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**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD IN
THE VILLAGE HALL ON THURSDAY -9TH SEPTEMBER 2004**

Present;- Cllr's D Crump Chair- Cllr C Brazier- Cllr D Clarke- Cllr M Corley
Cllr J Day-Cllr J Henchley-Cllr P Reeves.

Apologies;- Cllr S Hall Cllr G Rump.

Clerk; Mr J E Dean

A Part II followed this meeting where no Press and Public are allowed to be present

1. APOLOGIES

Cllr S Hall Cllr G Rump

2. DECLARATIONS OF INTEREST- ITEMS ON THE AGENDA

Cllr Henchley advised of his office held at the CHFC-noted by the Clerk

3. MINUTES

The minutes of the meeting held on 8th July 2004 were read and accepted as correct-
Proposed by Cllr J Henchley
Seconded by Cllr M Corley

The Clerk requested the minutes of the Special Pre-School public meeting held on the 18th August 2004 be accepted if considered correct. There would also need to approve in Part II-the minutes other aspects discussed for reasons of confidentiality that were closed to the public.

Proposed by Cllr C Brazier
Seconded Cllr M Corley

4 MATTERS THE CHAIRMAN MAY BRING BEFORE THE COUNCIL

There were no matters, but item 5 would cover topics of prime interest

5. URGENT BUSINESS AND MATTERS ARISING

5.1 Pre School The Clerk gave members an update on the foundation of the new school to be known as "Treasure Tots" run as a community based operation with the Parish Council providing the administration. A management team and others had been co-opted with Cllr M Corley as Chair, and Ms Kerry Stein as Vice Chair. Other posts had been taken up by volunteer parents. Secretary would be Kim Parker Mead and the Clerk as Treasurer thus allowing the financial control and continuity stay with CHPC. The Clerk said he would brief members on the financial aspects and other matters in part II, being confidential to parents and data protection aspects. Staff had job offers and consultant Ms Julie Capon "Young in Herts"-was consulting in the process.

Part of the CHPC £2,500 allocation had been spent, toys and equipment had been donated, or promised, chairs and tables on order, but some were on loan meanwhile.

So far the additional sum promised if required to start up had not been used, prudence was being used to make maximum use of the resource. Some fund raising ideas were also to be considered once the school was successfully underway.

5.2 Roestock Park Accident

The Clerk reported an accident 1/09/04 involving an adult male who was injured whilst climbing on the junior goal posts that gave way. It was possible according to eye witness that he was pulling himself up over the top bar when the weight caused the posts to give way under his weight. It is not clear if others were also doing similar. The person was later removed still conscious to SA General Hospital by Paramedics. It is believed recovery followed and no further contact has so far been made by him. The Clerk had the posts removed immediately after. Cllr Corley asked if they could be returned, the Clerk would like to see members consider essential pitch repairs first. Mr Paxton is to be requested to undertake early maintenance on the closed pitch and re mark outside of the previous position. Fresh posts are to be installed if possible.

5.3 Coursers Road

The situation remains with the person at the centre of the High Court action being sentenced to 28 days imprisonment. Members resolve remains that we seek all possible remedies alongside AVDC to remove the temporary buildings vehicles and equipment and caravans on the site in order to restore the GB land and Flood Plain to its original and proper status. This site does not have planning permission.

5.4 Highfield

There was no further matters to report, PC nominee Cllr Rump was not at the meeting

5.5 Abbey Bank

The Clerk advised members that he could no longer recommend a transfer of Parish funds until the merger had been resolved. Reason public monies are best kept in UK.

5.6 Lafarge

The Clerk reported the matter of the football club entrance land and car parking area on land not owned by them or the PC remained with the land agent department. In the future the Club may have to consider a stricter regime on litter and glass.

5.7 Crime Report

Cllr Crump added that it was interesting to view the findings of this latest report.

5.8 Transport Petition

Cllr Corley said that one more try was to be made in getting some interest in our campaign for lowering step disabled busses. The whole issue was about costs and the operator was not keen to subsidise. A matter to direct to HCC Transport Officers.

5.9 Boissy Park

The Clerk responded to Cllr Clarke if we had reached any agreement, the Clerk said it was clear that Parish Council offers to purchase had fell by the wayside in view of the delay, solicitors had not been able to get a positive response. We had received a waste demand SDK for the park and this has been referred to Messrs Pictons Solicitors-SA.

5.10 Tyttenhanger Sign

Cllr Reeves expressed he is keen to see this in the next budget review for 2005/6; the Clerk will provide more information for him from his traditional catalogues file.

5.11 Commons Stewardship

Members were not keen to see the cancelled meeting for September 6th prevent the public from having a final say on the issue; consultations had gone on over several months with a previous public meeting in July. A recent and final questionnaire had been sent to those residents overlooking or near the common. This included the letter from John Moss concerning wild life. The Chairman agreed to a special meeting on 27th September for the final decision and to recommend to full council on the 7th October. The Clerk will put the closing date of 24th September on the notice boards. Cllr Reeves had expressed concern that representations had turned up at this meeting and were not able to say anything; the Clerk said that all members had been notified of the changes to the agenda and meeting date. Many had complained of too many and would have difficulty attending. Cllr Brazier and the Clerk had met with DEFRA representatives on 1st September 2004. Cllr Crump wanted us to try and meet the clearance and scrub control that we were agreeing to, even if it meant a specialist contractor.

6 SPECIAL AND NEW BUSINESS

6.1 Smallford Landfill Site Monitoring

The Chairman explained this was to keep the council informed of the Methane levels in a former tip, contact with the county officer had not proved easy. The Clerk is to re try and e-mail for the latest figures.

6.2 Vital Villages Plan

Cllr Corley gave members an overview of the current situation, the most important date was 20th November-the Parish & Village Day, where all kinds of activity was scheduled to take place all day in a number of venues in the parish. The Chairman offered any assistance from the council, and contributing the V/Hall rental be paid.

6.3 Youth Club

Cllr Brazier and the Clerk had attended the first Monday back on 6th September, poor attendance possibly due to other activities and not realising it had re-started. Youth workers had decided to quit, one having achieved a scholarship, and the other decided over travelling distance. It was brought to our attention the need to focus on problems that young people have, we should try to help this by getting occasional attendance from a counselling service. Examples of this social pressure were explained to Clerk. Cllr Brazier is to contact about seeking a replacement youth worker, Clerks suggested a budget 05/6 for an occasional "treat visit" in house or out to a social opportunity such as karting or climbing wall, or get a guest in on youth interests, f/ball-e-games.

6.4 Smallford Residents Association

The Glynwell site had raised a great deal of interest, a developer had put up a public exhibition without any planning application applied in an attempt to precipitate local interest to a run down site on GB land. Cllr Henchley registered his opposition to any building on the land, the Clerk reminded the members that no application had been sent in, that it was not unlawful to issue plans for building on sites you may not own. The Clerk is to send "enquiring" letter to Development Control regarding the proposal

update
on
agenda
7.

The Glynwell Site is subject of appeal-see planning

At this point Cllr Brazier was excused to attend another meeting

7 FINANCE

7.1 Payments and Income

The Clerk gave members details of the income and expenditure to date including all emergency payments with details on a spreadsheet. Any questions were answered as matters or facts were requested by members. See notation on expenditure and income given at the meeting.

The Chairman invited members to agree and approve the figures as recorded,

Total cheque payments for September 2004- £8437.17

Proposed by;- Cllr J Henschley

Seconded By;- Cllr J Day

7.2 Audit 2001/2 and 2002/3

We were required to engage an internal auditor and the Clerk advised that he had discussed this with a fellow Clerk who would recommend a person. The records on file were in fair shape but did not follow an easy to understand format, much of the information was of a style generated in house and understandable best perhaps by the author, no longer employed. It was best to clear this up, we started 2003/4 much more defined introducing vouchers and easy excel records, with 2004/5 on SAGE. Internal Audit costs are likely to cost about £1400 for the two years. (Budgeted)

7.3 VAT Claim

Qtr 1 Pending submission

7.4 Banking and Signatories

Completed

7.5 Pension

Contributions (quarterly) will be made up to date at the end of this month.

7.6 Budget & Precept

The Clerk gave an overview of the current situation with regard to the finances on target, we were running expenditure a little higher than the forecast but exceptional payments such as grants take a large slice at the beginning. Youth Club, Pre-School and salaries add to the higher expenditure, we would at our present rate expect to go into reserves. More information will be provided at the budget review with finance committee in November.

7.7 Payroll and IR

Payments to date- IR & NI sent this month for £ 1138.25

8.PLANNING

The Chairman thanked the Clerk for advising a written procedure for the members to understand, it was helpful. The Clerk added that if members were fully satisfied that it provided the correct procedure then we adopt this as our format document. All agreed.

8.1 Planning Applications

5/04/1461-The Clerk apologised, this was a typing error it should read;-
10 Princes Diana Drive-Two Storey side extension

Members note-These applications may have become transposed-actual or noted,

5/04/1780-was correctly 33 Highfield Lane-Conservatory-no objections

5/04/1788-was correctly Puddingstone Drive-a 71% increase on dwelling size

5/04/1789-was missing Clerk to check on receipt-members had accessed in SADC bulletin- but actual plans had not shown up. Plans cannot be found at the office.

Totalfina UK

Members to note this was a licence application and belongs in 8.5

8.2 Appeals & Enforcements

Coursers Road-Legal proceedings

Highfield Clinic-E-mail received somewhat unclear

Glinwell Plc- Hearing 8th September-any news-Clerk to Check-Dev Control

The Oak House-

Little Orchard-

14 Church Croft-Appeal

Colney Heath Farm Hse-Appeal 10th Aug any news Clerk to check

14 Manston Way-Appeal

108 Hill End- Appeal

Public Enquiry- Tyttenhanger Extinguishment Orders-Re footpaths and reinstatements of ROW-comments mainly from London Colney.

8.3 Planning Decisions

Members noted two applications that had been refused-

5/04/1472-@ 333 Camp Road-

5/04/1264-@ Playing Fields Highfield Lane

Affordable Housing-No comments

Delegation of Planning Decisions

Letter received by Clerk-members already circulated

8.4 Planning on the Web

No debate this time

8.5 Licences

Here Totalfina UK- no objections

8.6 Air Quality Action Plan

Remains on agenda-no comments this time

9.PUBLIC QUESTION TIME

Councillors hear from the public topical issues- none specifically to report

10 COLNEY HEATH COMMON-(POS)

public open space

10.1 Commons Ranger Report

Members circulated with reports, particular issue is the continuing reports of Quad Bike and Scramblers using the footpaths. Clerk confirmed that use is prohibited in law under by-laws and Ranger should be given a number of copies to hand out. Take note of offenders and report to police as causing a danger to public. Consider prosecution.

10.2 Three Valleys Water Pipeline across the Common

Clerk advised that he had received no further contact from the Solicitor regarding the suggested compensation.

10.3 Monitoring of Transco Pipeline

The Chairman said as Cllr Brazier was not present it was not possible offer members any update on the monitoring.

10.4 Warren Track Access

Clerk advised this has been referred to DEFRA in Bristol regarding a gate restriction.

10.5 Common Stewardship

Following various members comments the Chairman agreed to a meeting at 8pm on Monday 27th September 2004. This will allow members to make their final decision.

10.6 Grass Cutting Contract.

Contact is completing the task and has been paid regularly each month, there have been no complaints on any of the parks or sites-The Clerk has no further reports.

Cllr Crump stated that we should try and identify the areas of scrub clearance as the recent visit from DEFRA had posed questions and work schedules of things to do.

10.7 New Bridge

No additional comments from members

10.8 Fly Tipping

The problem continues, Cllr Hinchley is of the opinion that camera surveillance is the answer to catching offenders and having enough evidence to prosecute. The situation continues to be monitored from the office and all members were given a copy of the latest spread sheet noting the problem areas.

10.9 Parish Paths Partnership

We are requested to note our requirements and inform the cost proposals to obtain the grants available. Letter sent from P3 partnership-to be done by Cllr Brazier and Clerk.

11 RECREATIONAL AREAS

11.2 Parish Gardens Report

Weed eradication is required according to Cllr Reeves, Tyttenhanger play area could this be attended to

11.3 Park Inspections

There were no reports.

11.4 Signs

Clerk is aware of the outstanding notice requirements; need to do all in one hit

12 HIGH STREET RECREATION GROUNDS

12.1 Colney Heath Football Club

The Clerk advised have been asked to justify the missing £100 payment from our records, FC believe they have fully paid the £700 outstanding sum. The records need to be checked with bank statements, the best way to qualify this.

The Clerk appealed for the "No Glasses outside" rule to be firmly implemented after reports danger to employees from risk of injury when strimming areas of long grass. Cllr Henchley has promised to take this up with the Club Manager to enforce the rule.

There was a water tank leak that caused local damage to the ceiling and passageway area, some equipment was also damaged. Clerk to seek a claim with insurers.

Cllr Henchley asked for repairs to two seats that he identified to the Clerk, these can be included with the repairs in hand for the circular tree seat now with Mr Stayton.

12.2 Tennis Court Report

A request to provide new batten boards was debated, and will be considered for the 2005/6 budget review, and possible work for next spring, -low winter use of courts.

12.3 Lafarge Land Issues

The Clerk had no further reports, the matter is with the Solicitor over lease guidance issues, CHFC has been made aware of landowner demands, re parking and tidiness.

13 COMMUNITY PARK & POCKET PARK

13.1 Lease

Matter is virtually concluded, lease is with Solicitors, lease fee is paid this year £10 Ongoing work and an overall plan for the area need member's consideration at some stage in the future.

14 ROESTOCK PARK

14.1 Inspection Report

Members reported more graffiti and other damage needing attention mid term with a winter jobs list for the Parish Warden. Signs are also required, Clerk to do with others.

14.2]-included above

14.3]-included above

15 BOISSY PARK

15.1 Lease status and Offer to Purchase

There has been no communication from the Solicitor regarding the offer to purchase. In view of the issues concerning the removal of our equipment this may indicate that this is no longer an option for the time being. The council offer to buy remains open.

16 SMALFORD PARK & DOG WALK

16.1 Entrance Safety

Members were satisfied with the work carried out by SADC Highways Contractors, but not so with vehicle entrance/exit situation on to a busy road with blind spots.

17 SLEEP SHYDE POND

17.1 Inspection Report

Clerk reports -Leisure Logs work regarding modifying wooden equipment.

18 SLEEP SHYDE POND

18.1 Inspection Report.

Winter work will be required and job list to do for contractor or Parish Warden.
Deep Water sign required-on list

19 GLOUSCESTER PARK

19.1 Inspection Report

Clerk to do inspection accompanied Cllr Reeves-date to be agreed.
Notices required-add to list after inspection.

20 TYTTENHANGER FIELD & PLAY AREA

Cllr Reeves suggested attention to the number of key holders who have vehicle access to the field, for various reasons including rear garden access. Clerk said that members would be advised to have this formalised and master locks used with registered keys. Notices are also required to be added to the list in format. Play area etc.

21 HIGHFIELD TRUST

There was no report, Cllr Rump the Parish representative was not at the meeting.

22 HIGHWAYS

Cllr Henchley and the Clerk had a meeting with Highways Officer Mr S Dibben, for 2 hours on 17 August 2004. During this meeting a great deal of background work was assessed and brought up to date for the benefit of all present. This culminated in an eventual report received on the day of the meeting, circularised to members. The key issues remain the Richardson Place, the High Street build outs, considered dangerous by this council

Oaklands drainage scheme, and various contentious speed limit reviews.

Members suggested that Cllr Henchley identifies- by lining out those issues from the list that are past work that is to a degree now irrelevant on the recent list. The Clerk will then write pointing this out. Ideally a meeting or appearance at a P/Council to hear direct about the parish's key issues by Highways Manager is the ultimate wish. Members agreed with the Clerk that job numbers are the key to the whole issue, fact or fiction and wasted time then hopefully disappears. Complaint letter via Clerk to County Highways is another way of bringing our issues to attention, -Cllr Reeves Suggested we do alongside the letter to Mr S Dibben.

22.5 Evening Bus Service

No further reports

22.6 Draft Northern Herts. Area Transport Plan

Members had documents to review-No report-delete next time

22.7 Prohibition Order-Wilkins Green Lane/Smallford

Members advised-delete next time.

23 VILLAGE HALL (COUNCIL OWNED BUILDING)

Minutes of last meeting held on 13th August circulated to members.

Cllr Hall in absence requested funds for a better surface on the car park is considered.

Members also were advised the new Pre-School had taken up the morning week day slot in term time from the previous school supported by PC funding to end of term.

After speaking to the previous owner of the Pre-School it was decided not to buy any equipment and it is understood to have been removed over the bank holiday.

24 CHARLES MORRIS HALL (TRUSTEE BUILDING)

Charity Commission clarification issue to be resolved by the Clerk/letter in liaison with CM Hall management to be sent outlining the constitutional set up v P/Council.

25 OUTSIDE ORGANISATIONS

Members had no comments to pass from the information provided

26 ST ALBANS & DISTRICT COUNCIL

Members had no further comments to offer from the District Council information and meeting notes circulated or available to read from the office.

27 OPERATIONAL MATTERS

27.1 Risk Assessments

Two members of staff are requested to complete their forms

27.2 Notice Boards and Bus Shelters

No comments to note from members

27.3 Warden Training

Date to be arranged

27.4 New Letterbox

Decision to delete, Clerk will keep in mind for a small works job in the future, with a suitable contractor.

27.5 Tree Strategy for St Albans

Clerk reported current situation-tree inspections need to be covered in the budget.

There being no further business the meeting closed at 10.10pm

Under the 1972 Act No Public and Press allowed-There followed a Part II

John Dean Clerk to the Council



**MINUTES OF THE PART TWO -COLNEY HEATH PARISH COUNCIL
HELD IN THE VILLAGE HALL ON THURSDAY -9TH SEPTEMBER 2004**

In a Part Two-Under the Local Govt Act 1972- no member of the press or public shall be present.

Present;- Cllr's D Crump Chair-Cllr D Clarke- Cllr M Corley
Cllr J Day-Cllr J Henchley-Cllr P Reeves.
Apologies;- Cllr S Hall Cllr G Rump.
Clerk; Mr J E Dean

1. APOLOGIES

Cllr S Hall Cllr G Rump Cllr Brazier

2. DECLARATIONS OF INTEREST- ITEMS ON THE AGENDA

Cllr Henchley advised of his office held at the CHFC-noted by the Clerk

3. MINUTES

The Clerk requested the members consider and approve the minutes of the **Part II held on the 8th July** and the Part II minutes of the **Special Parish Meeting held on 18th August** to debate the staff issues and financial arrangements for a Pre School to start 13th September 2004.

Meeting 8th July 2004

Proposed -Cllr Henchley

Seconded - Cllr Day

Meeting 18th August 2004

Proposed -Cllr Corley

Seconded -Cllr Reeves

Pre School

The Clerk gave members an overview of the situation so far and the authority that was given to the Clerk to set up and see to the process of setting up a steering committee. That Committee met here on 1st September and resulted in Cllr Corley being asked to become Chair. Some members of the Council were present including Chair D Crump. Figures had been presented on the 18th August and staff had been engaged on a work basis until December 04 but it was clear that these figures would have to be revised. The present worst case was around £10k on a revenue stream of £2500 without a grant opportunity this term. The PC had also agreed to fund new equipment to £2.5k. The critical ratio of staff to children had altered the perspective, also some members considered the fee as being too low at £1 per session for qualifying 3yrs-and £4 under. The Clerk intends to seek funding from other sources, -Julie Capon Young in Herts and emphasise importance of fundraising to management team on 29th Sept meeting. It is essential we reach OFSTED accreditation, but this does not stop funding in 05.

The members endorsed the proposal to elect Cllr Margaret Corley to become the Chair of this new Community Pre School known as "Treasure Tots". The Clerk and Assistant Clerk (T.T Secretary) will be responsible for the administration/staff etc. Cllr Corley and Cllr Crump were anxious that this position of sudden owners departure was not reached again, a very important community need for local mothers. It was for that reason the Council were taking control of the funding/administration.

This is to be under the control of the parish office and the costs absorbed, the Clerk said he would keep Finance Committee informed on a regular basis. The additional Parish staff overtime/start up costs so far Aug/Sept are likely to be circa 15 hrs each.

Some facts-Have 20 children per day, increasing to 24 if possible. (Leader's decision) Once funding is in place to which each 3 yr gets £7.75 govt funding a session, with a target of 70/80 infant/sessions per week the predictions show a break-even potential on a turnover of around £10/12k/qtr. Additionally the under 3's will pay £5/6 each per session, 20 more here adding up to a full total of 100 sessions p/w target, plus any grants of which several could be available. The school is fully booked, we are turning parents away, but already started the new-year 05 waiting list, it is proving popular. It is suggested that once funding is underway next year the council could apply a retro charge on any profits, after which leaving the school to become a stand alone entity. The Clerk advised members that he had added the Pre School to the insurance policy.

Staff & Youth Club

The Clerk and Cllr Brazier met with the youth leaders, but with their departure Cllr Brazier has new staff to find. Any fresh staff should complete a job application form. Damage was done to some equipment when the tank leaked earlier, insurance claim.

Disability Act 2004

All Council owned properties need to meet this criteria after October, the Village Hall will require some minor modifications to threshold ramps, toilet door and pull cord on the lights plus an emergency red cord alarm. For the future there is no baby change or hearing loop provision. We need to check CMH and CHFC management compliance.

Conley Heath Football Club

Cllr Henschley and Cllr Hall have requested the office go back once again to check the £100 debt remains. The Clerk said he would check via the statements, but he felt sure it was still outstanding. Members had suggested it be taken from the next grant sum.

The Clerk has seen the damage to the property and is in touch with the insurers costs for repairs are £1560 plus property damage. The builder will have to be paid out from parish funds as CHPC is the landlord.

The club is seeking a new kitchen estimates have been put forward for around £4000 As this is not provisioned and is urgent the Clerk advised the members to defer any decisions until plans or costed drawings are available. He will write to the secretary.

Memorial Bench.

This matter is ongoing-Assistant Clerk had contact with family.

Memorial Walk-Dedicated to Peggy Hughes

A request from the family of the late Peggy Hughes, have requested the opportunity to a position dedicated to the memory, a past stalwart of parish life and popular person, past Parish Councillor also. The suggestion whilst at the early stage is for the area such as Park Corner to play some dedicated significance in the idea. Members all agreed to progress this via the family for more information money is apparently available via CVS – Peggy Hughes memorial fund. Members need to decide and accept.

Boissy Park Purchase

No solicitor further action the offer to purchase still remains.
Cllr Brazier is defending a legal issue assisted by the SADC corporate services

Parish Office.

No reports- Clerk suggested a budget for better copier upgrade at some stage 3 year contract expired in Jan 04. Our position is free to gain best value and efficiency.

Staff Outside.

Glass issue has to be resolved at CHFC-person danger/ HSWA to mowing/strimming operations, Cllr Henchley is to kindly take this up at appropriate level at FC.

St Marks Tree

Quote accepted-did Church wish to have their other tree work done at same time?
Road Closure order may be required, and TPO permission sought. Clerk to do letter.

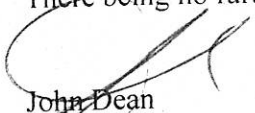
Chronicle.

The query e-mail from Cllr Rosie Sanderson highlighted issues of editorial content, members could not see any problems here but Clerk to make contact with Cllr R.S. The Clerk is to meet the Editor and Pauline Watson in order to discuss the current web site, and possible removal of past or unconnected data, an idea to create improvements to put to members in the future for better PR for council and to align and inform more widely. Especially those topics that occur between publishing or urgent topical information to bring to public attention.

Budget and Current Spending

The Clerk gave members details in part one but reiterated the need for caution on any further commitments that are outside of budget together with a responsibility of new employee's which are now totalling up to 11 full/part time-all having their legal rights. The budget review will highlight the spending pattern in November, but we are now into reserves at our current level on a cumulative forecast and with 6 months to run.

There being no further business in Part II the meeting closed at 10.48pm


John Dean
Clerk to the Council
22.09.04

Agenda topic.

Would members consider extending the Grass Contract for a further period, contractor is working well and completing his tasks without fuss, he has the kit, the price right. An ideal partnership for parish, ideal for the budget sums, the common looks good!.

Handwritten signature