

Please bring to
meeting on 12/2/97

COLNEY HEATH PARISH COUNCIL

MINUTES of a SPECIAL meeting of the Colney Heath Parish Council held on Wednesday 22 January 1997 at the Pavilion, High Street Recreation Ground, Colney Heath.

PRESENT

Cllr. C. Brazier (Chairman)
" D. Crump
" F. S. Ellis
" Mrs. H. Lynch
" Mrs. M. Nash
" S. Parish

APOLOGIES

" Mrs S. Defoe
" Miss A. Thomas

IN ATTENDANCE

Mrs. C. Pluck (Clerk)

1) MINUTES OF THE INFORMAL MEETING HELD ON 6 JANUARY 1997.

The minutes of the Informal Meeting were approved.

2) ADDITIONAL INFORMATION

The Clerk reported the following up-dates since the Informal Meeting:

Boissy Park.

Mr. Wearmouth (CDC Valuation & Estates) was still in the process of studying the lease for Boissy Park to establish whether or not the site could be sub-let for organised football matches.

Parish Council Office

Cllr. Brazier confirmed that he would soon be meeting with the owner of the premises to the rear of the Cock PH in the High Street to discuss the possibility of the Parish Council leasing the premises for use as an office.

Cllrs. discussed the basic requirements for the premises i.e water, toilet facilities, heating and security as well as internal decoration and furniture. It would be important to secure a long term lease i.e 99 years if the Council was to justify committing substantial expenditure to a leased building.

Cllr. Mrs. Nash mentioned another option of building a Parish Council office to the front of Colney Heath JMI School. The County Council had no objections in principle to the shared use of school premises and the Headteacher of the JMI would welcome the opportunity to combine the work with his plans for an extension to the school secretary's office and improvements to the reception area.

RESOLVED i) Cllr. Brazier arrange a meeting with the owner of the little shop and Cllrs. Mrs. Nash and Crump.

ii) Cllr. Brazier establish the feasibility of extending the Village Hall to accommodate a Parish Council office.

iii) The Clerk seek the Headteacher's views on the proposal to build a Parish Council office on the school site.

Village Hall Toilets

Cllrs. discussed the letter from the Chairman of the Village Hall Council asking the Council to consider a donation of £2,000, or an interest free loan to be repaid over two years, towards the refurbishment of the ladies toilets including the provision of a disabled toilet.

Cllr. Brazier explained that the VHC had accepted a quotation for £11,000 for the work but had been unable to secure money from the lottery grants which were intended for new projects rather than the improvement of existing facilities.

RESOLVED to make a donation of £2,000 to the VHC for refurbishment of the ladies toilets and provision of a disabled toilet. The financing of the donation would be made from the 1996/97 underspend and the reserves.

3. GRASS CUTTING CONTRACT 1997-99.

Cllrs. considered the draft contract, circulated prior to the meeting

Cllrs. were happy with the inclusion of a requirement for the recreational areas to receive additional cuts to keep the grass to 4 cm throughout the contract season.

Cllrs. felt that an extra paragraph should be included, relating to the Common, to inform potential Contractors that Colney Heath Common was a Hertfordshire Heritage Site and may soon be granted Local Nature Reserve status. It should mention the importance of protecting the country-rare species found on the Common and that the Herts. Environmental Records Office had developed the mowing regime to ensure maintenance of rare species and effective husbandry of the Common. To stress that these specifications must be adhered to and no variation should take place without the prior permission of the Parish Council.

Cllr. Mrs. Nash felt it was important to mention that vehicular access would be provided to the area of the Common to the west of Church Lane.

4. FINAL BUDGET CONSIDERATION

The final budget for 1997/98 was set as follows:

ADMINISTRATION	97/98	96/97
Clerk's salary (2.5% national agreement)	16289 ¹⁰²	15892
Office Accommodation	612	600
Telephone	633	621
Car allowance & mileage	2053	2013
Photocopying	816	800
Stationery	204	200
Postage	158	155
Other Petty Cash	898	880
Office Equipment	663	650
Subscriptions & Donations	632	620
Courses	102 ²¹²	100
Wages: (increase of 2.5%)		
High Street Recreation Ground Groundsman - Pay -	3319 ³¹⁵	3239
Clothing Allowance	105	103
Sleapshyde/Tyttenhanger Groundsman - Pay -	1769	1726
Clothing Allowance	75	74
Travel Allowance	152	149
Annual Tool Allowance	22	21
Common Ranger - pay	1768	1725
Parks Ranger - pay	2926	2869
Clothing Allowance	105	103
Travelling Allowance	152	149
Tennis Court Attendant - pay	513	500
10% bonus on annual takings	60	60
Closed Churchyard Keeper - pay	444 ⁵²⁹	433
	34470	33682

OPEN SPACES

	97/98	96/97
Grass Cutting Contract	8000 ⁸³¹	6180
Common - post labour(500), maint.(500)	1000 ³⁹	2200
Purchase and emptying of dog bins	1900	
Boissy Pk. - £175 rent & maintenance	400 ⁸³³	400
Gloucester Plgd. - £5 rent & maint.	400 ³⁴	400
Sleapshyde Plgd. entrance,£100 rent & maint.	1000 ⁵⁵	400
Tyttenhanger Plgd. - fence & maintenance	700 ³⁶	400
Roestock Park - maintenance	400 ³⁷	600
- gates, rink surface and car park repairs	1200	1200
High Street Recreation Ground -		
tennis courts & air raid shelter elec.	100 ⁴¹	100
air raid shelter and tools insurance	200 ²	200
pitch maintenance	1000 ³	150
groundsman machinery maintenance	400 ⁴	400
Sleapshyde Pond	500 ⁴⁵	1000
Community Pk. - maintenance & seating	500 ⁴⁶	500
St. Mark's Church -cemetery grant & mower repairs	200 ⁴⁷	200
	17900	14930

BUILDINGS

Village Hall - donation to toilet & rates	2350 ⁴¹	350
Pavilion - fire insurance	657	657
Bus Shelters - £47.76 p.m. + repairs	1200	1100
Two New Bus Shelters	4000	2000
Building Fund	10000	10000
Notice Boards - repairs, new & maintenance	400 ⁵⁶	400
	18607	14507

MISCELLANEOUS

Chronicle - 4 issues	4000 ⁶⁰	4000
High St. Gdsmn. Planting Allowance	50 ⁶¹	50
Tytt.& Sleap. Gdsmn. Planting Allowance	50 ⁶²	50
Best Kept Village Competition trees	400 ⁵	250
Annual Audit Fee	800 ⁵	400
Insurance policies for Members/money/equip.	300 ⁶	300
W.I. Senior Citizens Xmas Party	100 ^{Ap}	60
Senior Citizens Xmas parcels	900 ⁶	900
Chairman's expenses	100 ^{Ap}	100
Solicitors' fees	1500 ⁶¹	500
Old Friends Transport Costs	100 ^{Ap}	100
Football Club Youth Team donation	100 ^{Ap}	
Annual Parish Meeting	150 ^{Ap}	150
Parish Paths Partnership	1200 ^{Ap}	1200
Contingencies	1000 ⁷⁴	1000
	10750 ⁷⁵	9060

TOTAL

<u>81727</u>	<u>72179</u>
---------------------	---------------------

INCOME	97/98	96/97
<u>Common</u>		
Letting of Warren pitch to Q.H. F.C.	85	83
Annual wayleaves - 55/65/67/71/77/79 all @ £5	30	30
<u>High Street Recreation Ground</u>		
Letting of senior pitch	454	443
Letting of junior pitch	265	258
Pavilion lease	2600	2600
Pavilion fire insurance premium	657	657
Tennis takings (£1.50 wkdays/£3.00 eves. & wknds)	600	600
Air Raid rental - Caged Bird Society storage	60	57
Car Park wayleave (pedestrian) to H.C.C.	5	5
<u>Gloucester Playground</u>		
Annual wayleave - 108 Hillend Lane	5	5
<u>Roestock Park</u>		
Rental of land around hut by Scout/Guide Exec.	3	3
<u>Charles Morris Hall</u>		
Rental of site by Management Committee	5	5
<u>St. Mark's Church</u>		
Income from Grave Upkeep Trust	135	135
<u>Miscellaneous</u>		
NatWest Business & Capital Reserve Accounts interest	2000	2000
Parish Paths Partnership	1200	1200
VAT refund for year	2500	2500
	10604	10574

TOTAL EXPENDITURE	81727
LESS TOTAL ESTIMATED INCOME	10604
LESS UNDERSPENT ITEMS FROM 96/97	

Solicitors Fees	500
Light, rink & car park for Roestock Park	1200
Labour for installing 50 Common Boundary posts	500
Sleapshyde Pond clearance	1000
New Bus Shelter	2000
Large Wooden sign for Common	1000
	6200

LESS Village Hall toilets taken from underspend/reserve	2000
--	-------------

TOTAL BUDGET REQUIREMENT FOR 1997/98	£62923
---	---------------

Cllrs. had previously considered increasing the 1996/97 precept of £56905 by 2.5% for 1997/98 which would give a figure of £58328.

Following the last meeting the Clerk had obtained a Council Tax Base figure for Colney Heath for 1997/98 which included the new homes on the Highfield Development.

The tax base for 1997/98 would be 1572 - an increase of 104 from the 1996/97 figure.

As £56905 divided by 1468 (96/97 tax base) = £38.76 per Band D property, a 2.5% increase would result in £58328 divided by 1468 = £39.73 per Band D property for 97/98.

Therefore as the 97/98 tax base had increased to 1572 the 2.5% increased figure of £39.73 per Band D property multiplied by 1572 gave a total precept of £62455.

RESOLVED to precept the City & District Council for the total sum of £62455 for the 1997/98 financial year.

There being no further business the meeting closed at 9.15 p.m.

CHAIRMAN.....

DATE.....