

**PLEASE BRING TO MEETING
ON 9 APRIL 2003**

COLNEY HEATH PARISH COUNCIL

Minutes of the meeting of Colney Heath Parish Council held at the Village Hall, High Street, Colney Heath, on Wednesday 12 March 2003.

PRESENT Cllr H Falk (In the Chair)
Cllr D Clarke
Cllr G Cloke
Cllr G Brooking
Cllr C Brazier
Cllr S Ellis
Cllr J Day

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street
P. Melvin – 38 Admirals Close
F. Graham – Village Hall Council
M. Corley – 48 Fellowes Lane

1. TO ACCEPT APOLOGIES

Cllr D Crump

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

The Council reviewed the minutes of the meeting of the 12 February 2003 and the extraordinary meeting of the 19 February 2003 excluding part 11.

The Council resolved to confirm the minutes of the meeting as a true record of that meeting and to signed them to confirm this.

The Council resolved to confirm the minutes of the meeting as a true record of that meeting subject to a minor amendment and signed them to confirm this.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

The Chairman reported the following items, which had been notified to her since the last meeting:

12 March 2003 is No Smoking Day.

Members were reminded that the Annual Parish Meeting is on Tuesday April 1st 7.30pm at the Charles Morris Hall Tyttenhanger Green. In addition to reports by other Organisations (invitations sent out) Martin Caddy will make a presentation on the new Colney Heath Common Stewardship Proposals and electors will be able to discuss these proposals.

6.7 Licensing Bill - Advice received from Defra regarding Village Hall entertainment licences (exemption) and licences to sell alcohol (will still be required in a simplified procedure) copied to Colney Heath VHC and Charles Morris Hall Cttee.

6.8 Queens Head Public House – Cllrs noted a Notice to apply for a transfer of Justices Licence and Permit under the Gaming Act to Paul Maulkerson and Belinda Bonner.

6.9 Highfield Ward - London Colney Parish Office has confirmed there are no parish notice boards/street furniture in the Highfield Ward, which will become part of Colney Heath in May. The Council agreed to consider a new notice board for Highfield and asked the Clerk to obtain a quote. The members also agreed to consider some kind of joint celebration marking the change of boundary with London Colney Parish.

6.10 St Albans Parish Review – Mr Lovelady has now sent a copy of the St Albans (Parishes) Electoral Arrangements Order 2003 which makes provision for the necessary internal electoral arrangements arising from approval of the Sec of State. Copy and map held in the Office. The new Highfield Ward has 408 Band D properties.

6.11 Doctor's Surgery - Mrs Corley has complained that the service from the doctor's Surgery has been very poor recently with Doctors not turning up when the Practice is supposed to be open. The vital villages Survey may highlight this. The Council resolved for the Clerk to write to the doctors surgery in Hatfield with a copy to the Herts Health Authority complaining about the lack of doctors visiting the Colney Heath clinic and advising that public transport is not sufficient for the elderly to get to Hatfield it requires 2 buses. The letter will also ask how they intend to improve this service.

6.12 Vital Villages - Loraine has typed the initial letter to local organisations on Parish Letter Headed Paper with the Chairman as one signatory and duplicated 42 copies for the Vital Villages Committee to send out. The Council resolved not to charge for duplication. Margaret Corley reported that the application was in progress and the Chair needed to sign it and hopefully the money would be available by the end of March.

6.13 Rural Youth Homelessness Steering Group Launch - 19 March 12.30 at Birchwood Avenue Hatfield with light lunch. Members delegated Cllr Brooking to attend the Launch.

6.14 HALC Training Questionnaire for Councillors and Clerks - Returns need to be in by end of March: Responses will enable HALC to apply for training grants. Council agreed for individual Cllrs who felt the need for training to contact the Clerk with their responses as soon as possible after the Parish Meeting.

6.15 Campaign to Improve Rural Policing – The Council resolved to support Redbourn Parish Council's Campaign and agreed the Clerk to write to Redbourn in support with the added comment proposed by Cllr Brooking regarding the £5m black hole in the police budget and asking the police authority to introduce transfer fee in Herts to retain police. The Letter will be copied to HALC and the Police Authority.

6.16 E-Voting Event – Cllr Brooking and Cllr Falk attended an event on E-Voting on 3 March and Cllr Brooking had provided a report that Cllrs noted. Cllr Falk reported that SADC have offered to do a presentation at the next meeting – Council agreed that it would not be necessary. Cllr Falk reported and she felt that the postal vote would be more popular especially for the elderly as the telephone system is confusing. Cllr Falk also advised a normal polling booth and a new terminal would be available in Colney Heath Village Hall with help available on using it.

The Chair reported St. Marks Church would like to thank the Church's young people for the collection of 61 bags of rubbish from Colney Heath and Sleafshyde and the Publican of the Plough Sleafshyde for the disposal of the rubbish. The Council added their thanks.

5. URGENT BUSINESS

Cllr Brooking reported the Hatfield Road post office has now closed. Mr. Rayatharan the newsagent at 447 Hatfield Rd has expressed an interest in having a post office on his premises. Cllr Brooking asked that the Council supports this and the Council resolved for the Clerk to write to the Post Office expressing concerns over the closure and supporting the opening of a new one.

The Clerk reported that the Association of Parish Councils would like to hold their next meeting on 1 July in Colney Heath because it was this Council's turn to host. The Council agreed the meeting to be held and the Clerk to book the Community Room and prepare the required refreshments. The CHPC representative will need to attend as host.

6. SPECIAL & NEW BUSINESS

6.1 Parish Councillors who arrange individual Meetings with District or County Council Officers - To give all Members of the Council the opportunity to participate or table their views prior to any meeting arranged by individual Members it is proposed by the Chair that the following Resolution be made;

'Any Councillor meeting with an officer of the District or County Council will notify the Parish Office of the subject, date, time and place. The Office will advise other Members who can then decide whether they wish to attend or table their views prior to the said Meeting'
The Council did not resolve to adopt the proposed resolution above.

This was to be discussed under Part II with letters from various Councillors. Cllr Brooking asked that it be discussed in public because he felt it was in the public interest. Cllr Brooking expressed his concern that Cllrs had not been notified of the meeting with Cllr Brazier, Cllr Falk and Stuart Walmsley on Friday 10th January. He had been in contact with Stuart on 3 occasions regarding the High Street. Cllr Brazier replied that the meeting was not secret that he had informed Loraine in the Office the day before and the meeting was specifically regarding an accident in Wistless Crescent and no other matters. Cllr Falk agreed with this and advised it was Stuart who raised the parking in Richardson Place. The discussion continued until the Chair asked for the discussion to be continued in Part II.

6.2 Free Parish Councillor email facilities – The Council did not wish to recommend this to be discussed by the New Council after the 2003 elections.

The item was discussed under Part II.

6.3 Air Quality Management - St Stephen PC had invited Members to attend an exploratory meeting to discuss a group to actively promote the planting of trees along Trunk Roads to minimise pollution. Cllr Crump to attend on behalf of CHPC but was absent from this meeting. The item will be tabled for the April Meeting.

6.4 Concessionary Travel Schemes - Cllrs noted the response from Kerry Pollard MP, which they felt, was not very constructive and agreed for the Clerk to write to acknowledge his letter and thank him for his comments.

6.5 London Paintball Supplies – Cllrs noted the request to identify any suitable land for a paint ball site and agreed for the Clerk just to acknowledge their letter.

6.6 Local Access Forum for Hertfordshire – Cllrs noted letter from Herts. CC. and agreed for the Clerk to write to thank them for their comments.

6.17 Hertfordshire Structure Plan Alterations 2001-2016 Deposit and Consultations - arrived as the Agenda was closing but objections and comments have to be with County Hall by 5.00pm on Wednesday 16 April. Clerk to copy to Cllrs Brazier and Crump to review.

6.18 Telecomm Operators and Mobile Operators Association Annual Rollout (forecast) Discussion - 6.30pm 3 April in the SADC Council Chamber. Invitation to attend. One site on the A414 appears to be affected. Members delegated Cllr Brazier & Cllr Brooking to attend.

7. **FINANCE**

7.1 Parish Council Accounts

Council received accounts with lists of emergency payments, current accounts for payments, bank statements and moneys received and banked since the meeting on 12 February.

The Council resolved to accept the accounts and give the necessary authority including the issue of cheques listed.

7.2 Audit 2001-2002 – Nothing further to note since February.

7.3 Vital Villages Grant Treasurer – waiting notification of appointment.

7.4 Macmillan Cancer Relief - Request for financial support. Copied for notice boards and to Churches. Members wished the matter to be referred to the Church for them to consider funding projects. Margaret Corley advised that Colney Heath WI already strongly support this charity and she would bring it up at the next Church Committee meeting.

7.5 End of Year Finance Work – Extra Hours Required – The Clerk reported that in a folder for April she has the following to complete;

Employers Pack 2003, P35 Employers Annual Return of Tax/Ni, P60 Certificates, P11ds 2003-2004, Employers 2003 Bulletin, HCC Year End Pension Contributions Return, ITNET Pension/ Ni /Earnings 2002-2003 Return, New 2003-2004 National Insurance Tables, Vat Return 2002-2003. The Clerk also needs to change all the Finance spreadsheets held for the Council from the old 2002-2003 and start the new 2003-2004 records with amendments for new budget requirements, new wages and salaries, new National Insurance, new Pension contributions and keep the new audit records. The Clerk will also need to start the 2002-2003 audit and prepare the income & expenditure return.

The Council considered paying the Assistant Clerk overtime while the Clerk struggles to prepare all the above, The Clerk may not have time for the normal meeting/minutes, APM and normal letters and work required from the monthly meetings. The Clerk is already looking into these requirements. The Clerk is under pressure because the Assistant Clerk cannot do any of this finance and the Clerk also has the normal monthly finance to do. There are also play area projects the Clerk needs to spend time getting quotes for. The cost of the extra hours until 1 April has not been budgeted but the total cost is estimated at £44.46 for 5 hours extra work. The cost for April has been included in the budget (£1000 for the year) and the estimated cost for April will be £73.28

The Council resolved for Loraine to do extra paid hours with a maximum 2 hrs per week with agreement of the Clerk from now until 1st May.

8. **PLANNING**

8.1 Planning Applications

Councillors considered comments collated by Planning Applications Officer as circulated since the last meeting and resolved to agree comments as made below:

5/03/0147	108 Hill End Lane St Albans	Single and two storey side and rear extn	No objection
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5/03/0188	Sleapshydé Farm Cottage, Sleapshydé Smallford	Two and single storey side extn (re-submission following refusal of 5/02/0264LB)	Having examined the application Members have no comments to make
5/03/0132	43 Meadway Colney Heath	Conservatory (resubmission)	No objection
5/02/0262	601 Hatfield Road	Erection of Cattery	Members strongly object to this application for the following reasons: Members believe that this application will not comply with Policy 13 (regarding 'modest scale'). Neither will it comply with Policy 34 as there is a very congested junction (Hatfield Road/Oaklands Lane) just before the entrance of the existing cattery. Residents are most concerned about the extension as the In-Out entrances are continuously abused. Vehicles have been seen reversing out of the In Entrance into Oaklands lane.
5/03/0266	90 High Street Colney Heath	Rear conservatory	No objection
5/03/0346	114 Hill End Lane	Single storey front and side extn	This appears to be within the limitations of Policy 13 (i).
5/03/0347	Glyn Hopkin Lyon Way St Albans	Extn to car display area	No objection

8.2 Appeals and Enforcement Notices -

Cllrs received notification of any appeals or enforcement notices issued since the last meeting:

Appeals -

Courser's Road - The Inspectors Appeal decision has been received (Copied to Cllr Brazier). The Appeals have been dismissed and the notices upheld but subject to the period for compliance being extended. The Parish Office has the full copy for reference.

High Court Injunctive proceedings Mr Lovelady advises that he is writing to the defendant's solicitors seeking consent to adjourn the hearing pending receipt of the inspector's decision. Cllr Brazier reported on the implications and the 3 months to vacate the site and 6 months to remove the hardcore that can be taken to the court now appeals dismissed and enforced.

Plot 7 The Paddocks - Colney Heath Lane - Awaiting developments.

Plot 2 The Paddocks - Colney Heath Lane - Awaiting developments.

27 Sleapcross Gardens Smallford - The Council made no comments on original application.

8.3 Planning Decisions

Cllrs noted the following planning decisions received since the last meeting and reported below:

5/02/2530	12 Roestock Gardens	Conservatory	Refused
5/02/2276	101 Colney Heath Lane	Two storey rear extn (resubmission)	Refused
5/02/2537	41 Princess Diana Drive	Conversion of garage to living accommodation and garden shed	Permitted
5/02/2220	124 Tollgate Rd	Replacement dwelling	Permitted
5/02/2534CP	3 Heathside Church Lane	Single storey extn and loft conversion	Certificate of Lawful use or development granted

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 from Charlie Nash – Cllrs noted the monthly report and discussed any issues raised or progress on work requested by the Council. The Council agreed for Clerk to obtain a quote to purchase 1 new dog bin from the Common Reserve and for it to be placed in the gap on the High Street (site to be agreed with Charlie Nash). Cllrs noted the Clerk has asked Martin Caddy to tour the Common with Charlie and Royce before the grass cutting commences.

10.2 Three Valleys Water Pipeline across the Common – District Valuer contacted to advise the cost of a survey - reply waited. Ottaways' have advised they have contacted Three Valleys Water regarding as to whether they will pay this expense – reply waited. Council asked the Clerk to chase responses to this.

10.3 Monitoring of Transco Pipeline – Letter sent 20 January advising Council are not satisfied and would like a meeting to discuss. Further reminder sent. Cllr Falk reported a new contact had phoned the Office to confirm a meeting will be arranged soon.

10.4 Warren Track – Brain Storming Meeting to be arranged. Mr Paxton Sr. has not responded to letter and Royce has said he (Mr Paxton Sr) does not wish to attend. Charlie Nash has made some comments suggesting narrowing the track and these can be circulated if required before the Warren Track Meeting takes place. The asbestos was removed on 25 February. Council agreed that a post/bar gate with padlock placed at the road end of the track would be best and asked the Clerk to obtain quotes for consideration.

10.5 Grass Cutting Contract – Colney Heath Parish Council resolved at its extraordinary meeting on 19th February to offer Royce Paxton the grass-cutting contract for the Common from March 2003 for 1 year only to October 2003. The Clerk issued the amended contract, which has been signed and returned by Royce. Cllrs discussed further under Part II.

10.6 Common Stewardship – Article to appear in Chronicle and tabled for Annual Parish Meeting 1 April 7.30 at Charles Morris Hall. The Council agreed at the Meeting 12th February to provisionally apply for the Common Stewardship scheme before it closes on 31st April to start in October 2003; Cllr Brazier is co-ordinating with Martin Caddy the application. Charlie Nash wishes to make some comments and may do so at the APM which will be a public forum.

10.7 Tipping - Cllrs discussed under Part II. Royce has had to dispose of about 10 bags of rubbish collected by Common Ranger.

11. **RECREATIONAL AREAS /PARISH GARDENS**

11.1 Parish Wardens Report from Royce Paxton - Cllrs noted Royce's time-sheet reports and monthly work programme by Clerk that includes inspection work at item 11.4 and discussed any issues raised. The Clerk advised a lot of work had been achieved as shown by the ticks.

11.2 Parish Gardens Report from Hilary Brazier - Cllrs noted the monthly report and discussed any issues raised or progress on work requested by the Council including

6 

the Wicksteed inspection action on Tyttenhanger. Hillary's spade has broken and the Clerk will check for the receipt, she has purchased a new one.

11.3 Grass Cutting Contract – Colney Heath Parish Council resolved at its extraordinary meeting on 19th February to offer Royce Paxton the grass-cutting contract for the Recreational Areas from March 2003 for 1 year only to October 2003. The Clerk issued the amended contract, which has been signed and returned by Royce.

11.4 Yearly Inspection of Recreational Areas – Clerk has been arranging the inspection work required and has produced a report on the current situation. This shows the work for all parks. The Clerk reported a lot of work was required from the report and a lot had already been completed as shown. The steps in Boissy left are solid and have newts under.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club – The agreed letter was sent to the Football Club on 21 February requesting a reply by 5 March so the response can be considered at the next meeting - reply received. Further developments/action discussed under Part II.

12.2 Football Pitch Marking – Fleet Marker now arrived.

12.3 Tennis Court Report from Hilary Brazier - Cllrs noted report from Tennis Court Attendant including progress on monthly work requested by Council and discussed any issues raised. The Council agreed the court should be locked and the net replaced ready for Tennis bookings.

12.4 Sandpit – The Clerk reported on meetings and site tours with Wicksteed on 25 February, Kompan 28 February and Lappset on 5 March - quotes were requested and the Clerk will report further when received. Two Quotes for infilling the Sandpit with topsoil to grass level and levelling area were obtained in October. Ivories quoted £1000 plus VAT - Clerk has asked Ivories for a more detailed quote and they never responded (Lorraine's telephone conversation now advised does not include labour). The other quote requested from Mr Bone via Royce was £1250 – Clerk confirmed in February this quote still stands. The Clerks recommends accepting Mr. Bones quote to proceed with this work ASAP because equipment cannot be installed on safety grass until grass has grown.

The Council resolved to accept the quote dated 7 October of £1250 from Mr Bone to remove wooden edging, infill the sandpit with topsoil and level and seed as per quote.

12.5 Burglary on night of 17/18 February the Pavilion was broken into. Window broken and door damaged also lighting cable cut. The Insurance Company was advised on 18 February. Cllr Falk reported on the level of damage.

13. COMMUNITY PARK -

13.1 Lease – Clerk has contacted Herts. CC Cllr Rosie Sanderson because nothing further to report and waits her response.

14. ROESTOCK PARK -

14.1 Car Park Lighting – Quote to install a timer requested from Eastern Contracting and reminder sent. Clerk reported quote received for £135 to supply and install 2 photocells that turn off between 12am and 5.30am – no further controls of days/times is possible. The Council decided not to install these because it did not solve the issue of light earlier in the evening.

7 

15. BOISSY PARK -

15.1 Lease – waiting further update from SADC Valuer on negotiations.

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – Nothing to report.

17. SLEAPSHYDE PARK –

17.1 Metal Playhouse – Now removed as per quote. Clerk has visited site with Wicksteed, Kompan and Lappset to quote some items that can be considered to replace it.

17.2 Hedge between Sleapshyde Park and Angel Cottage - Letter sent to Resident. Royce reported he did leave site in tidy condition and another party dumped rubbish and cut down the tree and left it – he has removed further rubbish including a tree stump.

The Council agreed for the Clerk to obtain a quote for the further work required (action required includes removal of sycamore tree, 2 stumps left with wire round to be removed and removal of ivy and reseeding).

18. SLEAPSHYDE POND -

18.1 Pond Work – Hedge planted - Cllr Falk reported and the Council thanked the volunteers who helped plant the hedge.

19. GLOUCESTER PARK –

19.1 Extra Bin – to be installed by Royce.

20. TYTTENHANGER PLAYING FIELD & PLAY AREA -

20. 1 Play Park – Swings - Tyttenhanger residents are anxious for swing to be re-instated. Council asked the Clerk to write to Mr. Scott to indicate when the new swings are likely to be in place on the lines as reported below.

Swings now removed as per quote and hole infilled. Clerk visited site on 25 February with Wicksteed, 28 February with Kompan and 5 March with Lappset and measured up for quotes for a new swing and reported – the quotes are awaited. The Clerk put a figure in the budget (£1300) to replace these swings, which were condemned and taken out of service. The swings can be replaced once the Council accepts a quote and it normally takes 6-8 weeks for the company to install.

20. 2 Play Park – Membrane - Cllrs noted letter and quotes from Peter Scott Chairman CMH Cttee. CMH Committee Members/Residents are prepared to organise a working party to relay membrane to reduce cost but Council will need to purchase new membrane and a lot of new play bark. As a temporary measure the Clerk asked Royce to take some play bark on site to be raked by Hilary to ensure safety standards are maintained – this has been done. Council agreed to support this project and nominated Cllr Day to liase with Mr Scott and the Clerk.

20. 3 Play Park – Gates - Mr Scott has obtained two quotes to supply one large and one small gate for the entrance to the hall car park, Cannock Gates £525 and Howe Fencing £384 neither company can install. Darfen Durafencing has quoted £620.00 plus Vat to supply and fit new small pedestrian timber gate and remove old at front entrance to hall. Royce has been

8


asked to quote to remove old and install. The Council asked the Clerk to get a quote from Mr. Stayton as well for removing/disposing of old gates and installing new.
The Council resolved to accept the Howe Fencing quote once the total cost of the quote is confirmed by Cllr Day to include the extra post required and delivery.

20.4 Metal Playhouse – Now removed as per quote. Clerk has visited site with Wicksteed, Kompan and Lappset to quote some items that can be considered to replace it.

21. **HIGHFIELD TRUST –Appointment of Parish Trustee to replace Cllr Ellis – memo from John Ely** – ‘The Trustees meet 4 times a year for full Board Meetings. Each then is nominated onto a sub committee (Cllr. Ellis was Park Development), which meets a week before the main Board Meeting. Meetings are normally held on a Thursday afternoon 2.30pm start.

The Parish Councillor is also a Company member and at the AGM each year will need to formally adopt the Trust's Audited Accounts.

Once the Council has nominated someone there will be an induction at which I will give them the Memorandum and Articles of Association and explain their duties more fully.

Although S Ellis didn't do it, The Trust like the Colney Heath representative to give progress reports to the Parish Meeting. I can provide notes for these if required. Board papers are confidential and not for general circulation.’

Cllr Ellis reported that the précis of board meetings for him to report to Council had not been received. The Council asked the Clerk to contact John Ely to remind him that the Council requires a summary of the board meeting for the Office. The Council also queried the fact the board minutes were confidential and felt as a trust these would be public record and asked the Clerk to get John Ely to clarify this. Cllr Ellis advised he would attend one more meeting before he stands down.

The Council deferred nominating a Cllr to replace Cllr Ellis until the May meeting after the elections.

22. HIGHWAYS

22.1 Footpaths and Bridleways – Cllr Brazier reported on the damage caused by horse riders using the Common and not sticking to the bridleways at the rear of the Common. Numerous letters have gone out in the past to local stables but it continues. The Council agreed for Cllr Brazier to contact the Horse Society for their advice and to investigate a ‘No Horses’ and ‘Horses Must Keep to the Bridleway’ signs for the Common.

22.2 Parish Paths Partnership –

22.3 Highways – Cllrs noted the new address for Highways, the public contact number remains the same 01438 737320 or 01923 471320.

23.3.1 Colney Heath High Street – Parking and Traffic Calming – Cllr Cloke reported that following numerous contacts with Highways regarding the High Street she had spoken to Steve Dibben (Stuart Walsmleys replacement contact) and could confirm that the work to create the new parking spaces in Richardson Place would take place between 24 March –to the end of April. Steve Dibben would also contact ATS regarding their van parking. Cllr Cloke also advised the signs she had requested for 121-127 High Street had actually been put up wrongly in Richardson Place – she has confirmed with Highways that these will be moved to the correct place when the parking bays work is carried out. Cllr Clarke also wished it to be recorded that in August 2002 he applied for a grant for lay-by improvements at Richardson Place and it was in response to this that the £5000 for work was made available. Cllr Brazier reported that the traffic calming bollards had been wrongly replaced with metal ones and Damian Higgins had confirmed these would be replaced with the rubbers ones.

22.3.2 Trees – Cllrs noted that the new trees requested have now been planted at Cutmore Drive and thanked Cllr Cloke for her work on this.

22.3.3 Oakland's Lane – Cllr Falk reported she hopes to have a meeting with Steve Dibben in April. Cllr Brooking advised that Cllr Ellis – Head of HCC had advised £5000 additional funding had been allocated for flooding in Hertfordshire.

22.3.4 Smallford Works - A response has been received from Environmental Services regarding white vans and will be tabled for next month.

Other Highways – Cllr Brooking advised he had received complaints from residents regarding cars parking on the pavement/verges along Colney Heath Lane between the school and the Hatfield Rd. The Council agreed the Clerk to write to Steve Dibben of Highways to advise him of the problem and ask what could be done; the letter should also be copied to Nicholas Breaksphere School to remind them about the school run parking issue.

Maureen Butler advised of damage to the grass verge in Roestock Lane at the Corner of Medway. The Council agreed the Clerk to write a letter to O'Connors to advise of this and ask for it to be repaired.

23. VILLAGE HALL - COUNCIL OWNED (OR TRUSTEE) BUILDINGS

23.1 Village Hall – Minutes to be made available (no February meeting). The March minutes were not available – Frank Graham will ensure the Clerk receives a copy.

Cllr Cloke advised the VHC senior citizen meal had taken place and they had provided nice hot meals with the help of Stef Spanner of St Marks Church. Cllr Cloke advised the turnout for the meal was low and asked next year the Council helps publicise it. The Council agreed and thanked everyone for his or her effort.

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

24.1 Annual Parish Meeting – Charles Morris Hall has been booked for Tuesday 1st April for this meeting. Invitations have been sent out and responses being received. Martin Caddy has confirmed he will attend to present Common Stewardship proposals.

25. OUTSIDE ORGANISATIONS

25.1

St Albans and Harpenden NHS Trust	Agenda for 14 February	Further meetings on 30 April & 15 May – Agenda waited
Best Value Review of Libraries	February 2003 up-date	
Cancer Research	Information on 2003 Fund Raising events	
English Nature	Reconnecting People and Nature	Report on Consultation to Cllr Brazier
CPRE	Newsletter and Membership card	Members receive discounted entry to selected houses and gardens Details held in the office News letter contains information on opportunistic sale of Green Belt land for development To Cllr Clarke
Community Safety Forum	Minutes of 27 January	Cllr Falk had prepared a brief report
Forum	Harpenden News letter	
HALC	Parish Information	
SLCC	The Clerk Journal	
Clerks and Councils Direct	Clerks and Councils Direct/Suppliers and Year Book	

26. ST. ALBANS CITY AND DISTRICT COUNCIL

26.1

Committee	Details	Reviewed by	Action/Effect on CHPC
District Plan Second Review Members Steering Group	Agenda for 27 February	Cllr Falk	
Licensing & General Purposes Committee	Agenda for 6 February	Meeting to be held on 6 March 2003 not 6 February	
Planning (Referrals) Committee	Minutes of 23 January	Recommended that 5/02/0586 Outline 18.03.02 – Erection of 6,500SQM construction, technology and recreation centre, alterations to existing buildings, replacement student residences, car parking, access, (with Hatfield Road junction improvements) and landscaping at Oakland's College, Oakland's Campus' be approved with conditions including work on Highways.	
Planning (Development Control) South	Agenda for 3 March	Cllr Falk unable to attend, await Minutes	
Executive Forward Plan	March to June 2003		
Standards Cttee	Postponement of 5 March meeting	Copied to Cllr Brazier	
Community Safety Consultation Forum	Minutes of 27 January	To Cllr Falk	
Parish Liaison Joint Committee	Notes of 28 January 2003		
Full Council	Agenda for 26 February		
Housing Liaison Consultation Forum (Tenants and Residents associations)	Minutes of 6 February		
Environmental Forum	Agenda for 25 March	Paper on Air Quality Management copied to Cllr Crump	

27. STAFF AND OFFICE

27.1 Risk Assessments & Health & Safety at Work Act 1974 - The Office, Parish Warden's and Common Ranger's Assessments with recommendations by Loraine were provided and discussed. The new Graveyard Keeper will also be asked to complete a form as will Mrs Brazier on the Gardening and the Tennis Courts and Dave Rodway on the Editors job. The Council agreed for quotes to be obtained for hazard signs, safe boxes, required clothes but not the mobile phones.

Stress Assessment and Management Policy - Members agreed the Draft Stress Management Policy and for the Office to write to all employees explaining the requirements and Council's proposed policy and ask them for their comments. The advice is that the whole process should be done carefully and in complete consultation with staff. From this Members will be able to ascertain if stress is present and the best way forward.

27.2 Closed Church Yard Attendant Vacancy – Interviews took place on 27 February with Cllr Falk, the Clerk and Carole Ward from St. Marks Church. The interview panel agreed that the post should be offered to Mr N Quinn on a trial basis until the Council agrees this recommendation. The Clerk has advised both applicants verbally and in writing of the appointment. The Clerk has issued an amended trial period contract up to 31st March to Mr. Quinn that he has signed and returned. Mr Quinn will contact the Church for a key to equipment storeroom and a tour to start his work (leaf blower will need to be made available from Royce – Clerk has asked him to deliver it to church storeroom). Clerk has advised Mr

Quinn there are surplus hours (up to 27 hours) that can be used in March to get the site up to standard. A permanent contract will need to be issued to cover the period after 31st March if Council agrees and Mr. Quinn wishes to continue.

The Council resolved to appoint Mr. N. Quinn as the new Parish Closed Churchyard Keeper.

27.3 Notice Boards/Bus Shelters – Further work has been done by Royce to Hillend bus shelter near Gloucester Park fixing the hole with plywood inside and feather boards back on outside. Mr Stayton has been requested to quote for a new Roestock Lane notice board.

27.4 Archive Materials - Loraine has spoken to Joy Tomkin and does not believe the University will be able to provide assistance in properly archiving the material now in the Village Hall Loft. Joy has expressed the strong wish for papers to be available to the Public but not via County Hall Archive Dept. The Clerk reported she had spoken to Margaret Nash regarding this and suggested she organise a project, which may include the restarting of the History society to tackle this material.

27.5 Warden Training – waiting local date – Clerk has checked website.

27.6 LGPS (Local Gov. Pension Scheme) Stock Take Review - The Council as an Employer has been sent Pension Scheme Review Options to read and a questionnaire to complete on behalf of Council. The Council delegated Cllr Brooking to read and complete Questionnaire by 31 March 2003.

Meeting closed at 9.55PM

Signed -----



Minutes

Council confirmed the part 11 minutes of the Meeting of 12 February 2003 and the extraordinary meeting of 19 February and signed them as a true record of those meetings.

Colney Heath Football Club

Further developments/action discussed under Part II. The agreed letter was sent to the Football Club on 21 February requesting a reply by 5 March so the response can be considered at the next meeting. SADC legal dept advice on arbitration has been circulated to Cllrs (Their experience of hourly costs is circa £184!)

RICS advise ' they are prohibited from setting fee scales for this, or any other type of work. The appointed arbitrator would set out his fees once appointed and he would attempt to agree them with the parties. However, he has the power to proceed whether they are agreed or not, subject to your right to have the courts assess them after the event if you are not happy with them (taxation).

The hourly rate would generally depend on seniority, location, overheads etc of the arbitrator and can therefore vary considerably.

As far as application to the President is concerned, you would need to apply, using one of the attached forms (depending whether it is a commercial property rent review or not) and send this together with a copy lease/contract and a cheque for £300 to cover our administration to the address on the form.'

Another letter sent on 3rd March advised the Football Club of estimated costs of arbitration.

Reply received from Football Club 4 March. Cllr Falk advised the letter showed the Football Club had now accepted the new rent and asked for a letter to be issued thanking the Football Club for their letter accepting the new rent and confirming due to this the proposed grants can now be deducted from the outstanding invoices. The amount outstanding as of October is now agreed as per their letter of October and the Council now request a cheque for this amount due up to that date to be sent to the Office.

The Council resolved to write to the Football Club on the lines proposed by Cllr Falk above.

Grass Cutting Contract

Common - The Clerk issued the amended contract, which has been signed and returned by Royce. The Council agreed on awarding this contract that the grass cutting must follow the management plan and maps exactly. This year CMS with the Commons Ranger will advise the Council whether the grass has been cut satisfactory and report to the Office any further work required. Royce is happy to be invited to tour the Common with CMS and the Common Ranger to ensure the plan and maps are fully understood and Clerk has asked Martin Caddy to arrange.

Clerk & Assistant Clerk

Assistants Clerks salary includes extra 15 Hours paid (£113.25 extra pay) overtime as agreed. The Clerk is taking some leave over Easter – minimum 3 days, some of this will be flexi from Extraordinary Meeting & minutes, Interviews & Site Meeting.


Other Employees – Warden – Ranger – Gardener etc

Warden – Royce has informed Loraine that the ten bags of rubbish he picked up that Charlie had collected have been disposed of partly by putting it in the Football Club bin, which they have to pay to be emptied. This is not good practise and can the Council advise on where Royce/Charlie should dispose of rubbish. (The Clerk requested a budget for 2 wheelie bins and has budgeted £350 for 1 (1100L) bin from April for outside the Parish Office to be emptied weekly, which needs investigating – time permitting). Royce advises a bin on display will be dumped around and suggests the Farm as the location. The Council resolved the Clerk to obtain a quote for a bin to be stored at the Warren Track for Council to agree. This would allow rubbish collected by Royce and Charlie to be deposited straight into this bin, which will be emptied weekly.

Items 6.1 & 6.2 – Councillor Meetings and Email

Cllrs discussed further items 6.1 & 6.2. Cllr Cloke and Cllr Brazier exchanged views on the contents of emails. The Council did not make any resolutions at 6.1 & 6.2.

Meeting closed at 10.15PM

Signed -----