

**PLEASE BRING TO MEETING
ON 14 MAY 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 09 April 2003.

PRESENT Cllr H Falk (In the Chair)
 Cllr D Clarke
 Cllr S Ellis
 Cllr J Day
 Cllr D Crump

IN ATTENDANCE

Debra Mayhew – Clerk
Gill Moody – Greenleas Roestock Lane
Maureen Butler – 21 Roestock Gdns
Dennis Becker 95 Colney Heath High Street
F. Graham – Village Hall Council
Henry Parker – Tollgate Rd
Ian Skelt – 44 Tollgate Rd
Carol Gutteridge –
David Gutteridge

1. TO ACCEPT APOLOGIES

Cllr G Cloke
Cllr G Brooking
Cllr C Brazier

2. DECLARATIONS OF INTEREST IN ITEMS ON AGENDA

None

3. MINUTES

The Council reviewed the minutes of the meeting of the 12 March 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.

4. CHAIRMAN'S SPECIAL ANNOUNCEMENTS

5. URGENT BUSINESS

6. SPECIAL & NEW BUSINESS

6.1 Highfield Ward - New Notice Board Mr Ely (and Clerk) suggested a board on the corner of Highfield Park Drive and Honey Croft Drive. He needs to obtain agreement of the Trustees. Any Agreement would be on the understanding the board is installed and maintained by the Parish. Loraine will check with the SADC Planning Dept. to confirm that there are no services in the verge where the board may be installed. Cllr Ellis suggested locating board in the square in Puddingstone Drive. Mr. Stayton had quoted £352.00 plus

1 5/10

VAT for a new board/posts fitted. The Council resolved to accept this quote for installing once permission gained and for Clerk to obtain permission to install board on Grass Square in centre of Puddingstone Drive. London Colney Clerk suggested booking the Trestle Theatre for a 'party' and an exchange of named seats. She is to consult her Members. Mr Ely suggested the Council 'beat the bounds of the new ward' instead of /in addition to Beating the Bounds of the Common' followed by a joint tea party. Members discussed this suggestion and decided it was a good idea. Council agreed for the Clerk to contact Mr Ely for a proposed date/time and then it should be tabled for the New Council in May.

6.2 Rural Youth Homelessness Steering Group Launch - Cllr Brazier had e-mailed the Office the issues he raised which Cllrs discussed and noted a response is waited.

6.3 Hertfordshire Structure Plan Alterations 2001-2016 Deposit and Consultations (Letter Paper 6A from March Meeting and accompanying Document - Cllrs Brazier and Crump to complete. Cllr Crump confirmed Cllr Brazier has the document for completion. *confirmed response made.*

6.4 Telecomm Operators and Mobile Operators Association Annual Rollout (forecast) Discussion - Only one Member could attend so Cllr Brooking attended unfortunately he was not at the meeting to report on the meeting.

6.5 Hatfield Road 'Oaklands' Post Office - Cllr Brazier has contacted The Post Office 'Head Office' who advise the owner has closed the Post Office and they have received no petition regarding re-opening. There is another Post Office at Fleetville. The Clerk wrote to Postal HQ saying the Parish was disappointed with the closure, as many people in the Highfield Hill End Estate are some distance from Fleetville. Cllrs discussed the above.

6.6 Future Development of Air Transport Further Consultation - Members deferred the nomination to the May meeting. All are listed on www.airconsult.gov.uk

6.7 Assessment of Potential Projects and Sites within Watling Chase Community Forest - The report detailing the Action Plan for 2003/2004 first stage is now complete (Colney Heath's comments were too late but will be borne in mind in later up-dates). The process will be ongoing. Members delegated Cllr Crump to review the Action Plan.

6.8 Hertfordshire Local Access Forum - Recruitment Pack and application form is available by calling 01992555262 or on www.hertsdirect.org/laf. Council agreed for the letter to be given to Cllr Brazier to review.

6.9 Boissy Close Residents letter – Cllrs noted letter dated 23 March regarding dog fouling and the future of the park. The Council agreed a response for the resident. The letter should state the Council was sorry about the dog-fouling problem but unfortunately were unable to do anything further at present due to the ongoing discussion on the rent of the ground. On the point of Park ownership the Council were not the owners but Mr. Musk presently leases the land to the Council and the rent is under negotiation. Cllr Falk reported on her attendance of the District Plan Second Review Meeting on 27 March where unfortunately she was not allowed to speak. Three sites in Colney Heath Parish were identified for possible removal from the green belt; Glinwell Nurseries, Boissy playing Field and land at Nicholas Breakspear School. The Council was concerned about this possible loss of green belt land. Cllr Falk advised that all sites had been referred to an open meeting in May. The Council agreed for the Clerk to contact the SADC and ask for the date of the meeting and for permission for a parish Cllr to speak.

6.10 E-voting Cllr Brooking attended the SADC E-voting meeting his report has been circulated. The next Working Party is on 17 April. A new CD-ROM and video will be

available at the Meeting for Members to borrow. Terminals have been installed in the Community Room at the Village Hall.

6.11 Council for Voluntary Service – Cllrs noted letter dated 27 March. The Council advised the Clerk to acknowledge the letter and defer to the new council in May.

6.12 Parish Council Elections – The Office has received notification from Malcolm Sands of the persons nominated to stand and also the result of the uncontested election for the new Highfield ward - Mr Geoffrey Stuart Rump is elected – information available to persons on request.

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 March.

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

7.2 End of Year Parish Council Accounts – The Clerk has amended the March03 accounts to reflect the latest end of year position on the expenditure from the 2002-03 budget and reserve funds to carry forward and explained the position.

7.3 Audit 2001-2002 – The Auditor has rung to explain he was waiting for papers from the previous Auditor, which have now arrived. He requires further information - now requested. Clerk advised he called and asked procedure questions and a letter has arrived. Cllr Falk reported on further letter requesting lots of documents to be photocopied and sent to auditors, Cllrs discussed this and were unhappy with the work being created by this new lighter touch audit. Council agreed for the Clerk to write to HALC (copy to Kerry Pollard MP and other Parish Clerks) complaining that the time and items requested seemed excessive under the new lighter touch regime and asking for their comments, a copy of the auditor's letter will be sent with the letter.

7.4 Chronicle - The Chronicle is now the maximum weight for the first tier of postage, the Office sends out 25 copies by post. From May the extra area in Highfield will require the Chronicle; Office has advised Dave Rodway and asked for an estimated cost and about volunteers to distribute them. The Council agreed for a further 400 copies to be printed and distributed. Council agreed St. Marks Church should be advised of extra copies of Chronicle (extra cost) and asked if they can provide any help with the distribution to Highfield residents.

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:

5/03/0414	Radio Nurseries Oaklands Lane	Erection of agricultural managers dwelling and garage	Members have no objection to this plan as long as Policy 14 is fully implemented
5/03/0412	12 Fellows Lane Colney Heath	Demolition of garage and erection of single storey side extn	As this appears to be within Policy 13 Members have no objection
5/03/0433	12 Meadway Colney Heath	Single storey side extn	No objection
5/03/0428	31 Russet Drive	Conservatory	No objection

5/03/0468	52 Firwood Ave	Conversion of loft to living space with rear dormer and front porch	As this appears to be in keeping with the original building Members have no objection
5/03/0480	21 Drakes Drive	Two storey side/rear and single storey rear extn. And front porch	Members consider this to be too large a development and wish to object
5/03/0513	Aylesford, Sleapshyde	Demolition of existing bungalow and construction of new four bedroom bungalow	This does not appear to be within the original footprint of the existing dwelling and does not conform to Policy 13 of the District Plan
5/03/0496	27 Sovereign Park	Erection of 1.8m high fence	As this is an extension of existing fencing Members have no objection
5/02/0578	67 Colney heath Lane	Relocation of existing garage	Members object to this proposal on the grounds that the extension is too large and does not comply with Policy 13

Cllr Day asked about the clearance of trees in the Highfield Trust Park off Hillend Lane – the Clerk reported it was in preparation for the new community facilities and the planning application would hopefully be going in soon.

8.2 Appeals and Enforcement Notices -

Cllrs received notification of any appeals or enforcement notices issued since the last meeting - Cllr Falk reported.

Appeals –

Cursor's Road – Period to comply started 25 February - still within the 3-month and 6-month limits for vacating site and removing hardcore. Cllr Brazier has contacted Highways regarding the soil 'bunds' outside the site, which require removal.

Plot 7 The Paddocks – Colney Heath Lane – Awaiting developments

Plot 2 The Paddocks – Colney Heath Lane – “

8.3 Planning Decisions

Cllrs noted the following planning decisions received since the last meeting and reported below: Cllr Falk also reported on latest planning meeting on 31 March decisions including refusal of Redhall development plan.

5/03/0004	125 High Street Colney Heath St Albans	Single storey front and side extn and conversion of garage to living space	Permitted
5/03/0049T A	Junction Colney Heath Lane and North Orbital Colney Heath	Erection of Telecomm equipment	Prior approval
5/02/2509	Avalon Sleapshyde	Single storey side and two storey rear extns	Refused
5/02/2362	Wickes Building Supplies Ltd, Acrewood Way	Change of use of part of carpark to an 'outdoor projects centre.	Permitted
5/03/0132	42 Meadway	Conservatory Re-submission	Permitted
5/03/0147	108 Hill end Lane	Single and two storey side and single storey rear extn	Permitted
5/03/0017	11 Princess Diana Drive	Conservatory (resubmission)	Refused
5/02/1984	Security House Acrewood Way	Change of use from	Permitted

		industrial (warehouse) class B8) to educational (Class d) for a temporary period	
5/03/0204	336 Camp Road	Two storey rear extn and attached garage (re-submission)	Refused
5/03/0346	114 Hill end Lane	Single storey front and side extn	Permitted
5/02/1885	2 Edison close	Side and rear extn	Refused

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 issues raised and progress on work requested by the Council. The fence replacement suggestion was left as a possible future item to consider. The Clerk is to contact Three Valleys water regarding the problems of the riverbank erosion affecting the fence posts.

10.2 Three Valleys Water Pipeline across the Common – Ottaway's have advised that Three Valley's Solicitor has now confirmed that the Company will meet the cost of advice from the District Valuer. Richard Pugh District Valuer has advised he would be pleased to act for the Council and would suggest the Council carry out a valuation in the first instance to establish whether the sum offered is reasonable, followed by negotiations with TVW if necessary. The fee for the valuation will be £250 plus VAT, with any necessary negotiations undertaken on the basis of an hourly rate, charged at £75 per hour, plus VAT. The Clerk with agreement from Cllr Brazier & Cllr Falk has instructed Richard to proceed with the valuation because the cost will be met by 3VW, the Clerk has noted only poor re-growth of the pipeline area – it appears further reinstatement may be required. The Council advised the Clerk to suggest a Cllr or Charlie meets the DV on site for the valuation. The Council agreed to the above instruction of the District Valuer.

10.3 Monitoring of Transco Pipeline – Cllr Brazier reported to the office a very successful meeting with Transco who agreed to pay for extra work including the replacement of the hedge on Common gap, spraying docks when appropriate and removal of saplings in river. The Clerk will need to get quotes from outside contractors for Transco to agree and then they will reimburse the cost. Clerk advised letter of confirmation has been received. The Council agreed the Clerk to obtain quotes on this basis for agreement by Transco.

10.4 Warren Track – Martin Caddy and Cllr Brazier visited the road end of the track to provide a specification for the gate required. Martin suggests a fence to narrow the entrance and then a gate with a height restriction fitted as per his report. Total cost would be about £1,500. The Council agreed the Clerk to obtain a quote on this basis.

10.6 Common Stewardship – Three letters of objection have been received. The Council advised a response. The response should thank the residents for their interest and advise that the proposal is still subject to the application being accepted and funding being available, if it is an open meeting would follow to allow the scheme to be fully discussed and the Parish Council would make a decision based on all the information. Mr Becker spoke and advised Martin Caddy at the APM had clarified a lot of the issues, which were misleading in the

Chronicle article. Other residents of Colney Heath also spoke and raised their concerns that the Common should remain a recreational area without any fencing and grazing of animals. Cllrs responded and advised as above that the proposal was still at its early stages and they would have opportunity to express their opinions at an open meeting. The suggestion that maps of the proposed fences and gates with a detailed written proposal be made available before the open meeting to the public so that they can consider their response was agreed a good idea by the Council and would be arranged before the open meeting. Cllrs noted that Cllr Brazier met Martin Caddy on 24 March and signed the relevant papers, the application has now gone forward to the next stage but it is still just a proposal. Martin made a presentation at the APM with slides, after which there were many questions to which he supplied answers. The animals are not going to roam the Common; they will be restricted to Furze Field and the Park Corner end of the Common and will be the responsibility of the grazier to water, feed and health check. Martin Caddy has suggested a formal consultation to take place in the Village Hall. Members agreed and would set a time frame if the application were successful.

10.7 Tipping – Wheelie bin quotes – Biffa quote £371.50 per year (includes one off £10.00 delivery charge) and require a contract to be completed and signed. The Clerk advised the Cleanaway quote had since arrived at £350.60 per year. The Council resolved to accept the Cleanaway quote.

10.8 Horses – Cllr Brazier has been in contact with Julian Thornton (County Footpaths) who will provide round ‘No horse riding’ signs for Common in April. The funding will come from the County’s Colney Heath Footpaths allocation. Cllrs discussed the legal force behind these signs.

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 included inspection work at item 11.4 and discussed issues raised. The Clerk reported on the action done from the work programme.

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. The Clerk reported that the gardens looked very nice with new spring colour plants. The Council agreed that Hilary should be thanked for all her efforts. The Council also asked the Clerk to arrange a thank-you for the Chronicle to the residents that allowed Hilary water for the gardens. The Council would like to consider planting more spring bulbs in the parish and asked the Clerk to table this at the relevant time, Hilary to be asked to specify when the bulbs to be purchased.

11.3 Yearly Inspection of Recreational Areas – Clerk reported she has been arranging the inspection work required and produced a report last month showing the work for all parks. Work continues – a further updated report will be made at a later date. The report recommended contact/owner detail signs and the Clerk had drafted some proposed signs for the Council to review for 9 parks. A further 11 signs as discussed last year also drafted but If the Council wishes to give these notices the force of the law it must make Bye Laws under the appropriate legislation. Cllrs advised the Clerk to remove the Emergency Contact details and then the Council agreed for the Clerk to get quotes for 8 contact signs as amended at the meeting and 10 park rule signs as amended at the meeting.

11.4 New Equipment Quotes – The Clerk has visited the sites and requested quotes from the companies summarised below;

Company	High Street	Tyttenhanger	Sleepshyde	Total Amount Play	Sand-pit Infilling – Mr Bone	Total Amount

				Company		
Wicksteed	(a) £8522.00 (b)£10476.00	£2974.00 (Includes double swing £1536)	£1268.00	£12764.00 £14718.00	£1250.00	£14014.00 £15968.00
Kompan	(a) £9269.00 (b) £9990.00 (8927) (c)£10433.00 (9370) (d)£10495.00 (9432)	£3511.00 or £3317.00 (Includes double swings £1898)	£1443.00	£14223.00 or £14029.00 £14944.00 The figures in brackets relate to reducing the safety area	£1250.00	£15473.00 or £15279.00 £16194.00 (15131) £16637 (15574) £16699.00 (15636)
Lapsett	(a)£8798.00 or (b) £9413.00 Less £739 (bench & bin) plus possible £500.00 (security) (c)£10300.00	£2774.00 (Includes double swings £1259)	£1429.00 £1665.00	£13001.00 or £13616.00 £14503.00	£1250.00	£14251.00 or £14866.00 Less £739 and/or plus £500 £15753.00
Clerks Idea	£10300.00	£2774.00	£1665.00	£14739.00	£1250.00	£15989.00

The quotes exclude vat which will be payable but is reclaimable by the Council. Quotes from different companies can be accepted for each park. The Clerk has been allocated the following budget for play equipment projects in the 2003-2004 Budget;

	Total Fund	2002-2003	2003-2004
High Street – Play Equipment & Sand-pit Infilling	£14,500.00	£4500.00	£10,000.00
Tythenhanger Swings	£ 1300.00	£ 0.00	£ 1300.00
Total	£15,800.00		

The Clerk recommends using the fund as a total and therefore getting replacement equipment for the two pieces that were removed from Tythenhanger and Sleafshyde after the inspection report. The Clerk can report further on the equipment quoted and has pictures but it may be advisable to convene an extraordinary meeting to go through the quotes. The Clerk would like an early decision to allow for the 6-8 weeks before the work can commence.

The Council wished to defer the acceptance of quotes to a special meeting of the recreational working party at 8pm on 30th April (open to all council members) and resolved to delegate the power of expenditure up to £16,000 to the working party for the purchase of play equipment.

12. HIGH STREET RECREATIONAL GROUND -

12.1 Colney Heath Football Club –The Clerk responded on 18 March and awaits a response. To be discussed under Part 11.

Cllr Brazier attended a Meeting of the Club, which mostly dealt with footballing matters. The club intends to apply elsewhere for funding towards ground improvements.

12.2 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.

12.3 Sand Pit – The sand pit has now been filled in. See above table at 11.5 for Equipment quotes – various options have been requested for Cllrs to consider.

12.4 Burglary - Zurich has acknowledged claim letter and invoices are awaited from FC Club. There will be £100 excess. The Council agreed for the Clerk to write to the football club and remind them that the invoices for the work carried out is required by the Parish Council to enable the claim to be processed by Zurich.

12.5 Pitch Marking - Royce had reported new marker working well. He will require 5 Bags Snowcall (cost £4.90 per bag –last ordered September 02. Loraine advised price would go up later in April.) and 3 drums of duromark white cost £15.60 per drum - ordered in December 2002) to finish season should last into next season. (Pitches are used at least 3 times a week plus Sunday games). Members agreed for the Clerk to order these supplies at a total cost £71.30.

13. COMMUNITY PARK -

13.1 Lease – Clerk has contacted Herts. CC Cllr Rosie Sanderson to help chase.

14. ROESTOCK PARK –

14.1 Inspection Report - Repairs to Play Equipment – Kompan who installed the multi-play unit have quoted for the replacement parts shown as required by the Inspection. The total is £183.86 plus vat to supply and deliver. The quote also has the option to install at an extra £375 plus vat but the Clerk could ask Royce to install (it should be simple bolt on/off) as part of his duties. The Council agreed to order the above and get Royce to install.

14.2 Graffiti and Sign - The Clerk has noted graffiti on the inside of equipment – Royce has no red paint – Council agreed for the Clerk order red paint from Kompan. The Clerk has also asked for the old flaky wooden sign and post to be removed.

15. BOISSY PARK -

15.1 Lease – District Valuer advised Mr Musk no longer wishes to sell freehold interest. The appointment of an Independent Arbitrator (Member of the Royal Institute of Chartered Surveyors) is an expensive route. Richard Pugh (DV) spoke to Loraine and advised he had briefly discussed the rental with Mr Musk’s agent who thought a value proposed by Mr Pugh might be appropriate but he had not put this to Mr Musk. The Area of Bossy Park has come up before the Local Plan Review Committee for withdrawal from the Green Belt and Mr. Musk has spoken to Cllr Brazier. Cllr Falk attended the meeting on 27 March and reported. Members advised on the response to the District Valuer/next action – it be agreed that if the DV felt the value he discussed with Mr Musk's agent (detailed in part 11) was a fair rent then the PC were content with him offering this sum to the owners agents.

The Council also agreed for the Clerk to contact Ottaway's regarding the rent – detailed in Part 11.

Royce has been given notices asking people not to dump rubbish in the park (will only be posted to offenders).

16. SMALLFORD PARK & DOG WALK -

16.1 Entrance Safety – Clerk has asked Cllr Rosie Sanderson if she can chase up progress.

16.2 Inspection report - Katherine Perkins of Wicksteed has advised the engineer will visit the week of 31 March and a report will follow regarding the Smallford Park swing lateral movement.

16.3 Smallford Pit – Cllr Crump asked the Clerk to chase a response from HCC on a letter sent after the October Meeting under item 8.6 regarding the results of the monitoring of the boreholes at the landfill site smallford pits. In October further boreholes were going to be installed.

17. SLEAPSHYDE PARK –

17.1 New Equipment - See above table at 11.5 for Equipment quotes. The Clerk has requested quotes using the combined budget for new play equipment for one piece of equipment – a seesaw.

17.2 Sleapshyde Park Hedges – Mr Bone has cut the side hedge as per the accepted quote. Royce will quote for further work on the hedge between Angel Cottage and the park and Mr Bone has also been asked to quote.

17.3 Inspection Report - Another reminder letter has gone to Leisure Logs regarding modifying the Sleapshyde park wooden equipment – Clerk reported they would visit site on 8 April to quote.

18. SLEAPSHYDE POND -

19. GLOUCESTER PARK –

19.1 Extra Bin – Clerk reported Royce should have installed the bin now.

20. TYTTENHANGER PLAYING FIELD & PLAY AREA -

20. 1 Play Park Swings & other – See above table at 11.5 for Equipment quotes. The Clerk has requested quotes using the combined budget for new play equipment to include a double bay swing and one other piece of equipment a seesaw or climbing frame.

20. 2 Play Park Membrane - Cllr Day reported that the project would be discussed at the next CMHC meeting on 15 April and progress on co-ordinating a volunteer work party would be reported. Clerk suggested this would be best done before the new swings/other equipment is installed.

20. 3 Play Park Gates – Installation quotes - Mr Stayton has quoted (See Part 11) – waiting quote from Royce Paxton. Clerk is waiting for Cllr Day to provide the final figure from Howe Fencing including any posts required and delivery. If more posts are required the quote will need to be re done to include the removal/installation of these. Cllr Day advised he would confirm details with the Clerk.

21. HIGHFIELD TRUST

22.1– Appointment of Parish Trustee to replace Cllr Ellis – Deferred to New Council. Mr Ely advises they can certainly provide action notes for public view following each Board Meeting of Trustees. The Trustee nominated by the Parish Council is also welcome to report. Their Board Minutes remain confidential as they contain staffing matters etc. The AGM

minutes and audited accounts are available to the public. An abbreviated version of the latter is available free of charge.

22. HIGHWAYS

22.1 Footpaths and Bridleways – See note under Common re ‘No horse riding’ notices.

22.2 Parish Paths Partnership –

22.3 Highways –

22.3.1 Meeting 2 April - Cllr Falk reported on Meeting with Steve Dibben, which covered the Smallford/Sleapshyde area. This meeting will be held on a regular basis about every 6 weeks – the next Highways Meeting will be arranged and Members wishing to bring up items for discussion should advise the Office.

22.3.2 Trees – At the request of Cllr Falk and the Residents of Station Road the Office has written to Glinwells regarding the height of the trees in the hedge along Station Road. The Council asked the Clerk to chase a response.

22.3.3 Smallford Works – Response from SADC Environment copied to Cllrs Crump and Falk. SADC need documentary evidence of vehicle movements. Cllr Crump presented a completed log to the Clerk for sending to SADC; the name given will read Smallford residents on behalf of CHPC and the contact address via the Council. Copy to be kept in office.

22.3.4 Temporary closure of Highfield Park Drive - Sometime between 28 April and 30 September for 10 days. Details available from Clerk.

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

23.1 Village Hall – Cllrs noted the Minutes of March meeting. The April Meeting had been changed to 2 April.

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

25. OUTSIDE ORGANISATIONS

25.1

St Albans and Harpenden NHS Trust	Summary of Consultation Paper	
Best Value Review of Libraries		
London Green Belt Council	Agenda for 16 April	An item of interest is the purchasing of Green Belt land and selling plots as excellent investment opportunities (i.e. building development) – To Cllr Clarke
English Nature		
CPRE	The Hertfordshire Landscape character Assessment – implications and Applications TCG Newsletter (Planning Matters)	Newsletter
Community Safety Forum		

St Albans district Assn of Parish Councils	Agenda for Meeting on 8 April at St Stephen	To Cllr Brazier
HALC	Parish Information	AGM 28 June Councillor Training days 7 June at Letchworth and County Hall 9 June The Accounts and audit Regulations 2003 Explanatory Note
SLCC		
Clerks and Councils Direct	March Issue	
Herts. Environmental Matters	March Edition	
CDA	Further Information on Parish Plans and Vital Village update information	Copied to Mrs Corley
St Albans and District Footpaths Society	April to July Newsletter	
Twinning Association	Newsletter	
National Playing Fields Assn.	Luncheon on 7 May in London	
London Colney News	Newsletter	
CVS	March Newsletter	
Open Spaces Society	Proposed revision of Constitution Spring Newsletter	To Cllr Crump
DEFRA	Quality Town and Parish Council Initiative	Quality Councils will need to have i) 80% of seats filled by elected candidates, ii) suitably qualified Clerk, iii) hold at least 6 councils Meetings per year, iv) publish annual reports v) provide regular information to residents on parish activities vi) produce properly audited accounts.
Best value review of Libraries	March 2003 – No6	
Wheathampstead Pump	Spring 2003	

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 March	Cllr Falk	
Licensing & General Purposes Committee	Minutes of 6 March		
Planning (Referrals) Committee			
Planning (Development Control) South	31 March	To Cllr Falk. (Includes areas for possible withdrawal from Green Belt)	
Executive Forward Plan	March –		

JBC

	June 2003 & april to July	
Standards Cttee		
Community Safety Consultation Forum		
Parish Liaison Joint Committee		
Full Council	Agenda for 26 March	Budget Approval
Housing Liaison Consultation Forum (Tenants and Residents associations)	Minutes of 29 October 2002	
Environmental Forum		
Highways Partnership Panel	Minutes of 29 January	To Cllr Crump to note
Overview and Scrutiny (Enterprise and Civic Environment)	Agenda for 11 March and 3 April	
Friendship Associations	Notes of Meeting 6 February	
Membership/chairmanshi p of Committees etc 2002/03	List	Please advise the office if you would like a copy of this list

27. STAFF AND OFFICE

27.1 Risk Assessments & Health & Safety at Work Act 1974 - The new Graveyard Keeper and Dave Rodway (Editors job) will also be asked to complete a form as has Mrs Brazier on the Gardening and the Tennis Courts.

27.2 Closed Church Yard Attendant Vacancy – Interviews took place on 27 February, The Council resolved to appoint Mr. N. Quinn as the new Parish Closed Churchyard Keeper at the March meeting and the Clerk has issued a new permanent contract for him to sign which he has returned. The Church reports favourably in his work so far.

27.3 Notice Boards/Bus Shelters –Mr Stayton has quoted £295 for replacing the Roestock Lane Board, which is rotten at the bottom. Members resolved to accept this quote. See item 6.1 Mr Stayton has quoted for new board in Highfield ward.

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

27.5 Resignation of Assistant Clerk – Loraine has written a letter of resignation dated 27 March, giving 3 months notice from 1 April. The anticipated date of her leaving is 30 June. The Clerk needs to write a letter accepting the resignation and would like to add her thanks for all the work and support given during her period working for the Council.

The Council agreed to the letter.

The Clerk will need to review the assistant's clerk's job description and hours and arrange an advert for a new assistant, the Clerk suggests increasing the standard hours to 18 hours and adding responsibility for helping the Clerk with finance and meetings. The Council resolved the new assistant's hours to be 17 hours per week and nominated the personnel working party with Cllr Falk to agree the review of the job description and wording of the advert with the

Clerk. The cost of an advert in the local Herts. Advertiser is expensive (July 2000 advert cost £625). The Council agreed the Clerk to find the rate of an advert and to be placed in above paper with agreement with Cllr Falk also to advertise on notice boards and job centre towards the end of April – initial closing date 16 May. An overlap to allow Loraine to help the new assistant to settle in would be an advantage and the applicant may need to give 1 month's notice to old job.

27.6 Chairs Final Message – The Chair Cllr Falk thanked the Council for their support during her 3-years as a councillor, which she has enjoyed especially he last year as chair. The Council also thanked Stuart for his many years of work as a Councillor, Both Cllr Falk and Cllr Ellis are not standing for re election in May and therefore this was their last monthly meeting.

Meeting closed at 10.00PM

Signed ----- *DR Crump* 14/5/03

PART 11

Minutes

The Council reviewed the part 11 minutes of the meeting of the 12 March. The Council resolved to confirm the minutes of the meeting as a true record of that meeting and to signed them to confirm this.

Colney Heath Football Club

Further developments/action discussed under Part II. The agreed letter was sent to the Football Club on 18 March. The Clerk reported she still waits a cheque for £202.29 requested and response regarding revised standing orders. The Council agreed for the Clerk to write stating the Council were disappointed that no response had been received to the letter dated 18 March and request the information on revised standing orders and the cheque be forwarded to the Council without further delay.

Grass Cutting Contract

Common – Waiting Royce’s 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.

Tyttenhanger Gates

Quote from Mr. Stayton is £195.00 plus vat – Clerk confirmed it includes removal of old gates.

Village Hall and phone line

When the BT engineer came to install the broadband for e voting he informed Loraine that the phone socket in the corner of the Community Hall was ‘live’ into the Office phones. This could enable **any one** to plug in and use our phone line! We need to get this disconnected. Council advised to leave for now.

Clerk & Assistant Clerk

Assistants Clerks salary includes extra 15 Hours paid (£113.25 extra pay) overtime as agreed. Loraine has resigned and is working her notice.

The Clerk is taking some leave over Easter – minimum 4 days, some of this will be flexi from Extraordinary Meeting & minutes, Interviews & Site Meetings. The Clerk will also be on leave during some of the school summer holidays (3 weeks Jul-Aug) so finding a capable new assistant is important.

Other Employees – Warden – Ranger – Gardener etc

Boissy Lease

Detailed in Part 11 - The agreed rent offer under item 15.1 was £600 per year rent as proposed by the DV.

Detailed in Part 11 - The Council also agreed for the Clerk to contact Ottaways regarding the rent. The Clerk is to seek advice from Ottaways as to whether the Council should pay the rent arrears at the old rate on the lease. The Council has not paid the rent since the rent negotiations, would paying the rent at the old level help secure the Council tenancy? The Council does not wish to forfeit the lease.

Meeting closed at 10.45PM

Signed -----

