFAST MEETING

Cllr David Clarke to represent the Parish, Clerk said that members could agree that his expenses of £10 be paid, as a Parish Expense-that was accepted. Date is the 26<sup>th</sup> January, coach from St Albans District Council Offices.

### 25.2 PARISH PRECEPT

Cllr Day suggested that the details of the Precept be published in the Chronicle once the Finance Committee had the Budget meeting and agreed the figure.

### 26 ST ALBANS CITY AND DISTRICT COUNCIL

| Committee | Details                                                  | Reviewed by                     | Action/Effect on CHPC |
|-----------|----------------------------------------------------------|---------------------------------|-----------------------|
| SADC      | Draft Statement of Licensing Policy                      |                                 |                       |
| SADC      | Community safety Partnership Annual Report for 2002-2003 | Cllr Day                        |                       |
| SADC      | Council Tax Bills/Leaflet delivering                     | Copy given to Cllr Day          |                       |
| SADC      | Executive Forward Plan Jan – April 2004                  |                                 |                       |
| SADC      | Appeals Committee dates                                  |                                 |                       |
| SADC      | Notes of Meeting with Cllr Peyton 9 Dec 2003             |                                 |                       |
| SADC      | Minutes of Meeting No3                                   |                                 |                       |
| SADC      | Local Strategic Partnership                              |                                 |                       |
| SADC      | Minutes of a Meeting Parish Liaison Joint Committee      | 16 October 2003                 |                       |
| SADC      | Minutes of Meeting No4 Overview and Scrutiny Committee   |                                 |                       |
| SADC      | Licensing and General Purposes Committee                 |                                 |                       |
| SADC      | Minutes of a Meeting of the Housing Liaison              | Tenants & Residents Association |                       |
| SADC      | Minutes of a Meeting of the Housing Liaison              | Mobile Home                     |                       |

|      |                                         |                        |                                                     |
|------|-----------------------------------------|------------------------|-----------------------------------------------------|
| SADC | Appeals Committee                       |                        |                                                     |
| SADC | Planning Development Control            |                        |                                                     |
| SADC | Council Tax Benefit Presentation option |                        | Members to discuss at meeting. Copies given to all. |
| SADC | Breakfast Meeting                       | 8:30am 26 January 2004 | Copy given to all Members.                          |

## **27 STAFF AND OFFICE**

Clerk has updated members, part of the discussion will hold in part two.

### **27.1 Risk assessment**

This is still outstanding with Graveyard Keeper requesting to complete form-Clerk to meet up and discuss.

### **27.2 PLANNING-NOTICE BOARD**

Office to check on requirements with SADC-is Planning Permission for notice board, Suggest if we can get their response in writing. Completed forms by Cllr Day.

### **27.3 Warden Training**

To be taken out

### **27.4 Post Box**

Continue search

### **27.5 CHRISTMAS PARCELS**

Christmas Parcels- letters of thanks and cards received in the office, an obvious popular local gesture from the Parish Council. Article in Chronicle to ensure all at pension able age apply in 2004 in good time, say October to Asst Clerk or office. Also to thank distributors and parcel delivery persons involved.

The meeting closed at 10.05pm

**PART 2**

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

**Councillor Gibson**

The Clerk updated members on the conversations and his comments and promises- was it the intention to dismiss this Councillor. Cllr Brazier had information to offer on the procedure. Clerk said it was evident that Cllr Gibson had not signed a statutory declaration and therefore had automatically failed to take office.

All present agreed to dismiss-Clerk to write and vacancy notices go out on 15<sup>th</sup> Jan

**Football Club**

Shutters quote-Budget to decide affording this important security measure to the Council owned building. Outstanding payments-arrears still remain

**Boissy Park**

Budget to decide reserve to finance potential purchase

**Grass Cutting**

Completed- new tender required –budget discussion

**Charles Morris Hall**

Zurich claim-Cllr Day to informally check and update members next meeting

**Christmas Parcels**

Completed.

**New Clerk**

Completion of probationary period, advised members that he would tender an invoice for his work over the last 3 months based on just 15 hrs p/w if that was acceptable, members agreed. He had managed to sort out some difficult items that had been left. There was still much to do to catch up. The Clerk explained that he would be pleased to join CHPC as Clerk and would like to accept a job offer. He needed to go away and consider the position regarding his time and commitments.

He would have some more to advise members at the budget meeting on 16<sup>th</sup>.

**Asst Clerk**

Increase back dated Asst Clerk upgraded to scale 16 agreed to review in April 04.

**Sage Payroll**

Members agreed to purchase at cost of £180.00 to cover software and back-up support. -Clerk to go ahead and arrange.

**Plaque**

Agreed to have this mounted on a wood plinth to return to hall area-Mr Stayton

**Budget**

Expectations that Precept will be set at £112/113k debate at meeting on 16<sup>th</sup> Jan

**Other Employees**

No debate, referred to next meeting P2, members need to review salaries in 04

The meeting including part 2 closed at 10.36    jd/chpc/word-disc-1chpc mins 8.01.04new

