

MINUTES OF THE FULL COLNEY HEATH PARISH COUNCIL HELD IN THE VILLAGE HALL ON THURSDAY -3RD FEBRUARY 2005

Present;- Cllr's D Crump Chair- Cllr C Brazier- Cllr Clarke-Cllr Corley
Cllr J Day-Cllr J Henchley-Cllr S Hall- -Cllr P Reeves.-Cllr Rump

Clerk; Mr J E Dean

Members of the Public-Mrs G Moody, Dennis Becker, Mrs P Melvin.

A Part II followed this meeting where no Press and Public are allowed to be present

Due to an urgent business trip to Cardiff the Chair Cllr D Crump had sent apologies via the Clerk that he would be possibly delayed half an hour, and accordingly the Clerk asked Cllr Rump Vice Chair, Chair the meeting which he did first half to item 9. After which he handed over to Cllr Crump-Chairman who had arrived by then.

1. APOLOGIES

There were no apologies, Cllr Crump and Cllr Day would be late in arriving.

2. DECLARATIONS OF INTEREST- ITEMS ON THE AGENDA

There were no specific declarations. The Clerk notes Cllr Henchley role as President of CHFC. He has a non pecuniary interest in matters-member accepted to abstain from voting on all matters connected with CHFC. Allowed- to remain, and offer viewpoint without suggesting of or bearing due influence to, on matters so debated.

3. MINUTES

The minutes of the 13th January 2005 were approved and accepted as correct-

Proposed by Cllr Brazier

Seconded by Cllr Hall

The minutes were signed by the Vice Chairman, Cllr Rump as correct.

4 MATTERS THE CHAIRMAN MAY BRING BEFORE THE COUNCIL

The Chairman said that the meeting on 26th January had created a great amount of public interest; over 45 parishioners had attended and liberally expressed their views, with none in favour of the proposed development. Cllr Brazier said he intends to vote against when debated at Dev Control at SDAC requesting referral to the District Plan.

Clerk had some other urgent issues and business to bring before members in part II.

The Minutes of the Special Planning Meeting held on 26th January would be raised in the item 8 heading. Clerk confirmed that copies of the minutes had been circulated to all interested parties earlier via the Smallford Residents own reserved web site

The Clerk had received a letter from a resident complaining of a vehicle that was parked in a dangerous position in Hall Gardens; this is to be referred to PC Reynolds.

It was noted that Cllr Corley was to write the Parish Council article for the Chronicle this quarter. The next publication is due in March, in time for the APM. The Clerk advised members that we are advertising the APM at CMH subject to confirmation.



4 continued

The Clerk reported that he had received an application form to enter the Hertfordshire Village of the Year Competition run by Calor/CPRE. There was debate suggesting that we were not able to get sufficient interest to take part this year, this requires a lot of effort with a dedicated team. Acceptance therefore be declined, the Clerk will send a letter thanking for the invite this time, but CHPC are not participating.

5. URGENT BUSINESS AND MATTERS ARISING

5.1 Pre School-Treasure Tots a Parish Council & Community Partnership.

Cllr Corley said that the Clerk had confirmed that the Pre School had received the Govt grant £2844.05 the spring term on eligible children 3.4 yrs plus.

Now with the new leader on board, we are about to ask OFSTED for an increase in pupil numbers for the expected influx in the summer term after Easter. Any changes in our senior staff at this level will require an assessment by inspectors as well. Both can be combined, the Clerk had written to the Authority and informed the Alliance.

5.2 Coursers Road

With Legal action ongoing by SADC Cllr Brazier would be able to give a report with more details at the next meeting.

5.3 Highfield

Cllr Rump CHPC Trustee and Cllr Reeves reported the details of the meeting held on 25th January, Cllr Rump had been unable to attend due to other commitments, but in attendance Cllr Reeves who is a Trustee also. The copies of the report are circulated with these minutes. Cllr Reeves stated that the official opening was expected to be announced taking place in September 2005. Other reports mention the selling of certain Govt Bonds to raise money and an unfortunate spate of nuisance vandalism.

5.4 Lafarge-High Street Recreation Ground-Entrance & Access

The Clerk is to write to the Lafarge regarding the access and p/ROW issue, with members agreeing that CHPC has more rights than indicated having consistently made up the ground and used the land over 20 years. The solicitor suggests meeting the representative of Lafarge and the other users on site, then report the findings back to consider the legal implications. This affects School, CHFC parking the nearby Residents, and issues of unauthorised overnight parking Lafarge wish to dissuade.

5.5 Crime Report

Members saw urgency in getting an answer from the Police Authority as to the deployment of a Community Officer dedicated to Colney Heath. P.C Alan Reynolds was a stalwart and much valued "local bobby" for us but was not a dedicated officer just to this Parish, although members wished his dedicated good work and continuing interest for Colney Heath be noted. (Letter-Herts Police-Community Officer question)

5.6 Transport Dissatisfaction and local Busses Petition

The bus issue for disabled, low level vehicles on CH routes is still high on the list noted in the Parish Plan, and Cllr Corley campaign. Clerk asked to write and see what progress is being made. Cllr Corley to approve a draft letter to Mr Rob Jepson HCC Transport Strategy Development Manager. Cllr Brazier has also written separately.

5.7 Boissy Park

No further reports on this matter

5.8 Tyttenhanger Sign

Matter with Cllr Reeves who is aware a sum of about £2000 had been reserved for the sign, reports of a local competition and local involvement in positioning when all is decided. A more simple notice to be ordered and made regarding prohibition of any ball games in CMH car park by order of CHPC.

5.9 Commons Stewardship (See 10.5)

Cllr Brazier informed the members that the second stage of the clearance was to start soon taking out the dogwood and other felling suggested by CMS. This would result in the first stages of our Commons restoration and stewardship programme over the next two years. There will be more coppicing and scrub clearance to do later in the seasons of the year. A contractor is to be found to do the hawthorn on Furze Field. The Clerk has been in contact with CMS and they are to recommend a specialist with correct equipment in order not to create disturbance to indigenous gorse and heather. Planned for March April time. The Clerk reported that he was pleased with the work done by the contractors, a mowing regime needs to recover the openings now created.

5.10 Vehicle Intrusion on to Colne Heath Common

The Clerk informed members that Cllr Brazier was to join in a meeting with the legal expert Mr Paul Clayden in Henley-on-Thames 11th February. Such urgent issues will include the Way-leave and Easement licences and other intrusions past noted.

6 SPECIAL AND NEW BUSINESS

6.1 Smallford Landfill Site Methane Levels Monitoring

Cllr Crump had previously stated that we still had no positive information on the exact methane levels but we had a reply from Richard Fyfe Assoc Director Lambert Smith Hampton 11 January. Worth debating this again and maybe contact principle.

6.2 Vital Villages Plan-Published November 2004.

Cllr Corley said that the plan and all its details and notes would be handed back to the Parish Office now that it had been published. Council remain keen to avoid the work that was done and many important recommendations not left to stagnate. The Clerk said that the work in the office in sorting out past problems was still requiring lots of his admin attention, the necessary daily tasks including Audit, Pre School plus other Commons and outside projects. Any additional load would not be easily turned round at this time within our present resource and weekly work hours. Work load was often being doubled each week, by work being taken home. The P/Plan ideally needs a volunteer working party along side the members of the Parish Council to run some of the direct lobbying that needs to driving, such as a transport group. These are items which become very time consuming such as chasing any grants or funding, say like getting a Biffa Award, This is the kind of positive action that is required in the community to move things on and sorting out priorities and following it through to fruition. The CHPC-APM in April is an ideal platform when a table top display on P/Plan may enthuse some of the Parish to get more involved. If someone cares to do.

6.2 Continued.

In real terms Cllr Brazier suggested there are 3-4 main topics, with some of the other

lower priority may link together. First transport and traffic, closely followed by planning.

New homes and erosion of Green Belt land for large developments risk, all recognised in the plan. Issues that need attention right from regional, county and/or district level Cllr Corley finally added some more funding had appeared and they were no longer in the Red, also the Clerk has been past instructed to allow £500 to be covered from the PC bank account or reserve funds/cheque and to issue until September 2005 remains.

6.3 Youth Club

Councillor Brazier told members the Youth Club had re-formed again after the start of new-year and was going well. The leader was established and intent on making more exciting activities combined with some interesting trips out if affordable. The Term will run until summer then break until September again. The Clerk said the weekly cost to Parish was around £104, enough for 28 sessions before running past budget. Quite good value in terms of social need and provision popular local youth facilities.

6.4 Smallford Residents Association

Cllr Brazier mentioned the Glinwell Development adding that a Club House and two sports pitches were being considered-on what many people considered so far, as an overdevelopment on G/B Land. Plus safety issues of the roads in the area.

7 FINANCE

7.1 Payments and Income

The Clerk gave members details of the income and expenditure to date including all emergency payments with details on a spreadsheet, the Clerk answered member's questions from the payments list. Figures were given regarding bank accounts as below- at 3 February 2005-members agreed and approved the statement as recorded. This month there was a payment total of £7924. vat = 169.47. Income 384.26 including the wages money transfer?

Bank Statement Capital Reserves	£36181.44	Reserve Account	£ 624.67
Bank Main Reserve Account	£61562.13	Current Account	£10093.90

This is the position of the accounts according to latest statements received-members.

Income-Expenditure & Transfers as noted on the accompanying excel format

Proposed by; - Cllr Henschley

Seconded By; - Cllr Crump

Cllr Brazier informed that P3 income was expected to be around £2000 for this Parish Year, noted by the Clerk. This will be paid into the MAP account to keep it entirely separate for the moment. (other good reasons for being "parked" in reserve)

7.2 Audit 2002-3

The details and figures have been despatched to Lubbock Fyne Ltd Auditors for their scrutiny, some queries are expected to arise and the Clerk will be dealing with these in conjunction with RBS Solutions Ltd, our Internal Auditor. As soon as this is signed off we can present the next year that remains outstanding, we have it 95% done ready. The Internal Auditors report from RBS is expected any day, once received a meeting of the Finance Committee will be arranged to read and consider. It is expected that

Audit 2002-3 continued

The new procedures we have set in place since 2004 will have assisted the Parish Council to achieve completion, but we must expect to have some further criticism to improve; this will not exactly be unanticipated. The whole situation should resolve towards end 2004-5 when it is predicted the systems will work to efficiency- to begin our new parish year 2005-6. The Clerk said that was his aim and that of RBS Ltd also.

Audit 2003-4

The Clerk said that he had reported the detail to members last time, little more to add and we now await issue of the Audit Commission documents from Lubbock & Fyne.

7.3 VAT Claim-Current year

No change on the procedure with our Qtr 1-2 & 3 Pending submissions, being a low quarter values it will be added together to and all claims sent together-2004-5 year. We are now in quarter 4-and it is planned to group the whole year this time.

VAT Claim Past years

Clerk is in preparation of a submitting claim for year 2002-3, amounting to £2836.05

7.4 Banking and Signatories

Clerk advised, no further report to add, Treasure Tots has received more grants and the Chair and members will be kept informed. Bank balance at 01/02/05 is £3000.00

7.5 Pension

Contributions outstanding are to be paid up. Now only employee is on the scheme. A recent Pension Group circular has been copied to the employee.

The Clerk will be attending the County Pension Scheme AGM in March.

7.6 Budget & Precept-2005-6

We have been notified by SADC in a letter dated 19 January 2005 that our precept has been put forward for approval and setting of the amount at **£121,635.00 for 2005-6**

7.7 Payroll and IR

The Clerk informed members there were new scales to consider for his and assistant Clerk and other weekly paid staff. These would be need to be aired in a part II.

Payments to date- IR & NI sent this month (February) for £1251.61-sent off.

7.8 Insurance-Zurich Municipal

The Clerk mentioned the insurance claim was stuck because of the wording of the Invoice; he had contacted the builder before Christmas and asked for a defined invoice split between proportionally between work/repair and damage in order the insurers cannot fail to accept under consequential loss. Repairs are not covered Cllr Brazier is giving some help here.

7.9 Rating Demands-Village Hall & Parish Office

We have received documentation to show the valuation has increased, two separate demands apply. The Village Hall has charitable status and therefore gets rate relief; the office does not so there will be a demand. This will increase moderately in line for the office RV.

8.PLANNING

MATTERS ARISING

Minutes of the Special Planning Meeting 26th January 2005 were approved

Proposed by Cllr Brazier
Seconded Cllr Crump

8.PLANNING

The members were given information from Cllr Henchley on the Agenda list, and took decisions on the issues as listed here any appropriate decision or advice will be sent to SADC Development Control.

8.1 Planning Applications

Debated:-

5/04/2702	73 Tollgate Road	Single storey rear ext, front porch and detached garage and sun room	No objections as long as the extension is not over the agreed percentage increase in foot print.
5/04/2836	Homebase Car Park, Alban Way	Erection of car wash, valeting bay and portable building for use as ancillary office	Objected to as change of use of the site.
5/04/2780	2 Sleafshyde Lane	Two storey rear extension	No objection
5/04/2838/9	Glinwell Nurseries, Hatfield Road	Outline planning permission for 315 residential dwellings with play area, retail and community facilities with provision for parking and servicing	Objected to - see attached letter.
5/05/0045	The Timberyard, Roestock Lane	Erection of two detached dwellings with ancillary car parking and access	No objection
5/05/0092	484 Hatfield Road	Single storey side and two storey rear extension	With Cllr Day
5/05/0093	2 Housefield Way	Single storey side and rear extension	With Cllr Day
5/05/0094	4 Housefield Way	Single storey rear and side extension	With Cllr Day
5/05/0099	11 Newfield Way	Single storey side extension	With Cllr Day
5/05/0082	Roundhouse farm Roestock Lane	Conversion of timber barn into one dwelling and erection of carport	With Cllr Day
5/05/0087	7 Sleafsyde Lane	Single storey rear extension	With Cllr Day
5/05/0109D C	5 Springfield Road Smallford	Two storey side extension	With Cllr Day * Strong local concern – Ms H Falk, re Car Parking
5/05/0060	The Oak House 14 Starlight Way	Single Storey front, side and rear extension	With Cllr Day
5/05/0075	23 Puddingstone Drive	Rear Conservatory	With Cllr Day
5/05/0057	103 Tollgate Road	F Floor ext - new pitched roof above existing garage and existing rear extension	With Cllr Day

Special notes specific.....

518 Hatfield Road-Cllr Reeves concerns noted, non compliance- building works without proper planning permission as given, intrusive windows of clear glass etc.

Consultation Notice Section 106

Copies confirmed as sent to Cllr's Corley -Day-Henchley -Reeves

8.2 Appeals & Enforcements

Notices circulated and as details delivered to the attention of the meeting

Nuckies Farm-Coursers Road

New planning application for caravans on Green Belt land.

8.3 Planning Decisions

Members noted applications that had been refused-

8.4 Glinwell/Smallford Garden Village site proposals

Application received-to be rejected as debated -over development and Green Belt Correspondence from Peter Ackroyd. RIBA copied to case officer, various observations.

8.5 Affordable Housing-

No comments this time

8.6 Planning on the Web

No debate this time

8.7 Licences-Alcohol Sales-Bars- Clubs- Pubs- Hotels- Off Sales-Occasional.

Clerk will provide members with some guidelines on this new power bestowed upon all Parish Councils from 7th February 2005. Previously a magistrate's decision.

8.8 Air Quality Action Plan

Remains on agenda-no comments this time

Note-above re numbered against agenda

9. PUBLIC QUESTION TIME- 9-9.10pm

The Chairman resumed his duties at this point, thanking Cllr Rump for stepping in as he was late arriving at the meeting after travelling from Cardiff.

A member of the public challenged the meeting to explain the matter of Grants to the CHFC in particular, and why the Council were still supporting them. The Chair was able to give reasons including upkeep in terms of Landlord obligation adding that we were still debating the matter. The Clerk stated that applications were dealt with fairly where CHFC had applied for Grant Aid giving reasons, we have further requested some more information and the application would be later scrutinised by the Finance Committee. The Clerk also added that in the final analysis we were under obligations to the Auditor to keep within certain rules and assured these were upheld by CHPC.

10 COLNEY HEATH COMMON- (POS)

public open space

10.1 Commons Ranger Report

Members were copied with the report, question of decision over Jubilee Seat near Coursers Road, it was agreed to request Mr Stayton be asked to quote for repair or refurbishment as the concrete sides are still in position and sound. Suggest adding a waste bin for the rubbish as well.

10.2 Three Valleys Water Pipeline across the Common

The offer has been accepted at £1600 with all costs paid by TRVW-suggest money is added to Commons reserve fund for future commons projects and expenses.

10.3 Monitoring of Transco Pipeline

The Chairman said it was not possible to update members at this time.

10.4 Warren Track Access (p/.ROW)

Again the Clerk advised this has been sent to DEFRA offices Bristol regarding a gate restriction; this takes time to get approval and some issues of gating were contentious

10.5 Common Stewardship (see also 5.10)

Matters past reported Cllr Brazier had nothing further to add.

10.6 Grass Cutting Contract.

Mr Paxton to continue with taking on extra areas of common and ensuring the verges are cut in the fringes on all park and grass areas in the Village on the contract. Concerns over stumps might inhibit mowing; Cllr Reeves offered a contractors name to Clerk, specialist in stump removal.

10.7 New Bridge

No additional comments from members, item kept on agenda-date 2006?

10.8 Fly Tipping

Members given latest information as noted in papers

10.9 Parish Paths Partnership

Cllr Brazier has arranged £2000 grants over period 2005-6.

11 RECREATIONAL AREAS**11.1 Parish Warden Report**

The report will be late due to the recent death of Mr Joe Paxton and the leave of the Parish Warden for a few days to deal with his late Fathers affairs and other family matters at this time.

11.2 Parish Gardens Report

Copy of report circulated to members.

11.3 Park Inspections

There were no reports this time.
Some replenishment of play bark required

11.4 Signs

Clerk is aware of the outstanding notice requirements; need to do all in one hit

12 HIGH STREET RECREATION GROUNDS

12.1 Colney Heath Football Club

The issue of the Grant Aid for a Disabled Toilet and Club Kitchen refurbishment alongside a typical Landlord and Tenant Agreement, the Clerk clearly outlined the obligations that are relevant to this issue. Members seek more time; Cllr Reeves is concerned that the Club should not be reliant on Parish Council Funds, and try to be more stand alone. Several other members were concerned at the FC not presenting any accounts to the Council, suggesting until this happens no Grant is forthcoming. It was noted that the club was contributing 50% of the kitchen costs themselves. This was in order, provided we get three quotes noting labour and fittings separately. Details of the CHPC contributions had been made by the Clerk in the last minutes, it was concluded by the Clerk to the Chair that the fairest way of dealing with the issue was to defer at this time for one month. To Request a separate meeting with the PC Finance Committee and for the Club Secretary Chairman to attend and explain their accounts and financial situation allowing the Full Council to time to consider their recommendation in order to resolve this payment of any Grant at the next meeting or dismiss it. Works on the Disabled Toilet are essential for the building and will need a positive decision based on legislative requirements. At the very least, contractors will need to give full quotes, drawings and meet all building regulations at CHFC expense. A completion certificate must be passed on to the Clerk for inclusion with the lease document this is required for any alterations to Parish Council owned building as minimum after final works Other Disabled needs will also have to be assessed by the CHFC audit to comply with the 2004 Act. Members took note that Public feeling may be indifferent about such a grant to CHFC, in debate Councillors were keen to see public funds properly and carefully spent. The kitchen refurbishment should have hygiene inspection approval cleared prior to any grant, to ensure long term validity.

12.2 Tennis Court Report.

Tennis Courts had youth problem with net tied around post, net since removed

12.3 Lafarge Land Issues

Previously dealt with-Clerk to try and arrange meeting with Lafarge

13 COMMUNITY PARK & POCKET PARK

Cllr Corley asked if we could include tidy up work, scrub clearance, coppicing for the area, Clerk added -a small sum is included in the budget for general refurbishment.

14 ROESTOCK PARK

14.1 Inspection Report

Work and scrub clearance was continuing at the time of the meeting, no further report. Other works will need to be considered next meeting such as seeding fencing etc.

14.2 Play Equipment in Roestock & Graffiti

Included in above-Mr Paxton is requested to paint over or remove once season and weather conditions improve.

14.3 Signs, Gates & Equipment

Litter bin from Boissy to be put in place on completion of works.

15 BOISSY PARK

See item 5 previously reported.

16 SMALFORD PARK & DOG WALK**16.1 Entrance Safety**

No further action, exit and entrance safety issue.

17 SLEEPSHYDE PARK**17.1 Inspection Report**

Clerk no report.

18 SLEEPSHYDE POND**18.1 Inspection Report.**

Similar comments to last meeting-matters remain;-

Winter work required and job list to do for contractor or Parish Warden.

Clerk has Deep Water sign-RP to install

19 GLOUSCESTER PARK**19.1 Inspection Report**

Archive details to be sent to Ottaways regarding land registration claim.

20 TYTTENHANGER FIELD & PLAY AREA

Cllr Reeves had no additional report; - a notice is required to stop ball games.

21 HIGHFIELD PARK & TRUST

Previously reported members had nothing further to add. Report Paper circulated.

22 HIGHWAYS**22.1 Public Transport**

There were no significant reports, Council remain generally dissatisfied with services and timetable, the disabled access busses not being used on the route to Colney Heath. A letter is to be sent to County Hall as in 5.6

22.2 Smallford Trail

No reports this time, but still some facilities abuse from trials bikes noted.

22.3 Highways

Cllr Henchley had noted various matters in a number of the usual areas that regularly need Agency work, flooding and pot holes. The pot holes appear when ditches are not maintained creates a vicious circle. Offering a view that on recent pot hole repairs only 3 out of 30 sites for repair had been completed going back to July 04. He added that regrettably much of the promised work listed on s/sheet had not been done; his opinion was that the Highways Maintenance Team was a shambles, right to the top. The Station Road Bridge (Smallford) had some more accidents reported. It is noted e-mail exchanges between Chair Cllr Crump and Cllr Rosie Sanderson who continue to campaign on safety issues on this black spot. Warnings and speed limits especially.

Highways continued

The question of Station Rd Bridge demolition if Glynwell goes ahead was of concern to Cllr Crump who is also keen to see this get a listed status. Noting the Chairman's own campaign on this site is continuing, fully supported by Cllr Brazier and members.

22.4 Evening Bus Service

No changes and no further items to report from Cllr Corley.

23 VILLAGE HALL (COUNCIL OWNED BUILDING)

Copies of the Committee Meeting held on 12th January 2005 were circulated, it was noted that the Car Park surfacing remained a priority and sought funding from CHPC at some stage in the future. The Clerk has mentioned that type of surfacing needs a careful choice, meeting preference of VHC versus what can be put on common land as a permanency. There is opposition to stone as a surface material from VHC.

24 CHARLES MORRIS HALL (TRUSTEE BUILDING)

An application for Grant Aid of £1250.00 towards a sound and hearing loop system
Decision remains deferred-

25 OUTSIDE ORGANISATIONS

No reports this time.

26 ST ALBANS & DISTRICT COUNCIL

No comments this time

27 OPERATIONAL MATTERS**27.1 Risk Assessments**

Two members of staff are requested to complete their forms matter ongoing

27.2 Notice Boards and Bus Shelters

The Assistant Clerk has written to SADC seeking approval of Highfield Notice Board via Development Control for a decision if PP is needed. This is long outstanding and seemingly ignoring our communication. Clerk to look into this matter, sign is ready.

27.3 Warden Training

Date to be arranged-matter ongoing

27.4 Twining 50th Anniversary

Cllr Brazier stated we had included a cost in the budget review and wanted to know what was provisioned. Clerk added if any representation wished to have a table top to promote at APM in April.

27.5 Tree Strategy for St Albans

Clerk reported current situation-tree inspections need to be covered in the budget.

27.6 Tree Removal-TPO's

No reports other than St Marks Oak tree considered a risk due to wet rot-no TPO Contractor in place for its removal, past quote accepted.

Correspondence

The ODPM is enquiring about allotment sites with a survey form to be completed by the Clerk for information under PPG 17 Planning for Open Spaces.

Disabled Access for Countryside- Clerk attended 17 February 2005.

Copies of the London Green Belt committee were circulated to members.

There being no further business the meeting closed at 10.06 pm
Under the 1972 Act No Public and Press allowed-There followed a Part II

John Dean
Clerk to the Council

Jed/full-CHPC- mins/month-02/05-© 18/02/05



Minutes of the PART II Meeting 3rd February 2005

1. Apologies, Declarations & Announcements.

There were no apologies or announcements

2. Minutes of Part II on 13th January 2005

Minutes of the Part II meeting 13th January 2005 were approved and accepted as correct

Proposed by Cllr Henchley

Seconded by Cllr Hall

3. Matters arising from the Minutes

There were no matters arising from the minutes

4. Business as follows;-

P2-01 Pre School

Clerk gave an update by way of a spreadsheet of the last term finals and latest figures, £12,079.06. Total receipts amounted in that period to £4422.00 with one fee repayment to come for D Mchale education/course fee refund of £400.00. The final figures were in line with the assessment given by the Clerk as overall costs at the start of the Pre School in September 2004 @ approximately £12k.

P2-03 Staff Engagement –Pre School

The staff engaged have all agreed to the terms and conditions, the contracts are to be written later this month in consultation with Karen Chittenden. Hazel Smith, Debbie Mchale-equal G3- no Dep leader. Hazel Smith has applied for Maternity Leave but after consultation with ACAS and Inld.Revenue it appears we are not able to pay the allowance from our monthly IR returns as HS does not meet 26 weeks with TT. She started on 11th September 2004 and TUPE does not apply. HS does qualify but via another route, Clerk is to obtain appropriate forms for her completion via Job Centre. (Letter)

P2-04 Disability act 2004

We have instigated the requirements of the act via requests or discussions with the Management Committees at the various Council Owned Properties asking if they comply.

P2-05 & P06 Memorial Requests

Matters needing resolve and either Family Agreement, Type of Memorial or Financial input- Julie Ilkin has requested a seat on common land dedicated in remembrance late **Harry Hefer** Late **Peggy Hughes**-CVS money available, Plaque or Sign on a walk-position agreed. New request-Late **Alex Howard**-Memorial Seat positioned in village somewhere, at High St Rec ? Assistant Clerk & Cllr Brazier have been attending to these requests but matters are taking time.

P2-07 Parish Office & Staff-new Salary Scales

Clerk updated members re new NALC/SLCC pay scales regarding and incorporating/removal of weighting allowances into new scale Tables, according to network with other Clerks this was yet again under review from earlier reports and pay scales are not finalised. The Clerk will discuss again with Fin/Committee after decisions at NALC/SLCC concluded, amicably new pay can be back dated.

P2-08 Staff (Outside)

In response to Cllr Brazier question the outside staff should receive a 3.5% increase from April 6th Clerk to seek ratification at next March Full Council Meeting re new pay from April 05. The Clerk is also keen to reach agreement to put all staff on 12 equal payments away from weekly pay (52) as at present. (as T/Tots done) Letters and agreements will have to be put in place with employees first. This removes any overpayment risk as done in past years, discovered in Parish finances recently.

JR Camp

P2-09 St Marks Tree

Contractor booked-tree to be dealt with soon-Church has been informed. No TPO in place.
Fresh Quote to consider for £862.00 plus vat.

P2-10 Code of Conduct Issues

Clerk to advise members that after the recent standards issue with Cllr Henschley we may need to re do our code of conduct

P2-11 Insurance

Cllr Brazier assisting Clerk on pavilion water tank claim, separate account from builder needed.

P2-12 Vehicle Intrusion on to Common Land- Council Policy

Consultation-Clerk and a Cllr Brazier to meet Mr Claydon on 11th February at Henley on Thames.

P2-13 Treasure Tots Hardship of Parent re-Fees

Cllr Corley stated that the Clerk had brought a matter of hardship concerning the Pre School to the attention of the Management Committee. The matter had been dealt with in confidence by meeting the applicant, the leader and Vice Chair of T/Tots-resulting in a shared contribution of the fees 60/40* for this term only, after Easter a 3 day a week govt grant applies for the child. (*Part of a fairness policy).

P14 Belgrave Homes-(Land)

Cllr Henschley had confidential information that he revealed to members regarding the application.

John Dean

Clerk to Colney Heath Parish Council-at 21st February 2005

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