

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 31st January 2017

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors: Jo Clarke * Alison Preedy
* Tony Edwards * David Raw
* Raj Khuroya * Martin Trevett
* Rodney Kipps * Steve Watkins
Carol Kristian Mike Westacott
* Jill Leeming * Jenny Wood
* Geoffrey Liley * Jackie Worrall
* Ken Morris Sarah Wright

*Denotes Member present

Officers Present: Yvonne Merritt - Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

16/56 PUBLIC FORUM

There were four members of the press and public present.

Mr Greg Hill Chairman of Friends of the Common made representation to the Council in favour of the Nature Trail on the Common.

16/57 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Martin Trevett made representation as a District Councillor on the agreed parking proposals at TRDC. He advised that there were three strands to the strategy.

1. To reduce the deficit this amounted to £180K per year.
2. To renew the parking enforcement contract
3. To look at off street parking charges.

All the details were in the report which is attached as Appendix 1.

Cllr Trevett advised that the third stand would be dealt with over a period of three years as there were 700 schemes to deal with. It was unlikely that Chorleywood would be investigated until 2018/19.

It was therefore agreed that the Parking Working Party be suspended and be resurrected when the consultation process involved Chorleywood.

16/58 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Carol Kristian, Mike Westacott and Sarah Wright.

16/59 DECLARATIONS OF INTEREST AND DISPENSATION

Cllr Steve Watkins declared a non-pecuniary interest in the item relating to the Chiltern Open Air Museum
Cllr Rodney Kipps declared an interest in the Royal British Legion

16/60 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 13th December 2016

These were duly signed by the Chair

16/61 MATTERS ARISING FROM THE PREVIOUS MEETING

Minute 16/46, it had been agreed that the flags of all four British Countries would be flown at the appropriate time. Cllr Trevett however advised that there were certain protocols when flying flags on public building which would need to be adhered to, which complicated the issues.

The Council

RESOLVED

That the resolution 16/46 be amended to :

Flags carrying the Parish Logo, the Union flag and the flag for Armed Forces Day are purchased.

This resolution was proposed by Cllr Trevett, seconded by Cllr Morris and carried with 12 in favour and one abstention.

16/62 CHAIR'S ANNOUNCEMENTS

The Chair advised that the new Assistant Parish Ranger had started on the 23rd January. He was trained in all aspects of the Rangers practical work and would be learning about the environmental aspects of the job.

The Rangers had been working at Grovewood clearing the laurel, receiving a mixed reception.

The Chair was attending a training course on Law and procedures the following week.

She wished to thank Cllr Watkins and the Admin Assistant for attending the annual Christmas Lunch Club on her behalf.

Sadly there were two bereavements to mention; firstly the Chair was sad to report that Derek Sears had suddenly passed away on 24th January. He had worked for the council for just over 10 years as Caretaker at the Bullisland Hall. The funeral is to take place at Chiltern Crematorium on Friday 10th February at 1pm. Secondly Bill Cattle had passed away after a short illness. Through his love of nature he had instigated the Butterfly surveys, later teaching volunteers the methodology of survey work which allowed this valuable data to continue. His funeral also at Chiltern Crematorium would take place at 10.15am on Monday 6th February 2017.

On a happier note the Chair wished Cllr Rodney Kipps a happy 70th Birthday which would be celebrated on the 22nd February.

The Chair also welcomed Carol Kristian as the new elected Councillor for Cedars Ward.

Regarding elections the Chair advised that the recent by- election had cost the Council and therefore parishioners £2100. Cedars ward is small with 101 people voting which has cost over £20.00 per vote. This is not good use of public money. If the Council is unfortunate enough to have another vacancy before May of next year, the Chair stated that it would be very unfortunate in the extreme to instigate yet another by-election when the process for co-option works well and is free. She urged everyone to think about this if the situation arises.

Finally the Vice-Chair invited all Councillors, staff and guests to an open day at Chiltern Open Air Museum on the 1st April. The event was free of Charge but the Charity asked for donations. Cllr Watkins was a member

of the Trust and was keen to show everyone around. It was suggested that everyone meet at the Parish Office at 10am. The Clerk advised that she would send a memo round to all councillors as a reminder nearer the time.

16/63 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/64 CLERKS REPORT

Village Day – copies of the publicity material was passed round to all Councillors. The Admin Assistant advised the Councillors about the new format using *Zones*. She advised that there was to be more of an environmental theme to showcase what the common was all about. Works was already on-going with major attractions already booked such as the Birds of Prey who would also be doing two aerial displays. Ark Farm and a blacksmith who would be demonstrating his work. It was hoped that more environmental exhibits would be sourced. Work was ongoing to obtain sponsorship. Savills had agreed to be the main sponsor giving £1500.

Instagram – The Chair has opened an Instagram Account on behalf of the Parish Council. This is to showcase what the Council do and its facilities. If any Councillors had some particularly interesting photographs please forward them to the Chair and she will share them on Instagram.

The Council

RESOLVED

To note the report.

16/65 COMMITTEE MINUTES

Planning 3rd January 2017: Cllr Raj Khiroya presented the minutes - it was noted that the revised design of the Gateway signs had been received which will be discussed at the next meeting.

Village Halls 10th January 2017: Cllr Rodney Kipps presented the minutes. It was noted that the Council had not received any information regarding a refund on the faulty fridge Freezer.

Open Spaces 17th January 2017 Cllr Tony Edwards presented the minutes.

Recommendation – Chorleywood Common Nature Trail

That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy.

Cllr Jackie Worrall whilst in favour of the scheme was concerned of the perception parishioners may have if the proposal to increase the precept went ahead, spending this money on a Nature Trail. The Clerk advised that there were very strict rules regarding how CIL money could be spent. The Money had to be used for Community Infrastructure and could not be used for revenue projects. It was also noted that there was currently insufficient funds in the pot to carry out the whole project. Cllr Edwards advised that this was for economies of scale – carrying out all ground work would be cheaper if done together. Applications for Grant funding were to be applied for from Tesco Bags for Life for the noticeboards which if successful would reduce the cost.

Cllr Trevett moved the motion stating that this was just the sort of project that the CIL money was for. This was seconded by Cllr Watkins

The Council

RESOLVED

That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy.

Carried 11 in favour with 2 abstentions.

Cllr Watkins stated that the Wildwood Dens were what the Chorleywood Mums had in a roundabout way originally asked for. The Parish Council were providing this facility to the Community at no cost. TRDC were pursuing the planning for an additional play area on the Common which was likely to cost the Tax Payer an awful lot more than the £100k budget. Most of the debated initially had been about obesity in Children – the TRDC model would not reduce this whereas the Nature Trail would encourage visitors to move around the Common. Cllr Watkins asked Cllr Trevett why the Money set aside for the Play Area in Chorleywood couldn't be used to enhance what the Parish were doing. Cllr Trevett stated he was unable to comment.

Policy and Resources 24th January 2017: Cllr Jane White presented the minutes.

16/48 Declarations of interest – it was noted that Cllr Watkins was not a Trustee of the Chiltern Open Air Museum but a volunteer.

Recommendation 1 – Financial Comparison Christmas Lights

That the Council request that the solar powered Christmas tree lights are provided by the supplier free of charge for the next financial year.

The Admin Assistant advised the Council that the Company had offered compensation of 25% of the cost in the form of a Credit note for next year. The issued had been faulty timer switches, and whilst the company had come out several times they could not be fixed.

Members stated that the poor performance of the lights reflected badly on the Parish Council. Public money had been spent in good faith and the Company had badly let everyone down. It was also noted that there was now a trust issue. If the Council decided to go with the same company next year would the same problem occur? If lights had been purchased from a shop and were found to be faulty a full refund would be given. The same should apply in this instance.

The Council
RESOLVED

That the Admin Officer insist upon a full refund for the Christmas Lights under the Sale of Goods Act 2015 as they were proven to be faulty.

This was proposed by Cllr Trevett, seconded by Cllr Preedy and carried 10 in favour with three abstentions.

Recommendation 2 – Draft Precept 2017/18

To increase the precept to £450,000 adding £11630 into reserves reducing the deficit by just of 23% = £72.76 per band D equivalent an increase of £4.8% which equates to £3.49 per year or 7p per week.

That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

Members discussed the merits of increasing the precept and the implications for the parish. It was noted that the Council had below recommended amount in unallocated reserves. The Council had to be mindful of the auditor's recommendations. It was advised that the Council had spent money in the last year without having a budget – the larger items being the work on the Hollybush Hall, the A404 crossing and the election costs. The village halls were also still being subsidised despite the increase in revenue from the Hollybush Hall.

It was also noted that this year TRDC would not be passing on the revenue grant subsidies that they receive to the Parish.

On a more positive note the Revenue Budget had only increased by inflation due to savings from Business Rates and the refund obtained. The cost of the new Parish Ranger had therefore been absorbed without having to increase the precept further.

Looking forward the Council had to re-coup the cost of the be-elections this year to replace funds spent. Work was required to South Lodge to bring it in line with H&S requirements and it was important that the Council act responsibly to the Auditors recommendations.

The Council
RESOLVED

To increase the precept to £450,000 adding £11630 into reserves reducing the deficit by just of 23% = £72.76 per band D equivalent an increase of £4.8% which equates to £3.49 per year or 7p per week.
That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

This was proposed by the Chair, and carried 9 in favour, 1 against and 3 abstentions.

It was noted that whilst some of the expenditure had been out of the Councils control, Committees should look at the full cost implications on future decisions.

16/66 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report

16/67 COMMUNITY/NEIGHBOURHOOD PLAN

Neighbourhood Plan: It was noted that Croxley Green Parish Council had submitted their Neighbourhood Plan to TRDC. Cllr Trevett advised that it had been returned to make amendments. This was to be a topic for discussion at the next Joint Parish Meeting to be held in February.

There was nothing to report on progress of the Chorleywood Neighbourhood Plan.

16/68 EXCLUSION OF PRESS AND PUBLIC – Confidential Business

The Council
RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for consideration of the Part two minutes of the Full Council minutes of the 18th October 2016 and they are instructed to withdraw.

The four members of public and press left.

Policy and Resources Committee 24th January 2017 Part Two Minutes

Minutes

16/60 Bullsland Hall Caretaker – No comments

16/61 Performance Development reviews

It was noted that despite the tight time scales the PDR's had all been completed. Agreed job descriptions would be forwarded to Watford HR for review and a report on the PDRs would be forwarded to the next P&R meeting.

16/62 Engagement of a surveyor for the Council – No comments

16/69 CLOSURE

The meeting have started at 7.30pm, closed at 9.11pm

These minutes have been checked by the Chairman.

Signed Dated

These minutes have been agreed at Full Council and signed by the Chairman.

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Ongoing</i> <i>Cllr Raj Khiroya appointed as lead councillor for the project</i>	The Clerk
FC16/30 P&R 13.09.16 & FC 16/ 46 Approval of Minutes FC 16/61 Approval of the minutes	Resolution Resolution	To purchase and install a flagpole and flags for outside the Parish Office. Additional flags to include St Andrews, St Patricks and the Flag of Wales. That the previous decision be rescinded due to flag protocols and that only the parish logo, Union flag and Armed Forces Day be purchased <i>Ongoing</i>	Officers
FC16/30 P 04.10.16	Action	To put the result of the Business Rates recovery exercise in Chorleywood News <i>Members advised that this would be included in the next issue as part of the budget article.</i> <i>Ongoing</i>	Chorleywood Matters Committee
FC16/34	Resolution	To place £100 on deposit with the Solicitor <i>Members advised that this would be done after the next joint parish meeting when it would be confirmed whether all the other parish's had bought into the scheme.</i> <i>Ongoing</i>	The Clerk

FC 16/36	Action	To ask Cllr Angela Killick to advise on the makeup of the District Parking Initiative working party.	Cllr Geoffrey Liley
FC 16/57	Resolution	The Parking Working Party be suspended and be resurrected when the consultation process involved Chorleywood. Completed	
FC 16/51 Committee Minutes Planning 29 th November	Action	Full Council support to be given to the report produced by District Cllr Angela Killick to TRDC. Completed	The Clerk
FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. Ongoing	Clerk
FC 16/65 Committee Mins P&R 24/1/17	Resolution	Office to seek a full refund for the Christmas Lights under the Sale of Goods Act 2015 as they were proven to be faulty. Ongoing	Officers
F/C 16/65 Committee Mins P&R 24/1/17		That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase in the precept. Ongoing	Chorleywood Matters Committee

Note: Completed actions will be removed one meeting after completion has been recorded.

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 28th FEBRUARY 2017**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

Cllr Raj Khiroya
*Cllr Jill Leeming
*Cllr Ken Morris
*Cllr Alison Preedy
*Cllr Martin Trevett
*Cllr Steve Watkins (ex officio)
*Cllr Jane White (ex officio)
Cllr Jenny Wood

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary
* Cllr Carol Kristian

At the beginning of the meeting Cllr Kipps advised that this was the last meeting for this year for this Committee. He wished to thank the Committee, officers and caretakers for their work during the last year, in which great progress had been made.

16/44 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya and Jenny Wood

16/45 DECLARATION OF INTEREST AND DISPENSATION

Cllr Rodney Kipps declared an interest as Chairman of the Royal British Legion

16/46 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 10th January 2017 were approved as a true and correct record.

16/47 MATTERS ARISING

There were no matters arising

16/48 SECRETARY'S REPORT

The Clerk advised that the new surveyor had been engaged and that surveys of the halls would be carried out on the 9th March 2017. From these surveys the COmmittee would receive full schedules of condition for each hall together with a maintenance programme.

War Memorial Hall -

1. **Screen** – The Secretary expanded on the work carried out by the electrician and the changes that had had to be carried out on behalf of the film club. The secretary advised that the

invoice had not yet been received and therefore the price was unknown. It was acknowledged that as the Council had spent nearly £1000 on the screen that it had to be fitted properly, and in time for the film festival that had taken place.

The Committee
RESOLVED

That the cost of resting the screen be passed to the film club for payment

This was proposed by Cllr Morris, seconded by Cllr Preedy and carried 6 in favour and 1 against.

- 2. Storage Tank** – The Secretary explained about the leak from the storage tank on the stage which fed the water supply to the Royal British Legion. It was agreed that as the tank was on the property of the Hall it would be impossible for the RBL to know when it was leaking and therefore the Halls Committee should pay for the repair.

The Committee
RESOLVED

That the cost of the repair for the storage tank should be paid for by the Committee

This was proposed by Cllr Trevett, seconded by Cllr Morris and unanimously carried.

- 3. Defibrillators** - The Committee wished to thank the Golf Club for their contribution toward the box for the Defibrillator and also to thank Cllr Tony Edwards in his personal capacity for the fund raising he had done to pay for the machines.

- 4. External Lighting** –

The Committee
RESOLVED

To accept the quotation for repair and renewal of external lights at a cost of £762.00

- 5. Five Day Festival** - Members discussed the terms of use for the festival and the hirers desire for the use of naked flames in the form of tea lights etc. There were varied views on the matter. The Secretary agreed to discuss this with the hirers further and ascertain if the use of candles were an integral part of the festival. If this was the case it was agreed that the Clerk should contact the Councils insurers and ask for specific insurance for this booking, with the hirers paying for the additional cost of cover.

The Committee
RESOLVED

To ask the Secretary to investigate further and if naked flames were required as part of the five day festival that separate insurance should be purchased from the Councils insurance company and recharged to the hirer.

This was proposed by Cllr Trevett, seconded by Cllr White and carried six in favour and one against.

Common Room – Members received a quotation for the new sound proof door and

The Committee
RESOLVED

To accept the quotation of £300 for the additional sound proofed door.

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Hollybush Hall rails need painting for Completion	Secretary to organise
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Email to CKTS to advise that the doors leading to the emergency exit, the CKTS Offices and the gents toilets should remain closed during bookings	COMPLETED
16/36	Action	Draft WMH Condition of Hire booklet circulated to all members to look at and to be discussed at the next meeting	Members Clerk Secretary
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/36	Resolution	The cost of the sound system and projector be approved – to be installed	COMPLETED
16/36	Action	The refund for the faulty fridge freezer be pursued through the credit card company.	Clerk
16/38	Resolution	That a revaluation of the WMH requested splitting the building into the two premises	Clerk
16/48	Resolution	Recharge the film club for the repositioning of the screen	Secretary
16/48	Resolution	Progress the work for the external lighting at the WMH as per agreed quotation	Secretary
16/48	Resolution	Confirm that naked flames are a requirement of the booking, and if so arrange for additional insurance cover for the event as a one off	Secretary/Clerk
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary

**REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 7th MARCH 2017
MEMBERSHIP AND ATTENDANCE**

Chairman: *Cllr Raj Khiroya
Councillors: Cllr Rodney Kipps
*Cllr Geoffrey Liley
Cllr Alison Preedy
*Cllr David Raw
*Cllr Steve Watkins (ex officio)
*Cllr Jane White (ex officio)
*Cllr Jackie Worrall

*Denotes members present

Officers Attending: * Michelle Putman - Admin Officer

There was one member of the public present.

RECOMMENDATION

The Committee were advised that the Parish Officer's went out with Three Rivers Transport and Policy Officer to look at the locations of where the signs will be placed. We are just waiting for Confirmation of the sites and installation dates are awaited from TRDC.

1. The gateway signs - the order has now been placed with Three Rivers District Council and we are awaiting installation of the signs. The Planning Committee had a budget of £5,500 and the current quote from TRDC for the signs and installation is approximately £3070. Cllr Steve Watkins would like to propose that the remaining monies are put back into reserves to help the Council.

The Committee

RESOLVED TO RECOMMEND

The monies left over from the gateway signs are put back into reserves.

This was proposed by Cllr Watkins, seconded by Cllr Raj Khiroya. With 5 in favour and 1 abstention.

MINUTES

16/ 159 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Rodney Kipps, Cllr Alison Preedy

16/160 DECLARATIONS OF INTEREST

There were no declarations of interest received:

16/161 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 7th February, 2017 be approved as a true and correct record.

16/162 MATTERS ARISING FROM THE MINUTES

Cllr Steve Watkins attended the Development Control meeting on Thursday 23rd February 2017. Homefield Road has been deferred for a site visit by District Councillors

19 Lynwood Heights - this application was approved.

Cllr Raj Khuroya thanked Cllr Steve Watkins for attending the Development Control Meeting.

Cllr Geoffrey Liley appreciated the new breakdown of parking costs and noted the reductions that are currently being made, although TRDC still have to make a saving of £90,000.

16/163 LETTERS OF OBJECTION/EXPLANATION

There were three letters of objection received

17/0142/FUL - Herons, 52 Heronsgate Road.

16/164 PLANNING APPLICATIONS

The Committee

RESOLVED

That the attached comments be submitted to TRDC (Appendix 1).

16/165 PLANNING APPEALS

There was one planning appeal this month, which was noted.

16/166 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

16/167 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 28th February, 2017.

16/168 URGENT ITEMS

None to report

16/169 COMMUNITY PLAN & NEIGHBOURHOOD PLAN

Neighbourhood Plan - Cllr Steve Watkins advised that he and Vivien Lantree will be attending a 1 day seminar on Neighbourhood Plans at HAPTC.

Cllr Jane White advised the Committee that Croxley Green Parish Council had recently sent off their Neighbourhood Plan for consultation. Several points needed to be re looked at before the plan could be re-submitted. Assistance is now being given from TRDC.

16/170 LICENCE APPLICATION

None to report

16/171 TRANSPORT

Cllr Jane White advised the Committee of the Parish’s concerns regarding the closing of the Bus depot in Garston which will be moving to Hemel Hempstead. Although the bus routes will still run through Watford there is concern for residents wishing to gain access to Watford General Hospital.
This will be monitored.

The Committee has concerns with Berry Lane for pedestrian use. Cllr would like to suggest the creation of a pavement on one side of Berry Lane extending from the junction of Highfield Way under the railway bridge to the junction of Valley Road. The Committee feel that this would bring much benefit to the increasing number of pedestrians seen using this stretch of road, who are forced to either walk on the muddy woodland verges or risk their lives walking on the road. Both sides of the road are flanked by Pheasants Wood one side and Solomon’s Wood on the other side which are both owned by District Council.
The Committee requested that a letter is sent to District Cllr Chris Hayward regarding the Committee’s concerns.

16/172 REPORTING OBJECTIONS TO TRDC.

The planning policies are being worked on by the Officer of Chorleywood Parish Council and an Officer from Three Rivers District Council. Once completed they will be forwarded to all Parish Councillors.

The Committee
RESOLVED TO RECOMMEND

The Committee would like to request that Development Management Policies and the Core Strategy Policies are placed on the Four Year vision as the policies are likely to change again within 18 months.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Jane White and unanimously agreed.

16/173 FOUR YEAR VISION

15/145 - Gateway Signs - see Recommendation

The Committee were advised that the Parish Officer’s went out with Three Rivers Transport and Policy Officer to look at the locations of where the signs will be placed. Confirmation of the sites and installation dates are awaited from TRDC.

15/174 ATTENDANCE AT TRDC DEVELOPMENT MEETING

Cllr Steve Watkins will attend the Development Control Meeting on Thursday 23rd March 2017, at Three Rivers District Council.

16/175 CLOSURE - The meeting having started at 7.30pm and finished at 9.06pm

Signed Date

These minutes were agreed as a true and correct record and signed by the Chairman.

Signed Date

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 14TH MARCH 2017

MEMBERSHIP & ATTENDANCE

- Chair:** * Jane White
- Councillors:** * Tony Edwards
Rodney Kipps
Raj Khiroya
* Alison Preedy
* Steve Watkins

*Denotes members present

- Officers Present:** Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Laura Hamilton – Assistant Admin Officer

There were no members of the public present

16/64 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya and Rodney Kipps.

16/65 DECLARATIONS OF INTEREST AND DISPENSATION

The change in rules was explained and the Clerk advised that she would present a written explanation and Procedure at the next full council meeting.
There were no Declarations of Interest or Dispensations.

16/66 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 24th January with the amendments agreed at Full Council on the 31st January 2017 be approved as a true and correct record.

16/67 MATTERS ARISING FROM THE MINUTES

The Chair asked that a response to the Christmas lights issue raised with the supplier be chased. It was noted that at the first session of the Citizens Advice Bureau at the Chorleywood Library there had been a queue of people seeking advice.

16/68 FINANCIAL COMPARISON STATEMENT 2016/17

The Committee
RESOLVED

To note the report

16/69 QUARTERLY CASHBOOK

The Committee

RESOLVED

To note the report

16/70 WEBSITE

The Deputy Clerk presented the report on the review of the current Parish Council website and the options for taking the website forward, clarifying the breakdown of the costs. In response to a Member's question, the Clerk advised that it would not be necessary to go out to tender for the updated website. Other Parish Councils within the District had already undergone this exercise and the current Webmaster had proved the most reasonable by a large margin. The project was an update of the existing website, was within budget and therefore within the remit of the Committee to agree. It was agreed that the suggestion for a transfer of money of £750 from the War Memorial Hall be put to the Halls Committee as many of the improvements were for the Halls. The different options were reviewed and it was agreed that option 3 was the most future proof with the Officers able to take on the update role over a period of time.

The Committee

RESOLVED

That a new website using a WordPress site be created by the current Webmaster. To progress this a meeting of the Working Party would be convened to discuss with the Webmaster what he needed in order to develop the site.

This was proposed from the Chair and agreed unanimously.

16/71 SOCIAL MEDIA POLICY

The Assistant Admin Officer presented the draft Social Media Policy. The Chair asked that Para 6.5 - Communication Responses be firmed up to allow the Parish Clerk to use her discretion as to whether a response was made or was necessary. The Committee thought it a good piece of work and agreed to the Clerk's suggestion that it was put with the Standing orders and other policies of the Council.

The Committee

RESOLVED

To agree the policy with the change to para 6.5 Communication responses as minuted.

The Chair gave an update on her progress with the Parish Instagram account, advising that she regularly posted pictures of Chorleywood, crediting them to the originator after seeking their permission. She stated she was happy to continue with this and the committee confirmed that they were happy for her to do so. It was also suggested that Jill Visser, Editor of Chorleywood Magazine, be asked to promote the Parish Instagram site.

16/72 CALENDAR OF MEETINGS

The dates and format of the Local Area Forums were discussed and it was noted that no public had turned up to the Forum the previous day. It was felt that information was available via social media and Councillors were nowadays more accessible which had possibly reduced the need for the Local Area Forums. It was suggested that the dates be kept in the diary but the need reviewed nearer the time. The Clerk would write to TRDC and District Councillor Mrs Alex Hayward with this suggestion.

The Committee

RESOLVED

That the calendar of meetings be agreed.

16/73 FINANCIAL RISK ASSESSMENT

The Committee

RESOLVED

To accept the Financial Risk Assessment as detailed in the report.

This was proposed by the Chair and agreed unanimously

16/74 ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The Committee

RESOLVED

That they were happy with the effectiveness of the Internal Audit.

This was proposed by the Chair and unanimously approved.

16/75 THE FOUR YEAR VISION

The Four Year Visions for each committee were taken in turn:

P&R:

South Lodge Refurbishment – the Clerk advised that the report from the surveyor was expected at the end of the following week. The Surveyor had also provided a second quote on the refurbishment plans and Members agreed to move forward with the cheaper quote from the surveyor. In response to a Member’s question re the financials, the Clerk reminded the committee that they had previously made a resolution to increase the budget to cover the necessary works to the outside of the building, IT and Telecoms. It was not yet known what the final cost would be. It was also noted that the lease would be up in a year’s time and it was agreed that renewal of the lease should be negotiated at the same time as the application for the works is made to TRDC.

Property Register – it was agreed that a meeting the working party, established to review the register, be set up.

OPEN SPACES:

Nature Trail and Signage were moving forward

Parking Area improvements – the Clerk advised that works were planned to the ramps at the War Memorial Hall permissive parking area when the road resurfacing works were being done by Herts Highways 21st – 23rd March, weather etc. permitting. The Cricket Club and Lorry permissive parking areas would be improved this year with type 1 aggregate as previously. The Clerk advised she was still hopeful of following up the alternative surface solution.

Copmans Wick Fencing – this was on hold due to a current shortage of officers at TRDC but it was understood that the money was in the TRDC budget for the fencing. On this basis the target date was changed to April/May.

Security improvements on the Common – as all the improvements that could be made had been made, it was suggested that this be removed and the Parish Paths project be added. This was left to the next meeting of the Open Spaces committee to consider.

HALLS:

Publicity/ Marketing – this was now being covered to a large extent by the website changes.

Maintenance Refurbishment programme –The Clerk advised that up to date valuations of all the Parish buildings were required this year. The Chair advised that she would like to see the move of the Council to the Common Room happen, ideally for the new council year. A number of items of work were reported to be in progress to facilitate this. It was noted that permission had been granted for the removal of the trees at the front of the Hall.

At the end of the Review the Chair summarised the priorities of the officers as

- South Lodge Refurbishment
- Nature Trail
- Website changes

which was agreed by the Clerk

16/76 HEALTH & SAFETY

It was noted that the PAT and Electrical testing for the office and the Halls had been arranged.

16/77 ACCIDENTS AND COMPLAINTS RECEIVED – Noted

16/78 CLOSURE

The meeting having started at 7.30pm closed at 9.02 pm

These minutes have been checked by the Chairman.

SignatureAgreed by email Date.....20/3/17.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature Date

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
PR 16/53	Resolution	A full report to be issued to the next meeting of P&R about the website and the Social Media and marketing strategy. Cllr Jane White to be lead Councillor Completed	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
PR 16/41	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting. Ongoing	Clerk
PR 16/42	ACTION	To produce a cut down summary of all the individual committee four year visions. Completed	Officers
PR 16/42	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk Completed	Committee Chairs
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park Ongoing	Clerk
PR 16/41 & 45	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues. Ongoing	Cllr Raj Khiroya
16/53	Action	To notify applicants of successful grant applications with agreed terms and conditions Completed	Clerk
16/62	Action	To obtain a second quote for Architectural Services Completed	Decision delegated to Chair, Cllr Khiroya and Clerk
16/64	Action	To provide a written procedure to explain the changed rules on Declarations of Interest and Dispensation for the next Full Council meeting	Clerk
16/67	Action	To chase a response to the Christmas lights issue	Clerk
16/70	Action	The suggestion for a transfer of money of £750 from the War Memorial Hall for the new website, to be put to the Halls Committee as many of the improvements are for the Halls.	Clerk
16/70	Action	To convene a meeting of the Website working group with the Webmaster to progress the new updated website	Deputy Clerk
16/72	Action	To write to TRDC and District Cllr Alex Hayward suggesting that the dates for the Local Area Forums be kept in the diary but that the need for the meetings be reviewed prior to the dates.	Clerk
16/75	Action	To convene a meeting of the Property Register working party.	Clerk
16/75	Action	To progress the necessary actions required to facilitate the move of the Council to the Common Room for it's meetings i.e. projector and soundproofing	Clerk and Admin Officer

Note: Completed actions will be removed one meeting after completion has been recorded.

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 21ST MARCH 2017

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors

- * Jo Clark
- * Raj Khiroya
- * Jill Leeming
- * Alison Preedy
- * Steve Watkins (ex officio)
- * Sarah Wright
- * Jane White (ex officio)

* Denotes members present

Officers present

Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Andrew Goddard – Parish Ranger

There were two members of the public present.

16/83 APOLOGIES FOR ABSENCE

There were no apologies for absence.

16/84 DECLARATIONS OF INTEREST AND DISPENSATION

None

16/85 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the Open Spaces Committee meeting held on 17th January 2017 which had been taken at Full Council and agreed be approved as a true and correct record.

16/86 MATTERS ARISING FROM THE MINUTES

16/70 Allotments – The Clerk updated Members with the current situation regarding the fencing at Copmans Wick. The type of fencing had been agreed with an officer from TRDC and the Contractor had been out to quote. However there had since been three resignations in the TRDC department and Geoff Mugeridge had advised the Clerk that no progress would therefore be made for 2 – 3 months until the department was back up to strength. Meanwhile the Clerk had undertaken some research and found that TRDC had the power to write to residents with respect to the fly tipping taking place and had asked Cllr Martin Trevett, in his District capacity to take this up
The action points from previous meetings were updated.

16/87 ALLOTMENTS

This agenda item was brought forward to allow a member of the public to address the committee on the subject.

At 7.40 the meeting was suspended:

Mr Hubbard, an allotment holder at Copmans Wick, raised his concerns on the current level of the vacant plots and the overgrown state of them with the effect this had on the existing plot holders struggling to keep the weeds at bay with the constant seeding from the overgrown vacant plots. He raised a number of ideas for the committee's consideration including:

- Letting quarter plots
- Letting local schools have allotments
- Allowing larger sizes of tool boxes on allotment and
- reduced rental for the first year of tenancy to allow new tenants to hire rotavators etc to clear the plots.

At 7.44pm the meeting was reconvened.

Members discussed a number of ideas to address the issue of the overgrown plots. Suggestions of loaning out a rotavator raised concerns over the Health and Safety aspects but alternatives of making a charge for the service were discussed. The additional manpower requirements for regularly strimming and possibly rotavating plots were acknowledged and the costs for this would be asessed. The cost of using weed suppressant membrane on the empty plots would be looked into. It was agreed that the Allotment Administrator would arrange a date for a site meeting at the allotments in April to allow members to see at first hand the issues being experienced.

16/88 FINANCIAL COMPARISON STATEMENT 2016/17

In response to a Member's question, the Clerk advised that the budget for allotment maintenance (**320/4605**) was not the regular mowing and strimming undertaken by the Rangers but would include items such as repairs to the gates or fences which had not been needed this year hence there was not spend against this budget line . It was noted that the invoice for the maintenance of the parish paths (**340/1310**) had been issued to HCC but payment had not yet been received. The apparent overspend on Christchurch Cemetery (**330/4675**) was explained to be the issues surrounding the damaged wall repairs and the insurance payment which had crossed over two financial years. It was suggested that notes against the budget lines would be useful and the Clerk undertook to investigate if this was possible.

The Committee

RESOLVED

To note the report.

16/89 OFFICER'S REPORT

Report Recommendation 1 Lawn Cemetery: Members discussed the additional costs incurred when a casket is booked for an interment. The Deputy Clerk had researched the costs applied by other local cemeteries and advised Members of the results

The Committee

RESOLVED

That an additional charge of £750 be levied for any future casket burials in the Lawn Cemetery to cover the additional costs incurred. This would be added to the Burial Charges on the website and the local Funeral Directors advised of the charge when the list of charges for 2017/18 was sent to them.

This was proposed from the Chair and agreed unanimously.

Report Recommendation 2 Allotments: Discussion on whether Rangers should trim the empty plots when undertaking the grass cutting had been discussed earlier in the meeting and it was agreed to defer the decision on this to the next meeting when more information would be available on the costs and Members had been on a site visit to the allotment sites.

The Chair of the Council noted that the new Assistant Ranger was now in post and assisting the Common Ranger and asked if the four Rangers were now working at capacity which the Clerk confirmed that they were. The Clerk also offered that if any Member wished to better understand the work of the Rangers they were happy to explain what they do. The Chair of the Council was going to visit them when digging a full burial to experience at first-hand what the process is. The actual costs incurred for a burial and whether the Lawn Cemetery charges were at the right level to cover these costs was then debated. The current structure of the costs were explained which are charged at the time of burial and plaque laying with no further charges made although graves continued to be maintained. Members wished to better understand the actual costs incurred and this would be analysed over the coming months in preparation for discussion on the next year's fees and charges at the November Open Spaces committee meeting. The Deputy Clerk would also research the charges made at other Cemeteries in the surrounding area and provide the results to that meeting for comparison against the Lawn Cemetery charges.

Christchurch Car park– Members were given an update on the current position regarding the tarmac area of the car park at Christchurch. The Clerk had sent a letter to the Chair of the Governors raising the issues. The Clerk had also found a letter from 1986 that explained the car park, tarmac area and the responsibility of HCC to maintain for the school which had been forwarded to the School. It was noted that the School had also changed to an Academy which needed to be reflected in the lease agreement. The Clerk had requested that the school provide a letter confirming the change of name that could then be kept with the lease, thus avoiding the need to rewrite the lease and the costs associated with this.

At 8.45 pm Cllr Sarah Wright joined the meeting

Members expressed concern that a copy of School's insurance policy had not yet been forthcoming. The Clerk advised that she had sent several reminders and got 'Read Receipt' back suggesting that her emails had been received and read. The Clerk was asked to send another reminder.

Parish Paths – The Chairman advised that he had walked about 57% of the paths himself and that there were a number of volunteers who had stepped forward to help. A meeting would be arranged in the near future to move this forward.

Regiment Fitness: It was noted that Regiment Fitness had gone into liquidation with an outstanding invoice to the Parish Council of £955.50 unpaid which was unlikely to get paid given the nature of the business. It was suggested that for all new licences for use of the common, a deposit be sought and/or advance payment of licence fees rather than collection in arrears. A paper would be put to the next Open Spaces meeting.

Members were advised that an invoice for £1215.72 for re-instatement works on the Common which had been outstanding for two years had been paid in the last week

The Committee

RESOLVED

To note the report

ALLOTMENTS

16/90 OCCUPATION

The Committee

RESOLVED

To note the occupation

16/91 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

16/92 ALLOTMENT USERS FORUM

It was agreed that the Allotment Users Forum would be held prior to the July meeting with a visit to the allotments organised just prior.

LAWN CEMETERY

16/93 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

16/94 WILDWOOD DEN

The Clerk advised members of a legacy of £3,500 that had been left to the Parish Council which had been suggested could be used on the Nature Trail. If the committee were happy to accept the legacy, a meeting had been arranged for the 6th April to discuss the specifics.

The Committee

RESOLVED

To accept the legacy for use on the Nature Trail

The Clerk clarified the costings for the Wildwood Den in the report. The Common Ranger expressed concerns at the proposed safety surface of bark going straight onto the bare soil and suggested that putting down a membrane would mitigate this concern. It was noted that there would be an ongoing maintenance cost of topping up the bark each year. Members were advised that the possibility of using wood chip from the Common had been explored but that this was not safety rated.

The Clerk advised that she had been advised by TRDC that Planning permission was not required, the Planning Inspectorate had advised that a section 38 was not required for the Wildwood Den and both Open Spaces Society and Natural England had given their support.

The Committee

RESOLVED

To agree to the provision of safety surfacing for the Wildwood Dens

This was proposed from the Chair and carried unanimously.

16/95 RENEWAL OF LICENCE FOR CHRISTCHURCH SCHOOL TO USE THE COMMON FOR AFTER SCHOOL ACTIVITIES

The Committee

RESOLVED

To renew the lease, subject to sight of the Schools Insurance policy and a formal letter from the school confirming the change of name.

16/96 FOOD EVENT ON CHORLEYWOOD COMMON

The meeting was suspended at 9.19pm to allow Greg Hill Chairman of Friends Of the Common to address the Committee on the agenda item. The meeting was reconvened at 9.20pm.

The Clerk briefed Members on the request to run a food event on Chorleywood Common on the outfield of the Cricket Club. It was noted that that the organiser had undertaken to assess the likely weather conditions a week in advance in consultation with the Rangers and Cricket Club groundsman. The Common Ranger advised that he would like to meet with the organiser to show the areas under stewardship that should be avoided. It was noted that a charge had to be made for the use of the Common in such circumstances and it was suggested that all publicity include that Chorleywood Parish Council are supporting the event. The Chair of the Council asked for a second vote be taken on whether the charge should go to the Chairman's Charity or the Nature Trail.

The Committee

RESOLVED

That permission be granted for the event subject to all the relevant risk assessments, food hygiene certificates and licences being seen together with the public liability insurance before the event went ahead. As a concession the charge for this first year would be £250 for using the Common to be reviewed if the event was repeated.

This was proposed by Cllr Jane White, seconded by Cllr Raj Khuroya and carried unanimously.

The Committee

RESOLVED

That the charge goes to the Chairman's Charity

This was proposed from the Chair and carried unanimously.

GENERAL

16/97 FOUR YEAR VISION

It was agreed that the items Security Improvements on the Common and Establish a 10 year survey of calendars were now ongoing and could therefore be removed. An additional item of the Parish Paths Leaflet was added

With respect to the parking area improvements the Clerk advised that the resurfacing of the ramps to the War memorial Permissive parking area was being undertaken as part of the Common Road resurfacing works currently taking place with the ramps element being funded by the Parish Council.

16/98 HEALTH AND SAFETY

There was nothing to report on this item.

16/99 EXCLUSION OF PRESS AND PUBLIC

The Committee
RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 16 and they are instructed to withdraw.

16/100 LAND REGISTRY REQUEST DOG KENNEL LANE

The Committee
RESOLVED

That the Parish Council would not appeal against the claim by HCC for the strip of land adjacent to the Dog Kennel Lane allotments as the Urban District Council had previously sold the land to HCC. This was to be subject to provision of a letter of undertaking from HCC that the land would continue to be used for the allotments with the Parish Council continuing to maintain the hedge which would be kept.

This was proposed by Cllr Steve Watkins, Seconded by Cllr Jane White and agreed unanimously

16/101 CLOSURE

The meeting having commenced at 7.30 pm closed at 10.02pm.

SignedAgreed by email Date23/3/17

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

Signed..... Date.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary. <i>Arch removed, pipe to be re-laid</i> Ongoing	Parish Rangers
OS16/58	Action	To update the committee in the Spring with progress on the Winter Works 2016 – 17 programme of works. Ongoing	The Clerk
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day. <i>Parking company details had been provided and costs for Village Day would be sought.</i> Ongoing	The Clerk
OS 16/67	Action	To seek a sponsor for the Centre piece cake for the Village Day cake off Ongoing	Officers
OS 16/69 Christchurch	Action	A letter to be sent to the Chair of the Governing Body of Christchurch School raising the issues so far raised unsuccessfully direct with the school. <i>Letter had been sent but no response had yet been forthcoming</i> Ongoing	The Clerk
OS 16/69 Groveswood	Action	To set up a bird and bat box building event at Groveswood <i>Event set up for 5th April</i> Completed	The Clerk
OS16/74	Action	Groveswood Wildlife Survey report to be put on the parish Council Website	The Clerk
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail.	Cllr Raj Khiroya
OS 16/77	Resolution	To agree to the request for Christchurch Youth Team to use the Common on 19 th march for an activity event subject to the usual caveats of provision of Public Liability Insurance and Risk Assessment documentation and ground conditions on the day. Completed	The clerk

OS 16/78	Action	Cllr Tony Edwards to be the lead Cllr for the Parish Paths project with the goal of creating the leaflet by September 2017. <i>Cllr Tony Edwards had taken up the role.</i> Completed	Cllr Tony Edwards & the Deputy Clerk
OS 16/80	Action	It was agreed that the priority of the items Security of the Common and Parking Improvements would be switched. Completed	The Clerk
OS16/87	Action	To look into the costs of strimming and rotavating vacant plots and the costs of weed suppressant membrane for plots given up.	Allotment Administrator
OS16/87	Action	To arrange a site visit in April to the allotments for members to assess the current issue of the vacant allotment plots	Allotment Administrator
OS16/88	Action	To investigate whether notes could be added against budget lines in the Financial comparison statement	The Clerk
OS 16/89	Action	To analyse the actual costs incurred by the officers in the preparation of a grave for burial and the ongoing maintenance to input to the meeting of the Open Spaces that discussed the fees and charges for 2018/19.	The Deputy Clerk
OS 16/89	Action	To research the charges made at other Cemeteries in the surrounding area for the next committee meeting that discusses the 2018/19 Fees and Charges	The Deputy Clerk
OS16/89	Action	To send another reminder to Christchurch school requesting a copy of their insurance policy.	The Clerk
OS 16/89	Action	To arrange a parish paths meeting to move the leaflet forward	Deputy Clerk
OS16/89	Action	Consideration to be given to deposits and/or advance payment of licence fees for any new to be put to the next Open Spaces Committee	The Clerk & Deputy Clerk
OS16/92	Action	To arrange the next Allotment Users meeting prior to the July meeting of Open Spaces with a visit to the allotments to be set up for Members just prior to this.	Allotment Administrator

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 10

Date: TUESDAY 28th MARCH 2017

Subject: CLERKS REPORT

Nature Trail –TRDC have confirmed that Planning Permission will not be required for the Wildwood Dens, and the Open Spaces Committee have approved the final proposals. Articles will cover the project in My News, Chorleywood Magazine and also the next edition of Chorleywood Matters. It is envisaged that both Dens will be in place for Village Day.

The Parish Council received communication via Friends of Chorleywood Common from someone wishing to bequeath a sum of money in a way that would help the Common in a positive way. Having spoken to the family about the Nature Trail they have agreed to donate a sum of £3500 towards the Nature Trail.

Copmans Wick Allotment Site – Having met with the TRDC officers and surveyor, a plan of action was agreed and prices sought for new fencing. However since this was agreed, the officer has left Three Rivers employment and as yet they have no replacement. The Head of Service has advised that replacement will take at least two months. Cllr Trevett, has agreed to chase as and when the new officer is in post.

CiLCA – The Clerk has received the results of the CiLCA and whilst passing 25 elements have failed three. One was on the policy relating to Declaration of Interests and Dispensation and the other two minor discrepancies. These three elements have been retaken and returned for marking. Once CiLCA has been awarded the Council will be able to declare The General Power of Competence, which allows the Council the power to carry out anything that is legal. More information on the GPC can be obtained from the Clerk.

Grovewood – An Adventure Morning has been arranged for 5th April, between 10am and 12.30pm. The event will include the making of bird and bat boxes, nature craft, and a nature scavenger hunt around the woodland area. Volunteers are required to help the Rangers with the event. Thus far 16 children have signed up.

Performance Development Reviews – PDR's have been carried out, written up and approved by the individuals concerned. The Job Descriptions will now be passed the HR for evaluation. The results of these and the outcomes of the review will be discussed at a future P&R meeting.

Training - The Admin Officer has attended a planning training course held by HAPTC.

Village Day – the organisation of Village Day has commenced with a number of attractions already booked. There is a new logo and posters advertising the different elements of the event on social media. Booking forms have been issued together with Sponsorship forms.

Defibrillators – Following the fund raising from Cllr Edwards the Parish Council are now fitting three new defibrillators. One at the Cricket Club, part funded by them, one at the War Memorial Hall, part funded by Chorleywood Golf Club and one at the Bullsland Hall funded by the Parish Council. This now makes a total of four in the village, the other being located in Lower Road.

Entrance to War Memorial Hall Permissive Parking Area – This work has been carried out by HCC highway engineers to a very high standard. The slopes leading to and from the parking area have been a poor state for some time, however with this extensive work it is envisaged that there should be no need for further repairs for the foreseeable future.

Business Rates for the War Memorial Hall – Following an appeal to the Valuation Agency, the rateable value of the War Memorial Hall, has been reduced from £16,000 to £11,000. This will be backdated for a period of one year and has the potential saving of approximately £4000.

Dates for your Diary

Annual Reports to be returned by 12th April

County Council Elections 4th May 2017

Annual Meeting 9th May 2017

Village Day – 8th July 2017

Quiz Night 2017 - 18th November 2017

At : 11:39

Current Account

List of Payments made between 18/01/2017 and 21/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
20/01/2017	Peter Flemming	409769	94.50	Website Dec
20/01/2017	Butler Fuels	409770	1,058.25	1400 Ltr Fuel for Tank
23/01/2017	E.ON	DD	51.85	Elec South Lodge
31/01/2017	War Memorial Hall	4099804	351.04	Vat Quarter 3
31/01/2017	War Memorial Hall	409805	1,059.90	VAT Quarter 2
31/01/2017	DJRM Design	409803	300.00	VD Poster/logo Work
31/01/2017	peace Hospice	409807	25.00	Donation in Mem of Bill Cattle
31/01/2017	Hcc	409808	4,784.85	Superannuation
31/01/2017	Inland Revenue	409809	4,848.74	Tax & NI
31/01/2017	HAPTC LTD	409806	40.00	8/02/17 Law & procedures Cllr
31/01/2017	Auditing Solutions Ltd	409810	453.60	Internal Audit- Interim Update
31/01/2017	Hertfordshire Constabulary	409811	7,125.00	PSCO Funding Quarter 3
31/01/2017	Falon Nameplates LTD	409812	256.46	Wilson Q29 - Mem Plaque
31/01/2017	Falon Nameplates LTD	409813	356.46	Bleeze Q992 - Mem Plaque
31/01/2017	Falon Nameplates LTD	409814	691.56	Weare Q979- Mem Plaque
31/01/2017	Falon Nameplates LTD	409815	691.56	Speyer Q1067 - Mem Plaque
31/01/2017	Neopost Finance LTD	409816	164.58	Quarterly Rental
31/01/2017	BT	DD	141.44	Parish Fax Line
31/01/2017	BT	DD	30.60	Parish Line Rental
20/01/2017	Falon Nameplates LTD	409812	100.00	Wilson Q29 - Mem Plaque
03/02/2017	British Gas	DD	25.42	British Gas Service
07/02/2017	Chiltern Woodlands Project	409827	100.00	Rangers Course
07/02/2017	Watford Borough Council	409817	56.00	Dan Dynes - DBS Check
07/02/2017	Peter Flemming	409818	112.50	Website Jan
07/02/2017	TBs Hygiene LTD	409819	312.00	Dog Bin Collection Jan
07/02/2017	Arco LTD	409820	446.44	PPE Clothing
07/02/2017	Falon Nameplates LTD	409821	691.32	Q1164 & Q1161 Mem Plaque
07/02/2017	Falon Nameplates LTD	409822	738.48	Q1107 Mem Plaque
07/02/2017	Hertfordshire County Council	409823	4.50	Gloves
07/02/2017	Hertfordshire County Council	409824	55.26	Paper Heavy Duty Stapler
07/02/2017	Hertfordshire County Council	409825	1.00	Staples
07/02/2017	Mills Window Cleaning Services	409826	30.00	Office Window Cleaning
07/02/2017	Hertfordshire County Council	409825	0.02	Staples
08/02/2017	Co-op Credit Card	DD	2.00	Credit Card Charge
09/02/2017	Co-op Bank	DD	5.00	Fee to stop Cheque
13/02/2017	BT	DD	170.60	Internet Services Office
14/02/2017	J. Byne Haulage LTD	409828	240.00	6 Yard Green Waste Skip
14/02/2017	Watford Borough Council	409829	4,560.00	HR Service Contract
14/02/2017	SLCC	409830	80.00	CILCA Retake
16/02/2017	Mr D Dynes	409831		Salary
16/02/2017	Mr A Goddard	409832		Salary
16/02/2017	Miss L Hamilton	409833		Salary
16/02/2017	Mrs C James	409834	13,942.85	Salary
16/02/2017	Mrs Y Merritt	409835		Salary
16/02/2017	Mr p Palmer	409836		Salary
16/02/2017	Mr C Watts	409837		Salary
16/02/2017	Mrs M Putman	409838		Salary

At : 11:39

Current Account

List of Payments made between 18/01/2017 and 21/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/02/2017	Mrs L Watts	409839			Salary
16/02/2017	Inland Revenue	409840	5,604.52		Tax & Ni
16/02/2017	Herts County Council	409841	4,909.67		Superannuation
16/02/2017	CASH	409842	180.20		Petty CASH
16/02/2017	BT Group	DD	26.76		Parish Office Broadband rental
20/02/2017	E.on	DD	107.99		Gas South Lodge
20/02/2017	E.on	DD	258.28		Elec- South Lodge
21/02/2017	D2D Distribution LTD	409767	594.00		CW Matters Distribution Dec
22/02/2017	War Memorial Hall	409843	250.00		CW Film Festival Grant
22/02/2017	Twin Systems PLC	409844	834.16		Quarterly Support
22/02/2017	The Ultimate Promo Company LT	409845	258.00		PPE Clothing
22/02/2017	The Ultimate Promo Company LT	409846	293.64		PPE Clothing
22/02/2017	Safety Tec	409847	1,383.75		AED Cabinets
22/02/2017	George Browns LTD	409848	53.94		PPE Clothing
22/02/2017	Earth Anchors LTD	409849	538.80		Litter Bin for Dog Kennel Lane
07/03/2017	Mr J Wragg	409850	600.00		Professional Fees for Meeting
07/03/2017	Mrs Y Merritt	409852	89.85		Petty Cash
07/03/2017	Historic Towns Forum	409856	25.00		Membership
07/03/2017	CAB	409857	785.00		Grand funding CAB 1 Year
07/03/2017	Neopost Finance LTD	409851	211.97		Postage Recredit
07/03/2017	Peter Flemming	409853	45.00		Website Updates
07/03/2017	Falon Nameplates LTD	409854	738.48		Mem Plaque - Finucance
07/03/2017	Hertfordshire County Council	409855	30.52		Washing up liquid & Pouches
07/03/2017	RBS Software	409858	898.80		Licence
07/03/2017	Falon Nameplates LTD	409859	334.56		Mem Plaque - Pluck
07/03/2017	TBs Hygiene LTD	409860	312.00		Dog Bin Collection Feb
14/03/2017	Mr R Sargent	409865	1,124.40		Refund - Overpayment of Mem PI
14/03/2017	HAPTC LTD	409861	40.00		Cllr White- Year end Finance
14/03/2017	Edge IT Systems	409862	520.32		Epitaph & Advantage
14/03/2017	Falon Nameplates LTD	409863	448.68		Mem Plaque - Butler
14/03/2017	Falon Nameplates LTD	409864	738.48		Mem Plaque- Sargent
14/03/2017	Falon Nameplates LTD	409866	356.46		Mem Plaque- Clark
14/03/2017	Honey Brothers LTD	409867	1,123.22		PPE Clothing & Equipment
14/03/2017	Harrison EDS	409868	442.69		Flag pole & Flags
14/03/2017	JRB Enterprise LTD	409869	1,038.00		Dog Bags
14/03/2017	Harrisons Packaging LTD	409870	293.76		Refuse Sacks

Total Payments	69,689.68
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At : 11:43

Current Bank Account

List of Payments made between 18/01/2017 and 21/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
23/01/2017	E.on	DD	12.81	Elec Bullsland
23/01/2017	E.on	DD	35.34	Elec Hollybush
23/01/2017	E.on	DD	59.97	Elec - WMH
23/01/2017	E.on	DD	118.85	Gas WMH
23/01/2017	BT	DD	26.76	Bullsland Hall WIFI
31/01/2017	Helen Sears	W403739	500.00	Ex - Gratia Re Derek Sears
31/01/2017	British Herat Foundation	W403740	50.00	Donation in Mem of Derek Sears
31/01/2017	Mr J Ruth	W403741		Salary
31/01/2017	Philec	W403742	200.00	Projection Screen Install
31/01/2017	Herts County Council	W403743	785.16	Superannuation
31/01/2017	Inland Revenue	W403744	427.84	Tax & Ni
31/01/2017	BT Group	DD	81.55	WMH - WIFI
31/01/2017	BT	DD	166.30	Halls Booking Line
01/02/2017	Castle Water	DD	17.91	Hollybush Water
07/02/2017	Hertfordshire County Council	W403745	320.10	Fridge Freezer- Bullsland
07/02/2017	Hertfordshire County Council	W403746	60.00	Kettle & Washing up Bowl
07/02/2017	Mills Window Cleaning Services	W403747	35.00	Window Cleaning WMH
07/02/2017	BT	DD	106.26	War Mem Broadband
08/02/2017	Co-op Credit Card	DD	2.00	Credit Card WMH
15/02/2017	TRDC	DD	17.00	NNDR Bullsland
15/02/2017	TRDC	DD	22.00	NNDR Hollybush
20/02/2017	E.ON	DD	20.63	Elec Bullsland Hall
20/02/2017	E.on	DD	27.09	Elec Hollybush
20/02/2017	E.on	DD	45.96	Gas Bullsland
20/02/2017	E.on	DD	86.04	Elec WMH
20/02/2017	E.on	DD	504.00	Gas WMH
22/02/2017	Chorleywood Parish Council	W403805	1,340.00	Contribution towards Computer
23/02/2017	BT	DD	26.76	Line Rental
28/02/2017	Mr J Ruth	W403806	Total Salary 633.36	Salary
14/03/2017	Philec	W403803	300.00	Projector Screen Works
14/03/2017	Right Maintenance LTD	W403807	115.20	WMH - Repairs to Leak above Stage
14/03/2017	Philec	W403809	95.15	Bullsland External Emerg light
Total Payments			6,239.04	



Draft 28.3.17

POLICY RELATING TO DISCLOSABLE PERSONAL INTERESTS

1. LEGAL BACKGROUND

Under Section 31(4) of the Localism Act 2012, a member who is present at a meeting of Chorleywood Parish Council or of any committee, or sub-committee of Chorleywood Parish Council and has a Disclosable Pecuniary Interest in a matter to be considered or being considered at the meeting (of which the member is aware) may not participate in the discussion of that matter at the meeting or participate in any vote taken on the matter at the meeting, unless a dispensation has been obtained from Chorleywood Parish Council under s33 of the Act.

Chorleywood Parish Council has the power to grant a dispensation under s33 of the Act for up to 4 years.

The relevant authority may grant a dispensation under this section only if, after having had regard to all relevant circumstances, the authority:

- (a) Considers that without the dispensation the number of persons prohibited by section 31(4) from participating in any particular business would be so great a proportion of the body transacting the business as to impeded the transaction of the business
- (b) Considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business
- (c) Considers that granting the dispensation is in the interests of persons living in the authority's area

2. GUIDANCE

The following provides guidance on the above grounds for granting a dispensation:

- (a) Ground (a) is capable of an objective interpretation and could best be interpreted as requiring more than one half of the number of councillors who would be entitled to vote at a meeting being prohibited from doing so. It would certainly apply where the council would be unable to have a quorum
- (b) Ground (b) is not something that will not normally apply to Chorleywood Parish Council as it does not have formal Political Groups
- (c) Ground (c) should be interpreted strictly to ensure that a reasonable person, having regard to all of the circumstances, would consider that the benefit to persons living in the authority's area outweighs the perceived benefit to the members receiving the dispensation and is only what is required to allow business to be transacted and no more.

3. DISPENSATION TERM

If granted, it should be specified for how long this applies e.g. for the meeting only or for the term of the Council

4. PROCESS OF DELEGATION

- (a) Members requesting a dispensation should advise the Clerk in writing at least 4 days before a meeting
- (b) The Clerk will then prepare a list which will be circulated to members at the start of the meeting
- (c) Members requesting a dispensation will be asked to leave the meeting at that item on the agenda
- (d) Members remaining will decide on the dispensation and its term
- (e) Members requesting the dispensation will then be invited back into the Council chamber and advised of the decision
- (f) If a dispensation is granted members will be permitted to speak at the start of debate and then asked to leave. Members who receive dispensations will be asked to speak at in alphabetical order (by surname)
- (g) Dispensation requests to speak and to vote need not necessarily be taken together.
i.e. a member may be given a dispensation to speak but not to vote.

5. GROUNDS FOR GRANTING A DISPENSATION

To grant a dispensation for the following reasons:

- without a dispensation the number of councillors prohibited from participating would be more than one half of the councillors who would be entitled to vote at a meeting of the Council/committee/sub-committee transacting the business
- the granting of a dispensation is in the interests of persons living in the Council's area
- it would otherwise be appropriate

6. APPLYING FOR A DISPENSATION

Members should advise to the Clerk in writing (by letter or email) :

1. What is the Item which is to be considered and in respect of which do you seek a dispensation?
2. What is the nature of the Disclosable Pecuniary Interest?

7. REVIEW OF THE POLICY

This will be done from time to time depending on legal advice and precedent.