

**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD IN
THE VILLAGE HALL ON THURSDAY -13TH JANUARY 2005**

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

Clerk; Mr J E Dean

Members of the Public-Mr D Becker Mrs G Moody

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

1. APOLOGIES

There were no apologies

2. DECLARATIONS OF INTEREST- ITEMS ON THE AGENDA

There were no specific declarations. The Clerk notes Cllr Henchley role as President of CHFC. He has a non pecuniary interest in matters-member accepted to abstain from voting on all matters connected with CHFC. Allowed to remain, and offer viewpoint without suggesting of or bearing due influence to, on matters so debated.

3. MINUTES

The minutes of the meeting held on 2nd December were read and accepted as correct- Proposed by Cllr S Hall

Seconded by Cllr C Brazier- The minutes were signed by the Chairman as correct.

3a MATTERS ARISING FROM THE MINUTES of 2nd December 2004

Two minor typo errors to correct the Chair pointed out to the Clerk & members
The Clerk pointed out that an error on the Agenda numbering, item 2 was numbered as 4, this was an incorrect sequence, the correct number is 2 please alter by hand.

4 MATTERS THE CHAIRMAN MAY BRING BEFORE THE COUNCIL

The Chairman said that issues regarding the Budget and Precept and the recently received plans for the Glinwell Site at Smallford were the two main topics to be covered in this meeting. Accordingly as the Council had a great deal of business to get through he would move on with issues that were without conclusion at this time. After some debate on the Smallford plan it was agreed that the suggestion of the Clerk to hold a special meeting, this was agreed and Wednesday 26th January was chosen. Notices will go out immediately for a special Planning Meeting at 8pm the Chair of the residents association will be contacted informed by a member and office e-mail. Cllr Brazier said that it was likely that Dev control C/tee at SADC would oppose this application at this stage. A developer consultation had taken place earlier last year.

The death was announced of the late Mr A Howard, a well known local grounds-man at CHFC. Our condolences are to be sent to the Howard family from all PC members.

The Clerk had advised that some of the Budget matters concerned a part II, and these would become obvious as we progressed. The items had been noted in the Agenda for Part II, of informing members of the new scale and pay rates for Clerk and Assistant Clerk resulting from the changes to London Weighting allowances. Discussion later.



Item 4 continued

The Clerk said he also had other matters to bring up about the Common, a letter had been received from Mr Skelt, of Tollgate Road, issues that he raised were focused on similar matters past debated and the Clerk had suggestions to bring before members in part II. A reply had been sent to Mr Skelt thanking him for his advice and concern.

5. URGENT BUSINESS AND MATTERS ARISING

5.1 Pre School-Treasure Tots a Parish Council & Community Partnership.

The OFSTED had been achieved and Cllr Corley said we were grateful to all staff for their efforts and hard work. The Chair agreed and said they should be congratulated. Cllr Corley said that there had been a severe bad weather scare on the 11th January and the meeting was cancelled, preventing her giving a full management overview. However the latest was the Pre School had started on the 10th January 2005 with a new leader, interviews had taken place since the last Council Meeting with two committee parents skilled in the interview process had done this with Gill Caro past leader as well. All those who had responded to the advert had been seen, processed or interviewed, resulting in two candidates being selected, one for bank staff and the other as leader. From this Cllr Corley said we owed a vote of thanks to Sarah Day and Kerry Stein for their hard work and time on selection/interview process in December. The next meeting was on 17th January when the new children intake will be discussed, expected to be down this term to 16/18, Easter term was better and a Sept booking. The Clerk said that he had conversations on maternity leave with the Financial/Legal person at SLCC who had queried the powers of the PC to be the actual employers of a Pre School. The fact the Auditor could challenge this quite severely. The Clerk had insisted that changes we had applied in making a separate bank account and employer designations were sufficient to overcome this. Some discussion followed, Cllr Brazier said he would speak to County for a clarification but he agreed with the Clerk that we were not in any breach or subject to future Auditor scrutiny.

5.2 Coursers Road

Members realised that a large residential style mobile home on wheels on the site was possibly being lived in. SADC were dealing with this via Court action, according to Cllr Brazier. Mr D Becker offered a news copy of the recent eviction at the Ridge This had TV coverage on recent Hertsmere Council action. The Clerk said he would copy this out to members. Cllr Crump said it will all come up in planning and he will invite Cllr Brazier to give a review of the District Council statements on this matter.

5.3 Highfield

Cllr Crump had no report at this time, no meetings having taken place.

5.4 Lafarge-High Street Recreation Ground-Entrance & Access

Members ere aware of the need to resolve, issues of rights of way and the general tidiness of the area, overnight parking but Cllr Brazier was not alone in suggesting that we do have more rights than Lafarge say. The Clerk said he had been to Archives at Hertford to-day and collected several papers and deeds on this and other places. In the past we had paid for road surface and make up according to Cllr Brazier. Members were agreed that a meeting between Lafarge and Ottaways on site including a member was needed in the near future. The Clerk is to look into this. Also Cllr Reeves had previously said that the minutes back to 1965/6 may show clues. Other possibilities that Hertford Archives may have copies if we cannot go back that far from our office based records. The Clerk said a file sort out was overdue and we may do this shortly, otherwise its back to Archives, but this method is time consuming.

5.6 Crime Report

There were no reports and the Chair wished to move on

5.7 Transport Petition

There were no reports on the bus issue for disabled, low level vehicles on CH routes. Cllr Corley said a new 52 seater was on the route. Totally unsatisfactory, with 3 steps. According to the members any assistance for better access busses had almost met with A dismissive attitude, especially MP Kerry Pollard was seemingly not keen to assist.

5.9 Boissy Park

The Clerk had no further report; the Solicitor had recently responded to the Clerks last letter (December) advising there was no possibility of any further negotiations. In very simple terms Clerk noted, and regrettably "The Luteen Bell" had been rung.

5.9 Tyttenhanger Sign

Cllr Reeves knows a sum of about £2000 had been reserved for the sign in the pre budget discussions, he advised that a competition was going on locally for a design and he would report back to the council accordingly.

5.10 Commons Stewardship (See 10.5)

Cllr Brazier said the work had started on the Common on 15th December, both the Clerk and CMS had kept an eye on the progress. The Clerk said the contractors are capable people who are used to careful operations and can be trusted. Clearance of the floor scrub was started again in January and will conclude with tree marking, Friday 14th with CMS. An application was made to the Forestry Commission on the advice of CMS about a felling licence, most of the work we intend may not fall within the need to have permission on our land up to 5cu/m2 is allowed. Other sapling and dog wood up to a certain girth, coppicing is also outside licence. Contractors have been asked to quote additionally for this as separate work to be done towards the end of Jan/Feb. The contractors intend to stack large wood core and shred the rubbish wood, spreading some over suggested areas and the manhole mounds to highlight attention and prevent riders and other users from falling. Agreement with CMS to review the work again once both these jobs are done, then a stage 3 plan later in the year and maybe a grant.

6 SPECIAL AND NEW BUSINESS

6.1 Smallford Landfill Site Methane Levels Monitoring

Contact office via e-mails and other correspondence and calls had not produced a result for some months; however an e-mail from the Chair on Freedom of Information had resulted in a response. Cllr Crump agreed that we still had no positive information on the exact methane levels but we had a feed back from Richard Fyfe Assoc Director Lambert Smith Hampton 11 January-(will be circulated) *Clerk note-a good idea to mention you are a local councillor if writing to public bodies or related companies.*

6.2 Vital Villages Plan-Published November 04

The Chair raised the issue of avoiding a stagnation risk over the proposals from the VV committee recommendations set out in the publication*. How can the Council be sure this is done and were there any items that we need to budget. Cllr Corley said that the VV committee were taking some time out having worked flat out on the project, not wishing to become involved again until the spring. There was an issue of a slight overspend including a noted deficit of £113.77 (late papers) that could be resolved by fundraising later in the year, but a loan of £500 would tide them over, would members agree to this. All members agreed and the Clerk is instructed to allow £500 to be covered from PC reserve funds/cheque issue until September 05.

Vital Villages Continued

The possibilities for further attention included setting up an internet café, help the Aged facility needing part funding. The traffic and congestion issue over the "longabout" at peak times. Cllr Crump said this really needs a long term pressure group; other topics need the VV committee to lobby and push forward. So further debate and monitoring can take place. It will continue as an Agenda item. A further suggestion that VV are offered a table top display at the APM on 14th April. *The Clerk will copy members with the relevant pages in the publication

6.3 Youth Club

Cllr Brazier advised members the club started again on 11th January until the spring; all had enjoyed a night out on 6th December at go-karting in Hatfield. We had benefit of excellent staff, and the activities were good at the regular Monday 3 hour meetings. The plan was to target the Highfield Youth, this was a matter Cllr Reeves said needed attention, local youth vandalism and boredom had continued to annoy residents.

6.4 Smallford Residents Association

The members wished the Chairman/Secretary of the residents association be informed of the Special Emergency Meeting on 26th January to debate the Glinwell Site Plans. Cllr Brazier is to call Anne Nash. Members should also note the office has written to SADC Development Control over the proposal, see letter 15th October 2004. Other matters concern the traffic hazard at the bridge noted in the Parish Plan, e-mail exchanges were noted between Cllr Brazier & Cllr Crump on the subject.

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, the Clerk answered member's questions from the payments list. Figures were given regarding bank accounts as below- at 12/01/05-members agreed and approved the statement as recorded. This month there was a payment total of £17,583 including the wages money transfer? The Treasure Tots bank account has a transfer of £3000.00 to run until half term.

Bank Statement Capital Reserves £35972.89	Reserve Account £ 617.50
Bank Main Reserve Account £61094.483	Current Account £ 24586.59

This is the position of the accounts according to latest statements received-members note there has been a £25,000 withdrawal to make payments into the current account.

Income-Expenditure & Transfers as noted on the accompanying excel format

Proposed by; - Cllr Hall

Seconded By; - Cllr Reeves

7.2 Audit 2002-3

The Clerk said that the Audit matters for 2002/3 the Chairman signed-off at the meeting on 3rd December were almost complete; he had some final explanations to send with the papers which would go off by 17th January 2005 latest. Notices were to be put out giving the public 21 days to inspect and copies were £2 each. All members will be given a personal copy of the document in due course, reminding that no secondary copies can be made without the permission of the Clerk, the document is copyright to CHPC/JD. (This has to be stated to protect the Council and Parish) All data and accounts will also be available for inspection again at the Annual Parish meeting allowing all possible access by all those in the parish. Copies are charged for.

Audit 2003-4

Much further work needed and more involvement with RBS/JD to reach a balance and be able to present for signing off, this was planned for this meeting but there is at least some more days work for the Clerk to compile. We have to wait until the Audit Commission forms arrive from Lubbock Fyne, only sent after seeing 2002/3 year first. What the Audit will provide is a more accurate definition in future of the surplus and other ring fenced sums within the total sum. The Clerk responded and confirmed to Cllr Brazier question that there was a carry forward to 2003/4 of £48,840.44 in the General Fund-£26,836.00 Common Fund and £1000 in the Building Fund. This was noted on the balance sheet to 31st March 2003. These last two are ring fenced sums kept in reserve specifically for the intended purpose. The Common Fund had not been easily past accurately quantified, Building fund was, but now the auditor defined the exact sum in his calculations this was now considered accurate and reliable.

7.3 VAT Claim-Current year

Qtr 1-2 & 3 Pending submissions, being a low quarter values it will be added together to and all claims sent together-2004-5 year. We are now in quarter 4-and it is planned to group the whole year this time.

VAT Claim Past years

Clerk is in preparation of a claim for year 2002-3, amounting to £2836.05

7.4 Banking and Signatories

Members to note that a new Alliance & Leicester account is in operation for Treasure Tots payments independent of PC, all TT staff wages will come from here and fees and grants paid in as received. Members note that £3000 has been transferred. The signatories are Assistant Clerk Kim Parker-Mead and Cllr M Corley. Consideration be given to a third counter signatory, to the leader Karen Chittenden in the future.

7.5 Pension

Contributions have been paid up to December, only employee is on the scheme.

7.6 Budget & Precept-2005-6

The debate allowed members to consider the precept for the above parish year; with the setting of the amount at **£121,635.00 for 2005-6** any expenses over that sum are to be used from reserves and other funds. The Clerk is required to separate the precept into two distinct headings, a copy of the letter will be sent to members on completion.

Proposed Cllr Brazier

Seconded Cllr Reeves all members were in favour

7.7 Payroll and IR

The Clerk informed members there were new scales to consider for his and assistant Clerk and other weekly paid staff. These would be need to be aired in part II. Payments to date- IR & NI sent this month (December) for £1251.61-sending off.

7.8 Insurance-Zurich Municipal

The Clerk mentioned the insurance claim was stuck because of the wording of the Invoice; he had contacted the builder before Christmas and asked for a defined invoice split between proportionally between work/repair and damage in order the insurers cannot fail to accept under consequential loss. Repairs are not covered

8.PLANNING

The members were given information on the Agenda, and took decisions on the issues as follows, advice will be sent to SADC Development Control.

8.1 Planning Applications

Debated;-

5/04/2485 now have plans	Redhall	Conversion and partial demolition of existing building to provide 4 dwellings, access and landscaping	No objections to the change of use, buildings must be within existing boundaries and built of material in keeping with the village.
5/04/2536	27 Sleapcross Gardens	Two storey side extension	No objections
5/04/2551	8 Princess Diana Drive	Conversion of garage to living accomm & erection of wooden lean to shed	No objections in principal but subject to the property having adequate parking provision for the owner/s car/cars on their driveway.
5/04/2490	24 Roestock lane	Two storey side extension	No objections
5/04/2523A	Lamppost Nr Junction with Alban Park Hatfield Road	Display of internally illuminated poster display unit	Object to lamp post this area within the GB and there is an abundance of advertising hoardings in the area.
5/04/2632	Smallford Post office 81 Station Rd	Single storey front ext	No objections
5/04/2636	20 Drakes Drive	Single storey front,side and rear extension - two storey side and rear extension	No objections
5/04/2696	28 Princess Diana Drive	Two rear dormer windows	Our concern is that these windows are at the rear of the house and overlook Grafton Close, there could be an issue regarding invasion of privacy to neighboring houses. We would ask that the case officer take this into the consideration when doing a site visit prior to decision on the application.
5/04/2702	73 Tollgate Road	Single storey rear ext, front porch and detached garage and sun room	With Cllr Day & Cllr Brazier

Special notes specific.....

518 Hatfield Road-Cllr Reeves concerns noted, non compliance- building works without proper planning permission as given, intrusive windows of clear glass etc.

Wheathampstaed Parish Council

Comments noted re letter Cllr Clements on planning matters re-SADC delegation.

Delegation of Planning Decisions

Similar Letter received by Clerk from Redbourn PC-members already circulated

Consultation Notice SADC T&C Planning Act - Section 106 Agreements

Lengthy document, Clerk is misunderstood, willing to copy on request, no wish to waste paper or unwanted information, only first page was sent, note on top offered on your request. Three members request copies Cllr's Corley, Henchley, Reeves and Day

Consultation Proposed new Jewish School-Boreham Wood District

Not applicable to this area based in Boreham Wood, but catchments area may be. Information received to be kept on file.

New Children's Home-5/04/2038-Wychlands Crescent

Application refused as Green Belt land and development

8.2 Appeals & Enforcements

Notices circulated and as details delivered to the attention of the meeting

Highfield Clinic-Decisions pending

14 Church Croft-Appeal

Nuckies Farm-Coursers Road

New planning application for caravans on Green Belt land.

8.3 Planning Decisions

Members noted applications that had been refused-

8.4 Glinwell/Smallford Garden Village site proposals

Application received, Public invited to a Special Planning Meeting 26/01/05

8.5 Affordable Housing-

No comments this time

8.6 Planning on the Web

No debate this time

8.7 Licences-Alcohol Sales-Bars- Clubs- Pubs- Hotels- Off Sales-Occasional.

Cllr Brazier informed members that they now have the responsibility to debate and authorise licenced premises. The Clerk confirmed this is from 7th February 2005. It also runs alongside with the Public Order Act, imposing additional PC demands.

8.8 Air Quality Action Plan

Remains on agenda-no comments this time

Note-above re numbered against agenda

9. PUBLIC QUESTION TIME- 9-9.10pm

The Chairman wished to move on as decisions were required on important topics

10 COLNEY HEATH COMMON- (POS)

public open space

10.1 Commons Ranger Report

Members were copied with the report (late papers) situation on Quad Bikes riding over the Common is causing concerns for public safety. Clerk or Councillors to discuss with Police at earliest opportunity. Ranger has a copy of by-laws to show.

10.2 Three Valleys Water Pipeline across the Common

The offer has been accepted at £1600 with all costs paid by TRVW-suggest money is added to Commons reserve fund for future commons projects and expenses.

10.3 Monitoring of Transco Pipeline

The Chairman said it was not possible to update members at this time.

10.4 Warren Track Access (ROW) Again the Clerk advised this has been sent to DEFRA offices Bristol regarding a gate restriction; this takes time to get approval and some issues of gating were contentious

10.5 Common Stewardship (see also 5.10)

New complaint re vehicular access from Mr Skelt past reported. Note debate in item 5 adds more information, and the subject is also a part II re legal aspects.

The Clerk advised members of the discussion with CMS recently, they may have a contractor to begin hawthorn sapling removal in Furze Field which will be difficult to extract. A mechanical weed wiping process is considered risky and may not be totally effective, it was decided that this could damage the heather and other rare fauna. Request to CMS for Contractors name and contact so that estimates can be obtained.

10.6 Grass Cutting Contract.

Mr Paxton is asked to continue but taking on extra areas of common and ensuring the verges are cut in the fringes on all park and grass areas in the Village on the contract.

10.7 New Bridge

No additional comments from members, item kept on agenda-date 2006?

10.8 Fly Tipping

Members given latest information as noted in late papers, updates continuing. Cllr Henschley continues his campaign to SADC for better surveillance equipment. Almost 50 reported instances since Parish Office list was started in April 04

10.9 Parish Paths Partnership

Cllr Brazier said £1000 grant for each of the next two years is promised by Martin Carter. £2000-Clerk added we need to check for payments and programme the work.

11 RECREATIONAL AREAS

11.1 Parish Warden Report

Mostly litter picking and removal of old bath and moped from river bank. Work on CHFC included harrow on bottom pitch, sweeping Roestock Park, filled pot holes at High Street Rec, and sweeping tennis courts.

Requires bark for play areas, Clerk to order 10cu/m2 FROM Capability Brown to deliver to Warren Fm with permission of Mr R Paxton.

11.2 Parish Gardens Report

Copy of report circulated to members, general tidying up

11.3 Park Inspections

There were no reports this time.

Some replenishment of play bark required

Clerk to add comments at Roestock Park.

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

Three issues with the FC are outstanding, Cllr Brazier Cllr Rump and Cllr Reeves were concerned at the costs to be incurred if provision for disabled toilets, ramps and hearing loops have to be provided. The Clerk said the committees and management of the facilities have got to provide some self help here. There are firms that will come and audit or survey and make recommendations in order that works can be specified, budgeted and not overdone if the public access is moderate. Equally any work can be to a minimum but reasonable standard, such as providing a portable ramp at only a few hundred pounds, or modifying a toilet with new ware-seat-rail and wider door. Rather than a complete new build or structural alteration. Each facility has its own quirks which the individual management are best deciding the approach to comply. If compliance is not yet in place then so long as a feasibility study is underway and not seen to be doing nothing it is unlikely a magistrate would despatch fines/orders. The Parish Council are then best approached to consider any grants if applicable to the individual lease once the study has identified works and cost. It is seen that any management or committee of hall or premises are responsible for the building whilst in their care and within terms of their own lease, they should take the initiative first. In many instances hearing loops are only required when public are expected to hear lectures, presentations, regular meetings and stage presentations, often sports clubs or similar need not be compliant. What ever happens start now and get a survey in place. Other CHFC Budget or Grant Aid matters include:-

Grant for Pitch Maintenance/rent	£3,600	asking 50%	£1800
New Kitchen	£4,000	asking 50%	£2000
Rental Allowance	£		£ 800
Rates Review	£ unknown		
Other improvements	£ unknown		
Total			£4600

Members were in general agreement this is an item for the budget allocation review. Equally the club have other legal responsibilities for the building under the terms of lease. New rate charges affect all Council owned buildings when reviewed for 2006. The matter is deferred until the reports are received and terms of the leases reviewed

12.2 Tennis Court Report.

Tennis Courts had youth problem with playing football in the refurbished Court area.

12.3 Lafarge Land Issues

Previously dealt with-Clerk to try and arrange meeting with Ottaways and Lafarge

13 COMMUNITY PARK & POCKET PARK

A work plan for the area is required-a sum is included in the budget

14 ROESTOCK PARK

14.1 Inspection Report

Following the approval of the works the Clerk has engaged Mr Paxton to carry out the tree felling and scrub clearance, coppicing and dogwood removal in the park. Works are likely to begin at the end of the month. Marking of trees has been carried out and a clear understanding that a maximum of 5 cu/m2 only is to be felled. Old roots are to be buried with the aid of digger on site during the week as part of the whole job cost. A notice is to be posted near warning residents and users of the footpath to take care

14.2 Play Equipment in Roestock Graffiti

Included in above-Mr Paxton is requested to paint over or remove

14.3 Signs, Gates & Equipment

Litter bin missing-Cllr Crump asked do we have a bin from Boissy we can use

15 BOISSY PARK

See item 5 previously reported.

16 SMALFORD PARK & DOG WALK

16.1 Entrance Safety

No further action, exit and entrance safety issue.

17 SLEEP SHYDE PARK

17.1 Inspection Report

Clerk no report.

18 SLEEP SHYDE POND

18.1 Inspection Report.

Similar comments to last meeting-matters remain;-

Winter work will be required and job list to do for contractor or Parish Warden.

Clerk has Deep Water sign-RP to install

19 GLOUSCESTER PARK

19.1 Inspection Report

Similar comments- Clerk to do inspection accompanied Cllr Reeves-date to be agreed.

Notices required-add to list after inspection. Clerk has collected all deeds and other papers, members endorsed Cllr Reeves wish to for the PC to gain a land registration.

Clerk to contact Ottaways following the recommendations.

20 TYTTENHANGER FIELD & PLAY AREA

Cllr Reeves has given the Clerk a key holder list to the gate security padlock.

21 HIGHFIELD PARK & TRUST

No reports this time-no ball games notice required-need to define type/position

22 HIGHWAYS

22.1 Public Transport

There were no significant reports, Council remain generally dissatisfied with services and timetable, the disabled access busses not being used on the service yet.

22.2 Smallford Trail

No reports this time

22.3 Highways

Cllr Henschley informed members of the latest works with the aid of a spreadsheet from Highways Partnership, outstanding works included. Flooding is still a problem in Sleepshyde Lane. Other areas have perpetual pot holes; the High Street needs work on the surfacing, long overdue. Cllr Brazier has suggested half moon cut outs in green area in Whistlea Crescent to ease parking in Cutmore Drive. Works have finished in Richardson Place but Cllr Hall would like to see 6 trees in the centre. Parking remains a problem in Hixbury Lane verge, sign cleaning to be done 2 months

22.4 Evening Bus Service

No changes and no further items to report.

23 VILLAGE HALL (COUNCIL OWNED BUILDING)

Cllr Hall requested a permanent sign for the car park The meeting report was duly circulated. The committee have agreed to board the loft and upgrade the fire alarm.

24 CHARLES MORRIS HALL (TRUSTEE BUILDING)

An application for Grant Aid of £1250.00 towards a sound and hearing loop system
Decision deferred-

25 OUTSIDE ORGANISATIONS

No reports this time.

26 ST ALBANS & DISTRICT COUNCIL

No comments this time

27 OPERATIONAL MATTERS

27.1 Risk Assessments

Two members of staff are requested to complete their forms

27.2 Notice Boards and Bus Shelters

The Assistant Clerk has written to SADC seeking approval of Highfield Notice Board

27.3 Warden Training

Date to be arranged

27.4 Twining 50th Anniversary

Cllr Brazier commented on including a cost in any budget review in light of this fact.

27.5 Tree Strategy for St Albans

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

27.6 Tree Removal-TPO's

No reports other than St Marks Oak tree considered a risk due to wet rot-no TPO

Correspondence

The ODPM is enquiring about allotment sites with a survey form to be completed by the Clerk for information under PPG 17 Planning for Open Spaces.

There being no further business the meeting closed at 9.55 pm
Under the 1972 Act No Public and Press allowed-There followed a Part II

John Dean

Clerk to the Council

Jed/full/chpc mins/month-01-© 18/01/05



Full Council Meeting 13th January 2005 PART II
COLNEY HEATH PARISH COUNCIL

1. Apologies, Declarations & Announcements.

No Apologies

2. Approval of minutes of Part II on 2nd December 2004

Approved

3. Matters arising from the Minutes

There were no matters

4. Business as follows:-

P2-01 Pre School

Clerk will provide figures to members after next management meeting on 17th Jan 05

P2-03 Staff Engagement –Pre School

Karen Chittenden has been engaged to start 10th January 2005 as Pre-School Leader at a salary of £11,225 for 44 week year; she is a qualified person with good references in place. Further details of the contract of employment will to be done by end of January-on 1 month's trial/notice period.

P2-04 Disability act 2004

It was agreed that all management committees be asked to confirm they have or are intending to carry out a disabled audit/survey on all premises leased from this Council. A Clerk Letter is to be sent. See Clerk recommendations item 12.

P2-05 Memorial Bench

Julie Ikin has requested this on the wishes of the late Harry Heffer, Asst Clerk is dealing with this, a memorial seat request on the Common-Clerk asks can we refurbish/re use the seat or position in the Warren Track end in scrub that has a good concrete sides but no woodwork. (Mr Stayton-& costs to family if willing to do this) Otherwise a new seat in the position.

P2-06 Memorial Walk-Dedicated to Peggy Hughes

A request from the family of the late Peggy Hughes, requested the opportunity to have remembrance position dedicated to the memory, a past stalwart of parish life and popular person, also past Parish Councillor. 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 -money is apparently available via CVS & Peggy Hughes memorial fund.

Other money also available from CVS for memorial seat and plaque. Assistant Clerk & Cllr Brazier attending to arrangements. The site at Park Corner may not be suitable according to Cllr Brazier.

P2-07 Parish Office & Staff-new Salary Scales

New pay scales with the abolition of London Weighting after April 05 all admin staff need extra spinal points to compensate, also job structure of Clerk and Asst Clerk has some upgrade for size and duties connected to Parish value- and work/job now required. Clerk to give a future explanation to the members. The Budget has been provisioned, but on the light side. Members informed audit discovered Asst Clerk may have repayment for w/allowance not paid 2003/4 figures to be checked. (Max £150)

P2-08 Staff (Outside)

Clerk to update-Budget pay scales from April 05 to national agreed pay scales expected to be 3.5%

P2-09 St Marks Tree

Fresh Quote to consider for £862.00 plus vat. From Jack Fletcher Trees Ltd. Clerk to advise St Marks Church and has already notified Andrew Branch at SADC no TPO in place.

Contractor to liaise with Clerk and Church for a suitable date Clerk authorised to proceed.

Proposed Cllr Corley

Seconded Cllr Brazier

P2-10 Code of Conduct Issues

- Clerk to advise members that after the recent standards issue with Cllr Henschley we may need to re do our code of conduct this is to be added to the task list and expected to be resolved in new Parish Year. With new and revised format from NALC guidelines.

P2-11 Insurance

Past dealt with in part 1- Cllr Brazier to speak to builder

P2-12 Vehicle Intrusion onto and over Common Land-Policy

Consultation and approach Mr Claydon agreed by members, Clerk given authority to set up a meeting and to include Cllr Brazier, meeting at Henley on Thames office probable. Issues to be taken up include Commons rights, parking, access, and our role, also Cllr Reeves wants Tyttenhanger Parking issue included. Cllr Brazier proposed that we obtain a quote to post off the area of the common being subjected to indiscriminate unauthorised parking on same day as any notices go out after this is agreed with legal consultant once we are safe to proceed without litigation risk, or other unknown issues.

John Dean
Clerk to Colney Heath Parish Council
18th January 2005

 C. Camp