

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

Present;- Cllr's D Crump-Chair-C Brazier-Cllr D Clarke-Cllr J Day-
Cllr J Henschley-Cllr G Rump Vice Chair- Cllr P Reeves
Clerk;- Mr J E Dean
Public Attendance- Mr D Becker, Mrs G Moody

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

1. APOLOGIES;-

Cllr M Corley

2. DECLARATIONS;-

There were no declarations

3. MINUTES

The Minutes of the meeting held on 8th June 2004 were accepted as correct

Proposed by- Cllr Henschley

Seconded by- Cllr Reeves

Approved by all present

MATTERS ARISING FROM THE MINUTES

Cllr Crump pointed out some minor corrections-

7.4-replace wording first line read-"to present"

8.3-replace wording-third line from foot of page-"the existing entrance"

4. MATTERS THE CHAIRMAN WISHES TO BRING BEFORE COUNCIL

Cllr Crump mentioned the invitations to the Mayors Parlour reception- The Freedom Celebrations to honour HMS St Albans takes place on Sunday 17th July-Ticket £25

The Queens Award for Voluntary Service-inviting nominations now for 2005- if any member has a nominee, the Clerk has the necessary forms and qualifying details.

The Chairman asked members to inform the office if there were any changes to be made or updating on the new Councillor's details list.

CORRESPONDANCE & E-MAILS

E-Mail received from Julie Tate-re Highfield Park Football-an issue over choice of trustee's selection with a further point requesting adequate controls on the football amenity and the traffic volumes that follow any matches. This has significant effects on safety locally according to the compliant- matter was noted by members.

Letter Cllr Reeves-Tyttenhanger urbanising objections re verge protection-see 22.4

E-Mail-waste dumping in Smallford Lane-added to fly tipping list

E Mail-Grass cutting in Highfield-municipal issue which Cllr Brazier is lobbying AVDC Officer Andrew Morgan

D Crump

5. URGENT BUSINESS-& MATTERS ARISING

Home Farm Highfield Campus

Cllr Reeves expressed concern about the fire and possible arson situation at this site-the link or co-ordination of the emergency service call logging in terms of the boundary or ward not defined.- fire to police control contact between the services.

5.1 Highfield-

A letter had been sent to Dev Control, this had prompted an officer response faxed to the Clerk, copy presented to members. There was indication the context of the letter was quite misunderstood. Cllr Rump was dissatisfied and agreed Dev Control was clearly asked in the Clerks letter if this site had completed the build foot-print.

5.2 Abbey Business-

The Clerk reported after the Finance Committee decision to open an account with this bank, details have been processed to open an account with a sum on deposit.

5.3 Lafarge Land Management- (High Street Rec Service Road)

Clerk advised that several messages had been left at Ottaways following their clear suggestion we should take legal advice over the issue of a lease renewal and the fee of £500 pa for ROW over the High Street Recreation Ground. This may also need future negotiations with CHFC concerning parking access, site presentation. Overnight parking or some restrictions will have to be put in place with others.

5.4 Crime Report-

The Clerk reported that the latest from the Herts Police network is the scam to gain entry to properties by "door stepping" vulnerable citizens with a bogus story that all exits and entrances need a safety check. The Clerk advised that Council should now consider that a conviction following any instances of Indecent acts on the area of the Common should result in a banning order. New acts and legislation provides this and PC Reynolds could advise. Members did agree in terms of public safety.

5.5 Transport Petition-

Cllr Crump indicated the responses from, MP Kerry Pollard, Cllr Macmillan SADC CEO Centrebus Ltd and Herts CC Mr K White were not resolving the overall issue in providing a suitable bus type for disabled. Overall replies were very disappointing. Cllr Corley was not present but members were very keen to support a campaign to get some action. Clerk to advise Cllr Corley that on P21-4.7 HCC Bus strategy Transport plans, vehicles should meet by 2004 all disabled discrimination act access needs-as stated in the document kept in the office file. It further adds that grant funding may be available from County. See DPTAC Standards.

5.6 Boissy Park-

Cllr Brazier reported that he had received a personally addressed letter from Pictons Solicitors seeking a legal claim over past remarks made on this issue. The Clerk on behalf of the Council asked to be kept informed. There was no further news from Ottaways and the Clerk said even before this claim we may have to assume from lack of response that the owner may not wish to sell the recreation ground to us.

5.7 Tyttenhanger Village Sign-

The Clerk handed information to Cllr Reeves over the proposal for a new village sign, this to be considered at the next budget year. Further information from other suppliers has been requested, costs and location to be examined later.

5.8 Application for Commons Access (Commons & Rights of Way Act 2000)

The Clerk mentioned that the Council should provide some clarity on the matter of Wayleaves, we were about to send the annual licences to known residents who use the right of access to properties. Others may not have licences, or permissive rights. This was an item from Clerks the list noted after beating of bounds walk in May. Cllr Reeves suggested this came under the CROW act, needing our action now. The Clerk has provided members with full information and recent CSA circular concerning the new maps issued on 7th June 2004. The Clerk stated he intends to send a letter to residents who may already use vehicle access to the Common but have no agreement in preparation for a review meeting of the subject and council debate on the future position. This is the 2000 act we should not delay action on.

5.9 Harvesters FC Presentation Day-

Cllr Crump attended the prize giving informing members that over 300 children were making use of the facilities, it seemed very successful and the organisers should be congratulated.

5.10 Jobs/Task List-

Clerk informed about the Parish tasks requiring attention, these to be allocated or included with other requirements to complete where possible. A new contractor Greenman Garden Services Croxley Green Herts had been asked to estimate for doing some days work at an hourly rate. At present we are waiting their estimate.

6.0 SPECIAL AND NEW BUSINESS

6.1 Smallford Land Fill site monitoring

Little to add since last time-considering sending a more demanding letter Clerk sent letter and E-mails to Maggie Peck at HCC again as no response from past contact and results suggested after 2003-4.

6.2 Vital Villages Plan

Cllr Crump in the absence of Cllr Corley gave an overview of the position so far, there had been a 50% response over 1000 questionnaires handed in so far. The data was being analysed and results are to be published soon. Cllr Reeves asked why the Highfield residents had least response, was there issues over boundaries did they get adequate forms or are they not responsive to surveys. Cllr Rump supported which implied by missing some residents we had not perhaps achieved best result. Cllr Brazier said a residents association had been formed, the Clerk has noted this.

The finance situation on V/Villages -current last reported balance was £2079.21. Not including council £500 Grant- all money is being held in PC bank account

6.3 Youth Club

Cllr Brazier said we had lost contact with the key youth worker, Clerk had been trying for several days to get in touch, left messages etc. Cllr Brazier had called at the last address but no one at home. The Clerk asked the wages cheque still be signed but it would be retained until the matter was resolved. Pay had been docked for the missing session. If there is no response then the cheque will be cancelled. In the current situation, attendance was still good with youth attending from other areas. Monies received will be eventually banked in a new impress no 1 account.

6.4 Smallford Residents Association

No reports this time

6.5 St Albans Carnival 2004

The date is Sunday July 18th - if members wish to attend

6.6 Highfield Residents Association

Carried forward from comments earlier, to be added next time-does any member have a contact name and address or e-mail for the office.

7.FINANCE

7.1 Parish Council Accounts

Clerk reported the current position on Parish funds, a copy of the cash book with income and payments were distributed to members. The Clerk gave an explanation on some of the items. The PAT test was an essential safety check we had missed.

Details in the cash book included payments up to 8th July 2004

PAYMENTS

Date	Payment	Sum	Vat
08 July 04	Totals by Cheque		
	Total Paid In D/D's		
	Total Payments out	£13,678.38	425.97

Payments were approved by members.

INCOME

Date	Payment	Sum	Other
08 July 04			
	D/Debit Totals in		
	Chq Payments in		
	Cash Payments in		
	TOTALS	£7148.46	

STATEMENT OF BANK ACCOUNTS

GENERAL ACCOUNT

BALANCES AT DATES INDICATED

	£	
Current Account 08/06/04	20986.60	
Business Reserve 08/06/04	615.50	
Capital Reserve 08/06/04	45502.31	
Wages Account 21/06/04	1032.93	
Map - current account 08/06/04	21.31	
Map - business reserve 08/06/04	115179.91	
Total	183338.56	

Included in Capital Reserve

Account:

	£
Common Trust	26836.00
Total excess reserve from 00	47744.00
Totals	74580.00

Noted by members present

Finance Continued

The Chairman called for member's acceptance of the above financial statement and payments to date as listed for the meeting-

Proposed- Cllr Reeves

Seconded- Cllr Brazier

7.2 Audit 2002-2003

The Clerk requested council to be aware that the cost of essential internal audit for 2001/2-2002/3 is going to be in the region of £600/800. Some past records will need further search. Cllr Crump said we should try and maximise at £1000, the Clerk was authorised to send a letter of engagement once the process begins, noting Haynes Watts or Lubbock Fyne have been the past auditors choice to this council.

7.3 End of year VAT Returns

A successful reclaim was submitted to HMC for £6223.71 containing over 105 items invoiced requiring vat number authentication it was accepted, we have now received a BACS payment to the bank on 30 June 2004. This is essentially last year monies to be added to the final year end accounts when completed later.

7.4 Signatories

This has been completed now.

7.5 Pension

Payment of this quarter pension contributions is noted in the cash book £187.11. We have just one employee on the scheme now. New procedures decisions apply for granting pensions on medical, compassionate, or other interests to employers.

7.6 Budget and Precept

Clerk informed members of the current situation, again the quarter end figures will be reported in more detail once compiled against VAT. No bank statements were received to bring to members attention. They will be in the office in a few days if members wish to see. (Bank had not sent) No meeting in August.

7.7 Sage Payroll

Clerk updated members on payroll and related matters

Cllr Henchley stated that he had a matter to bring up in part II concerning finance

8. PLANNING

Immediate comments and Members review of the weekly lists and other noted comments from the planning working party on applications-

Highfield Development and area

Cllr Reeves wished it be noted car parking was becoming a 7-24 issue in the area

Affordable Housing at Sleepshyde Lane garage site -Plan ref 5/04/1222

Cllr Henchley wished his views be known that he had worked hard in the past on this development; Cllr Crump stated that it looked like overdevelopment; plans show three terraced houses on a very small site. Against nearby properties it looks quite a bulk, not in keeping with the bungalows. Cllr Reeves said priority should be given to locals first. Cllr Brazier said that was the idea, but others may also qualify. He agreed there were so few sites for affordable housing we should go ahead.

Suggest comments to go with Cllr Day letter;- *Yes we agree in principle-no to detail*

8.1 APPLICATIONS

	Highfield Clinic, Highfield Lane	Radio Base	With Cllr Day, Cllr Brazier has plans
5/04/1111	Land adj to the Cannons Health Club	Change of use from former school playing fields to construction of car park	With Cllr Day
5/04/1248	Monarflex Lyon Way	Conversion of existing warehouse to	With Cllr Day
5/04/1261L B	Winches Farm 5 Kay Walk	Erection of satellite dish	With Cllr Day
5/04/1264	Highfield Lane Playing Field	Erection of new pavilion	With Cllr Day
5/04/1222	Land at Sleepshyde Lane	Erection of three terraced houses	With Cllr Day
5/04/1349	14 Church Croft	Conservatory	With Cllr Day
5/04/1351	67 Wynches Farm Drive	Conversion of garage to living accommodation	With Cllr Day
5/04/1352	60 Oaklands Lane	Single storey rear, side and front extension and roof extension and conversion incorporating dormer windows to provide first floor accommodation	With Cllr Day
5/04/1335	2 Sleepsyhde Lane Smallford	Two storey rear extension	With Cllr Day
5/04/1344	74 Tollgate Road	First Floor side extension	With Cllr Day
5/04/1346	Alban Park Hatfield Road	Stationing of mobile catering unit	With Cllr Day

8.2 Appeals and Enforcement Notices

To receive notifications of any appeals or enforcement notices issued since the last meeting

Enforcement-

COURSERS ROAD

The enforcement officer is understood to have signed an affidavit and the court hearing/proceedings date is set next for 16th July. Members may wish to note.

Appeals

HIGHFIELD CLINIC

Letter sent by Clerk to SADC Planning was completely misunderstood by officers.

Glinwell Plc Probable approval

The Oak House-Appeal- PC object to this application not dealt with yet at SADC

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

Cllr Brazier said the application is dismissed.

14 Church Croft Colney Heath

Appeal in process

8.3 PLANNING DECISIONS

5/04/0982	15 Barts Close	Conservatory	Planning Permitted
5/04/0993CP	5 Boissy Close	Cert of Lawful Use	
5/04/0805	22 Drakes Drive	Two and single storey front side and rear extension and detached garage	Planning Permitted
5/04/0825CP	Highfield park Local centre site	Cert of Lawful Use	Planning Permitted
5/04/0822	10 Puddingstone Drive	Single storey rear extension	Planning Permitted
5/04/0826	81 Station Road, Smallford	Single storey front and first floor side extension, integral garage and rear dormer window	Planning Refusal
5/04/0754	125 Colney Heath Lane	Garage conversion, first floor front extension and rear conservatory	Planning Refusal
5/04/0839	15 Starlight Way	Conservatory	Planning Permitted
5/04/1091	6 Puddingstone Drive	Single storey side extension	Planning Permitted
5/04/1069	6 Firwood Avenue	Two storey rear, single storey front, side and rear extensions	Planning Permitted
5/04/0662	2 Starlight Way	Ground Floor side extension	Planning Permitted
5/04/0597	6 Honeycroft Drive	Single storey side extension	Planning Permitted
5/04/0869	101 High Street	Loft conversion incorporating three front dormer windows and front porch	Planning Permitted
5/04/0703	Redhall, Roestock Lane	Demolition of existing building and erection of three detached dwellings and vehicle crossover	Planning Refused

8.4 Planning on the Web

No reports keep on agenda for debate

SADC letter-requiring responses- Cllr Brazier to provide Clerk with comments

Members agree PC should have a voice in the overall procedure, not be left out.

Clerk to send letter by 22 July.

8.5 Air Quality Action Plan

(Item to be retained on agenda) Add Light pollution leaflet handed to members

8.6 Licensing (Licences Premises)

No applications received.

JEC

8.6 Goods Operators

Letter from Cllr Brazier re operator Sean Edward Littlechild-of Littlechild Transport Services of Hawthorns, Roestock Lane Colney Heath St Albans

Noted from an advertisement, but regrettably is not part of P/council remit or powers, we can only object on behalf of local opinion. Letter requested to be sent objecting on weight limits of 3.5 tons local roads. Clerk said there may be some difficulty if the time limit has expired which is 21 days.

9 PUBLIC QUESTION TIME

No questions-Coursers Road was dealt with earlier

10. COMMONS & PUBLIC OPEN SPACES

10.1 Parish Warden Report

Copy of monthly report circulated to members

10.2 TRV Water Pipeline Easement

No conclusion at Ottaways & TRV solicitors on legal issues.

10.3 Monitoring Transco Pipeline

Cllr Brazier reported his conversation with contractor O'Connor, any weeding along route is paid for by Transco.

10.4 Warren Track Access

Clerk advised members the response from the HCC rights of way (Mr J Thornton) over the implication of gating the track adjacent to common land any changes must be verified by DEFRA. An application form has been requested from Bristol office. In Terms of cost we have previous quote, Cllr Brazier suggested it be incorporated in the Commons Stewardship plan.

10.5 Commons Stewardship-Public Meeting (10.8 last time)

Cllr Brazier and Cllr Crump gave an overview of the public meeting on the subject, arranged for the 6th July in the Village Hall. The meeting response was divided with some 35 residents and others attending, some campaigning for it to be left just as recreation. Others seek the eco solution with loss in wildlife habitat a crucial need terms of declining insect and wildlife species nationwide over the last 20 years. In conclusion members were advised that we aim to get village opinion by way of a form that will give more even choices, we plan to conclude this by the September meeting. Announcements to be made in Chronicle to suggest parishioners can call at the office for a form. A display is also to be put up in the lobby at the parish office loaned by CMS -Cllr Brazier is arranging.

To move this forward with a plan -There is to be a working party convened at 8pm Monday 6th September. Including Wayleave (see 5.9) and the Countryside Rights of Way Act response. As part of the overall Commons Stewardship plan.

10.6 Colney Heath Common & Grass Cutting Contract

Clerk stated that contractor Mr Paxton, is continuing cutting as contract requirement. No complaints, cutting sequence is on target, no extra cuts yet Boissy Park is out

10.7 New Bridge

This is a project that Cllr Brazier is overseeing but the current projection is 2006.

10.8 Fly Tipping

Office is keeping a log-reporting coming in from the general public, members and staff observations. Spread sheet circulated to members monthly.

11. RECREATIONAL AREAS/PARISH GARDENS REPORTS**11.1 Parish Warden Report Mr R Paxton**

Members circulated with the report see paper 2. Members had no comments

11.2 Parish Gardens Report

Report not available-to follow from Mrs Hilary Brazier.

11.2 Tennis Court Attendant report

Clerk has no reports- the CHPC courts still for hire but court 1 is in poor condition from tree roots. Players should be warned, if in doubt not play.

11.3 Park Inspections

No reports

11.4 Signs

Matter becoming urgent Clerk to resolve signs and notices issue
Cllr Crump indicated that a figure of around £500 had been past budgeted.

HIGH STREET RECREATION GROUND**12.1 Colney Heath Football Club**

Clerk has written regarding payment of £100 going back to 16th June 2003 still outstanding, time limit was 30/06 members note club are now in default 1 year.

12.3 Tennis Court

Clerk reports Contractor due to start work on 18th August 2004. The court colour will be two green shades to define play area. (Outer is light green) Total-ex vat £2900. No attendant reports received at the moment.

13 COMMUNITY PARK-FORMER HIGHWAYS DEPOT

Clerk has no further report- A winter clearance work programme needs attention from a working group or structured by the Clerk for the Parish Warden to take on.

14 ROESTOCK PARK

Some items needing attention and a maintenance list produced.

14.1-INSPECTION REPORT

A list of play equipment is required prior to inspection-Clerk tour pending.

15 BOISSY PARK

Matters reported to members to note regarding the litigation and application for costs against Cllr Brazier by Messrs Pictons acting for Mr Musk.

16 SMALLFORD PARK & DOG WALK

Clerk notes the condition of the fence-now added to task list.

17 SLEAPSHYDE PARK (Playing Field-POS)

Ongoing matter-as last report-re play equipment. Disinterest from suppliers to offer response.

18 SLEAPSHYDE POND

Hedge needs attention, other work completed by warden in the duties, some winter work would benefit from a working group to establish boundary.
Sleepshyde Triangle Pump & Sign-maintenance Clerk to check what is required.

19 GLOUCESTER PARK

Clerk to meet with Cllr Reeves on site at a date to be arranged, the suggestion that we declare a long standing interest in this area, having maintained and kept in order for some time. Cllr Crump said he thought Ottaways had been given instructions to register our interest some time ago. Clerk to write for confirmation.

20 TYTTENHANGER PLAYING FIELDS AND PLAY AREA

A sign required-NO BALL GAMES IN THIS CAR PARK Clerk to add to list
Bye law dogs off leads? Install the dog bin from Boissy Park.

21 HIGHFIELD PARK TRUST

Cllr Rump-parish representative had no report to bring before Council this time.

22 HIGHWAYS

The Clerk apologised for jumbling up all of the Highways issues, the frustration at not getting any responses from offices and suggesting meetings with department leader Mr S Walmsley, who he knew, were seemingly passed down to the team engineer Mr S Dibbins. We had a number of matters that could be dealt with in a short meeting to tie down progress on dates and monies earmarked to solve long standing problems. This was proving elusive; - Issue list contains-

High Street Build outs-safety issues-chevron markings-parking over with 4WD

Richardson Place-cure parking difficulties-£5k budget

No changes to our traditional bus shelters no replacement Adshel- we own them

Speed in village

Information on highways work programmes

Road Sweeping

Tytenhanger Green verges

Drainage works

Repair of Coursers Road river bridge accident damage

Resident's complaints-e-mail Cutmore Drive & Wistlea Crescent

Cllr Henschley has made a suggestion to the Chairman to become involved in

Highways matters in order to get behind some of the issues that are sticking.

He said there were also opportunities to consider other works in the overall budget

for Colney Heath. The Clerk would suggest that any meeting includes Parish staff

and ideally is held at the parish office. At this time we do not have a highways c/tee.

On other highways matters members were given paper 5-Integrated works programme from Mr S Dibben.

22.1 PUBLIC TRANSPORT

Past reported

22.2 BUS SHELTERS

On replacing the traditional bus shelters The Clerk has written to Mr Hendon. It was also suggested by the Clerk we numerically assign each shelter noting it's ours.

22.3 PARISH FOOTPATHS & BRIDLEWAYS

Clerk has noted the P3 claims, our PP3 grant has been extended a further year.

22.5 Evening Bus Service

No further update

23 VILLAGE HALL (Parish Council owned building)

Meeting report 15th June circulated to members. AGM is this month.

24 CHARLES MORRIS HALL (Council Owned or Trustee Building)

Clerk is in contact about letter from Charity Commissions.

25 OUTSIDE ORGANISATIONS

No reports this time

26 ST ALBANS CITY AND DISTRICT COUNCIL

No specific reports

27 STAFF AND OFFICE

Clerk reports new contracts and update on employment issues to do.

27.1 Risk Assessment

Outstanding-graveyard Keeper requested to complete form

27.2 Notice Boards

Members have agreed Clerks request for a hallway notice board in the building to display copies of minutes. (In order to comply with QPC requirements)
Mr Stayton has order to make a new Highfield notice board. Position to be agreed.
Cllr Rump has passed location details. Clerk to get decision from AVDC re position needs planning permission.

27.3 Warden Training

Date to be arranged

27.4 Post Box

A replacement is cut into the wall with secure retaining box.
Clerk to investigate- small works Building work will be required.

27.5 Tree Strategy for St Albans-Affects Colney Heath

Clerk has submitted data to Mr Andrew Branch, Cllr Crump has offered some minor corrections to the list the Clerk used taken off the data share. To be updated.

27.6 Friends Associations-Twinning

SADC meeting with Cllr Peyton of the friendship association now 27th September.

John Dean

Clerk to the Council

©-Jd/chpc/mins.vers/1/final.- 14.07.04-part 1full council of 8th july/04

The meeting closed at 10.23 pm-there now began Part 2 where no member of the public was present

John Crump

ADDENDUM

TO THE MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD AT THE VILLAGE HALL ON THURSDAY 8th JULY 2004 AT 7.30pm

Present;- Cllr's D Crump-Chair-C Brazier-Cllr D Clarke-Cllr J Day-
Cllr J Henchley-Cllr G Rump Vice Chair- Cllr P Reeves

Clerk;- Mr J E Dean

Public Attendance- Mr D Becker, Mrs G Moody

Apologies;- Cllr M Corley

The Clerk apologises to members that missing items were the victim of cut and paste-new computer will be used in September to avoid this problem. Our thanks to Peter Scott for bringing to our attention.

6.6 SPECIAL AND NEW Business

Highfield Residents Association

New name given is Chris Gowans-e-mail-chris.gowans @ virgin.net.

22.4 PUBLIC HIGHWAYS-TYTTEHANGER GREEN VERGE WORKS

There was some public disagreement in this work going ahead, indiscriminate parking was the main complaint, pressure and general opposition was to avoid making the area look more urban especially with kerbing. Cllr Reeves made members aware of this in debate, saying the residents were not so keen on the SADC/Highways proposal. It is clear that a residents consultation exercise was carried out by SADC/highways although the Clerk or office has received no copy or conclusion from the authority on this. A job requisition had been put out by Highways on the presumption of approval from the survey. It is considered most likely the scheme will be cancelled and money allocated will be used elsewhere, according to Cllr Brazier who is in contact with S Dibben (his capacity as a Ward Councillor).



John Dean
Clerk to the Council

21.07.04