

**Minutes of the meeting of London Colney Parish Council held in
the Sports Pavilion, Morris Playing Field, London Colney
held on Friday, 4 July 2008 commencing at 7.30 p.m.**

Present: Mr M MacMillan (Chairman)
Mr K Bowes
Mr H Jones
Mr R Cooper
Mrs M Crouch
Mr N Mahoney

In attendance: Mrs G Patschinsky (Parish Clerk)

125 Members Declaration of Interests

There were no declarations of interest.

126 Apologies

Apologies were received from Councillor Flynn due to a prior engagement and from Councillor Katuwawala and Mrs Gibling due to illness.

127 Minutes

Resolved that the Minutes of the last meeting of the Council held on 6 June 2008, having been previously circulated to all members, be **approved** and signed by the Chairman as a true record

128 Matters Arising from the Minutes

116 Halsey Park / Alsop Close – Noise Nuisance from Sainsbury's. Councillors Crouch and Gordon attended a meeting with representatives from Sainsbury's Head Office and store management team, SADC Environmental Officers, Herts Constabulary and a resident of Halsey Park. Sainsburys advised that they are addressing the problem of lorries parking in the access road and are in the process of putting in 'no parking' measures to resolve the problem. In respect of noise from the recycling bins they are investigating either re-siting them to the other side of the car park or fitting shutters to the existing bins to enable them to be closed at night.

129 Public Question Time

(a) A resident of The Birches raised concerns on the safety aspects of the cycle/pedestrian path recently constructed. Councillors Crouch and Bowes have visited the site and it was **agreed** that Crest should be

approached to investigate the possibility of installing barriers to prevent rapid exit from the path onto the roadway. The problems with the chestnut trees has already been referred to the tree warden. A site meeting will be arranged with relevant parties.

- (b) The condition of the car park in Haseldene Road was raised – the grass has not been cut and trees are overhanging from Bluett Road. SADC state that it is not their responsibility, however as there are District Council Car Park signs this will be taken up with them again by the Clerk.
- (c) The problem of fly-tipping in the Broadlakes car park was considered under item 132.
- (d) Glebe Allotments – concerns had been raised as there is no fencing around the allotments. The Parish Council is in the process of taking over the allotments and it was **agreed** that the current owners should be asked to clear overgrown areas and fence the area.

130 Correspondence

- a) News release from Hertfordshire County Council who are to mount legal challenge to the East of England Plan was noted.
- b) E-mail from Maria Cutler re Post Office closures in and around St Albans was noted

131 Groundsmen's Report

The Clerk reported on work carried out by the Groundsmen over the last month. A detailed list was circulated to Councillors (Appendix 2) and it was **agreed** that this would be available with the agenda in future.

In particular, the Council's thanks were extended to the Groundsmen, Project Manager and volunteers involved for the work they had put in for Larks in the Park. It had been a very successful event, with higher attendance than in previous years. It was noted that the Leisure Connection events had not been very good this year, with a number of acts withdrawing at the last minute, and it was felt that the Parish Council should in future develop the day as village event, run by the Parish Council, with input from Leisure Connection. Thanks were extended to Townsend School who provided an excellent arena display and choir.

132 Finance

- (a) **Resolved** that the list of accounts attached at Appendix 1 be approved for payment.
- (b) The financial report will be circulated to members for the financial year to date with the minutes of this meeting.
- (c) **Resolved** that The Statement of Accounts for 2008/2009 and Annual Governance Statement from the Internal Auditor be **approved** and

signed. The Accounts will be forwarded to the External Auditor by the agreed date. The Clerk advised the Council that next year it is likely that the Council's expenditure will take them into the Intermediate Audit category.

Three issues were raised by the Internal Auditor:

- i. Fidelity Guarantee – it was agreed that the level of Fidelity guarantee should be increased in a planned way over the next three years to allow for this to be budgeted. Relevant documentation to increase the level of cover has been obtained from the Insurers.
 - ii. Data Protection – the Clerk will register the Parish Council with the Data Protection Registrar.
 - iii. Computer Back-ups – the Clerk will arrange for back-ups to be taken and held off-site.
- (d) A request for a Section 137 grant had been received from Herts & Middlesex Wildlife Trust towards the removal of fly-tipping in the Broadlakes Car Park. It was **agreed** that a contribution of £100 be made. It was also suggested that the car park gates should be closed at night and that HMWT contact SADC to request that the roving closed circuit camera be placed in this area.

133 Town Planning Matters

Town Planning applications concerning London Colney received by the District Council were examined in conjunction with the relevant plans. Councillor Gordon declared an interest in application no 5/2008/0854.

The following comments from the Planning Review Working Party have been made to the Planning Department for applications that required response prior to this Council meeting. The Parish Council was asked to note these:

Application No	Details	Comments
5/2008/1084 LB	Glass roof extension linking the two ridges to create office space in the roof, repair to the roof ridges and replacement timber windows to the front elevation at Berkley House Barnet Road London Colney AL2 1DB	OBJECTION (applies to applications 5/2008/1084 and 5/2008/1192) The roof extension would have a detrimental impact on the building which is in a conservation area.
5/2008/1192	Glass roof extension linking the two ridges to create office space in the roof at Berkley House Barnet Road London Colney AL2 1DB	The development would create additional traffic. There is a lack of parking on site.
5/2008/1163	Single storey rear extension and	No Comment

	alterations to openings at 9 Seaton Road London Colney AL2 1RL	
5/2008/1205	Conversion of garage to habitable room and first floor side extension to create a two bedroom dwelling at 2 Richardson Close London Colney AL2 1QW	OBJECTION Loss of parking space Increased traffic
5/2008/1247	Variation of Condition 3 (no new windows) of planning permission 5/91/1351 dated 12/09/91 for an outbuilding (retrospective) at 23 Collyer Road London Colney AL2 1PD	OBJECTION The windows have an overbearing impact on neighbouring properties.

Councillors requested that applications 5/2008/1084/1192, 5/2008/1205, and 5/2008/1247 be called in by District Councillors.

It was **resolved** that the following comments should be conveyed to SADC:

Application No	Details	Comments
5/2008/1247	Variation of Condition 3 (no new windows) of planning permission 5/91/1351 dated 12/09/91 for an outbuilding (retrospective) at 23 Collyer Road London Colney AL2 1PD	In addition to objections already given, concerns were expressed that with the addition of these windows this building would be turned into a separate dwelling and it was agreed that this be taken up with the planning enforcement officers to take action if required.
5/2008/0854	Demolition of existing garages and erection of eight, one bedroom flats at Garages r/o 1-77 Thamesdale London Colney Hertfordshire	OBJECTION Overdevelopment. Lack of access and parking. Increased traffic. Increase in housing density. Insufficient distance between buildings.
5/2008/1225	Single storey rear extension (retrospective) at 1 Alexander Road London Colney AL2 1HR	This application had been called in by the District Councillor in response to a complaint from a neighbouring resident.
5/2008/1274	Prior Approval - Erection of 15m telecommunications monopole and	No comment

	associated equipment cabinet at Proposed telecommunications site between M25 and junction of Harper Lane and Shenley Lane London Colney Hertfordshire	
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Councillors requested that application 5/2008/0854 be called in by District Councillors.

Late additional applications which had been received by the Parish Council were delegated to the Planning Review Working Party.

It was noted that the Application to build on the open space in Thamesdale had been turned down and it was **agreed** that the Council should write to the Planning Enforcement Officer to ensure that the owners tidy up the site.

It was **agreed** that the Parish Council write to the Head of Planning about poor service on planning issues. Parish Councillors are not getting prompt service from the department. District Councillor Gardner reported that she has made a formal complaint about service to District Councillors to the CEO.

134 Projects Update

The Project Update was circulated to members:

- (1) Walsingham Field – Groundworks are progressing applications for further funding; SADC have been approached for permission to carry out the proposed works.
- (3) Memorial Grove – The terms of the proposed lease were **agreed**. The Project Manager will ask SADC for a copy for signature.
- (9) Shenley Lane Play Area – Copies of the notes from the meeting held with Groundworks and their consultation with the PCSOs were circulated. The consultation will continue with copies of the proposals being posted on noticeboards and circulated to residents in the vicinity.
- (11) Website – It was **agreed** that a Working Party comprising Councillors Flynn, Bowes and MacMillan be set up for this project. A meeting will be held during the summer. The Clerk will source designer/s.
- (12) Bus Shelters – The installation of new shelters will be done in two phases to coordinate with the traffic calming proposals. Quotes are awaited by HCC for the first phase – Barnet Road/Halsey Park (replacement of old shelter) and High Street opposite war memorial.
- (13) Shenley Lane Rec Cabin – Plans and quotes for this project should be brought back to the September Council meeting as a priority.

It was requested that the Project Manager provide Councillors with a further written update during August.

135 Caledon Club

Councillor Gordon expressed thanks to the Chairman for his attendance and response to questions at the recent meeting held by the Caledon Club/London Colney Community Association Management Committee.

The Chairman presented a report to update members on the Parish Council's position in relation to the Caledon Club and to propose a course of action and the recommendations agreed by the Council are listed below.

Resolved that:

- (a) The Council will instruct the solicitor to prepare a Deed of Surrender for signature by the Trustees and the Parish Council.
- (b) Structure of the new Management Committee. The Council will have the controlling role and the committee will comprise:
Five/six member of the existing LCCA Committee
Six/seven members nominated by the Council, of which at least three will be Parish Councillors, the remainder members of the local community.
- (c) The Council will not take on any staff or contractual liabilities and there should be audits of the current level of debt owed by both the LCCA and the Caledon Club. The Council will not take over the business of the Caledon Club (the bar).
- (d) The Council will transfer £5000 to the new Management Committee for initial development work, but all other expenditure will be controlled by the Parish Council.
- (e) The new Management Association will be known as the Caledon Community Association.
- (f) The person appointed to manage/develop the facility at Napsbury Park will also manage the Caledon Community Centre.
- (g) Professional advice will be obtained to establish a schedule of works based on what is most important. It was proposed that the Council either use £10K from reserves or from the Leisure fund held by SADC to undertake the most essential works and thereafter raise money from the precept specifically for the repair and maintenance of the building and the development of the Community Association.
- (h) The Council agreed to move its offices to the Community Centre, thereby saving monies on rent and rates which could be put into the Community Centre. In effect the Council would pay 'rent' to the Caledon Community Association Account.

It was **noted** that the Caledon Club have lodged an appeal against the revocation of the alcohol licence and can continue to operate the bar until this appeal is heard. Copies of the Caledon Club's Occupation Licence had been received from LCCA.

The Council would need to consider buildings, contents and public liability insurance on the Community Centre from handover – the Clerk would investigate.

Councillor Bowes had written to Go East about the lack of proposed mitigation of noise levels from the M25 in the forthcoming widening scheme. The Highways Agency has been asked to explain why noise barriers, eg bunding, fencing, are put into some areas and not others. It was **agreed** that the Clerk would write to the Highways Agency to invite them to the September Meeting.

137 Date of the Next Meeting

It was **agreed** that the next meeting will be held on Friday 5 September 2008.

138 Reports of Meetings Attended

Councillor Cooper had attended the recent Police Liaison Meeting where it was confirmed that Sgt Helen Savage had been replaced by Sgt Mark Andrews. The lens on the CCTV in Norris Close had been replaced.

Councillor Gordon had attended the recent Highways Section 106 meeting received a report on the recent Traffic Calming Consultation. The results had been sabotaged by a bulk quantity of responses with exactly the same negative response. Highways would now carry out a further, specifically targeted consultation exercise in St Annes Road, Kings Road and White Horse Lane.

Councillor Mahony had attended a meeting of the British Legion Women's Section relating to the 2008 remembrance service There was interest in his offer of providing a piper for this year's service. The pattern for the 2007 service will be followed.

139 Any Other Business

- a) Correspondence was received from John Chapman, Planning Policy Manager responding to the Council's comments on the Strategic Housing Land Availability Assessment.
- b) Correspondence from Tony Swindell regarding the establishment of Primary Medical Centres in the County noted.
- c) Christmas Ball – it was **agreed** that the Council would continue to underwrite this event. It was agreed that decisions relating to this event will be progressed by the Events Committee or the Chair/Vice Chair.

140 Exclusion of Public from the Meeting

In accordance with the provisions of Section 1 (2) of the Public Bodies Admission to Meetings Act, 1960, it was **resolved** that the public now be excluded from the meeting due to the confidential nature of the business to be transacted.

**ACCOUNTS FOR PAYMENT PRESENTED AT THE MEETING
HELD ON THE 4 JULY 2008**

			Cheque No/ Payment Type	
BlueLight Office Supplies	Stationery	£135.84		
	Stationery	£14.68	£150.52	300716
F & R Cawley	Trade Refuse May 08		£110.08	300717
The Bull	refreshments for Litter Pick		£58.75	300718
Cask Business Services	Bookkeeping Support		£72.00	300719
Chiswell Pools	Pool Test tablets		£14.22	300720
Complete Cleaning Services	Cleaning Office & Pavilion, May & June		£220.00	300721
N Conway	Pictures for Pavilion		£120.00	300715
Day & Bell	Office Rent		£1,875.00	300722
Gibbs & Dandy	Exterior Ply		£114.89	300723
L Gibling	Reimbursement Eye Test cost		£19.50	300724
HW Accountants	Internal Audit		£1,938.75	300725
Herts County Council	Pension Payments		£599.41	300726
Konica Minolta	Photocopier Supplies		£17.63	300727
Lawrence Auto	Fuel etc May 08		£90.76	300728
London Colney Youth Project	Donation		£3,000.00	300714
Olivers	Workshop equipment		£62.00	300729
G Parker	Pool Cleaning		£340.00	300730
Rumball Sedgewick	Caledon Club Lease Inspection report		£603.01	300731
Serco	Payroll Service		£109.86	300732
Sharpe's Leisure	Fertiliser		£819.56	300733
Three Valleys Water	Water Bill		£49.43	300734
M Woodhams	Football Booking Clerk duties		£254.15	300735
Wolseley	Cement		£24.85	300736
	Transfer to Wages A/C		£7,684.39	300737
BT	Office Phone		£52.18	Direct Debit
	Office Fax		£92.94	Direct Debit
	Workshop Phone		£48.36	Direct Debit
Three Valleys Water	Pavilion		£78.96	Direct Debit
DM Music	Power supply for microphone		£10.00	Debit Card
Post Office	Stamps		£54.00	Debit Card
Wickes	Paint for Clock Barrier		£9.99	Debit Card
	Paddling Pool refurbishment supplies		£129.42	Debit Card
Asda	Workshop supplies		£9.05	Cash
Chipperfield Garden machinery	Chain saw maintenance supplies		£29.43	Cash
Co-op Pharmacy	First Aid supplies		£10.98	Cash
Pennybright	Cleaning Overalls		£10.00	Cash
Sainsburys	Workshop supplies		£9.28	Cash
Tesco	Mobile Phone Top-up		£30.00	Cash
Total			£18,824.61	

PAYMENTS MADE TO THE PARISH COUNCIL AT THE MEETING HELD ON THE 4 JULY 2008

Various	Adverts in L C News	£688.50
Various	Larks in Parks Pitch Fees	£160.00
Various	Allotments - Key Deposits & Replacement Key Charge	£245.00
	Total	£1,093.50

Groundsmen's Report to Council meeting 4 July 2008

We are operating on reduced staffing due to staff sickness. In addition to ongoing maintenance:

- Larks in the Parks – marking out, set-up and break down.
- War Memorial – planted with summer bedding
- Allotments – un-worked allotments cleared, embedded carpets removed, rubbish cleared. Grab lorry to clear the accumulated rubbish
- Pick-up truck - the alternator tested, now working OK, may be intermittent fault, groundsmen will keep regular check on it.
- Morris Playing Fields – children's roundabout boards have been replaced.
- Morris Playing Fields and Shenley Lane – rocking horse seats replaced.
- Caledon Road – 'No Dogs' sign replaced.
- Paddling Pool – screen in Gents toilet replaced following vandalism.
- Shenley Lane – rec cabin valance made safe.
- Reseeding programme completed
- Football pitches – scarifying, patching and summer maintenance completed

Forthcoming work for July/August (weather permitting) in addition to the ongoing maintenance throughout the parish:

- Allotments – Clearance of ditches
- Millennium Clock – new barrier installed, replacement of seats still to be done
- River – clearance of debris under small bridge – needs motorised wheelbarrow
- Dudley Wood – waiting on Colney Heath – it was reported that Colney Heath have confirmed that they are willing to transfer ownership of the land but we are waiting for documentation
- Low Bell Lane – posts to prevent parking on verge & cleaning concrete bollards
- Morris Playing Field – Electrician will be coming in to repair three halogen sensor lights in playground/ paddling pool need repairing and groundsmen will attend to the shade on one light on the.
- Shenley Lane – Rec Cabin valance on outside is dangerous and needs replacing. It was agreed that this work could go ahead.
- Paddling Pool – some of the paving slabs in front of the toilet block need lifting and relaying.
- Paddling Pool – toilet roll holder needs replacing
- Paddling Pool – gate to be altered to form large 'kissing gate' to allow pushchairs to enter but keep cycles out.
- Village Green – road on Green Dragon side needs patching
- Hedge-cutting taking place throughout, starting with playgrounds.

Playground Report

All playgrounds

- Bolts attaching chains on baby swings to be trimmed to remove protruding thread.
- Repainting equipment on a 'rolling' basis.

White Horse Lane

- Bushes on the swings to be replaced in the Autumn
- Large & Small swings – surfaces starting to deteriorate, suggest trialling grass mats in these areas.
- Spring Animals – slightly creaky due to flexing of outer moulding during use; checked, mechanism still OK and safe
- Fencing and Gates to be replaced/re-sited during Autumn & Winter

Shenley Lane

- Remove redundant bin post in middle

Caledon Road

- Bushes on swings to be replaced in the Autumn
- See-saw maintenance in progress – currently awaiting additional parts from Wicksteed – delivery due next week
- Railings to be repainted

Walsingham Way

- Wear on rubber bushes of Gullwing See-saw to be checked and replaced if necessary