

PLEASE BRING TO MEETING  
ON 14 NOVEMBER 2001

**COLNEY HEATH PARISH COUNCIL**

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Wednesday 10 October 2001.

PRESENT                      Cllr C Brazier (In the Chair)  
                                    Cllr D Crump  
                                    Cllr Mrs G Cloke  
                                    Cllr D Clarke  
                                    Cllr Mrs H Falk  
                                    Cllr J Day

IN ATTENDANCE          Ms G Moody – Greenleas, Roestock Lane  
                                    Mr D Becker – 95 High Street  
                                    Maureen Butler – 21 Roestock Gdns  
                                    Malcolm Hughes – Smallford Residents Assoc.  
                                    John Ely – Highfield Trust  
                                    Debra Mayhew - Clerk to the Council

1.        **APOLOGIES** - Cllr S Ellis & Cllr A Thomas - accepted
  
2.        **DECLARATIONS OF INTEREST IN ITEMS ON AGENDA**  
            Cllr C Brazier – Part 11 Business
  
3.        **MINUTES**  
            The minutes of the meeting held 12 September 2001 were taken as read, and signed as a true record.
  
4.        **CHAIRMAN'S SPECIAL ANNOUNCEMENTS**  
            Flooding Meeting with Cllr Rosie Sanderson, London Colney PC & DC will be held Tue 16<sup>th</sup> October at 7.30PM at the Pavilion, White Horse Lane, London Colney.
  
5.        **URGENT BUSINESS**  
            Letter from Redbourn Parish Council asking CHPC to write against the closure of the maternity unit at Hemel Hempstead Hospital. Council resolved Clerk to write to the NHS Trust deploring the closure.
  
6.        **SPECIAL & NEW BUSINESS**  
  
            **6.1 Sleepshyde Lane Garage Site** - Housing Portfolio Holder Cllr Mills has asked that Karen Dragovic of the DC give a short presentation on the DC position concerning the



need for local housing needs survey. Apologies from the DC, they could not attend this meeting, but will attend the November Meeting.

**6.2 Highfield Trust** - John Ely gave a presentation on the Highfield Trust. The Trust commenced in 1997 with a 1.5 million endowment. The Trust currently is running at a £30,000 per year deficit & in the future will need to ask for financial support from the DC & CHPC. The next stage of developing the park is underway with architects appointed to design the community facilities including community hall, football pitch, tennis courts & local centre with shops. The planning application will be submitted around Christmas 2001. The Trestle Theatre is undergoing refurbishment & will be completed in February 2002. Cllrs will be invited to tour the theatre around Christmas time. In the future the cricket pitch & playing field hope to be developed for youth teams but funding will be needed.

**6.3 Secondary Schools Transfer** - Awaiting response from 15<sup>th</sup> June from Government Minister Estelle Morris MP (acknowledgement received). The Council asked the Clerk to write to Herts County Hall requesting when the new proposals for transfer can be seen & consultation take place.

**6.4 Gifts from Church** - Church has been informed Council is considering its response. Councillors did not nominate individual recipients. The Council resolved for the Clerk to write & advise the church that help with funding of a Jubilee Project in the Parish would be a good idea. Dave Rodway is also to be asked to write an article for the next Chronicle asking for ideas for the Jubilee celebrations.

**6.5 Colney Heath Post Office** - Cllr Brazier reported there have been no further developments because there is no location for a new post office (**Vital Villages** funding could be used to fund a new scheme for a post office).

**6.6 Vital Villages £15M Fund** - application/information pack has been received. The money is only for new schemes and not to support existing ones. Cllr Day will read & report.

**6.7 Audit Commission** - Cllrs noted letter from Audit Commission. The accompanying booklet is available for review. It seems we have taken part in a pilot scheme, the Clerk has not read the booklet yet but will need to understand the new procedures for next year's audit. The Council did not want to review the booklet or discuss it further with the Commission.

**6.8 Harvesters Football Club** - Cllrs discussed the letter, Clerk had the project outline, taken by Cllr Crump to review. The club asked for funding for a project to build an all weather surface. The Council asked the Clerk to arrange a meeting with Harvesters & the Councils Recreation working Party to discuss the plans one weekend at the clubs hut. Malcolm Hughes of Smallford Residents Assoc. expressed concerns that if the pitch were flood lit it would cause a nuisance to residents.

**6.9 District Council's Fly Tipping & Health Meetings** - Cllr Falk reported on treatment of abandoned cars & health from DC meetings attended. New procedures have been set up for dealing quicker with abandoned cars including 2 newly trained staff to issue the notices, aim is of a 7 day response & a larger compound to enable more cars per month to be dealt with including removing cars with plates without delay. Cllr Falk will write an

 Cllr Falk

article for the Chronicle giving this information. The Peoples Care Trust advised of proposals for a new specialist hospital on a green field site planned for the next 10-15 years. The Council thanked Cllr Falk for her work on this.

**6.10 Street Warden Scheme** - Awaiting reply for request for more information from DC. DC is going to write to Home Office with DC & parish concerns over such schemes (Raising funds, viability, recruitment, funding after grants) & why St Albans have been unable to make an application.

**6.11 Common/Village Hall Access Road** - Playgroup mums are continuing to park on the access road (or even the grass) inspite of co-operation from Mrs Packer of the Play group asking them not to do so. The entrance to the access road is now deeply rutted. The Council considered extending the tarmac into the access road but resolved not to take any action.

**6.12 Parish Boundary Review**- The consultation process is now taking place (Cllrs have copies of the draft proposals). The Clerk has not read the draft in full. In the 2003 election we anticipate an additional Councillor and about 600 electors from the Western part of the Highfield Trust. Comments should be forwarded by 20th October via the Clerk. The Council asked the Clerk to write to London Colney Parish Council & ask what the rights they have about the ownership of Dudley Wood (owned by CHPC) because it will be transferred to their Parish in the review.

**6.13 Mobile CCTV for Parish Areas** - Meeting being arranged by DC to discuss in October, Clerk will ask for confirmation of date. Cllr Falk will attend as Community safety Representative for Parish.

**6.14 Empty polypropylene sandbags** - CHPC declined filled sandbags & the Mr Peers of DC has replied he can provide the Council with 100 of the above for emergency distribution by the PC. The Council resolved to accept this offer.

## 7. FINANCE

### 7.1 Parish Council Accounts

Members received copies of all emergency and current accounts. The meeting **RESOLVED** that the Chairman's action in authorising the signing, out of meeting, of all emergency cheques be confirmed and that cheques be drawn to cover all current accounts. The Council asked that a row to be added showing the income received during the year.

### 7.2 Charity of Charles Morris for Allotments Accounts -

Debra Mayhew, as Honorary Clerk to the Trustees, presented an up to date financial Report.

**7.3 Audit 2000-01** - Final certificate received from auditors & notice being displayed for 14 days stating audit completed. Auditor's recommendations noted by Clerk.

## 8. PLANNING

### 8.1 Planning Applications

Councillors considered comments collated by Planning Applications Officer as circulated since the last meeting.

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5/01/1594	Colney Heath Farm House 42 High Street Colney Heath,	Change of use of part of out building to Class B1 (Business)	<b>Members strongly object</b> to this application as the land is within the Metropolitan Green Belt and they do not feel that the application falls within those very special circumstances when approval may be granted. Additionally they feel that Colney Heath High Street is too narrow at the entrance point to allow the easy access of vans etc. There are also parking bays opposite the access area. Members are concerned about the disturbance to those Residents living opposite. No Objection
5/01/1577 LB	The Mill House Coursers Road, Colney Heath	Internal and external repair and refurbishment works	No Objection
5/01/1565 TA	Lampost No 643 (East of Cranbrook Drive) Hatfield Road	Prior approval - Erection of Telecomm Equipment	<b>Members object</b> to this application as it will effect the street scene and nearby residential property. Could an alternative, more suitable site be found nearby? Is it really needed?
5/01/1657	Nicholas House Cairns Close St Albans	Garden shed	No objection
5/01/1622	59 Station Road Smallford	Replacement Porch and single storey side extn to form garage.	No objection
5/01/1623	6 Swans Close St Albans	Rear conservatory and pitched roof over existing rear extn	No objection

5/01/1745TA – Notcutts Garden Centre, Hatfield Rd – Installation of telecommunications mast & apparatus. Cllr Falk asked for Council to consider objections on this application. Council resolved to object because of health & safety concerns siting it in a public area where children go & because there is no need for it in this area (Smallford Residents Assoc. wanted there objections added to this).

## 8.2 Appeals and Enforcement Notices -

To receive notification of any appeals or enforcement notices issued since the last meeting:

5/01/0186 - 18 Smallford Lane – Appeal against Councils refusal of a two storey side ext. & vehicular crossover. The Council resolved the Clerk to write & lodge CHPC objections again for appeal by 19<sup>th</sup> October.

**Courser's Road** - Cllr Brazier has written to Mr Goodman, head of Planning & Engineering DC & reply waited. Cllr Brazier will write again asking for a response.



**Redhall, Roestock Lane** - Appeal has been refused, Cllr Falk reported on appeal hearing.

### 8.3 Planning Decisions

The Clerk reported that the following planning decisions had been received since the last meeting.

5/01/1159	Erection of entrance gates	Land at Church Lane, Colney Heath	Refused
5/01/1274TA	Telecomm Equipment	LP 643 Hatfield Road	Refused
5/01/1565TA	Telecomm Equipment	LP643 Hatfield Road	Refused
5/01/1160	Change of Use	Barley Mow PH	Permitted with conditions
5/01/1295	Conservatory	8 Cairns Close	Permitted with conditions

### 9. PUBLIC QUESTION TIME - 9 to 9.10pm (Council providing refreshments)

Members of the public were invited to raise issues and ask questions while refreshments were served.

### 10. COLNEY HEATH COMMON

**10.1 Common Rangers Report** - Cllrs noted the Common Ranger's Report for September. Request for more dog bins to be sited next to normal rubbish bins (dog litter is being placed in these) will be referred to November budget meeting for consideration.

**10.2 New Three Valleys Water Pipeline across the Common** - A new distribution pipe is needed to feed potable water to the houses across the Church Lane Bridge. 3V are to do a test trench to ascertain depth/direction. They will ensure riverbanks are not affected (flood situation explained). CMS and Environment been consulted. Plans to be forwarded after test done. A Residents' letter of concerns to be tabled for the next agenda because it was received too late for this meeting.

**10.3 Flooding/Trees** - The Environment Agency cut down some the offending trees on 17 September and the work still continues. Royce Paxton has invoiced £315.00 to remove 9 trailer loads of timber, more trees may still need to be felled & removed at Councils cost. Cllrs noted e-mail forwarded from County Councillor Rosie Sanderson & Copy of relevant DC minutes. The Flooding Meeting with Cllr Rosie Sanderson, London Colney PC & DC will be held Tue 16<sup>th</sup> October at 7.30PM at the Pavilion, White Horse Lane, London Colney. The Council resolved to pay the invoice of £315.00.

**10.4 CMS** - Earth Works has offered Kate Maltby of CMS voluntary help on Colney Heath Common controlling the scrub on the Warren Field. The council agreed to accept this free help co-ordinated by CMS.

**10.5 Realtime Engineering and grazing horses** - Cllrs noted response received regarding horses straying onto Common land at corner of Realtime land (and thence under Bridge). Council asked the Clerk to write thanking them for their letter & advising



them the Council does not object to gates, but objects to the size & design of the gates and the fact no planning application was submitted. Correct procedures were not followed before the gates were installed.

**11. RECREATIONAL AREAS /PARISH GARDENS**

**11.1** The Council noted the **Parish Wardens Report**/time sheets.

**11.2 Parish Gardens** - The Council noted the Temporary Parish Gardener's Reports.

**11.3 Playbark** ordered has arrived, warden to distribute to parks.

**11.4 Zurich Insurance Cover** - Clerk has written to ask for quote All Risks for bus shelters.

**12. HIGH STREET RECREATIONAL GROUND -**

**12.1 Colney Heath Football Club** - Letter received after agenda finalised. Football Club meeting to discuss finance will be arranged by Cllr Brazier, Cllr Crump & Cllr Ellis also to attend.

**12.2 HSRG Pavilion** - Burgled over weekend of 1/2 September. Money taken and damage to roof. Policy only covers building not contents. Cllr Brazier has forwarded invoice for temporary repairs from PJK Brickwork & Building, 49 Hall Gardens, Colney Heath at a cost of £650.00. The claim has been forwarded to Zurich to consider excess will apply. Cllr Brazier states an independent inspection & permanent repairs may be required. The Council resolved to wait until Zurich advice on the claim.

**12.3 Recreation Ground Car Park** - Loraine is consulting Derrick Welsh of Highways and is meeting Nedburn Properties (who extended the tarmac of the car park) on 15 October & will report at November meeting. Cllrs noted Lafarge letter, which states Lafarge own the road but no obligation to repair. The PC has an obligation to make up a pathway not less than 6ft.

**12.4 Tree Planting** - End of 16/17 Wistlea Crescent in HSGR, residents do not mind what type of trees planted, Gardener will purchase 2 suitable trees for screening.

**12.5 Tennis Court Report** - Cllrs noted report from tennis Court Attendant.

**13. COMMUNITY PARK** - The clerk is still chasing a response to the correction of the lease plan.

**14. ROESTOCK PARK -**

**14.1 Car park lighting** - Clerk has written asking Scouts re funding quotes. Cllrs noted response has been received from the Scouting Movement. They want to fund half the cost of the work budgetting £1000.00. The Council agreed to review the funding of the other half at the November budget meeting. The Clerk will advise the scouts of this.

**14.2 Removal of Concrete Pipes** - Pipes removed, broken parts left Roestock requested removal, done. Loraine at the site meeting understood removal of the earth was to be

included in quote as it was discussed. Ivory's say 'no' removal of earth included in the quote & have quoted £173.00 per load with a total of three loads costing £519.00 plus VAT. The Clerk believes this is excessive & has written to Ivory's regarding the misunderstanding. Dean of Ivory's has agreed to remove one load for free from Roestock & reshape rest into a mound also to pick concrete from Sleapshyde. The Clerk suggests we ask the Warden to either spread the rest around the edges of the park or grass the mound left. MRS has been asked to quote to remove another load as an alternative. The Council resolved to accept the 1 free load being removed & a mound created then awaits report once this has been done.

**14.3 Basket Ball Net** - A resident has asked for the net on the skating rink to be repaired. A replacement ring and net costs £12.67 from County Supplies. Warden has been asked to confirm he can install. The Council resolved to purchase the above & Warden to install.

**14.4 Graffiti at Roestock Park** - Most removed by children but left marks on paint & Still graffiti on inside roof of playhouse. The Council agreed the warden to paint over the playhouse with special paint recommended by Komplan. The Clerk to investigate what type of paint is required.

**15. BOISSY PARK** - A new District Valuer has taken over the case & the Clerk is chasing a solution.

**16. SMALLFORD PARK & DOG WALK** -

**16.1 Play Equipment** - Equipment installation commenced 28<sup>th</sup> September was completed on 9<sup>th</sup> October. The warden will move leftover play bark to Tyttenhanger Park. The bin (now black due to supply problems of green) & bench from Neptune's (quote agreed at the July meeting) has been ordered by Clerk, waiting installation date. Formal opening of park was discussed. Malcolm Hughes of Smallford Residents Association thanked the Clerk for her help & reported suggestions including opening by Mayor. The Council asked the Clerk to telephone the Mayors office & ask what dates the Mayor or Deputy would be available at a weekend before the end of November. If no free dates then Cllr Rosie Sanderson was suggested by the Residents. The Council also wished to invite Harvesters FC & the Rugby Club with a suggestion their facilities could be used.

Smallford RA also asked for support in getting a crossing & improvements to the entrance. The Clerk will write to Herts County Council to ask for improvements to the entrance. Cllr Falk will write to P.C Jack Carson concerning the above also. The Residents Assoc. also asked for funding for more equipment for older children. The Council resolved to consider this at the November Budget meeting.

**16.2 Licence and Lease** - Awaiting fully completed and signed lease.

**17. SLEAPSHYDE PARK & POND** -

**17.1 Kissing Gate to Pond** - price of gate £99.00 does not include £50 delivery charge. Cllr Brazier has offered to collect from Oxford Depot but it is too big. The Council resolved to pay the additional £50 delivery charge.

CMB

- 17.2 Dogs** - Cllrs noted report. Councillors did not want to consider byelaws to exclude dogs from Sleapshyde (remove dog bin). The Council agreed to consider erecting a fence around play equipment at the November Budget meeting.
- 17.3 Removal Concrete Pipes** - pipes removed, Warden may need to seed area.
- 18. GLOUCESTER PARK** - Lease Solicitor suggests to 'just wait'. Nothing further can be done.
- 19. HIGHFIELD TRUST** - See item 6.2.
- 20. SMALLFORD PIT** -
- 21. HIGHWAYS**
- 21.1 Footpaths and Bridleways** - Tyttenhanger rights of way, Dc has received objections & it is being referred to the Secretary of State.
- 21.2 Public Highways** - Cllr Falk has reported poor state of several roads. Cllrs asked to note any roads they think need attention (fairly exact locations please, i.e. house numbers opposite) for the Clerk to write a comprehensive letter to the Highways Dept.
- 21.3 Parking Problems High St Colney Heath** - Cllr Cloke reported problems with DC with sick leave means they are short staffed but have agreed to a site meeting with Ron Phelvin or Stuart Walmsley.
- 22. VILLAGE HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**
- 22.1 Village Hall** - The Village Hall Council did not make available minutes of VHC meeting. Council resolved for Cllr Cloke to remind them to supply these for the Council.
- 22.2 History Filing Cabinet** - No further material requested.
- 22.3 Community Room uses charges** - Cllr Brazier attended the VHC meeting & reported, he apologised for communication problems. Cllrs discussed the letter from VH Council in light of Cllr Braziers findings. The Council resolved to pay a new invoice when received for £30.00 for three meetings. The Council noted that in future a charge of £10.00 per booking outside the agreed PC meetings at the AGM would be made.
- 22.4 Community Room notice board** - Loraine has asked for a large (90 x 120cm) cork notice board (removable if Village Hall Cttee require) for her to put up in the Community room for community notices at the Parish Meeting. Cost £29.76 from County Supplies. The Council agreed the Office to request VHC permission & then investigates a better quality board for the hall & report back.
- 22.5 Urgent VHC Request for receipt/invoices** - Cllr noted request. The Council also needs to keep receipts for Audit purposes. The Council agreed for copies to be given to

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CNP



the VHC of the receipts requested & this would be sufficient as a report of costs for the extension.

**23. CHARLES MORRIS HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS**

**23.1 CMH Improvements** - No further correspondence.

**23.3 Tyttenhanger Notice Board** - Royce Paxton's quote accepted & asked to re-erect board.

**23.4 Goalposts** - Awaiting confirmation that goals can be purchased and immediately installed. Cllr Thomas may be interested in purchasing old (unused) goals

**24. OUTSIDE ORGANISATIONS**

**24.1**

St Albans Community Safety Consultation Forum	Public Meeting at Greenwood Park Leisure Centre 7.30 on 17 October 2001
National Playing Fields	Grass roots Newsletter Summer 2001
CPRE	Annual Report (contains information on Planning also a questionnaire)
CPRE	Planning up-date (copied to Cllr Falk)
CVS	News(Contains information on Community Groups)
NHS	Annual Report for West Herts
CH Twining	Newsletter
Environment Agency	Environment matters newsletter
Herts CC	Local Transport Plan Progress Report summary
NHS Services	Pharmaceutical Rota times List
Zurich Municipal	CIC news September
HALC - Parish Information & Enclosures	Parish Transport Grant, Vital Villages, Travelwise Walk to school week, NALC allowances for members, NALC Corporate Plan & summary, Minutes HALC General Meeting & Special Meeting Agenda.

**25. ST. ALBANS CITY AND DISTRICT COUNCIL**

**25.1**

Licensing and General Purposes Committee	Agenda for 27 September 2001
Planning Development Control) (South)	Agenda for 17 September
Joint Community Gov., Forum	Agenda for 17 September (To Cllr Ellis)
Executive Forward Plan 2001-2002	Rolling forward plan Oct 01to Jan 02
Report of the Independent Panel on Members' remuneration	19 September 2001
Full Council	Calling notice and Agenda for 19 September 2001
Parking Working Party	Agenda for 11 September 2001

Standards Committee	DTLR will issue new code towards end of October. SADC will then have 6 months to adopt it.
Overview and scrutiny	Agenda for 10 September (included flood strategy)
Environment & Health Portfolio Forum	Minutes 1 <sup>st</sup> August & Agenda 8 <sup>th</sup> October & A-Z of Services List St Albans DC
Overview & Scrutiny Committee	Minutes No.3 10 <sup>th</sup> Sept.

**26. STAFF AND OFFICE**

**26.1 Bus Shelters** - Work completed by G Stayton. Further damage has occurred to 2 shelters on Tollgate road. A quote is being requested from G Stayton for this work.

**26.2 Post of Gardener**- No applications despite job being advertised at St Albans Job centre. The position will be discussed at the personnel working party meeting.

**26.3 SLCC Nuts & Bolts Clerks Course** - attended by both Debra and Loraine was too short not all topics on agenda were covered.

**26.4 New/additional Office Computer** - specification being considered ready for obtaining quotes. Current computer being temperamental (crashing).

**26.5 GES Alarm** - Cllrs noted letter from GES. New charge for resetting alarms from 1<sup>st</sup> October of £20.00 plus VAT.

There being no further business the meeting closed at 10.15p.m.

CHAIRMAN

*R.M. B...*

DATE

*14/11/01*

## **PART 11 BUSINESS**

### Employees Job Descriptions

Cllrs met on Monday 8<sup>th</sup> October to discuss job descriptions & problems. Cllrs noted report on findings. The Cllrs & Clerk discussed problems, the Council wants to review the office before other staff & complaints, the Clerk complained about Council procedures & work/invoices carried out without Council agreeing to it first & the office being by-passed. A further Personnel working party meeting to follow up arranged for Mon. 22<sup>nd</sup> October 7.30pm at 3 Park Lane, Colney Heath. Clerk and Assistant to attend

### Standing Orders & Financial Standing Orders

Cllrs noted copy from Clerks training course on lawful conduct & procedures & recommendation to Chairman.

The Clerk requires the Council to make some standing orders on procedures & financial conduct & suggests a sub-committee be formed with delegated powers to make standing orders on behalf of the Council. A major concern is the lawfulness of discussions made between meetings normally due to emergencies these need a standing order to be lawful without a full Council meeting.

Cllrs agreed to refer to Finance working party lead by Cllr Crump to review & report back, this will help with the above office/staff running problems.