

**Minutes of the meeting of London Colney Parish Council held in the Sports Pavilion,
Morris Playing Field, London Colney
on Friday, 3 February 2012 commencing at 7.00 p.m.**

Present: Councillor I Orton (Chair)
Councillor M Aguado
Councillor L Blyth
Councillor K Gardner
Councillor J Hobday
Councillor M Hobday
Councillor J Quaglioizzi
Councillor T Smith

In attendance: Mrs G Patschinsky (Parish Clerk)
Mrs L Gibling (Community Centre Manager)

20 Members Declaration of Interests

Cllrs Aguado, Blyth, J Hobday and Orton declared an interest in Item 13(c) as members of the Club. Cllr Aguado declared an interest in Item 10(b) relating to any Personnel issues within the budget.

21 Apologies

There were no apologies.

22 Minutes

It was **resolved** that the Minutes of the last meeting of the Council held on 6 January 2012, having been previously circulated to all members be **approved** and signed by the Chairman as a true record.

The following matters arising from the minutes were **noted**:

4 Community Safety – Speedwatch – Cllr Orton reported that ten volunteers had come forward for and their details had been passed to Sgt Kirby who will forward the relevant forms.

7 Correspondence

(a) The Council's response to the planning application for the incinerator at New Barnfield had been sent to HCC. Thanks were extended to Cllr Aguado for her work on this item

(b) Cllr Orton advised that the Council's response to the Waste Core Strategy had been sent to HCC

(c) Cllr Orton had responded to the consultation on the Draft Policing Plan and has been invited its launch in the summer.

12 Planning – Pastoral Centre – SADC and the agents have been advised that the Parish Council are happy to facilitate meetings.

23 Community Safety Report

- (a) Local Policing Team Report
 PC Pete Austin was welcomed back following his recent sick leave. Cllr Orton asked if there was any help the Parish Council could give regarding antli-social behaviour. PC Austin advised that the Police are putting together information regarding repeat incidents and would welcome multi-agency working.
- (b) Statistical Data
 Members received a report on the crime statistics for the village (Appendix 1), prepared from information extracted from the police website. The report shows that crime levels are averaging 80 – 90 per month, which appear to be consistent and low for the area. PC Austin was asked if there were any areas where the Parish Council could help, PC Austin advised that there are seasonal peaks and troughs and may be able to set up action in advance of peaks for preventative measures. Cllr Gardner asked if there had been any effect on the level of reported crime since the closure of the police station in the village. PC Austin advised that he had no information so could not comment. A member of the public queried the presence of a number of police cars on the village green and a helicopter over the area. PC Austin reported that this was due to police response to a burglary in the area. It was noted that the helicopter had arrived within ten minutes of the crime being reported.

24 Public Question Time

A member of the Caledon Committee Management Committee expressed concern that the minutes presented to the meeting had not been approved by the Committee and that the minute relating to membership was not accurate. The concerns were **noted** but the Chair of the meeting reported that the notes were accurate and that the minutes would be discussed as part of Item 13(c) of the agenda.

A member of the public expressed concern that with the forthcoming bad weather the roads and paths will not be adequately cleared and that there are insufficient salt bins despite requests for additional ones for the Village. The Chair reported that the groundstaff will keep the Parish Council facilities clear and accessible and that the issue of salt bins will be taken up again with HCC.

It was **agreed** that Agenda Item 13(c) Members Items – Bar within Community Centre / Caledon Club Membership was discussed as the next item of business as it refers to questions raised regarding the CCCMC minutes but it is recorded in these minutes under Minute 32 – Members Items in line with the published Agenda.

Clerk

25 Correspondence

- a) The Clerk reported that a copy of the CPRE Booklet on 'How to shape where you live – a guide to neighbourhood planning' had been received and that copies would be circulated to members on request.

Clerk

26 Clerk's Report

- a) The Clerk's report was **noted** (Appendix 2).
- b) Members **agreed** to adopt the Complaints Procedure which will be used to underpin the fulfilment of Item 77 of the Council's Standing Orders (Nov 2011) and will form part of a quarterly Performance Management report.

Clerk

27 Community Centre Manager's Report

Members **noted** the Community Centre Manager's report (Appendix 3).

Cllr Gardner reported that she had attended the village pantomime and feedback was that it was excellent value for money, however some disappointment that the cast had not been available for photos at the end had been expressed. It was **agreed** that the CC Manager would take this up with the pantomime company for next year.

CC Manager

28 Grounds and Maintenance Manager's Report

The written report from the Grounds and Maintenance Manager was **noted** (see Appendix 4).

Cllr Orton reported that the groundstaff had recently made 20 bird boxes from recycled wood for installation around the village green and Napsbury Park.

Cllr Aguado asked when the P3 work would be completed. Cllr Orton assured members that this is on the current work schedule.

G&M Manager

Cllr J Hobday asked about progress on the lights on the war memorial. The Clerk will ask the G&M Manager for an update.

Clerk/G&M Manager

It was **noted** that the lights on the Morris Playing Field drive were not working.

G&M Manager

The G&M Manager will be asked to prepare the paddling pool for opening earlier this year, subject to weather conditions.

G&M Manager

29 Finance

- a) The Income and Expenditure report to the end of January was **noted**. (see Appendix 5).
- b) Cllr M Hobday, Chair Finance Committee, introduced the proposals for the budget for 2012 – 2013. He reported that the current administration had begun the year with reserves of only £20K, well below the recommended level which put the Council in a vulnerable position, an unrealistic budget, a bar that was losing money and poor financial controls. During the course of the year measures have been implemented which will ensure that the Parish Council will end the year in a stronger financial position. The proposed budget will protect the Parish Council by increasing reserves. Whilst costs have been cut wherever possible, services are being maintained, opening hours secured, grants increased and additional community events organized. In addition it is expected that there will be more use made of Parish Council facilities, additional allotments be made available, the Lunch club will be expanded and woodland protected, The Library, Health Suite and CAB will continue to benefit from subsidised rent.

The budget (Appendix 6) has been developed to balance current hard times with maintaining services. There is a reduction in expenditure through a prudent approach; however, with an anticipated income reduction the Precept will need to be increased. This increase has been held below the RPI and equates to an average increase of just 5p per week.

It had been considered inappropriate that the Parish Council had subsidized a members only bar. The bar at the Community Centre will be now be open to all members of the public and it is expected that it will not require any subsidy this year - this will be carefully monitored.

The Chair thanked members of the Finance Committee for their hard work in preparing the budget. The budget was **agreed** with a Precept of £223,149.50. The Clerk will advise SADC of the level of Precept to be raised for the village.

Clerk

30 Grant Applications

Cllr Orton advised that a grant application had been received The Base for a free let of the Community Centre Hall to hold a fundraising quiz.

Cllr Blyth advised that although the quiz was being organised by the Base it was to raise money for the Caledon Club.

Members considered that clarification on the purpose of the event was required and consideration of this application was deferred to the March meeting.

31 Town Planning Matters

Members **agreed** the following comments to be submitted to SADC.

Clerk

Application No	Details	Comment
5/2012/0052	Outline Planning Permission (All Matters Reserved) - Erection Of Four, Four Bedroom Dwellings With Associated Access Following Demolition Of Existing Factory (Resubmission Following Withdrawal Of 5/2011/1672)	OBJECTION Overdevelopment of site
5/2011/3091	Certificate of Lawfulness (proposed) - Single storey rear extension at 32 North Cottages Napsbury St Albans AL2 1AW	Application has been rejected
5/2011/2727	Installation of solar panels to existing flat roof at 104 High Street London Colney AL2 1QL	No comment
5/2012/0037	Single storey front extension with bay window and pitched roof following demolition of garage and alteration to opening (resubmission following refusal of 5/2011/2641) at 8 Cotlandswick London Colney AL2 1EE	No comment
5/2012/0044	Single storey rear extension at 26 Peters Avenue, London Colney	No comment
5/2011/3169	Summerhouse to rear garden at 5 Alsop Close, London Colney	No comment

It was **noted** that Herts County Council's proposed submission for an anaerobic digester at Coursers farm had been received 3 February 2012, with comment required by 24 February 2012 and will go to the Development Committee 24 March 2012.

Members were supportive of the concept of Anaerobic Digesters but expressed some concerns over the application, in particular, the inconsistency of the neighbour consultation area; the increase in traffic movements, noise and odour; the overall size of the development and the increase in the number of waste facilities being located in the area.

It was **agreed** that HCC should be requested to enlarge the public consultation area to include Thamesdale.

Clerk

Members considered objecting to this application immediately but it was **agreed** that, as the response was to be submitted prior to the next Council Meeting, a meeting of the Planning Review Committee would be held at 7.30 on Wednesday 15 February 2012 to agree the Parish Council's response. Members will consider the application and feed back their comments prior to the meeting.

Members

Councillors M Hobday, Quagliozi or Mahony were delegated to comment on any applications that require comment prior to the next meeting.

Cllr M Hobday/Cllr Mahony/Cllr Quagliozi/Clerk

32 Members Items

- a) Shenley Lane Park – Play equipment & all-weather surface
 Members considered the report and recommendations for the appointment of the contractor to provide play equipment and an all-weather surface at Shenley Lane. It was **noted** that the Community Services Committee had considered the top two contractors and made their recommendation. In addition to the equipment listed monies will also be available for the installation of a shelter. It was **noted** that the Finance Committee had approved the market testing process by which the contractors were selected.
 It was **agreed** that:
- i) the contract is awarded to Miracle 11 for a sum of £48,902
 - ii) officers will work up projects to spend the balance of the s106 monies approximately £23,000 on recreation related facilities and support equipment within London Colney.
 - iii) Financial Regulations to be amended to ensure all capital spend provides value for money via market testing and competitive testing.
- Members **noted** that the project plan anticipates the facility will be open in time for the Easter weekend of 9 April 2012.
- b) Events Committee
 Members considered the proposal that the Caledon Community Centre Management Committee (Working Party) be combined with the Events Working Party. It was further proposed that the new Events Committee have the power to co-opt members of the CCCMC onto the Events Committee.
 It was **agreed** that:
- i) Events Working Party and the Caledon Community Centre Management Committee (Working Party) be removed from the list of Parish Council groups
 - ii) an Events Committee that will take over the advisory role of the Events Working Party and the CCCMC be created.
 - iii) The Events Committee will have the power to co-opt members
- c) Bar within Community Centre / Caledon Club Membership
 Members received a report on the progress reducing the large deficit of the operation of the bar within the Community Centre and a proposal to agree to end the exclusive use of the bar and discounted charges to Parish Council events by Caledon Club members,
 Changes have been implemented in the bar and members **noted** that these have reduced the anticipated end of year deficit from £20K to under £5K and it is hoped that these continued measures will produce a small surplus during 2012 – 2013, which opening hours remaining the same.
 At the Caledon Community Centre Management Committee meeting held 23 January 2012 it was suggested that the Caledon Club could raise their own membership and put on events instead of having exclusive use of the

bar as there are insufficient club members to maintain a viable bar with effect from 1 March 2012.

Members considered that the Parish Council should move away from a position where tax payers money was being used to support a private club with very few members and that the change would ensure that facility would be open to the whole community, with it having no impact on the users of the Lunch Club, the major change being that there would no longer be a two-tier pricing system for events.

It was **noted** that some members of the Committee had disagreed with the recommendation but that the Caledon Club could be reformed as an independent club if they wished. The recommendations included the provision of support from Council Officers for this process, however members wished to ensure that no public money would be spent on the provision of this advice.

It was **agreed** that:

- i) the special relationship with the Caledon Club will end from 1st March 2012
 - ii) officers could advise Caledon Club members on legal and financial requirements if Caledon Club wishes to re-form but that this advice would be capped to a maximum of 30 minutes officer time.
- d) Lisa Valla, Head London Colney Primary School
Cllr Orton reported that he had received notification that Lisa Valla has been recognised by St Albans Review as Inspirational Person of the Year. It was **agreed** that she should be invited to the next meeting so that Parish Council can recognise her contribution to the village.

33 Date of the Next Meeting

It was **agreed** that the next meeting will be held on Friday 2 March 2012 commencing at 7.00pm.

Clerk

34 Reports of External Meetings Attended

It was **noted** that Cllr Smith and Cllr J Hobday had attended the 'Vision' meetings held by SADC last year but that there had been no further meetings or progress. Cllr Orton and Cllr Quaglioizzi will contact Heather Cheesbrough, SADC to request information about this initiative.

Cllr Orton/Cllr Quaglioizzi

Cllr Quaglioizzi reported that the second consultation event on possible development of garage sites at Cotlandswick was being held on Saturday morning at the Community Centre. Concern was expressed that the District have not engaged with the public at Cotlandswick and that the consultation on this matter has been very poor. It had been reported that a meeting had been arranged with the Cotlandswick Residents Association but this has not been confirmed. With the lack of consultation it was felt that it may be necessary to re-open the consultation with an event on Cotlandswick and that better arrangements are made for consultations on other sites in the village in the future.

Cllr Aguado advised that she has arranged a tour around the Lafarge quarry at 8am on Friday 17 February 2012.

It was **noted** that the Parish Conference is being held at the Community Centre on Wednesday 6 March 2012 commencing at 6.00pm.

35 Any Other Business

There was no other business.

Part B Information to Note

- 36 a) Minutes of the Caledon Community Centre Management Committee Meeting 23/1/12
It was **noted** that during the public question time it was pointed out the minutes had not been considered by the CCCMC as recorded in Minute 24 – Public Question Time
- b) Minutes of the Community Services Committee Meeting 24/1/12 were **noted**
- c) Decision Sheet of the Finance Committee Meeting 30/1/12 was **noted**.

37 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.

Crime Statistics for London Colney

Period: December 2010 – December 2011

Explanation of Data

This data was collected with the aim of giving an accurate representation of street level crime and disorder, as such the following should be known before viewing the data

- All data is reported and detected crimes to or by the police.
- Only street level crime is included in the statistics, therefore it is not an accurate representation of speeding, corporate or domestic crime.

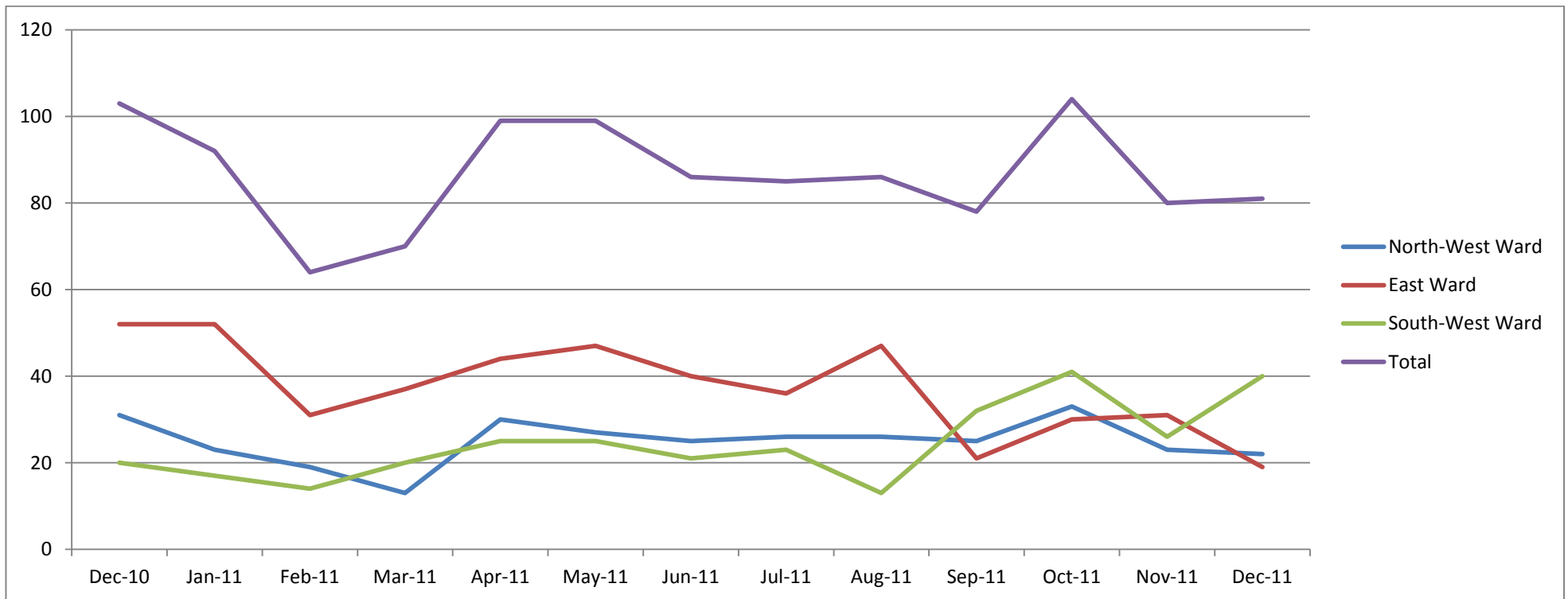
The categories are:

Burglary	Entering a house or building with the intention of stealing	From
Anti-Social Behaviour	Personal and environmental nuisance, anti-social behaviour and hoax calls	Sept
Robbery	Using force or threat of force to steal	embe
Vehicle Crime	Theft from or interference with a vehicle	r
Violent Crime	Crimes against the person including common assault, harassment and GBH	2011
Public Disorder and Weapons	Includes crimes which cause fear, alarm, distress or possession of a weapon such as a firearm	the
Shoplifting	Includes theft from shops or stalls	classi
Criminal Damage and Arson	Includes criminal damage to public or privately owned properties	ficati
Other Theft	Thefts other than shoplifting including bicycle theft or theft from the person	ons
Drugs	Includes offences to do with possession, supply and production	chan
Other Crime	Other crime reported to the police including fraud, forgery and other miscellaneous crime	ged,
		Othe
		r

Crime was split up into **Public Disorder and Weapons, Shoplifting, Criminal damage and Arson, Drugs, Other Theft** and **Other Crime**. This has meant that **Other Crime** looks like it has dipped drastically in one month, owing to this I have split up the data into two datasets, one for December 2010 to August 2011 and one for September 2011 to December 2011 and displayed this in two separate graphs

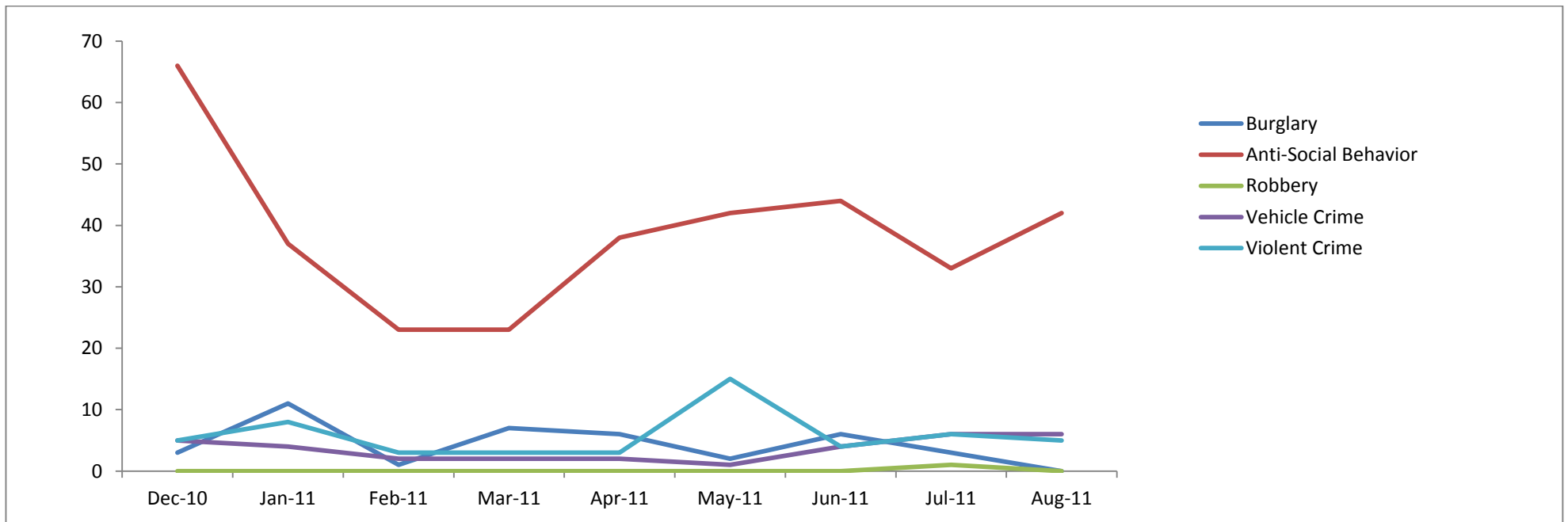
Crime levels (by area)

Crime Levels by Area													
Ward	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11
North-West Ward	31	23	19	13	30	27	25	26	26	25	33	23	22
East Ward	52	52	31	37	44	47	40	36	47	21	30	31	19
South-West Ward	20	17	14	20	25	25	21	23	13	32	41	26	40
Total	103	92	64	70	99	99	86	85	86	78	104	80	81



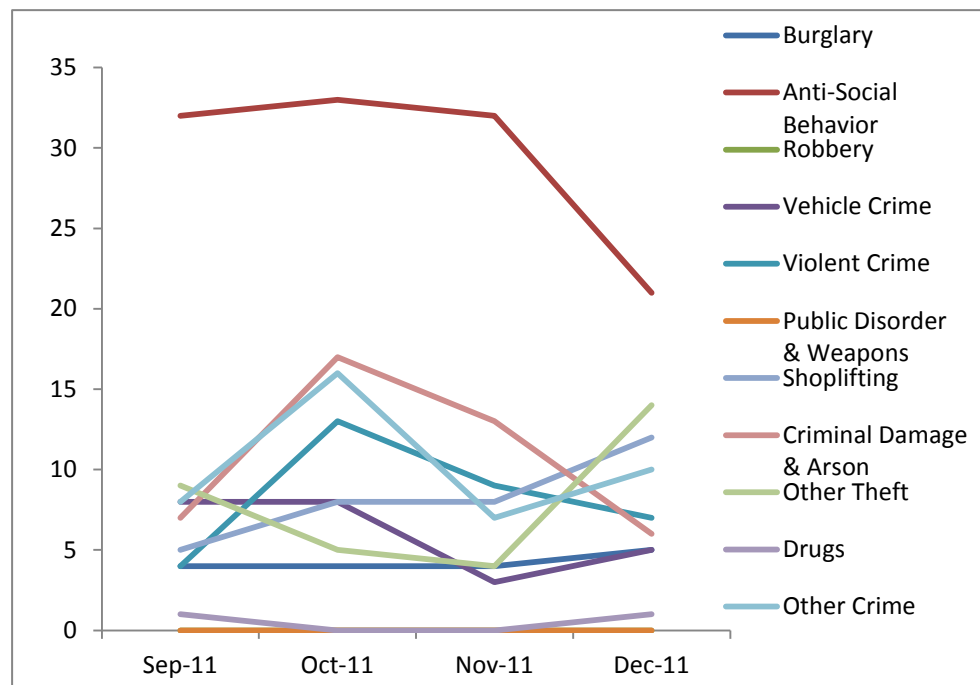
Crime levels (up to August 2011 Classification)

Crime Levels by Type									
Crime Type	Dec-10	Jan-11	Feb-11	Mar-11	Apr-11	May-11	Jun-11	Jul-11	Aug-11
Burglary	3	11	1	7	6	2	6	3	0
Anti-Social Behavior	66	37	23	23	38	42	44	33	42
Robbery	0	0	0	0	0	0	0	1	0
Vehicle Crime	5	4	2	2	2	1	4	6	6
Violent Crime	5	8	3	3	3	15	4	6	5
Other Crime	24	32	35	35	50	39	28	36	33
Total	103	92	64	70	99	99	86	85	86



Crime levels (September 2011 Classification)

	Sep-11	Oct-11	Nov-11	Dec-11
Burglary	4	4	4	5
Anti-Social Behavior	32	33	32	21
Robbery	0	0	0	0
Vehicle Crime	8	8	3	5
Violent Crime	4	13	9	7
Public Disorder & Weapons	0	0	0	0
Shoplifting	5	8	8	12
Criminal Damage & Arson	7	17	13	6
Other Theft	9	5	4	14
Drugs	1	0	0	1
Other Crime	8	16	7	10
Total	78	104	80	81



Percentage Change between December 2010 and December 2011

Type	Dec-10	Dec-11	% Change
Burglary	3	5	67%
Anti-Social Behavior	66	21	-68%
Robbery	0	0	0%
Vehicle Crime	5	5	0%
Violent Crime	5	7	40%
Other Crime	24	43	79%

Ward	Dec-10	Dec-11	% Change
North-West Ward	31	22	-29%
East Ward	52	19	-63%
South-West Ward	20	40	100%
Total	103	81	-21%

All data gathered from www.police.uk between 01/10/2011 and 03/01/2012

Clerk's Action List Jan 2012

Action	By who	Target date	Completed/notes
2011/218 Question Time – Cllr Aguado advised that she had e-mailed Damien Higgins, Herts Highways regarding the exposed foundations of Telford Bridge and it was agreed that the Clerk would follow this up.	Clerk		Emailed Herts Highways HH responded that the site was passed to Bridges and Structures team to investigate, however it is likely that the low flows and water level combined to locally and temporarily scour the usual riverbed material away from around the pier feet, which would be expected to return in larger flows. Currently there are no major concerns from the inspectors regarding this site.
2011/255 Members Items (b) Shenley Lane – Five quotes have been received for the proposed installations. These will be presented to the Community Services Committee on 26 January, the Finance Committee on 30 January and be brought to the February Council meeting for approval. The target date for completion of the installation is April 2012.	G&M Manager	3 Feb 12	Preferred supplier identified by CS Committee. On Feb Agenda for approval.
It was noted that the notes accompanying the figures had not been updated since the last meeting and this will be rectified for the February meeting.	Clerk	3 Feb 12	To be corrected in Feb report

<p>Cllr Aguado asked who should be contacted to obtain a Traffic Regulation Order to prevent parking on the verges. Steve Deakin, Environmental Compliance</p> <p>A members of the public noted that parking on the grass verges is seen to be problem – is this the responsibility of Herts Highways or District?</p>	<p>Clerk</p>		<p>Contact noted – to be advised where particular problem areas are reported This is generally the responsibility of Herts Highways but Environmental Compliance have a working relationship with them it was agreed that a letter identifying the problem areas would be written to Mr Lomax and he will take it up with Herts Highways</p>
<p>Members considered the documents from Herts County Council on the planning application for construction and operation of an energy recovery facility, New Barnfield, Travellers Lane, Hatfield. Following a wide ranging discussion on the matter it was agreed that the Council objected to the use of incinerators for waste disposal and that it was felt that recycling should be increased. It was agreed that the Council would object to the application and Cllr Orton was delegated to make the response.</p>	<p>Cllr Orton</p>		<p>Objection lodged 19th January 2012.</p>
<p>Member considered Herts County Council's Consultation on the proposed changes to the Waste Core Strategy. It was considered that whilst this strategy is not related to specific sites, the criteria should protect all sites, promoting both recycling and smaller, more local sites. It was agreed that Cllr Aguado and Cllr Orton would draft a response which will be circulated to members prior to submission by the deadline of 30 January 2012.</p>	<p>Cllr Aguado, Cllr Orton</p>		<p>Response lodged 30th January 2012.</p>

Members considered the Hertfordshire Police consultation on the Draft Policing Plan and it was agreed that Cllr Orton would respond on behalf of the Council and forward a copy of the response to members	Cllr Orton		Comments lodged 19 th January 2012.
An officers meeting has been arranged to set a calendar of events for the coming year – this will be publicised on the website.	Council Officers		Meeting held - provisional calendar of dates on website.
It was noted that the Blue Sea Chip Shop on the High Street seems to be opening later than the permitted times on the planning approval and this will be referred to Planning Enforcement, SADC.	Clerk		Planning enforcement advised – awaiting feedback
Cllr Orton proposed that the opening hours be referred to the CCC Management Committee and it was agreed that this proposal would go to the CCC Management Committee Meeting being held on 23 January 2012 and their recommendations will be brought back to the February meeting.	Cllr Orton/CC Manager	3 Feb 2012	Considered by CCC on 23 rd January 2012.
It was agreed that the next meeting will be held on Friday 3 February 2012 commencing at 7.00pm. It was further agreed that the Meeting in January 2013 be held a week later to give officers sufficient time to prepare papers and reports after the Christmas break.	Clerk		To be noted on 2013 calendar of Council meeting dates

Items Brought Forward			
<p>Localism Bill Cllr M Hobday stated that this was a very exciting opportunity and members agreed that the matter would be taken to the Policy, Performance and Partnerships Committee for consideration.</p>	Members	Early 2012	Meeting to be arranged
<p>The latest website statistics had been circulated to members and it was noted that over the last year hits had increased by 28%. At present we have approximately 6K hits per year, but we are aiming to increase this to 12K. It was agreed that this would be brought to the December meeting to consider updates and possible advertising.</p>	Clerk	December Meeting	<p>C/F to Dec Meeting</p> <p>Requires further work and will be brought to a later meeting to consider updates & advertising</p>
<p>The Clerk reported that the External Audit had been concluded and that matters raised by the external auditor were already in progress or had been added to the Audit Plan which had been tabled for members. It was agreed that the Clerk would review the target dates and report back to the forthcoming Finance Committee Meeting</p>	Clerk	Finance Meeting 10/10/11	<p>Dates reviewed and agreed – to be brought back to Jan meeting</p> <p>Agreed at Jan Meeting that these matters will be reported at March Meeting</p>

London Colney Parish Council

Caledon Community Centre update 03/02/12

Bar – The bar has been quiet since Christmas. When we have events on such as the Pantomime, Sunday Lunch and Burns Supper then the takings have been good and public reaction to the refurbishment has been very positive.

Community Centre - The Village Pantomime was a sell out. We provided a separate area in front of the kitchen for parents to purchase, soft drinks, sweets, tea, coffee and hot Sausage rolls. That worked very well and the sausage rolls sold out.

The Sunday Lunch was also a sell out serving 64 lunches in two sittings. It was a struggle to serve that many with the equipment we have. We plan to do another lunch next month and I think we should keep the bookings down to 50 max.

We sold over 60 tickets for the Burns Supper.

The Health Visitors have now moved out of the offices on the south side of the centre. They have told us that a different group of Health Officers will be moving in and the Citizens Advice officers will be able to continue having use of one room on Tuesday mornings.

Meals on Wheels & Lunch Club – The numbers are still down to eleven clients. I am intending to do a promotion when we have an open day in March. In the meantime perhaps I could write an article for the London Colney News as we have done in the past. My Hygiene Certificate is now hanging up in the kitchen. The Cook will be on leave for a week in February and the meals will be collected from the Jubilee Centre just for that week. Our freelance Chef and I have got the Lunch Club covered for that week.

Open Day – Suggest the open day should be the afternoon of Saturday 24 March with a music event in the hall that evening and lunch in the bar the next day..I have written to organisers of the regular bookings asking them to do a demo and/or display. Also promote Lunch Club and Meals on Wheels in the bar.

Grounds and Maintenance Managers Report for Council 3 Feb 2012.

Specification.

We are up to date with all works at present. Below there is a list of things we have completed up and beyond the normal day to day running of the parish.

GROUNDS**Shenley Lane allotments ✓****Glebe Allotments. ✓**

1. We still have some works to complete here on running water around the site we plan to sort this over the winter period.
2. Few more plots have been rented out here the site is being used well.

Shenley Lane. ✓

1. We have spent quite a few hours going through the deferent quotes for the trim trail project and finally come out with 2 front runners Miracle play £49,990.96 and Wicksteed £52,775.00. we went through both of these quotes in depth and after some time decided we couldn't see a £2,784.04 benefit in going with Wicksteed so our recommendation would be to go with Miracle. If given the go ahead at the Council meeting on the 3rd Feb 2012 work will start on the second week of March 12 and be finished by the end of April 12. I will be project managing this job to save us money.

Morris Playing Field & Pavilion. ✓**Chester Gibbons Green ✓****Caledon Community Centre Grounds ✓****War Memorial ✓****Walsingham Way ✓****Riverside**

1. We have now installed 6 new bins to this site and removed old ones. Since doing this we have found it much easier emptying the bins due to them not getting too full too quickly.
2. We have made and installed some new bird boxes for this site.
3. We have had a few trees down over the last month these have been cut and cleared away.
4. The site has also been treated for rats.

Napsbury. ✓ Hours from 06/01/12 to 29/01/12 = approx 130 hrs

1. We have had to do quite a few roofing repairs at this site the wind has been getting in and pushing the roof out from the inside.
2. Really busy on this site this month lots of changing around from Rugby to football, we have had a few weeks with as many as 10 games of football being played over a weekend.
3. We have to put in new goalpost sockets to accommodate the amount of play at this site.
4. We have had to repair doors locks and install new door handles just through wear and tear.
5. We have had to work on the outside lighting on this site.

Noticeboards✓**Shrub beds ✓****MAINTENANCE**

1. We have serviced our tractor, hand mowers and hedge cutters.
2. Installed barriers outside Haseldine Road shops due to wind damage - bricks were falling from the roof.

Caledon Community Centre

1. Put up curtains in the members bar.
2. Put in and take out extra stage for pantomime.
3. Collects mats and benches from St Bernadettes also for pantomime
4. Take old fruit machine and case to Harper Lane.
5. Repair radiator in Clerks office.
6. Remove all tiles from disabled toilet floor and order new flooring.
7. Supply and fit new door lock to disabled toilet.

Forthcoming works throughout the Parish weather permitting.

Weekly inspections on how to constantly improve our Parish sites are now under way. These improvements have to run alongside the day to day works we already have.

Kindest Regards

Leigh Casling, Grounds and Maintenance Manager.

INCOME & EXPENDITURE AGAINST BUDGET 2011-2012 to 27 January 2012

	Budgeted 2011/12	Income to date	% of budget
<u>Parish Council</u>			
<u>Income</u>			
Bank Interest from various accounts	500	145	29%
Magazine Adverts	4,000	1,388	35%
Parish Council events	4,500	3,610	80%
Morris Way Pavilion Hire	2,000	963	48%
Shenley Lane/Glebe Allotments Income	800	895	112%
Shenley Lane/Whitehorse Lane Sports Pitch Hire	5,500	4,769	87%
Fishing Rights	1,000	1,000	100%
Other Receipts	200	8,711	4355%
Self-funding Xmas Ball	3,500	2,360	67%
Total estimated income raised by Parish Council	£ 22,000.00	23,841	108%

Parish Council Expenditure**Staff Costs**

		Expenditure to date		
Wages office, ground staff and financial support	£ 100,000.00	102,877	103%	
Employers Pension Costs	£ 6,000.00	3,847	64%	
Payroll Charges	£ 600.00	332	55%	
Recruitment and HR Costs	£ 1,000.00	1,788	179%	
Courses, Conferences & Training	£ 1,000.00	571	57%	
	<hr/>			
	<i>sub total</i>	£ 108,600.00	109,415	101%

Parish Council Costs

Chairman's Expenses	£ 200.00	0	0%	
Parish Councillors Expenses	£ 500.00	1,462	292%	
Parish Budget Leaflet	£ 750.00	0	0%	
Meeting expenses	£ 250.00	221	88%	
Election Expenses	£ 1,000.00	1,386	139%	
	<hr/>			
	<i>sub total</i>	£ 2,700.00	3,069	114%

Premises and Play Areas Costs & Maintenance

Support to CCC in lieu of rent	12,000	9,000	75%
Telephone/Fax/Internet	2,000	1,542	77%
Office machines and Supplies	3,000	3,708	124%
Pavilion Maintenance	5,000	543	11%
Electricity Pavilion	2,000	289	14%
Cleaning Pavilion	1,000	1,028	103%
Pavilion Workshop Maintenance	500	235	47%
Shenley Lane White Horse Lane Playing Fields Maintenance	4,000	1,373	34%
Playgrounds Maintenance	1,500	397	26%
Paddling Pool Maintenance & Cleaning	3,000	1,565	52%
Clock Maintenance	300	125	42%
Xmas Lights Maintenance	3,500	8,466	242%
Vehicle/Machine Maintenance	2,000	10	1%
Petrol/diesel	2,200	991	45%
Playing Fields (Shenley Lane) water	400		0%

Playing Fields(Shenley Lane) Electricity	300	20	7%
Trade Refuse	1,000	708	71%
Sign Boards & Seats	500		0%
L Bell Lake River Edge & Vill grn	500	573	115%
Plants & Flowers	500		0%
Safety Goods	800	251	31%
Water Shenley Lane /Glebe Allotments	200		0%
Litterbins	500	1,790	358%
<i>sub total</i>	£ 46,700.00	32,613	70%
Professional Fees			
Internal & External Audit	£ 2,200.00	2,250	102%
Solicitors and planning fees	£ 3,000.00	436	15%
Bank Charges	£ 600.00	557	93%
Subscriptions	£ 1,600.00	1,355	85%
Insurance premiums	£ 5,000.00	4,438	89%
Allotment Leases	£ 450.00		0%
Legal Fees	£ 10,000.00	4,575	46%
<i>sub total</i>	£ 22,850.00	13,610	60%
Grants and Awards			
Section 137 Grants & Youth Awards	£ 3,500.00	1,432	41%
Grant to LCYP	£ 4,000.00	4,000	100%
Grant to Meals on Wheels	£ 10,800.00	8,100	75%
Grant to CAB	£ 1,500.00	1,500	100%
<i>sub total</i>	£ 19,800.00	15,032	76%
Parish Council Activities and events			
Council Activities	£ 5,000.00	7,891	158%
Printing & Distribution Parish Magazine	£ 8,500.00	5,932	70%
Self Funding Xmas Ball	£ 3,500.00	2,595	74%
<i>sub total</i>	£ 17,000.00	16,418	97%

Projects

Bus Shelter project	£ 3,200.00		0%
PEAP Project	£ 2,000.00		0%
Tree Planting	£ 500.00		0%
Haseldene Road Enhancement	£ 2,000.00		0%
Christmas Biscuits	£ 800.00	407	51%
Website project	£ 500.00		0%
Xmas Lights Purchase	£ 1,000.00		0%
	<hr/>		
	<i>sub total</i>	£ 10,000.00	407
			4%
Capital Expenditure			
Addition to MOW Vehicle Fund	£ 2,000.00	2,000	
Total Parish Council Estimated Expenditure	£ 229,650.00	192,564	84%

Caledon Centre**Income**

Ticket Monies from Functions	6,000	3,826	64%
Parish Council in lieu of rent	12,000	10,000	83%
Meals on Wheels grant	10,800	9,000	83%
Hall Hire & Rent	23,000	12,311	54%
Bar Takings	73,000	43,842	60%
Fruit Machines	3,000	5,544	185%
Memberships	1,500	246	16%
Lunch Club	7,000	4,799	69%
Meals on Wheels	9,500	8,124	86%
Total estimated income raised by Caledon Centre	<u>£ 145,800.00</u>	<u>97,692</u>	67%

Caledon Centre
Expenditure

Senior Bar Person	10,400	9,481	91%
Community Officer	5,200	462	9%
Licences	3,500	4,152	119%
Wages - Caretaking and catering	20,000	18,257	91%
Insurance	1,500	1,914	128%
Utilities	10,000	9,014	90%
Kitchen Equipment and supplies	1,000	367	37%
Function expenses	6,000	7,007	117%
Cleaning	6,500	5,563	86%
Financial Support	1500		0%
Maintenance and repairs	1,500	29,836	1989%
General supplies	200		0%
Bar supplies	31,000	18,388	59%
Bar facilities	10,000	9,339	93%
Bar Staff	8,000	13,687	171%
Lunch club / Meals on Wheels	18,500	12,169	66%
MOW Van running costs	1,500	493	33%
Trade Waste	800	131	16%
Advertising and promotion	1,500	343	23%
Door Entry system	2,000	1,970	99%
Capital Projects	4,000		0%
Disability Provision	3,000		0%
Health & Safety Projects	5,000	810	16%
Boiler Replacement fund	5,000		
Total Caledon Centre Estimated Expenditure	£ 157,600.00	143,384	91%

Napsbury Park**Income**

Support Income from 106 Monies	21,000	10,332	49%
Bank Interest	2,000	1,650	83%
Pavilion Hire	6,500	2,468	38%
Sports pitch hire	3,600	1,972	55%
Cricket Pitch Hire	3,500	2,011	57%
School Pitch hire	7,600	2,860	38%
Total estimated income raised by Napsbury Park	£ 44,200.00	21,293	48%

Napsbury Pavilion and Playing Fields**Expenditure**

Community Officer	5,200	462	9%
Exterior Lighting	2,000		0%
Playing fields maintenance	1,000	1,309	131%
Insurance	1,500	1,314	88%
Wages - Groundsmen	20,000	5,107	26%
Cleaning	1500	3,161	211%
Maintenance and Repairs	4,000	5,468	137%
Litter Bins	500	500	100%
Total Napsbury Pavilion Estimated Expenditure	£ 35,700.00	17,322	49%

VARIANCES AGAINST BUDGET 2011-2012 to 27 January 2012**Parish Council**

<u>Income</u>	Budgeted 2011/12	Income to date		
Other receipts	£ 200.00	8,711	4355%	Includes P3 grant; Monies from McD for bins; additional S106 for Shenley Lane; Indifit grant from SADC
<u>Expenditure</u>				
Staff Costs	Budgeted 2011/12	Expenditure to date		
Wages office, ground staff and financial support	£ 100,000.00	102,877	103%	Temporary Summer Staff
Recruitment and HR Costs	£ 1,000.00	1,788	179%	Consultancy on HR Matters
Parish Council Costs				
Parish Councillors Expenses	£ 500.00	1,462	292%	Re: Outgoing Parish Council
Election costs	£ 1,000.00	1,386	139%	Under Budgeted
Premises and Play Areas Costs & Maintenance				
Xmas Lights Maintenance	3,500	8,466	242%	Repairs to Xmas Lights -timing difference
L Bell Lake River Edge & Vill grn	500	573	115%	Kissing Gate- Covered by P3 grant
Professional Fees				
Internal & External Audit	£ 2,200.00	2,250	102%	Under Budgeted
Bank Charges	£ 600.00	557	93%	Increased cash handling
Insurance premiums	£ 5,000.00	4,438	89%	Allocations now made to CCC & Napsbury from information received from insurance co.

Parish Council Activities and events

Council Activities <u>Caledon Centre Expenditure</u>	£ 5,000.00	7,891	158%	Includes payments from bucket collections
Senior Bar Person	10,400	9,481	91%	Due to changes in staff sick cover Not specifically replaced - work covered by other staff
Community Officer	5,200	462	9%	
Licences	3,500	4,152	119%	Amusement Machine Licences 2010-2011 & 2011-2012 and Additional Personal licences for bar
Wages - Caretaking and catering	20,000	16,480	82%	Increased activity
Insurance	1,500	1,914	128%	See PC Insurance
Maintenance and repairs	1,500	29,836	1989%	Refurbishment of toilets & Lounge - funded from savings on other budget lines
Bar Staff	8,000	13,687	171%	Due to changes in senior bar staff
<u>Napsbury Pavilion and Playing Fields Expenditure</u>				
Community Officer	5,200	462	9%	Not specifically replaced - work covered by other staff
Cleaning	1500	3,161	211%	Increased activity e.g hire for parties, increased pitch use
Maintenance and Repairs	4,000	5,468	137%	Pitch repairs, prep for winter sports

FINAL DRAFT BUDGET 2012 – 13 PARISH COUNCIL MEETING 3 FEBRUARY 2012

SUMMARY

	2012/13		2011/12
Estimated Parish Expenditure 2012/2013 (excluding special projects separately funded eg Shenley Lane))	£ 405,230.00		£ 422,950.00
Less Estimated Income	£ 185,450.00		£ 212,000.00
	<hr/>		<hr/>
<i>Balance</i>	£ 219,780.00		£ 210,950.00
	<hr/>		<hr/>
Monies to add to reserves	£ 3,369.50		£ 1,964.00
		% inc	
Amount to be raised from precept @ £61.90 per household	£ 223,149.50	4.8%	£ 212,914.00
			<hr/>
Households	3605		3579
Amount to be raised per household (based on average band D) to meet balance required	£ 61.90	4.1%	£ 59.49
Average per household per week	£ 1.19		£ 1.14
			<hr/>
Breakdowns			
Estimated Parish Council Income	£ 23,350.00		£ 22,000.00
Estimated Community Centre Income	£ 115,900.00		£ 145,800.00
Estimated Napsbury Park Income	£ 46,200.00		£ 44,200.00
	<hr/>		<hr/>
Total	£ 185,450.00		£ 212,000.00
	<hr/>		<hr/>
Estimated Parish Council Expenditure	£ 238,230.00		£ 229,650.00
Estimated Community Centre Expenditure	£ 142,600.00		£ 157,600.00
Estimated Napsbury Park Expenditure	£ 24,400.00		£ 35,700.00
	<hr/>		<hr/>
Total	£ 405,230.00		£ 422,950.00
	<hr/>		<hr/>

	PROPOSED BUDGET 2012 - 13
ESTIMATED INCOME	
<u>Parish Council</u>	
-	
Bank Interest from various accounts	£ 250.00
Magazine Adverts	£ 2,000.00
Parish Council events	£ 10,000.00
Morris Way Pavilion Hire	£ 1,300.00
Shenley Lane/Glebe Allotments Income	£ 1,100.00
Whitehorse Lane Sports Pitch Hire	£ 3,000.00
Shenley Lane Sports Pitch Hire	£ 1,000.00
Fishing Rights	£ 1,000.00
Other Receipts	£ 200.00
Self-funding Xmas Ball	£ 3,500.00
Total estimated income raised by Parish Council	£ 23,350.00

ESTIMATED EXPENDITURE**Parish Council****Staff Costs**

Wages office, ground staff, HR and financial support	£ 127,000.00
Employers Pension Costs	£ 10,000.00
Payroll Charges	£ 750.00
Recruitment	£ 1,000.00
Courses, Conferences & Training	£ 2,000.00
	<hr/>
	£ 140,750.00

Parish Council Costs

Chairman's Expenses	£ 200.00
Parish Councillors Expenses	£ 500.00
Meeting expenses	£ 350.00
Election Expenses	£ 1,500.00
	<hr/>
	£ 2,550.00

Premises and Play Areas Costs & Maintenance

Support to CCC in lieu of rent	£ -
Telephone/Fax/Internet	£ 2,000.00
Office machines and Supplies	£ 3,500.00
Pavilion Maintenance	£ 5,000.00
Electricity Pavilion	£ 2,200.00
Cleaning Pavilion	£ 1,000.00
Pavilion Workshop Maintenance	£ 500.00
Shenley Lane White Horse Lane Playing Fields Maintenance	£ 2,000.00
Playgrounds Maintenance	£ 1,500.00
Paddling Pool Maintenance & Cleaning	£ 3,000.00
Clock Maintenance	£ 300.00
Xmas Lights Maintenance	£ 4,000.00
Vehicle/Machine Maintenance	£ 2,000.00
Petrol/diesel	£ 2,000.00
Playing Fields (Shenley Lane) water	£ 400.00
Playing Fields(Shenley Lane) Electricity	£ 330.00
Trade Refuse	£ 1,100.00
Sign Boards & Seats	£ 1,000.00
L Bell Lake River Edge & Vill grn	£ 1,100.00
Plants, Flowers & Trees	£ 600.00
Safety Goods	£ 800.00
Water Shenley Lane /Glebe Allotments	£ 200.00
Litterbins	£ 500.00
	<hr/>
	£ 35,030.00
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Professional Fees

Internal & External Audit	£ 2,500.00
Leases, Searches and Planning Costs	£ 3,000.00
Bank Charges	£ 1,000.00
Subscriptions	£ 1,750.00
Insurance premiums	£ 7,600.00
Allotment Leases, Shenley Lane & Glebe	£ 450.00
Legal Fees	£ 5,000.00
	<hr/>
	£ 21,300.00

Grants and Awards

Section 137 Grants & Youth Awards	£ 3,500.00
Grant to LCYP	£ 4,000.00
Grant to CAB	£ 1,500.00
	<hr/>
	£ 9,000.00

Parish Council Activities and events

Council Activities & Events	£ 12,500.00
Printing & Distribution Parish Magazine	£ 8,000.00
Self-funding Xmas Ball	£ 3,500.00
	<hr/>
	£ 24,000.00

Projects

Bus Shelter project	£ 1,600.00
Tree Planting	£ 500.00
Christmas Biscuits	£ 1,000.00
Website project	£ 500.00
Xmas Lights Purchase	£ 2,000.00
	<hr/>
	£ 5,600.00

Total Parish Council Estimated Expenditure**£ 238,230.00**

ESTIMATED INCOME**Community Centre**

Hall Hire & Rent	£ 31,200.00
Bar Takings	£ 61,000.00
Fruit Machines	£ 3,000.00
Lunch Club	£ 9,000.00
Meals on Wheels	£ 11,700.00

Total estimated income raised by Community Centre

£ 115,900.00

ESTIMATED EXPENDITURE**Community Centre**

Senior Bar Person	£ 11,500.00
Licences	£ 3,500.00
Wages - Caretaking and catering	£ 25,000.00
Utilities	£ 12,000.00
Laundry Kitchen Equipment and supplies	£ 1,000.00
Cleaning	£ 7,200.00
Maintenance and repairs	£ 5,000.00
Bar supplies	£ 20,000.00
Bar facilities	£ 8,000.00
Bar Staff	£ 15,000.00
Lunch club / Meals on Wheels	£ 14,000.00
MOW Van running costs	£ 1,000.00
Trade Waste	£ 900.00
Advertising and promotion	£ 1,500.00
Capital Projects	£ 4,000.00
Disability Provision	£ 3,000.00
Health & Safety Projects	£ 5,000.00
Boiler replacement fund	£ 5,000.00

Total Community Centre Estimated Expenditure

£ 142,600.00

ESTIMATED INCOME**Napsbury Park**

Support Income from 106 Monies	£ 32,000.00
Bank Interest	£ 1,200.00
Pavilion Hire	£ 4,000.00
Sports pitch hire	£ 2,000.00
Cricket Pitch Hire	£ 3,900.00
School Pitch hire	£ 3,100.00

Total estimated income raised by Napsbury Park

£ 46,200.00

ESTIMATED EXPENDITURE**Napsbury Pavilion and Playing Fields**

Playing fields maintenance	£ 1,700.00
Wages - Groundsmen	£ 15,000.00
Cleaning	£ 3,200.00
Maintenance and Repairs	£ 4,000.00
Litter Bins	£ 500.00

Total Napsbury Pavilion Estimated Expenditure

£ 24,400.00

38 Matters Arising from the Minutes

17 Refurbishment works on CCC toilets

The Clerk reported that the Council's response had been sent to the contractor's solicitor but that no response had been received to date.

18 HR Matter – ET Tribunal

The Clerk advised members that the response to the ET Claim and the lists of documents had been sent within the required deadlines.

It was reported that a formal complaint has been made against two Councillors and is being dealt with by the District Council.

39 Close

There being no further business the meeting closed at 10.30pm.

Chair, 2 March 2012