

MINUTES of a SPECIAL meeting of Colney Heath Parish Council held on Wednesday 26 November 1997 at the Pavilion, High Street Recreation Ground, Colney Heath.

PRESENT

Cllr. D. Crump (Vice Chairman)
“ F. S. Ellis
“ Mrs. H. Lynch
“ Mrs. M. Nash (from 9 p.m.)

APOLOGIES

Cllr. Mrs. S. Defoe (District Council meeting)
“ C. Brazier (domestic arrangements)
“ S. Parish (work commitment)

PRESENT

Mrs. C. Pluck (Clerk)

In the absence of the Chairman, the Vice-Chairman chaired the meeting.

1. INFLATION

Cllrs. received notification from St. Albans City & District Council that an inflation figure of 3% would be applied to all their salaries and wages when casting the 1998/99 budget.

RESOLVED to apply a 3% increase to Parish Council salaries and wages for 1998/99.

2. CLERK'S SALARY AMENDMENT

Following the item being deferred from the full Council meeting on 12/11/97, Cllrs. discussed the recommendations from the NALC that Council's approve amendments to Clerks' salaries to take account of the Account and Audit regulations 1996.

Cllr. Crump proposed that the item be deferred back to the next full Council meeting on 10/12/97 as the increase was to be backdated to April 1997 and the minutes from the budget meeting would not be approved until a further budget meeting in January 1998.

RESOLVED i) to include the salary increase in the 1998/99 budget projection
ii) to ratify the salary amendment at the next Council meeting on 10/12/97.

3. ADDITIONAL ITEMS OF EXPENDITURE FOR 1998/99.

Councillors considered additional items to be included in the 1998/99 budget and discussed the appropriate allocations to be made:

Parish Election Recharge

RESOLVED to allocate the sum of £1500 to cover the 1998 Parish Elections.

Bus Shelter for High Street

Cllrs. discussed the need for a bus shelter opposite the Cock PH in the High Street.

RESOLVED to provisionally allocate the sum of £4000 but to ask the CDC for a report on the viability of siting a bus shelter on the corner of the Common adjacent to the existing bus stop.

I.T. Strategy

Cllrs. discussed the need to budget for the replacement of the Council's IT equipment.

The combined replacement value of the computer, printer and copier was approximately £3000.

RESOLVED to allocate the sum of £600 each year over a 5-year period to allow for depreciation and replacement of the Council's computer, printer and copier.

Cllrs. discussed the need to consider computer back up, e-mail and Internet use in the future.

The Clerk reported that she felt it would be advantageous to purchase a laminating machine to improve the appearance and endurance of notices on the Council's 10 boards. The Chairman had previously looked into the matter and reported that a laminating machine would cost no more than £200.

Stephen Bul 11/02-98

3. ADDITIONAL ITEMS OF EXPENDITURE FOR 1998/99 (CONT.)

RESOLVED that the Clerk and Chairman be asked to advise on which laminating machine to purchase in the next financial year.

Index-linking Chairman's Allowance

Cllrs. discussed the suggestion that the annual Chairman's Allowance be increased in line with inflation.

RESOLVED to increase the 198/99 Chairman's Allowance by 3%.

Charles Morris Hall rates reimbursement

The Cllrs. discussed a request from the Charles Morris Hall Management Cttee. that the Parish Council considers paying the annual rate bill. Cllrs. appreciated that the Parish Council had always paid the Village Hall's rate bill.

RESOLVED to allocate £400 in the 1998/99 budget to cover the Charles Morris Hall rate bill.

Recreation Areas report on major expenditure items

Cllrs. discussed any outstanding items of maintenance or renewal required at the Council's recreational areas.

Provision had been made in the 1997/98 budget to improve the gates at Roestock Park and the entrance to Sleepshyde Playground.

RESOLVED i) £800 be allocated to Roestock Park gates and £500 be allocated to Sleepshyde entrance in the 1998/99 budget.

ii) that Mr. Lisney Smith of Sleepshyde be asked for his recommendations on improving the safety and appearance of the entrance to Sleepshyde Playground

iii) both items are considered by the Parish Council at their next meeting.

Cllrs. were also aware of the need to improve the gates at Boissy Park and provide a new, solid sided litterbin.

RESOLVED to allocate the sum of £500 to improve the gates at Boissy Park and that the R.A.W.P. examine the gates and bin and report back to the next budget meeting.

Millennium Celebrations

Cllrs. discussed their recent requests for parishioners ideas on how best to commemorate the Millennium.

RESOLVED to allocate £500 towards Millennium celebrations.

Colney Heath Common

Cllr. Mrs. Nash drew the Council's attention to items on the Common requiring attention i.e. Bridleway signs, Warren Farm Track posts and anti-parking posts.

Pavilion Disabled Access

Cllrs. discussed the possible need to improve access for disabled people at the Pavilion including the provision of a disabled toilet.

RESOLVED to contact the CDC to enquire if any grants were available to Parish Council's for providing disabled toilets and access in Parish Council owned buildings.

1st Colney Heath Cub Scout Football Team

Cllr. Crump declared his personal interest in this item.

Cllrs. discussed the request for the Parish Council to make a donation towards the Cub Scouts Football Kit. The Clerk reminded Cllrs. of the Parish Council's commitment to cover the cost of the Cub's pitch fees at Colney Heath JMI.

RESOLVED to allocate £100 towards the Cub's Kit and continue to pay for pitch fees at a cost of £70 per season.

Colney Heath Youth Football Club

Cllrs. discussed the request for the Parish Council to make a donation towards the Youth Football Club's purchase of two mini goals.

RESOLVED to allocate £100 towards the Team's new goals.

Village Hall Diamond Anniversary

The Clerk reminded Cllrs. that 1998 was the 60th anniversary of the Village Hall.

RESOLVED to confirm the date with Mrs. Joy Tomkins before giving further consideration to allocating a sum of money towards celebrating the Diamond Anniversary.

Stephen 11/02-98

4. PARISH COUNCIL BUDGET REQUIREMENTS FOR 1998/99

Cllrs. gave preliminary consideration to the Parish Council's budget requirements for the 1998/99 financial year commencing on 1 April 1998 by updating the 1997/98 figures with the above information.

A prediction of the 1998/99 budget is attached to these minutes.

5. DATE OF NEXT PARISH COUNCIL BUDGET MEETING

Cllrs. discussed the need for a further budget meeting before submitting their 1998/99 precept figure to the CDC before the end of January.

RESOLVED to hold a further budget meeting on Wednesday 28 January 1998 at 7.30 p.m. in the Pavilion.

There being no further business the meeting closed at 10.00 p.m.

CHAIRMAN



DATE

11/02-98

EXPENDITURE**ADMINISTRATION:**

	1997/98	1998/99 Assuming 3% inflation
	£	£
Clerk's salary	16289.00	17588.00
Office Accommodation	612.00	630.00
Telephone	633.00	652.00
Car allowance & mileage	2053.00	2115.00
Photocopying	816.00	840.00
Stationery	204.00	210.00
Postage	158.00	163.00
Other Petty Cash	898.00	924.00
Office Equipment: laminating machine, depreciation of computer, printer, copier	663.00	200.00 600.00
Subscriptions & Donations	632.00	651.00
Courses	102.00	105.00
Wages :		
High Street Groundsman		
Pay -	3319.00	3419.00
Clothing Allowance	105.00	108.00
Sleapshyde/Tyttenhanger Groundsman		
Pay -	1769.00	1822.00
Clothing Allowance	75.00	77.00
Travel Allowance	152.00	157.00
Annual Tool Allowance	22.00	23.00
Common Ranger	1768.00	1821.00
Park's Ranger		
Pay -	2926.00	3014.00
Clothing Allowance	105.00	108.00
Travelling Allowance	152.00	157.00
Tennis Court Attendant	513.00	528.00
10% bonus on annual takings	60.00	62.00
Closed Churchyard Keeper	444.00	457.00
Chronicle Editor/Publisher		1854.00
	34470.00	36431.00
OPEN SPACES		
Grass Cutting Contract	8000.00	8240.00
Common - maintenance	1000.00	412.00
Dog Bins - maintenance	1900.00	700.00
Boissy Park - £175 rental, maintenance & gates	400.00	1087.00
Gloucester Plygrd - £5 rental, maintenance	400.00	412.00
Sleapshyde Plygrd - £100 rental, entrance & maint.	1000.00	1012.00
Tyttenhanger Plygrd - maintenance	700.00	412.00
Roestock Park - maintenance & gates	400.00	1212.00
High Street Rec. Ground -		
tennis courts and air raid shelter electricity	100.00	103.00
air raid shelter & tools insurance	200.00	206.00
pitch maintenance	1000.00	n/a
groundsman machinery maintenance	400.00	412.00
Sleapshyde Pond	500.00	n/a
Community Park - maintenance	500.00	412.00
St. Mark's Church - cemetery grant & mower	200.00	206.00
	16700.00	14826.00

BUILDINGS

Village Hall - rates	2350.00	350.00
Charles Morris Hall - annual rates		400.00
Pavilion - fire insurance	657.00	500.00
Bus shelters-£49.19 p.m.+ cleaning + repairs	1200.00	600.00
<i>One New Bus Shelter</i>	<i>4000.00</i>	<i>4000.00 1 for High Street</i>
Building Fund	10000.00	10000.00
Notice Boards - repairs, new & maintenance	400.00	400.00
	18607.00	16250.00

MISCELLANEOUS

Chronicle - 4 issues - printing	4000.00	2266.00
Groundsmens' Planting Allowances	100.00	100.00
Best Kept Village Comp. Trees	400.00	400.00
Annual Audit Fees	800.00	800.00
Insurance policies for Members/money/equip.	300.00	400.00
W.I. Senior Citizens Xmas Party	100.00	100.00
Senior Citizens Xmas parcels	900.00	900.00
Chairman's expenses	100.00	103.00
Solicitors' fees	1500.00	500.00
Old Friends Transport Costs	100.00	100.00
Football Club - youth team donation for goals	100.00	100.00
Cub Football team - school pitch fees, donation for kit		170.00
Annual Parish Meeting	150.00	150.00
Parish Paths Partnership	1200.00	1200.00
Parish Election Recharge		1500.00
Millennium Celebration/Memorial		500.00
Contingencies	1000.00	1000.00
	10750.00	10289.00

TOTAL EXPENDITURE	80527.00	77796.00
--------------------------	-----------------	-----------------

INCOME**Common**

Letting of Warren Pitch	85.00	88.00
Annual Wayleaves - nos.55/65/67/71/77/79 @ £5	30.00	30.00
<u>High Street Recreation Ground</u>		
Letting of Senior Pitch	454.00	468.00
Letting of Junior Pitch	265.00	273.00
Pavilion Lease	2600.00	2600.00
Pavilion Fire Insurance Premium	495.00	510.00
Tennis Takings - £1.50 wkdays./£3.00 eves & wknds.	600.00	600.00
Caged Bird Society Storage in Air Raid Shelter	60.00	62.00
HCC Car Park Wayleave	5.00	5.00
<u>Gloucester Playground</u>		
Annual Wayleave - 108 Hillend Lane	5.00	5.00
<u>Roestock Park</u>		
Rental of land around Scout Hut	50.00	50.00
<u>Charles Morris Hall</u>		
Rental of site by Management Cttee.	5.00	5.00
<u>St. Mark's Church</u>		
Income from Grave Upkeep Trust	135.00	135.00
c/f		4831.00

b/f		4831.00
<u>Miscellaneous</u>		
Bank Account Interest	2000.00	2000.00
Parish Paths Partnership	1200.00	1200.00
VAT refund for year	2500.00	2500.00
TOTAL INCOME	10489.00	10531.00

TOTAL EXPENDITURE 1998/99	77796.00
LESS TOTAL ESTIMATED INCOME	10531.00
LESS UNDERSPENT ITEMS FROM 1997/98:	
Gates at Roestock Park	800.00
Entrance at Sleapshyde Playground	500.00

TOTAL BUDGET REQUIREMENT FOR 1998/99 **65965.00**

Items budgeted for in 1996/97, carried forward to 97/98 but still not undertaken have now been deleted from the calculations although the unspent allocations are included in the Council's reserve balance of £27,500 i.e.

Roestock light, rink & car park -	1200.00
Large wooden sign for Common	1000.00
Sleapshyde Pond Clearance	1000.00

The District Council is not yet in a position to confirm the 1998/99 tax base for Colney Heath but anticipates little change from last year's figure of 1572. This is due to the increase in number of tax payers in new homes being offset by the decrease in number due to demolition of some hospital properties.

Using last year's figure of 1572 the Parish Precept for each Band D equivalent would be **£41.96**.

* Last year's figure was £39.73 per Band D equivalent.

* A 3% increase on last year's figure would be £40.92 which would mean the Parish Council precept being kept to £64329 - a decrease of £1636 from the total predicted expenditure for 1998/99.