

COLNEY HEATH PARISH COUNCIL

MINUTES of a Special Meeting of Colney Heath Parish Council held on Wednesday 25 November 1998 at the Pavilion, High Street Recreation Ground, Colney Heath commencing at 7.30 p.m.

PRESENT

Cllr. D. Crump (Chairman)
Cllr. C. Brazier (from 10 p.m.)
Cllr. Mrs. S. Defoe

APOLOGIES

Cllr. F. S. Ellis - unwell
Cllr. R. Fitch (work commitment)
Cllr. Miss A. Thomas (work commitment)

ABSENT

Cllr. Mrs. H. Mascoll

As only two Cllrs. were present at the meeting until 10 p.m. the Council was not quorate and therefore no resolutions could be made.

1. INFLATION

The Clerk reported that the St. Albans City & District Council had confirmed that a 3% inflation rate would be applied to salaries and wages and a 2.5% inflation rate applied to supplies and services.

RECOMMENDED that the Parish Council apply a 3% inflation increase to salaries & wages and a 2.5% inflation rate to supplies and services.

2. ADDITIONAL ITEMS OF EXPENDITURE FOR 1999/2000.

Cllrs. discussed the list of additional items of expenditure circulated before the meeting.

i) Repairs to roof at Charles Morris Hall

RECOMMENDED including the sum of £1383 (50% of the total cost of the repairs) in the budget for 1999/2000.

ii) Millennium Projects.

The Clerk reported receipt of catalogues from two companies prepared to supply mugs with the Council's chosen design.

The cheaper of the two could produce mugs at £2.81 + VAT each for a quantity of 504.

Cllrs. agreed that the mugs should be distributed free to all children at the Pre-school and the JMI School, including the nursery class. This would leave approximately 250 to be sold to parishioners.

RECOMMENDED asking Alan Littlechild and/or Charlotte Frost to provide photographs of different views of the Common.

After discussion about the purchase of a new Chain of Office.

RECOMMENDED not proceeding with this idea.

DC Crump

2. ADDITIONAL ITEMS OF EXPENDITURE FOR 1999/2000 (CONT.)

The Clerk reported receipt of a quotation for village name signs to be installed at the entrance to each village.

The signs would cost approximately £200 each.

RECOMMENDED including the sum of £800 for four village name signs.

iii) **Common Ranger's Superannuation**

The Clerk reported that the Common Ranger had opted to back date his superannuation contributions. The Council's retrospective contributions would be paid from the 1998/99 contingency.

She reported that she had included the Council's future contribution of 179% in the budget figures for 1999/2000.

iv) **Smallford Playing Field**

After discussion about the proposals for Smallford Playing Field

RECOMMENDED that funding for improvements be obtained from Landfill Tax.

v) **All-weather Pitch at Roestock Park**

Cllrs. discussed the request from Colney Heath Youth Football Club for the Council to consider installation of an all-weather pitch at Roestock Park.

The Council had already suggested to the Club that they seek funding from lottery grants etc. and, if successful, the Council would allow use of part of the park for installation of a pitch.

vi) **Parish Warden - Equipment**

The Clerk reported that the Parish Warden had requested a leaf blower to assist him in the maintenance of the High Street Recreation Ground.

RECOMMENDED that the Warden be asked why he felt a leaf blower was necessary when the leaves could be raked into a pile and collected in a sack.

vii) **HSRG - Pitch Maintenance**

Received a letter from the Chairman of the Football Club asking the Council to make provision for various items of pitch maintenance in the 1999/2000 budget.

RECOMMENDED

- 1) To inform the Chairman that no worming should be carried out on the pitches.
- 2) To inform the Parish Warden that he was not to carry out any worming of the pitches if asked to by the Club.
- 3) To ask Mr. Bone to visit the Ground for an inspection and to advise on action and costs involved.

v) **Charles Morris Hall - Future Projects.**

Received a letter from the Secretary of the Hall Management Cttee. identifying future repairs and projects at the hall and asking the Council for financial assistance in the region of £7,500.00.

2. ADDITIONAL ITEMS OF EXPENDITURE FOR 1999/2000 (CONT.)

RECOMMENDED asking the Secretary for a breakdown of the sum required and to prioritise each item.

3. PARISH COUNCIL BUDGET REQUIREMENTS FOR 1999/2000.

The Cllrs. studied the preliminary budget figures prepared by the Clerk and made the following observations and recommendations.

- i) that the Clerk separates the items included under Clerk's Salary to show figures for salary, fringe allowance, staff plussage and the Council's superannuation and National Insurance contributions.
- ii) that the Clerk investigates the rental and call charges of other telecommunications companies such as Cable & Wireless and compare to current BT costs.
- iii) That the Clerk looks into the purchase of a new printer and desk by consulting the HALC and the County Supplies catalogue.
- iv) that the Chairman of the Village Hall Council be asked to seek quotations from builders outside the parish for the extension to the Village Hall.
- v) that Cllr. Mrs. Defoe asks Ms. Julie Simpson (CDC Leisure Services) for advice on submitting successful lottery bids.
- vi) to allocate an additional sum of £6,000 to the Building Fund from the current reserves which could be used to assist work at the Charles Morris Hall once the Village Hall extension had been completed.
- vii) to allocate £6,000 from the current reserves to offset the predicted 1999/2000 expenditure.

The Clerk agreed to amend the expenditure and income accordingly (attached)

4. DATE OF NEXT BUDGET MEETING

The next Budget Meeting would be held on Wednesday 27 January 1999 at 8 p.m. in the Pavilion.

There being no further business the meeting closed at 10.20 p.m.

CHAIRMAN 

DATE 27/1/99

EXPENDITURE**ADMINISTRATION:**

	1998/99 £	1999/2000(including 2.5 or 3%) £	
Clerk's salary	17588.00	19403.00	- Salary Pt. 27 - £14005
Office Accommodation	630.00	649.00	Fringe Allow. - £338
Telephone	800.00	824.00	Plussage - £2053
Car allowance & mileage	2115.00	2178.00	Cl's. NI - £1246
Photocopying	900.00	900.00	Cl's SA - £1761
Stationery	120.00	120.00	
Postage	120.00	120.00	
Other Petty Cash	960.00	960.00	
Office Equipment: shelving and new desk	200.00	300.00	
depreciation of computer, printer, copier	600.00	600.00	
Subscriptions & Donations	651.00	651.00	
Courses	105.00	105.00	

Wages :

Parish Warden	3419.00	10712.00	
- Clothing & Travelling Allowance	108.00	273.00	
Sleapshyde/Tyttenhanger Groundsman	1822.00	1877.00	
- Clothing Allowance	77.00	79.00	
- Travel Allowance	157.00	162.00	
- Annual Tool Allowance	23.00	24.00	
Park Ranger	3014.00	0.00	
- Clothing & travelling allowance	265.00	0.00	
Common Ranger	1821.00	2079.00	includes PC SA
Tennis Court Attendant	528.00	544.00	
- 10% bonus on annual takings	62.00	40.00	
Closed Churchyard Keeper	457.00	471.00	
Chronicle Editor/Publisher	1854.00	1910.00	
	38396.00	44981.00	

OPEN SPACES

Grass Cutting Contract	8240.00	8487.00	
Common - maintenance	412.00	425.00	
Dog Bins - maintenance	700.00	718.00	
Boissy Park - £175 rental, maintenance & gates	1087.00	925.00	
Gloucester Plygrd - £5 rental, maintenance	412.00	425.00	
Sleapshyde Plygrd - £100 rental & maint.entrance	1012.00	925.00	
Tyttenhanger Plygrd - maintenance	412.00	425.00	
Roestock Park - maintenance, gates	1212.00	1225.00	
High Street Rec. Ground -			
- tennis courts and air raid shelter electricity	103.00	106.00	
- air raid shelter & tools insurance	206.00	212.00	
- pitch maintenance	800.00	800.00	
- fence around play areas		1000.00	
- groundsman machinery maintenance	412.00	425.00	
Sleapshyde Pond	200.00	1205.00	
Community Park - maintenance	412.00	425.00	
St. Mark's Church - cemetery grant & mower	206.00	211.00	
	15826.00	17939.00	

BUILDINGS

Village Hall - rates	350.00	359.00	
Charles Morris Hall annual rates, improvements & roof	400.00	2793.00	
Pavilion - fire insurance	500.00	500.00	
Bus shelters-£50.41 p.m.+ cleaning + repairs	1200.00	1250.00	
Building Fund	10000.00	16000.00	
Notice Boards - repairs, new & maintenance	400.00	410.00	
	12850.00	21312.00	

MISCELLANEOUS

Chronicle - 4 issues - printing	2266.00	2424.00	
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.	400.00	500.00	
W.I. Senior Citizens Xmas Party	100.00	100.00	
Senior Citizens Xmas parcels	900.00	923.00	
Chairman's expenses	103.00	106.00	
Solicitors' fees	500.00	500.00	
Old Friends Transport Costs	100.00	100.00	
Football Club - youth team donation	100.00	0.00	
Cub & Youth Ftbl. teams - school pitch fees,donation	170.00	170.00	
Annual Parish Meeting	150.00	150.00	
Parish Paths Partnership	1200.00	1200.00	
Parish Election Recharge	2000.00	N/A	
Millennium Celebration/Memorial	500.00	3000.00	- Mugs - £1600
Contingencies	1000.00	1000.00	Chain - £600
	10789.00	11473.00	Signs - £800

TOTAL EXPENDITURE	77861.00	95705.00
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INCOME**Common**

Letting of Warren Pitch	88.00	90.00
Annual Wayleaves - nos.55/65/67/71/77/79 @ £5	30.00	30.00

High Street Recreation Ground

Letting of Senior Pitch	468.00	479.00
Letting of Junior Pitch	273.00	280.00
Pavilion Lease	2600.00	2600.00
Pavilion Fire Insurance Premium	500.00	500.00
Tennis Takings - £1.50 wklys./£3.00 eves & wknds.	600.00	400.00
Caged Bird Society Storage in Air Raid Shelter	62.00	64.00

HCC Car Park Wayleave

5.00 N/A CH JMI now has to pay under LMS

Gloucester Playground

Annual Wayleave - 108 Hillend Lane	5.00	5.00
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Roestock Park

Rental of land around Scout Hut	50.00	50.00
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Charles Morris Hall

Rental of site by Management Cttee.	5.00	5.00
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St. Mark's Church

Income from Grave Upkeep Trust	135.00	135.00
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Miscellaneous

Bank Account Interest	3000.00	4000.00
Parish Paths Partnership	1200.00	1200.00
VAT refund for year	2500.00	1700.00

TOTAL INCOME	11521.00	11538.00
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TOTAL EXPENDITURE 1999/2000 95705.00
LESS TOTAL ESTIMATED INCOME 11538.00

LESS UNDERSPENT ITEMS CARRIED FORWARD:

Millennium Projects	500.00
Roestock Gates	800.00
Boissy Gates	500.00
Sleapshyde Entrance	500.00
Sleapshyde Pond	1000.00

PREDICTED BALANCE AT END OF 98/99 = £383422

TO USE £12000 FROM BALANCE (£6000 OF WHICH GOES INTO BUILDING FUND) WOULD = 12000.00

TOTAL PRECEPT REQUIRED FOR 1999/2000 **68867.00**

Based on 1999/2000 tax base figure of 1644 this would mean a Parish precept of **£41.89** per Band D equivalent property.

A 3% increase to the 1998/99 Band D equivalent figure of £40.92 would be **£42.15**