

**MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL ON THURSDAY -3RD MARCH 2005**

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

Clerk; Mr J E Dean

Members of the Public-Mrs G Moody Mr D Becker

Presentation-Re item 5.3- St Albans City & Dist Council Officer Linda Middleton.

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

1. APOLOGIES

There were apologies from Cllr Hall and Cllr Rump; Cllr's Brazier & Day would be late in arriving due to attending other meetings.

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 3RD February 2005 were approved and accepted as correct-
Proposed by Cllr Reeves

Seconded by Cllr Corley

The minutes were signed by the Chairman as correct.

4 MATTERS THE CHAIRMAN MAY BRING BEFORE THE COUNCIL

The Chairman said there were two issues that did not appear on the agenda that members might like to debate,

East of England Plan

Secondary School Intake

Defer these to item 8 prior to P/questions

Both were topical, and Cllr Brazier was going to be late, dealing with a parent over Onslow School Hatfield transfer placement and possible appeal. It was agreed to make an opportunity later in the agenda for inclusion. Cllr Clarke requested SEERA Plan details. Following we are to receive a presentation about Affordable Homes and the terms of their rental from Linda Middleton SADC we will have next in item 5.

5. URGENT BUSINESS AND MATTERS ARISING

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

Cllr Corley said she had little to report other than the new set up was running smoothly, new leader in place and popular. OFSTED had visited to ensure that she was screened as a suitable person after the Clerk had written to ask if we could increase numbers from 20 to 26 and confess to having a new leader in post.

Dr Crump

The report was satisfactory and we are waiting to hear back, we should note that a full OFSTED will happen again after we have been running 7 months, that is around April May time and this will be at random with little notice. All staff was working well and getting involved in their courses for necessary qualifications. Adding that hopefully now we have the makings of a good team for the long term to benefit the community. The Clerk added that he would give a financial overview under item 7.

5.2 Coursers Road

Members were informed that Legal action is noted by letter dated 15th February 2005 from SACDC. Cllr Brazier said it might be possible to give a report with more details at the next meeting. These applications have been issued in the High Court and will be next heard before a Judge on Monday 21st March 2005. This will also include others concerned in the issue as well as the main defendant in the case.

5.3 Affordable Housing

The Chairman welcomed Ms Linda Middleton Housing Policy Officer, SACDC presenting the plans for Hightown Praetorian and Churches Housing Association Who will build and own the development at Sleafshyde Lane. The key issue was to invite the Council to offer their views on the qualifications for potential applicants. Several questions were put forward, including Cllr Reeves asking about key workers and Cllr Brazier supporting only Parish people should be considered. Cllr Henschley originally wanted the development to be bungalows. It was agreed after the notes had been distributed to members, those not attending would be copied out, and any other member wishing to offer their views could do so. Council decision was that two out of the three homes reserved to CH qualifying persons, the one remaining to general list. Members requested this remain on the Agenda for April (regular item-see @ 8.5)

5.3 Highfield Trust and Park

No further reports to add from the 25th January meeting according to Cllr Reeves who is a Trustee. Clerk added that copies of the report are circulated. The official opening was expected to be announced taking place in September 2005.

5.4 Lafarge-High Street Recreation Ground-Entrance & Access

The Clerk has written to Lafarge regarding the access and p/ROW issue, all members agreed that CHPC has more rights than indicated. The School and CHFC also need to be made aware of the potential parking restrictions that may follow.

5.5 Crime Report

There was no report this time, but the Clerk had spoken to PC Alan Reynolds about the quad and trials bikes invading common and park land, the public danger was noted and he promised to keep a watch out. We have adequate By-Laws, upholding is the difficult issue especially catching culprits who may not be from the area. Members expressed the need for a Community Support Officer attached to C/Heath, as other Parish's such as London Colney. Members also suggested a letter be sent to Ms Allison Brown-Gibbon head of Herts Police Service asking for similar CSO.

5.6 Transport local Busses Petition-Dissatisfaction

Cllr Corley said the Clerk had sent a letter to Rob Jepson Strategy Development Manager regarding the issues raised in the Parish Plan. We were also arranging a meeting on 21st March to form a transport group. VH Committee room was booked. and several interested parties said they would attend. The wish is a community bus or get a better service with disabled facility at certain times, the ultimate requirement.

5.7 Boissy Park

No further reports on this matter Cllr Reeves asked its total removal, as there was little point in having on the Agenda now.

5.8 Tyttenhanger Sign

Cllr Reeves said that the local competition was still going on, he noted the allowance. More importantly now was more simple notice to be ordered and made regarding prohibition of -Ball games are not allowed in this car park by order of CHPC. This sign for the Charles Morris Hall Car Park to be ordered by the Clerk.

5.9 Commons Stewardship (See 10.5)

Cllr Brazier told the members that the second stage of the clearance was now almost complete; a staged unwanted tree removal was to take place shortly. The Clerk added that this was estimated at £ 800 but as we had only been charged £3055.00 By the contractor there was money left in the job, further grant potential-CMS and DEFRA. A contractor is to be found to do the hawthorn on Furze Field. The Clerk has been in contact with CMS and they are to recommend a specialist once Rachael Keene returns from holiday in the middle of March. The Clerk added that grants need to be done. Cllr Reeves asked if the stumps were likely to cause problems with commons grass cutting, Clerk advised what the contractors had said about the height of the coppicing. He would ask the grass contractor if it met his requirements of a problem free cut.

5.10 Vehicle Intrusion on to Colne Heath Common

Cllr Brazier had a meeting along with the Clerk at the office/home of the legal expert Mr Paul Clayden in Henley-on-Thames 11th February. Cllr Brazier felt the meeting was worthwhile and should lead to the opportunity to sort out the Commons and Wayleave, access and car parking issue for the future. The plan was discussed to hold a public meeting after we had told the residents (by letter) flanking the common what we are about. An opportunity to tidy the matter up for the long term. It was possible that a fee per car was likely. Better control was necessary under the Act, which we are obliged to do under statute, the access was increasing the Common is not a car park. Such issues will include the Way-leave and Easement licences and other intrusions. The Clerk said we need to mark our footpaths as soon as we can across the common.

5.11 Payphone at Tyttenhanger Green

Members were appalled at the potential loss of the facility following BT decision not to replace after an incident; Cllr Reeves suggested this was an important service to the village no matter how little it was used. Clerk to write asking for it to be reinstated. Deadline 42 days from 7th February 2005= 21 March 2005 for any village comments.

5.12 Litter Picking Week-2-10 April

Letter to Cllr Corley, to request members participate, various requests to help and do some arranging about collecting litter or for the PC to arrange any risk insurance.

6 SPECIAL AND NEW BUSINESS

6.1 Smallford Landfill Site Methane Levels Monitoring

There was no further report to add, Cllr Crump had previously stated that we still had no positive information on the exact methane levels. A reply from Richard Fyfe Assoc Director Lambert Smith Hampton in January, popular decision to keep on agenda. Especially as the Chairman remarked no one seems to know what is going on and appears to be a lack of information following the earlier brief response to the e-mail.

6.2 Vital Villages Plan-Published November 04

Cllr Corley has handed the plan and all its details and back to the Parish Office for safe keeping. Cllr Corley also announced that a get together was taking place on 14th March to visit Redbourn and discuss the Community Bus project there. Especially to look at the operating costs as a model to consider in Colney Heath. Also consider the prospect of a circular route if we had such an opportunity for a community bus here. On the 21st March the Village Hall Community Room a Working Group is to be set up in order to carry the transport issue further. Cllr Brazier is also planning to attend.

6.3 Youth Club

Councillor Brazier advised members of the situation, up to 15 local youths attend and things are going ok. Staff and young people get on well together.

6.4 Smallford Residents Association

Cllr Brazier said there was nothing more to add other than the District Council would almost certainly refuse permission. A great deal of interest had been created in the various pressure groups all opposed to the development density and plans.

Communication Letters of support received from:-

Jeff Lewis 24 Oaklands Lane

CPRE

7 FINANCE

Before the debate and discussion the Chair said that the APM would require a fund and asked the Clerk what was required, last year we had kept to a budget of £150 and a similar sum would be adequate again. This is agreed in principle with the following. Cllr Brazier also requested the Budget be paid to the Twinning as the Boissy St Yon is due to arrive at Easter and reciprocal trips arranged. It was agreed to draw £250 immediately and send to the Treasurer Sue Rowland right away with a letter.

Proposed Cllr Brazier

Seconded Cllr Clarke

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 dates shown members agreed and approved the statement as recorded. This month there was a payment total of £13935.97 including the wage and transfer

Insurance Premium-Zurich Municipal

The Clerk informed members of an additional premium for Treasure Tots £424.17 and wages & salaries extending public liability £261.37. Part already paid for T/Tots now requires £557.13 extra to cover. Clerk recommends be paid.

Bank Movements and Finances

Bank Transfer from Reserves to General Account-03/03/05 -£10,000.00

Bank Statement Capital Reserves £36181.44 (21 Jan 05), Reserve Account £ 624.67 (21 Jan 05), Bank Main Reserve Account 61562.13 (21 Jan 05), Current Account £4414.09 (28 Feb 05)

This is the position of the accounts according to latest statements received-members.

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

Proposed by; - Cllr Brazier

Seconded By; - Cllr Henchley

Other Income including P3

The Clerk confirmed that P3 £1000 for this Parish Year, was paid into the MAP account to keep it entirely separate for the moment out of current Parish Funds. (Also other good reasons for being "parked" in reserve for now)

Income from Wayleaves

This has been temporary postponed awaiting outcome from Legal Expert.

7.2 Audit 2002-3

The Clerk advised that this was now entirely with Lubbock Fine, he had been asked a number of additional questions and had answered and had sent several sets of papers to them in line with their requirements. Still some files remain incomplete or missing the correct information altogether. He added that he would be letting members have the copies of Parish Accounts for this period in part two. It may be possible to have copies at the APM if signed off by then, (LF) ideally we should charge £5 per copy.

Audit 2003-4

The Clerk said that he had reported the detail to members last time and we now await the Audit Commission documents from Lubbock & Fine to enable their completion.

7.3 VAT Claim-Current year

The Clerk advised the position.

VAT Claim Past years 2002-3

Clerk has submitted a claim for year 2002-3, amounting to £2836.05

7.4 Banking and Signatories

Clerk advised, no further report to add, Treasure Tots has received more grants and the Chair and members will be kept informed. Bank balance at 01/03/05 was £ 3758. The Clerk gave members brief details of the operating costs adding that until we are in a break even situation the PC will have to give support of around £600/750 pcm.

7.5 Pension

Contributions outstanding have been paid only one employee is on the scheme. A recent Pension Group circular has been copied to the employee. The Clerk is attending the County Pension Scheme AGM on 16th March 2005. New and increased contribution rates are expected next year-employer/employee.

7.6 Budget & Precept-2005-6

Nothing further to add the precept amount stands at **£121,635.00 for 2005-6**

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 a part II. Payments to date- IR & NI sent this month (December) for £1251.61-sending off.

7.8 Insurance-Zurich Municipal

The Clerk said the insurance claim was stuck because of the wording of the Account sent to CHFC-Cllr Brazier is giving some help here.

7.9 Rating Demands-Village Hall & Parish Office

Demands noted. Office is PC responsibility; VHC must deal with other demand themselves as they hold Charitable Status.

8. PLANNING

The members were given information from Cllr Brazier Cllr Day and Cllr Henschley on the Agenda list, and took decisions on the issues as listed here any appropriate decision or advice will be sent to SACDC Development Control.

Cllr Henschley was concerned that in his discussion with Cllr Brazier he had some reservations about the process of completing the task. The Clerk added that we had some delays but Cllr Brazier was an advisor on the committee and that if Cllr Day was on holiday or unable to address the task, then if others on that committee were able to give qualified help then that was acceptable. Cllr Day reiterated the fact that getting the plans through was the criteria. Cllr Reeves said he keeps track of local plans on the SACDC web site and puts in his ward comments if applicable.

The Clerk said with fewer days now to complete the task now, down to around 21 if we did not get them posted to us in reasonable time they can easily become late.

It was agreed that a letter of complaint should go to the Head of Department at SACDC Mr Alan Moorhouse about the delays sometimes in receiving the plans.

8.1 Planning Applications

Debated:-

5/05/0092	484 Hatfield Road	Single storey side and two storey rear extension	No objections- Cllr Day has plans *
5/05/0093	2 Housefield Way	Single storey side and rear extension	No objections- Cllr Day has plans *
5/05/0094	4 Housefield Way	Single storey rear and side extension	No objections- Cllr Day has plans *
5/05/0099	11 Newfield Way	Single storey side extension	No objections- Cllr Day has plans *
5/05/0082	Roundhouse farm Roestock Lane	Conversion of timber barn into one dwelling and erection of carport	No objections – CHPC support this application. Cllr Day has plans*
5/05/0087	7 Sleapsyde Lane	Single storey rear extension	No objections Cllr Day has plans*
5/05/0109	5 Springfield Road	Two storey side	* Strong local concern –

DC	Smallford	extension	Ms H Falk, re Car Parking. Strong concern as will not have adequate parking. SADC look into parking issue.- Cllr Day has plans*
5/05/0060	The Oak House 14 Starlight Way	Single Storey front, side and rear extension	Objected to as visual impact of this large extension is still too great for the location and the roof line is still too high. – Cllr Day has plans*
5/05/0075	23 Puddingstone Drive	Rear Conservatory	No objections- Cllr Day has plans *
5/05/0057	103 Tollgate Road	First Floor extension and new pitched roof above existing garage and existing rear extension	No objections- Cllr Day has plans *
5/05/0239	Grassed area opposite 62 Puddingstone Drive	Installation of double pouch box	No objections
5/05/0265	1 Stanmore Chase	Rear conservatory	No objections
5/05/0220	2 Roestock Lane	Two storey front extension	No objections
5/05/0245	45 Wynches Farm Drive	Chimney stack to side of dwelling	No objections
5/05/0248	60 Oaklands Lane	Single storey rear, and front extensions and loft conversion and roof extension incorporating side dormer windows	Only concern is side dormer windows may overlook the adjoining property and we feel a condition of glazed glass should be attached to the application.
5/05/0193	14 Church Croft	Rear conservatory	No objections
5/05/0163	Land off Glinwell Nurseries	Club House and car parking facilities and two sport pitches	We feel this application as set out would be detrimental to our environment and destroy the Green Belt with out justification of need, also will have significant impact on our roads. Please see attached note.
5/05/0157	15 Princess Diana Drive	Rear conservatory	No objections
5/05/0118	28 Newfield Way	Two storey rear extension, rear conservatory and alterations to openings	No objections
5/05/0139	Smallford Nurseries Hatfield Road	Erection of vertical heat storage tank and single storey service building	We feel this will have a detrimental effect on the visual aspect of the area. Please see attached note.
5/05/0291	2 Grafton Close	Two storey rear extension	With Cllr Brazier
5/05/0314	27 Park Lane	Erection of Three	With Cllr Brazier (letter

		bedroom dwelling	sent)
5/05/0299	518 Hatfield Road	Single storey ancillary outbuilding and alterations to main dwelling including loft conversion	With Cllr Brazier
5/05/0327	Balvicar Cottage 68 Roestock Lane	Garden Shed	With Cllr Brazier
	Unit 1 Highfield Park Local centre	Provisional justices off licence	Copy in office

PLANNING-Special notes specific.....

518 Hatfield Road-Cllr Reeves concerns noted, non compliance-Cllr Brazier said that Enforcement Officers were now involved in checking the site.

Belgrave Homes

Proposals noted –aside of this Cllr Brazier said this area is likely to get allocated around 7500 new homes by 2010 as part of the South East Structure Plan (ODPM)

Letters received regarding Smallford Development

Objections from Public Meeting noted see item 5

5/05/0314 Application for One new Dwelling at 27 Park Lane Colney Heath

Objection noted from Mr Peter Jones 24 Park Lane to this development.

East of England Plan SEERA

It is noted that objections or observations need to be in by 15th April, Members requested a simple communication, e-mail, letter or other be sent from CHPC indicating our overall objection (J Chapman). Members may wish to make their own comments, the Clerk will distribute some “orange have your say forms” to members.

Telecoms Site Plans

Notification letter 25/01/05 site considered Fleetville- South Brick Knoll by 02.

8.2 Appeals & Enforcements

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

Nuckies Farm-Coursers Road

As previously noted in item 5

8.3 Planning Decisions

Members noted applications that had been refused-

8.4 Glinwell/Smallford Garden Village site proposals

Rejected as debated -over development and Green Belt

8.5 Affordable Housing

Presentation in item 5 continue this heading on Agenda

8.6 Planning on the Web

No debate this time

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

No Applications received

8.8 Air Quality Action Plan

Remains on agenda-no comments this time

Note-above re numbered against agenda

8.9 Secondary School Placements

Cllr Brazier and Chair Cllr Crump had received comments regarding the placements for local children, of 26 pupils 3 were given a Hatfield School taking into account location of their home and the access via the tunnel, and not considered the families. Cllr Brazier had made a visit to a number of parents prior to attending the Council meeting. The circumstances were unacceptable and he was recommending an appeal, he said he had agreed to assist the parents in the appeal process. These pupil allocations were unjustified, other schools in the area were better suited for them. Appeals were heard in July and little other that writing could be done until then.

9. PUBLIC QUESTION TIME- 9-9.10pm

There was some further informal discussion regarding the School issues.

10 COLNEY HEATH COMMON-(POS)

public open space

10.1 Commons Ranger Report

Members were copied with the report, rubbish bin by Church Lane uprooted RP to do. The decision was made meeting regarding Jubilee Seat near Coursers Road, it is agreed to request Mr Stayton to quote for repair or refurbishment as the concrete sides are still in position and sound. RP also to be requested to install a waste bin for the rubbish near the Jubilee seat, we have one left from Boissy Park stored at the Farm.

10.2 Three Valleys Water Pipeline across the Common

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

10.3 Monitoring of Transco Pipeline

The Chairman added there is no report this time

10.4 Warren Track Access (p/.ROW)

Clerk has no further report

10.5 Common Stewardship (see also 5.10)

Past reported in item 5-nothing further to add.

10.6 Grass Cutting Contract.

Mr Paxton has been written to and requested to continue contract and 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. Concerns over stumps might inhibit mowing;

Cllr Reeves offered a contractors name to Clerk, specialist in stump removal. The Clerk has suggested we accept a written fuel surcharge if prices exceed .50p/ltr (Pink Diesel) where normal cutting uses 50 litres average, Council will pay x 50 if costs rise above the base-e.g.- if price is .55p we pay .05p per ltr x 50 = £2.50 extra and so on.

10.7 New Bridge

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

10.8 Fly Tipping

Members given latest information, the sheet kept since April 04 with over 50 items of fly tipping. Cllr Henschley said if each costs a figure of £100 who ever removes the material there is some significant cost to authorities and eventually the tax payer. Members accept this national problem will need more effort from the district to catch the criminals and prosecute by installing objective methods to achieve results. We will be sending our data to SACDC after next month APM with the list & letter. Cllr Reeves thought we had made progress by monitoring- it was on record now.

10.9 Parish Paths Partnership

Previously dealt with.

11 RECREATIONAL AREAS

11.1 Parish Warden Report

Two Dog Bins have been installed one on the Common opposite Cock PH, the second installed near Water works foot path office to advise SDK to add to regular collection list. (off when bins were stored at W/Farm from Boissy Park) Extra cost will result. Warden reports replacement fencing will be required at High St Recreation area and when works are complete at Roestock Park. Clerk offered several options to consider in next parish year-2005-6 such as post & wire, stock fencing, chestnut, chain link. A job for the spring for suitable contractors to be investigated to get estimates once type and length is defined. Clerk added cost will varied but- expect £10 per mtr at current going rate a topic for future meetings. Any fencing needs to have long life.

11.2 Parish Gardens Report

Report circulated, general winter work noted,

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
An immediate request is two urgent signs wording was confirmed as-

NO BALL GAMES IN THIS CAR PARK-

By Order of the Parish Council

For Charles Morris Hall

**NO OVERNIGHT PARKING ALLOWED-
AUTHORISED HALL VISITORS ONLY
MAY PARK OR USE THIS CAR PARK**

By Order of Village Hall Management
For Village Hall

12 HIGH STREET RECREATION GROUNDS

12.1 Colney Heath Football Club

The Chairman outlined the issues before the Council which included a decision if we are going to make Grant Aid available to the Club and how much noting if we refer to the past minutes the sums are explained. The Chair said that it is quite clear from our obligations as landlord the disabled toilet is our responsibility. The requested grant for pitch maintenance and a new kitchen is the issue to debate. Cllr Brazier said that at the Finance Working Party Meeting on 28th February with Mr Marlborough Chairman representing the Football club we had details now of 04 accounts Cllr Crump said they must remain confidential the Clerk would permit members to see but no copies. The Chairman said we would discuss the amount of Grant in part II but we should decide now what it would refer to, pitch, kitchen, other? The Clerk said that he had been in touch with SADC officer concerned to see if there were any grants for the toilet, unfortunately none are available. The other important fact is the assessment must include other access requirements and end by getting a building certificate to go with the deeds, lease and insurance details. It is a material change to the premises. We should get a professional audit, SADC officer recommended, cost circa £500. Members present unanimously agreed this procedure the Clerk will write to CHFC and deal with engaging the building disabled requirements audit, Cllr Reeves said if we could save this fee we should try to. The Clerk said his reasons were that if any mistakes were made then we can refer it back to the firm, as that is removed from the Council body as a whole and we are not vulnerable in compliance of duties. It was the correct path and he had to recommend acceptance. Costs might be saved as the audit examines build costs in the remit, and we get a full report. All members accepted this. Cllr Corley said we had little option over this and we should just get on with it. During the debate Cllr Henchley remained silent and refrained from being any part of the debate in line with his agreed declaration, and procedure as President of the Club. The Clerk reminded this would have to come from reserves as overspend in 2005-6.
Remainder in part II

12.2 Tennis Court Report.

Attendant reported unfortunate recent spate of vandalism to the tennis courts and damage to fence. Apparently a person unknown is using wire cutters. Clerk will inspect the damage also reported by Cllr Brazier and see about repairs on any safety.

12.3 Lafarge Land Issues

Previously dealt with-Clerk has written to arrange meeting with Lafarge, this may equally affect School & CHFC where parking restrictions could be a problem.

13 COMMUNITY PARK & POCKET PARK

Cllr Corley requested a "tidy up" the Clerk said that next time CMS are in the Village he would ask their advice.

14 ROESTOCK PARK**14.1 Inspection Report**

Work and scrub clearance was continuing at the time of the meeting, no further report. Other works will need to be considered next meeting such as seeding fencing etc. Cllr Corley is to try for the Biffa award to pay for shrubs tree saplings and safety surface for the play area. This is a regularly used park area and benefiting from recent works from past lack of maintenance with added public safety to children.

14.2 Play Equipment in Roestock & Graffiti

Included in above-Mr Paxton is requested to paint over or remove once season and weather conditions improve.

14.3 Signs, Gates & Equipment

Signs once works are completed, Clerk list.

15 BOISSY PARK

Cllr Reeves wishes to delete this item, all agreed

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 required and job list to do for contractor or Parish Warden.

Clerk has Deep Water sign-RP to install-Cllr Crump mentioned we have a volunteer helper to litter pick and keep an eye on the pond, Clerk would like name/address.

19 GLOUSCESTER PARK**19.1 Inspection Report**

Archive details to be sent to Ottaways regarding land registration claim with a letter.

20 TYTTENHANGER FIELD & PLAY AREA

Cllr Reeves requested play bark; - a notice is required to stop ball games-see 11.4.

21 HIGHFIELD PARK & TRUST

Previously reported members had nothing further to add. Report Paper circulated.

22 HIGHWAYS**22.1 Public Transport**

Cllr Corley informed members of calling a meeting to set up a campaign as part of Vital Villages and going to see the Redbourn Community bus.

22.2 Smallford Trail

No reports, the facilities abuse from trials bikes noted, but remains a problem.

22.3 Highway matters

Cllr Henchley reported the bi-monthly meeting had taken place on 22nd February with Council Officers Mr K Williams and D Bowman, the reports were examined and a reasonable amount had been dealt with. It was noted that significant improvements were being made as a result of these two officers on board. Copies of the report were circulated to members. The Clerk had received a letter on 2nd March from P Lerner Head of Paid Services, asking for a list of urgent highways work as possible extra money was available. The Clerk had informed Cllr Henchley and responded back to the officer to say we would prepare a short list from this meeting. Members agreed-

1. High St, rutted & collapsed utilities trench Crooked Billet to Terraced Houses
2. Collapsed Road surface Tyttenhanger Green 1-29 south side
3. End of Barley Mow Lane-to main A414 considered a dangerous surface
4. Admirals Close Footway-pedestrian risk from unevenness and ruts

A letter is to be sent to bid for some funding now on some of these important works.

22.4 Evening Bus Service

No changes and no further items to report from Cllr Corley.

23 VILLAGE HALL (COUNCIL OWNED BUILDING)

Copies of the report were circulated, there were no specific reports or issues from the members, Clerk said notice is required and new rateable values were noted, VHMC is a registered Charity accordingly pays little or no rates. Office is separate & pays rates. The car park re-surfacing is a regular item discussed on their minutes, Council are not in a position to agree funding at this stage, or agree to the type of surface.

24 CHARLES MORRIS HALL (TRUSTEE BUILDING)

An application for Grant Aid of £1250.00 towards a sound and hearing loop system
Decision remains deferred-but should be dealt with at 7th April Full Council Mtg;

Charles Morris Allotments Charity Registration no 254462

The Clerk had received a letter from the Charity Commissions asking for 3 years back dated accounts. After several past phone calls and letters it appears this has never been closed off. Checking on records it was part of previous Clerk duties but was wound up in December 2001. Bank statements and an explanation sent to them. Peter Scott has been copied and kept informed. Hopefully matter is closed now.

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 matter ongoing

27.2 Notice Boards and Bus Shelters

Sign is ready contact was made to planning back in November 04 still no positive response-clearly forgotten about by SADC-KPM looking into again.

27.3 Warden Training

Date to be arranged-matter ongoing

27.4 Twining 50th Anniversary

Cllr Brazier pleased to see the Grant of £250, should be sent right away.

27.5 Tree Strategy for St Albans

Clerk has no report this time

27.6 Tree Removal-TPO's

Clerk reports tree surgeon booked no date yet, St Marks advised job is immanent

Important Correspondence

Harpenden Rugby Club details of new premises at Deacons Fields Redbourne Lane appealing for support from area residents and wider community to write supporting the planning application to SADC-letter 24th February 2005

Invitation for the launch of Herts Police Plan & Strategy Review- Monday 21st March Fielder Centre Hatfield ask Clerk for details if you wish to attend all Members copied.

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.

Copy letter from Cllr Brazier dated 4th February to Mr S Walmsley District Manager Highways Team regarding Demolition of Historic Railway Bridge re- Belgrave Land Development. Suggest replacing with a Toucan crossing, viz- Smallford Bridge. Clerk to send letter asking CHPC be kept informed of any plans or applications.

Economic Development Strategy-SADC 2005-7 A consultation document relative to improving the business and retail economy of the area leading to jobs, prosperity and better life/quality/sustainability issue. Clerk to send a copy of Vital Villages Plan to Mr Des Welton Head of Enterprise & Development at SACDC.

Members Awareness and Training Evening. Advance invitation to all District and Parish & Town Councillors date 24 May 2005 –subject Section 106 monies 7.-9.00

PUBLIC CONSULTATION M1 & M10 ROUTE MANAGEMENT STRATEGY

Consultation exercise for the M1 between J1-J19 and M10. Actions to improve over next 10 years considerable expenditure. Closing date 16 May 2005

There being no further business the meeting closed at 10.25 pm
Under the 1972 Act No Public and Press allowed-There followed a Part II

John Dean

Clerk to the Council

Minutes of the PART II Meeting 3rd March 2005

1. Apologies, Declarations & Announcements.

There were no apologies or announcements

2. Minutes of Part II on 3RD February 2005

Minutes of the Part II meeting 3rd February 2005 were approved and accepted as correct

Proposed by Cllr Clark

Seconded by Cllr Corley

3. Matters arising from the Minutes

There were no matters arising from the minutes

4. Business as follows;-

P2-01 Pre School

Clerk gave an update by way of a spreadsheet of the current financial position

P2-01 Colney Heath Football Club Grant Aid

It was agreed by all Members present that the grant will be a total of £3600 as a one-off-payment contribution towards the pitch maintenance and Kitchen, there would be a reduction in the rent in line with lower rateable value and from 1st April 2005 the rent payments will be £283pcm by direct debit. The disabled toilet and access will be handled via the Parish Office and does not form any part of this Grant Aid. The Clerk advised members that the conclusion on the Grant was fair in light of the large budget overspend expectation for 2005/6 of over £25,000, without T/Tots, and caution should prevail.

Proposed Cllr Brazier

Seconded Cllr Day

P2-03 Staff Engagement –Pre School

Hazel Smith cannot be paid Maternity leave via the Treasure Tots or Parish Council. The staff rota is including two casual staff on payroll and appropriate rates for Hazel Smith and Carolyn Beach is doing extra hours. Payroll last month (February) was £2114.62

P2-04 Disability act 2004

Matters previously covered in part 1, with nothing further to add, CHFC Disabled Toilet is to be Audit assessed, cost up to £500 plus vat. Other future considerations will be for Disabled Access to F/Paths.

P2-05 & P06 Memorial Requests

Matters needing resolve memorials to late **Harry Hefer**-Late **Peggy Hughes**-Late **Alex Howard** Assistant Clerk & Cllr Brazier have been attending to these requests but matters are taking time.

P2-07 Parish Office & Staff-new Salary Scales

The Clerk will discuss again amicably with Fin/Committee after decisions at NALC/SLCC concluded, amicably new pay can be back dated. This will affect Clerk and Asst Clerk with possible dispersal of Weighting Allowances (London Outer Fringe) into scale points. (SLCC and NALC in discussion-pending).

P2-08 Staff (Outside)

Outside staff and others will get 3.5% COL increase from April pay day. Not including Treasure Tots who have agreed pay scales for this year from Jan 05.

Letters to go out to staff regarding all being put on 12 equal payments instead of weekly pay.

Also several may have been paying too much tax/Ni due to second jobs situation and glitches on the format of the payroll software. After this April year 2005/6 system entirely on SAGE Payroll for all. Assistance to be given regarding re-claim from Revenue for those staff affected.

P2-09 St Marks Tree

Contractor booked-tree to be dealt with soon-Church has been informed. No TPO in place.
Fresh Quote to consider for £862.00 plus vat.

P2-10 Code of Conduct & Standing Order Issues

Clerk advises matter remains outstanding and needs to be addressed later.

P2-11 Insurance

Cllr Brazier assisting Clerk on pavilion water tank claim, separate account from builder needed.

P2-12 Vehicle Intrusion on to Common Land- Council Policy

Legal advice agreed with P Claydon, fees £60 per hour plus any travelling expenses if field visits.
Letter to be approved by Paul Claydon, then sent out to all properties next to Common.
Public meeting to inform all interested parties residing nearby will follow at a later date.

P2-13 Treasure Tots Hardship of Parent re-Fees

Clerk advised matter resolved no further issues.

P14 Belgrave Homes-(Land)

No Reports

P2-15 Parish Accounts 2002-3

Members were given each their own individual copy of this accounts that had been outstanding from previous years prior to the present Clerk was employed. The recommendations of RBS were copied at the same time for members to analyse at the same time. Accounts are not signed off yet by Lubbock Fine and must not be copied or given away to others at this stage. Hopefully we will have the situation resolved by the APM in April and public copies will be available at £5 if any Parishioner requires.
Cllr Crump asked what action we need to take on RBS recommendations, Clerk said we should monitor at future meetings, but many of the action points were being or had been progressed already.
Accounts for the year 2003-4 are done but waiting for the next Audit form from LF and can then be dealt with in association with RBS and a short half day meeting to complete.(RBS time is Chargeable)

Members would need to accept the accounts and recommendations at their next full council April 7th

John Dean

Clerk to Colney Heath Parish Council-at 8th March 2005