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**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD AT THE
VILLAGE HALL ON THURSDAY 4TH March 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- 5 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 J Henchley-in hospital-long term

2. DECLARATIONS;-

None

3. MINUTES

The Minutes of the meeting held on 5th February 2004 were accepted as correct

Proposed by- Cllr Hall

Seconded by- Cllr Clarke

Approved by all present

4. CHAIRMANS ANNOUNCEMENTS

The Chairman announced the co-option of Margaret Corley to the Council, the written application was received on 19 February 2004 and notices posted out for the statutory period. It was now for members to vote acceptance of Margaret Corley to this Parish Council as a Councillor.

Proposed Cllr Clarke

Seconded Cllr Hall

Approved by all members present

Other nominations received-

An application from Mr Peter Reeves for the second vacancy was received on 3rd March, it was decided that the decision be deferred until next meeting due to closeness to meeting. The candidate has been contacted/written to by the Clerk and agrees this.

Returning officer copied/advised.

RESIDENT'S COMPLAINT

A letter of complaint had been received from Mrs Melvin of Admirals Close-members were copied. Various matters, from litter problem to tree planting- and about FC etc. It was agreed the Clerk would send a response on behalf of council.

4.a ANNUAL PARISH MEETING

The Chairman announced this would take place on 6th April at Charles Morris Hall, when the Parish Council will present an overview of the past years business.

The Clerk is preparing invitations, and all members of the public are welcome to join the council in a cheese and wine. Local organisations are invited to offer a speaker or small presentation or display. Contact should be made to the parish office on this.

PUBLIC NOTICE-

DATE 6TH APRIL 7.30pm* CHARLES MORRIS HALL- ALL INVITED-Cheese/wine

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5. URGENT BUSINESS

It was reported that a legal application will be served 12th March on Coursers Road situation, now in the hands of SADC lawyers for the serving of any legal notices. Members declined to make comments in view of this legal matter.

6. SPECIAL & NEW BUSINESS

Youth Club update by Cllr Brazier to be mentioned later in 6.3

6.1 SMALLFORD

Responses still required, Clerk informed members several messages had been left, for responsible officer Maggie Peek of HCC requesting an update on the extended monitoring period. Clerk will write to the officer as verbal contact is failing.

6.2 VITAL VILLAGES

The Chair gave an opportunity for Joe Stephens to advise those present about the latest situation, a draft questionnaire was expected to be available around Mid May. Each household will be contacted with a printed document to be filled in (optional) There will be a web-site under www.thecolneyheathparishplan.org.uk. Members asked about printing costs. The final report will have a cover price of 50p there will be consideration for a tick box if you want to buy. The final document was due to go into print in a few weeks.

It was noted the Parish Council had also made a grant aid of £500 in the next financial year that would be payable early May. A letter of thanks to this effect had been received from the organising committee. The Chair thanked Jo Stephens for the update on this important local matter, inviting representations at the APM on 6th April in Charles Morris Hall.

Amount paid for Vital Villages-£397.28

Recorded Balance £2094.46

6.3 YOUTH CLUB

Youth Club, Cllr Brazier was pleased to announce this was now set up, there had been a meeting on the matter but due to the office E-Mail breakdown no one knew. Cllr Brazier had produced an excellent poster, venue F/B Club- some debate on the start date with the options explained. It was agreed to start on the 15th March 03 and the notices to be posted on the notice boards, with all enquiries to the Parish office Subsidised by Council, admission is to be a pound per week to any youth member.

6.4 HERTFORDSHIRE VILLAGE OF THE YEAR-CALOR

After a brief debate it was decided not to enter the CPRE competition this time.

6.5 SMALLFORD RESIDENTS ASSOCIATION

Clerk to write and congratulate, offering any help on local issues.

7.

7.1 FINANCE

The Clerk provided an explanation of the payments, and the income received. Our position is healthy but some past "ring fenced sums" need definition. Members had debated this at the budget meeting offering some conclusions. Clerk was trying to identify these from the reserves so we have a clear picture for start 2004/5 year. The Clerk informed that the computers had been fixed by an expert but we were now reduced to one system based on an economical solution to ageing equipment.

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7.1 Finance continued

We were now able to back up the system which is to be done each week on a chosen day as part of the overall office procedure under review for 2004/5. Some further work will be required to check the past records are correct including all the categories, and to up-date the fields also to be checked prior to year end. All income and payments were being incorporated into the minutes, perhaps something the members may wish to continue.

The transfer had been made to pay the Charles Morris Hall payment.

The Clerk had prepared other details for members following in part two, concerning the payroll expectations in 2004/5 on administration staff as requested by members.

PAYMENTS

Date	Payee	Payment	Sum	Cheque No.
March 04	Dominic Guerin	IT Support	300.00	3142
	Colney Heath Village Hall Comm	Hire of Community Room	10.00	3143
	HM Paymaster General	Ottaways Highways Depot	65.00	3144
	Richard Weakly	Garden Services	95.00	3145
	Community Dev Agency	Vital Villages	350.00	3146
	Jean Horner	Vital Villages	27.28	3147
	M Corley	Vital Villages	20.00	3148
	SDK Kilsyth Ltd	Dog Bins	184.71	3149
	Hilary Brazier	Mower & Slug Pellets	463.99	3150
	Ottaways Solicitors	Fees	1120.25	3151
	Valuation Office	Boissy Park	458.25	3152
	G Stayton	Bus Shelters	728.73	3153
	Kim Parker-Mead	Petty Cash	100.00	3154
	Kim Parker-Mead	Wages	624.58	3155
	CHPC	Wages Transfer	1304.44	3156
	Sage UK Ltd	Wages Package	203.88	3157
	Inland Revenue	Tax NI to	459.60	3158
	Inland Revenue	Tax NI to	654.74	3159
	John Dean	Clerk Consultancy Fees- JAN 2004	750.00	3160
	John Dean	Clerk Consultancy Fees – FEB 2004	1000.00	3161
		Total Paid Out	8920.45	

Payments were approved by members.

INCOME

March 2004	Powergen	Electricity Charges	8.83	DDR
	Cleanaway	Bins/Waste	192.70	DDR
	Open Spaces	Membership Subs	30.00	DDR
	Cleanaway	Waste removal	393.57	DDR
	Herts & Middx	Membership Subs	30.00	DDR
		Total Paid In D/D's	655.10	

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7.2 BASIC AUDIT OF ACCOUNTS PARISH YEAR 2002-3

The accountants Lubbock Fyne were informed we had completed our statutory period for the elector's rights to view all of the Parish records for this particular year. We now approach final completion of internal audit paper work requirements to close off. (The Audit Commission Act 1998 - Accounts and Audit Regulations 2003). An internal Audit is mandatory for year 2002/3 it is noted from the records past Clerk used HW Consulting. Costs here are likely to be about £600 including visits on site to check our systems. This is part of normal procedure without an internal auditor.

7.3 END OF YEAR VAT RETURNS

Clerk is up dating records to present a whole year to the vat office.

7.4 BANNK ACCOUNTS

STATEMENT OF BANK ACCOUNTS

GENERAL ACCOUNT

BALANCES AT DATES INDICATED

	£	
Current Account 27/02/04	25997.03	
Business Reserve 04/03/04	428.49	
Capital Reserve 04/03/04	71208.49	
Wages Account 04/03/04	773.18	
Map - current account 03/03/04	21.31	
Map - business reserve 04/03/04	613.47	
Total		<u>99041.97</u>

Included in Capital Reserve

Account:

	£
Common Trust	26,836.00
Total excess reserve from Mar 03	47,744.00
Totals	<u>74,580.00</u>

Noted by members present

7.5 PENSIONS

Past payments will be settled by end of this month, and made-up to date. Clerk will be attending the Pension meeting on Friday 19th March 04.

There is one employee remaining on a HCC pension able salary at this time.

7.6 BUDGET AND PRECEPT APPROVAL-2004/5

The payment is expected on or around 30th April 04-consider a portion in high interest account for un-elapsed quarters Clerk to update members with suggestions for higher rates 3.2%-3.7% on £100k on periods of 3-6-9 months possible.

7.7 PAYROLL

The software had been received, in process of setting up, with consideration in starting with past year or part or new-year. There are programme issues to consider. Meanwhile we are calculating manually/comparison via the I.R. written tax tables.

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8. PLANNING

Members reviewed the weekly lists-

5/04/0237-Land at Roehyde-Hotel Parish Council opposes in grounds stated in the letter sent. **KIM Add short details from Cllr CB letter-**

The traffic situation will become intolerable with congestion from/to the long-about junction A414> now taking up to 30 mins to exit Colney Heath Village at peak times.

8.1 APPLICATIONS

5/04/0114	30 Sleapcross Gardens	Single storey front, side and rear extension	No Objections
5/04/0122	8 Drakes Drive	Erection of Rear conservatory	No Objections
5/04/0089	47 Station Road Smallford	Demolition of garage and erection of single storey rear extension	No Objections
	Application of Transfer Justices Off-Licence	Totalfina Elf, Nirth Orbital Road	Copy given to Cllr Brazier
5/04/0139	14 Oak House Starlight Way	Single storey front extension , part two storey, part first floor and single storey rear extension	Objected. The parish Council feel this extension is too large, the visual effect will be disadvantageous to the rest of the houses. A letter has been sent to Ms G Donald
5/04/0237	Land at Roe Hyde	Erection of one 150 room hotel one budget hotel and restaurant	The Parish Council has written to Dean Goodman with concerns regarding this application.
5/04/0195	Land at 34 Roestock Lane	Erection of two detached dwelling	The Parish Council has some concerns with this application, which are noted separately
5/04/0321	1 Sleapshyde Lane	Two Storey Side Extension	With Cllr Brazier
5/04/0311	65b Colney Heath Lane	Erection of Double Garage	With Cllr Brazier
5/04/1230	14 High Street	New Shopfront and shutters	With Cllr Brazier
5/04/0305	Corrys Farm Roestock Lane	Erection of two detached	With Cllr Brazier

Playing fields at Highfield Lane- Incoming E mails have been noted by members.

The land rear 87 Tollgate Road-remains within agreed GB policy.

8.2 APPEALS AND ENFORCEMENT NOTICES

(This heading is to give members a response opportunity to specifically note any Appeal, Inquiry or Inspector referrals on past planning applications.)

COURSERS ROAD

Town & Country planning act 1990 section 187B-Nukies Farm Coursers Rd

Members advised to the public present, the current legal situation by SADC in the High Court was reported that a hearing concerning the action has been brought before the court- to cease the current activity on this site for residential purposes.

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It is noted that members were only able to sum up the issues as the already local knowledge from discussion on the subject. No opinions were given by members.

HIGHFIELD CLINIC

Clerk to write SADC Planning Dept , enquiring about current status, permission granted and request details of the decision. (Alan Moorhouse)

PLOT 2 THE PADDOCKS COLNEY HEATH

No change-known to members regarding additional pitch sites within the area

Glinwell Plc

Hearing

The Oak House-Appeal- PC object to this application

Little Orchard Roestock Lane APP/B1930/A/04/1138968

Members are clear this was a valid application in terms of resident's requirements viz age/disability-long term but GB land issue may delay applicant to get permission for necessary accommodation.

Letter sent to Sec of State to assist this exceptional worthy case. CHPC-support.

14 Church Croft Colney Heath

Appeal

8.3 PLANNING DECISIONS

5/03/2558	8 Charlotte Close	Erection of two storey side extension	Planning Permission
5/03/2538	St Marks Christian Centre Church Lane	Temporary sitting of a mobile unit for use by Church Youth	Planning Permission
5/04/0033	87 Tollgate Road	Demolition of Single storey dwelling and erection of two storey dwelling	Planning Refusal
5/04/0028	Land to rear of 87 Tollgate Road	Erection of detached chalet bungalow	Planning Refusal
5/03/2726A 5/03/2727LB	Display of three externally illuminated Fascia signs	The three Horseshoes PH	Express Consent Listed Building Consent
5/03/2334	20 Roestock Gardens	Demolition of Garage and Erection of a single storey side extension	Planning Permission
5/03/2219	Unit 2 Alban Park	Provision of additional car parking spaces (10 spaces)	Planning Permission
5/03/2305	Aylesford	Erection of double garage	Planning Refusal

8.4 ESTABLISH A PLANNING FORMAT FOR OFFICE AT COLNEY HEATH

Start plan storage and decisions file next parish year. - Clerk has been asked to attend a workshop meeting SADC 25/03 "Plans on the Web" (Dean Goodman B/C)

8.5 ST ALBANS PLANNING NEW DECISIONS FORMAT-AND PARISH COUNCILS

Clerk has sent copy the LGGB Committee on SADC planning decision changes.

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8.6 LICENSING

No reports

9 PUBLIC QUESTION TIME-deferred to later

10. COMMONS & PUBLIC OPEN SPACES

Ranger's report received late and since circulated, reports dumped articles, and has inspected areas and picked litter in usual places.

Job estimating rotten posts remains outstanding-Common Ranger requested to advise numbers required and Park Warden to obtain.

Park Warden is asked if he wished to quote for gates on Warren Track. Other firms were now being contacted to quote.

10.2 TRV WATER PIPELINE-EASMENT

The compensation issue-this is waiting for a response from Thee Valleys Water.

Clerk had separately discussed matter with District Valuer who had been in touch seeking payment for services for £458.25 this account goes back 2 years. Members agreed it be paid. In conversation he came up with a figure of £1500 at £6 p/mtr as a reasonable start point. Cllr Brazier advised that TRV agreed to pay our costs.

Cllr Crump felt that the compensation offer should be nearer £2000. The Clerk was instructed to seek this figure with any legal fees plus DV costs being paid.

10.3 MONITORING TRANSCO PIPELINE

Defer to spring

10.4 WARREN TRACK ACCESS

Clerk had requested Ranger to measure this up for gates. This had not been done Accordingly a quote requested from Armstrong for the Warren Track gate & posts. Clerk suggested that contact be made with rights of way officer at county to define and clarify if possible infringement of bridleway bye laws by installing fixture or gate

10.5 WARREN TRACK FLY TIPPING

Rubbish has now been removed near the entrance.

10.6 COLNEY HEATH COMMON- GRASS CUTTING CONTRACT

Clerk stated that Tenders had been received and there was a spreadsheet for members to see in part 2. Six contractors had expressed interest.

10.7 NEW BRIDGE

Cllr Brazier reported a conversation with Martin Peters is saying the Bridge will now have to be re designed in view of flood watch comments, it needs to be higher.

The current projection is 2006. Clerk suggests members should consider protection of funding, and expect higher materials/building costs in two-three year's time.

New plans and specifications will have to be drawn now.

10.8 COMMONS STEWARDSHIP-DEFRA

No specific reports this time, other than a new schedule of allowances for fencing.

The topic is to be kept on agenda for periodic review-the 2004 deadline is October for first part of study and cost projection. A working plan needs to be considered by the committee/council and to be aware of the deadlines in October 2004 and 2005.

Cllr Brazier is to take forward to consider this in working party fore requirements.

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)

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10.9 LAND AJOINING CHURCH LANE COLNEY HEATH

Cllr Crump brought members attention to a possible encroachment of Parish Land by adjacent house. Clerk to be informed by the Councillor if a letter is required.

PUBLIC QUESTION TIME 9-9.10PM-Carried Forward

Members had already made a comment regarding the Coursers Road site, there was very little to add in reply to a specific question. The present facts remain that SADC was in possession of a legal order but it was not clear when or how it would be served on the site or owners. The date of 12th March was common knowledge.

High Street build outs

The potentially dangerous situation regarding highways- no markings on the High Street build-outs part of the new traffic calming. This has been acknowledged a plan to mark kerbs and install plastic safety bollard type up-stands is to be done.

11. RECREATIONAL AREAS/PARISH GARDENS REPORTS

Members enquired if we had any litter picker devices in stock, we are to order 4 and a quantity of black sacks be provided for the Parish garden keeper.

11.1 PARISH WARDENS REPORT

The clarification regarding ranger's duties in grey areas, in particular with regard to the payments for tree removal, and any other operations carried out on Parish Land.

11.2 PARISH GARDENS & PLANTING

February report circulated to members-noted in particular vermin damage to bulbs.

11.3 PARK INSPECTIONS

Wicksteed Leisure is to be requested to do the play area's annual audit but Clerk has to inventory the equipment in the play areas before they will do an inspection..

11.4 SIGNS

Although outstanding Clerk wishes to obtain signs in as least number of individual orders as possible. Has similar signs from other parish as examples, need to check with SADC if we can purchase from them or their supplier.

11.5 NEW GRASS CUTTING TENDERS

Tenders received a part 2 subject

12.1 COLNEY HEATH FOOTBALL CLUB

It was agreed to dispel any past accusations we should debate this full council and not part two as some had claimed in the past. A sensitive issue with long history. The Clerk informed members that Cllr Brazier and Day had met for a brief look into the past minutes surrounding previous grants and payments. This was following the CHFC secretary had spoken the Clerk and Cllr Brazier regarding the promised amounts which seem to differ. It would appear that details contained in those past minutes give the FC a commitment of specific sums over a five year period. The Clerk had researched back on the PC and found details suggesting payments had been accepted by past council. This information seemed supportive to the FC. Members had some disagreement with this action as the meeting in question might not have been Parish Council, but an informal meeting with FC to receive their opinions of fund requirements. Cllr Rump and Cllr Crump felt sure this was not ratified in Council for funds, suggestions were made that it was not valid or binding. The Clerk is to re-investigate the past claims in particular minutes from May 2002 and report back to the members. Meanwhile the grant aid of £1500 remains the year

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04/5 commitment according to Cllr Rump, this will be plus the payments for supplies and services shown by the Clerk from our present and past year accounts. It was agreed any payment by CHPC for security shutters is entirely unconnected. Past owed arrears remain outstanding; contact is irregular with officials-Matters to be discussed in part 2

12.2 PAVILLION SECUTRITY

The contractor for new the shutters is planning to install around 16th March, one additional shutter is required at £400 to make the installation secure and complete. This had been noticed when the Clerk met contractor's surveyor on site last week.

12.3 TENNIS COURT

The working party had met on 8th February to look at the fencing and condition of the court. It was accepted that the state of fencing on court 1 (nearest school) was becoming a problem. Members have recommended quotations are requested for removal on court 1 and refurbishment of 2. Court 1 will become open if agreed. Clerk has contacted two companies for quotations who can deal with high fencing.

Tennis Court continued

They have promised to make an appointment and give quotations. Mr Paxton was asked, he can remove but he has doubts about further work due to the height of the fencing. Removal of posts safely to ground level will be required.

13 COMMUNITY PARK

The lease has now been signed and a fee of £65 paid into the court via Ottaways, this moves to the conclusion of the legal process. The Clerk suggests members look at a plan to cover necessary maintenance and regeneration work over a 3 yr period.

14 ROESTOCK PARK

Clerk had past reported to members that area need notices, a fallen branch had been dealt with. The leaning lamp standard is out for work to correct with McAlpine AS request for a netball hoop net was requested by a resident- Clerk given authority to purchase at £48. A Litter complaint from a resident was received. Clerk to discuss with Mr Paxton requesting some extra attention is paid to this area if possible. Cllr Crump mentioned that Mr Paxton be asked to paint some of the play equipment as required once the seasonal weather improves.

14.1-INSPECTION REPORT

A list of equipment is required prior to inspection-Clerk to do a tour asap

14.2GRAFFITI

See Roestock Park-paint out

15 BOISSY PARK

No further information, matter with Ottaways-request for land sale to Parish Council if owner agrees. No response so far.

16 SMALLFORD PARK & DOG WALK

No report

17 SLEAPSHYDE PARK

Remains as last report-Village inspection to be done- Leisure Logs situation

18 SLEAPSHYDE POND

No report this time-Clerk to check on village tour

19 GLOUCESTER PARK

No report this time -Clerk to check on village tour-possible that notices will be required-re dog fouling etc.

20 TYTTENHANGER PLAYING FIELDS AND PLAY AREA

No report-Clerk to check on village tour

21 HIGHFIELD PARK TRUST

Various e mails received concerning the development, opposition to increases of traffic and car park issues, rumour of a floodlit pitch, intrusive development intensity. This is not directly the responsibility of Parish Council. However local strong feelings and dissention are noted from residents and others -Matter will be on-going.

22 HIGHWAYS

No report.

22.1 PUBLIC TRANSPORT

Monitoring but no report this time

BUS SHELTERS

It was proposed by Cllr Crump to reinstate past fixed contract for general shelter repairs with contractor Mr Stayton. Clerk to write.

22.2 SMALLFORD TRAIL

Reports of trials motorcycles using the track-Clerk to contact planning at SADC to ask what can be done to prevent. Some tree cutting required-Clerk to do inspection

22.3 PARISH FOOTPATHS & BRIDLEWAYS

Cllr Brazier to meet with "heavy gang" concerning work required, Clerk asked if there was any P3 claims to be done, was assured these had been attended.

22.4 PUBLIC HIGHWAYS

Build-outs in High Street- Office has contacted and written to Mr Steve Dibbins - action is promised-marking kerbs and reflective posts to be installed.

23 VILLAGE HALL (Parish Council owned building)

Cllr Hall presented two invoices for fire equipment that had been sent to VHC, Members agreed this be paid by the Parish Council. Clerk to do payment voucher.

Walker Fire	£ 95.00 Plus vat	
Walker Fire	£ 64.00 Plus vat	
Total	£ 159.00	Landlord Costs

24 CHARLES MORRIS HALL (Council Owned or Trustee Building)

Clerk has received a letter from the Charity Commissioners requesting accounts information regarding an outstanding past claim. This was under a time limit. Cllr Day is to discuss with the trustees soon and advise the Clerk of action required. Cllr Crump and Cllr Brazier felt this matter was no longer our responsibility and had been cleared or passed to the hall committee and trustees. This needs clarification. Time situation-response essential. No data has been found on file to confirm action.

25 OUTSIDE ORGANISATIONS

No report.

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26 ST ALBANS CITY AND DISTRICT COUNCIL

As previous list noted in agenda advice.

27 STAFF AND OFFICE

The Clerk said that Asst Clerk KPM had suggested a very good idea, have a short meeting soon with all outdoor staff together and invite them to discuss their tasks. It would also give an opportunity to review any HSWA issues, how it affects everyone with responsibilities. Also look at the job tasks relative to one and other, and finally to meet those "remote" people in the office. We can also look at the needs of these employees and contractors to ensure we are reaching expectations.

Refer to part 2-re Office Staff.

27.1 RISK ASSESMENT

Outstanding-graveyard Keeper requested to complete form

27.2 NOTICE BOARDS

Cllr Crump suggested we order a notice board for the Highfield area in readiness for expected planning permission is granted to install on an agreed designated spot. (to be decided and Asst Clerk in contact with planning to seek approval)

27.3 WARDEN TRAINING

Date to be arranged

27.4 POST BOX

Cllr Rump suggests a replacement is cut into the wall with secure retaining box. Clerk to investigate and obtain quotes. Building work.

Clerk updating Committees

Updating members appointments to Working Parties and Committees-
PLEASE COMPLETE YOUR INFORMATION ON SHEET PROVIDED-HAND INTO OFFICE

The meeting closed at 10.20pm-there now began Part 2

Diary Dates-April-May

Next Meeting- Full Council 7.30 Thursday 1st April-CMH

APM Tuesday 6th April-VH

Annual Statutory




PART 2 meeting 4th March Full Council

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

FOOTBALL CLUB

Past mentioned items in open meeting-Clerk to investigate file & internal paperwork further for more information before any decisions now or past made are confirmed £ 100 still remains outstanding as part of the agreed re-payment schedule to 2003. CHFC have been warned this could jeopardise the grant for next parish year 2004/5

BOISSY PARK LEASE

No further report from the Solicitors.

GRASS CUTTING CONTRACT Term-Mar-Oct 04

A total of 6 contractors had applied with various tender quotations and equipment profile ranging from £5460 to £15,265 was presented by the Clerk on spreadsheet. After debate the Council have decided to award the contract to Mr R Paxton for a further year being the most eligible and competitive. Two Important considerations were Mr Paxton is a local person, the ability to recycle commons cuttings, that some had suggested extra charge. More importantly RP is within budget (9k) thus allowing extra cuts as season progresses and grass/weather conditions may change. Value of the contract is for £6,829.00 (-£2171.00 *cuml* on budget)

Proposed Cllr Brazier

Seconded Cllr Crump

All in favour

CHARLES MORRIS HALL PLAYING FIELD INJURY

This has reached settlement-no details matter closed.

CLERK

Members have agreed to new hours, terms, conditions and corrected allowances suggested for the Clerk and Assistant Clerk to run the office (and no more additional hours over total 48-with job done) outlined by Clerk in presentation notes given to members 05/02/04 meeting. (This was originally debated budget meeting -Jan) The new scale and hours arrangements with some flexible working are to come into effect on 1st April 2004 for admin staff. Fresh job specifications will now need to be drawn up and considered by members. Spinal points-LC2- 26 Clerk & 18 Asst Clerk -plus all statutory agreed SLCC/NALC allowances.

Proposed Cllr Rump

Seconded Cllr Crump

All members were in favour

PARISH OFFICE CHANGES

The lack of work-space organised filing system and general task arrangements need a fresh look to improve the office efficiencies for long term effect.

Members have agreed to a new notebook (Toshiba) computer and a replacement TFT screen (HWA) to be purchased within the new budget. Also a new front opening doors filing cabinet at £80 be obtained right away to house lever arch files. Old cabinets to be re-used for archive and adoption of new planning file with public access available. May re-site in the small hall to allow better viewing, ideally need to create public more availability of plans etc.

E Mail

BT are unapproachable on compensation for poor service, letter to be sent. System is still very intermittent. The cost of IT service is high, maybe consider Broadband.

ROESTOCK PARK

Members agreed that remedial work to correct the lamppost at £150 goes ahead immediately, contractor Sir Alfred Mc Alpine is engaged Clerk to send order off.

ANNUAL BEATING OF BOUNDS CEREMONY

The date was agreed as Sunday 23rd May 2004, "Rogation Sunday" to start at 2pm and include any members of the parish who wish to join in with the Councillors. A route will be designated and Clerk is to inform the parish by notices, the press, Church secretary/treasurer-do members wish any other to attend. Catering-Tea -cakes and fizzy pop for adults & children on the day-book V/Hall.

APM-6th APRIL 2004-CHARLES MORRIS HALL

Invitations are being sent out, attached invitation list based on 2003 which if members see any additional names that should go on, please advise Kim.

Plans are for-

Relevant Parish data- distribution/hand out Clerk to do

Presentation-Chairman (Past year overview-/new plans for New Parish year)

Presentation-Footpaths and Public Open Spaces

Presentation-DEFRA Commons Stewardship Cllr Brazier ?

Presentation-Parish Council Finance- ?

Presentation-Vital Villages-? Spokesperson ?

Any other organisations

Public questions

Cheese & Wine and informal discussions

Time-19.30-21-00

RE-CO-OPTION (LGA 1985-s90 p.IV.) Cllr Margaret Corley.

To sign declaration and copied standing orders-Clerk to do-takes position 1/04/04. Notices to go up in Parish from 15.March 04. Recording Officer SADC advised.

REGISTER OF INTERESTS

Under new and recent guidance from the standards board it is confirmed that no member has declared membership under the category of Charitable Bodies.

Clerk to write and advise standards officer SADC

BANK MEETING

The Clerk updated members on an appointment that was made for Clerk and Assistant Clerk on 26th February, the purpose being to review the mandate and delete unwanted signatories. This had been causing communication problems in calling for relevant data to up-date this Council. We are also seeking to obtain our cheque signatory on the wages account as often this is causing embarrassment and delay in employee payments. (DM had this in place). Revenue is made available by transfer a few days before. The removal of invalid names was also dealt with. Cllr Hall and Cllr Rump now need to attend at their convenience to sign the new mandate taking identification such as passport or D/L and a utility bill as proof. Quote manager Mr Rob Storey or Leslie – Bank is open Saturday mornings. We can then deal with the bank on a daily basis more securely and efficiently.

Meeting ended at 10.40pm