

**CHORLEYWOOD PARISH COUNCIL**

**MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on  
Tuesday 5<sup>th</sup> December 2017**

**MEMBERSHIP & ATTENDANCE**

|                     |                          |                         |
|---------------------|--------------------------|-------------------------|
| <b>Chairman:</b>    | <b>* Jane White</b>      |                         |
| <b>Councillors:</b> | <b>* Jo Clarke</b>       | <b>* Ken Morris</b>     |
|                     | <b>* Tony Edwards</b>    | <b>* Alison Preedy</b>  |
|                     | <b>* Raj Khuroya</b>     | <b>David Raw</b>        |
|                     | <b>* Rodney Kipps</b>    | <b>Martin Trevett</b>   |
|                     | <b>* Carol Kristian</b>  | <b>* Steve Watkins</b>  |
|                     | <b>* Jill Leeming</b>    | <b>* Jenny Wood</b>     |
|                     | <b>Geoffrey Liley</b>    | <b>* Jackie Worrall</b> |
|                     | <b>* Stuart Marshall</b> | <b>* Sarah Wright</b>   |

\*Denotes Member present

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

**17/53 PUBLIC FORUM**

There were eleven members of the press and public present.

Three members of the public wished to speak at the meeting.

Ellie Kirkham of Chorleywood Bottom spoke against the proposed play area

Richard Edwards of Chorleywood Bottom spoke against the proposed play area

Robert Mann from Berks Hill spoke against the play area.

The Chairman thanked everyone for their comments, and advised that the Parish Council had refused permission for the play area on Chorleywood Common in 2015 and that decision still stood. However TRDC had decided to go ahead with seeking planning permission. The Parish Council were yet to comment and would not make any decisions one way or the other until detailed plans were available.

**17/54 TO RECEIVE A VERBAL PRESENTATION FROM SARGENT NEIL CANNING RICKMANSWORTH COMMUNITY POLICE.**

Sargent Canning advised that the way the Community was policed had changed. There were now only four Community Police Officers who served the area in the Neighbourhood Team. This means that the role of the PCSO had changed. They were now involved with dealing with low level crime such as vandalism and shop lifting. Crime is also changing and therefore the PCSOs are involved in cybercrime and social media reporting information via the OWL service.

The PCSOs are also involved in family matters where mental health and children at risk are referred to professionals. Other areas where the PCSOs were involved were dealing with antisocial behaviour contracts and ticketing parked vehicles that were blocking the pavements.

In the near future the PCSOs were going into local schools to give advice about internet safety, cyber bullying, personal safety and for younger pupils: road safety and 'stranger danger'. This initiative was being sponsored by the Parish Council.

It was noted that there had been an 11% reduction in crime in Chorleywood

Sargent Canning answered a number of questions from the Parish Councillors and concluded in saying that he felt that the PCSOs were a positive addition to the Community Policing Team and he very much hoped that the Parish Council would continue to financially support this role.

**17/55 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no representations from District and County Councillors

**17/56 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Geoffrey Liley, David Raw and Martin Trevett.

**17/57 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no declarations of interest or requests for dispensation received.

**17/58 APPROVAL OF MINUTES**

The Council

**RESOLVED**

To approve the minutes of the Full Council Meeting of the 5th September 2017 .

These were duly signed by the Chair

**17/59 MATTERS ARISING FROM THE PREVIOUS MEETING**

There were no matters arising

**17/60 CHAIR'S ANNOUNCEMENTS**

The Chair noted that this was the last meeting before Christmas and therefore she wished everyone a Happy Christmas and New Year.

There had been a joint parish meeting which the Vice Chair had attended. He advised that these were always useful meetings and he had got some very useful information about Neighbourhood Planning.

The Chair advised that she had attended a very successful Quiz Night and she wished to convey her thanks to Bob and Diana Whitney for organising the event and also to the office staff.

The Parish Council had said goodbye to the Parish Ranger, Andy Goddard who had left to set up a small holding in Wales. The Parish Council wished him and his family all the best for the future. It was noted that his replacement would have a slight change in focus and job title. The Council would be appointing a Conservation Ranger in the new year.

The Deputy Clerk, Claire James had undergone an routine operation and was likely to be off for the period before Christmas. The Chair wished to send her good wishes for a speedy recovery.

**17/61 QUESTIONS UNDER STANDING ORDER 9**

There had been no questions received under Standing Order 9

**17/62 CLERKS REPORT**

The Clerk highlighted the following items:

**Data Protection** – the Clerk advised that following the training session it was apparent that there would need to be significant changes in the way the Parish Council store data. This was currently being looked into.

The Joint Parishes were also looking at the costs of employing a Data Protection Officer between them for economies of scale. Information would be reported back to a future P&R meeting.

**Audit** -The Clerk was pleased to announce that the Parish Council had received an unqualified audit. She advised that next year a new firm PKF would take on the audit regime from 2018. They had already advised that they qualify about 40% of all audits therefore careful consideration would be required for future audits.

**Quiz Night** – The Clerk advised that this had been a very successful evening. The total raised was bigger than expected with each table receiving £400. This meant the £65000 had been raised in the last eight years helping a total of 41 different charities.

The Council

**RESOLVED**

To note the report.

## **17/63 COMMITTEE MINUTES**

The following minutes were presented by the Committee Chairman with no matters arising

Open Spaces 12<sup>th</sup> September, Village Halls 19<sup>th</sup> September, Planning 26<sup>th</sup> September, Neighbourhood Development Plan 27<sup>th</sup> September, P&R 3<sup>rd</sup> October, Planning 24<sup>th</sup> October, Open Spaces 7<sup>th</sup> November, Village Halls 14<sup>th</sup> November ,

**Neighbourhood Development Plan 15<sup>th</sup> November 2017** – Cllr Worrall advised that officers had been able to obtain the web link for properties at risk of flooding within the area. This document would form part of the NDP and developers would need to take notice of the properties in the flood zone making the necessary amendments to the plans before development.

**P&R 21<sup>st</sup> November 2017 –**

### **Recommendation -Requisition of Assets**

The Council

**RESOLVED**

That a working party be set up to look at the scope and extent of works to be carried out on the building and to look into future plans for the site.

This was proposed from the Chair and unanimously approved

Those wishing to sit on the working party were

Cllrs Tony Edwards, Raj Khuroya, Rodney Kipps, Carol Kristian and Jill Leeming.

The Chair and Vice Chair would be ex-officio members.

### **Planning 28<sup>th</sup> November 2017**

#### **17/109 – Hedge- Homefield Road**

Members were dismayed that the removal of the hedge had been an officer delegated decision, this despite the fact that most District Councillors had spoken against the proposal. There appeared to have been confusion about the Conservation Area boundary; however this could have easily been resolved by looking at the maps. There was great disappointment about the decision which could result in the desecration of the ancient boundary hedge. This decision was significant and could have implications on future decision taken. It was agreed that the Chairman of Planning should write a letter of complaint, registering the Parish Councils dissatisfaction with the planning process, copying in the Chief Executive, Steven Halls.

**17/64 ACCOUNTS FOR PAYMENT**

The Council  
**RESOLVED**  
To note the report.

**17/65 GRANT APPLICATION**

Members considered the details within the application for grant funding from the Citizens Advice Bureau who wished to continue the monthly advice service at Chorleywood Library. Members all registered their approval of this service and the help offered to the Community.

The Council  
**RESOLVED**  
To approve the application for Grant funding of £785.

This was proposed by Cllr Khiroya , seconded by Cllr Edwards and carried unanimously.

**17/66 ANNUAL RETURN 2016/17**

The Chair thanked officers for the work carried out throughout the year that had culminated in the Council receiving an unqualified audit.

The Council  
**RESOLVED**  
To accept the Auditors report

This was proposed by the Chair and carried unanimously.

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 18 and they are instructed to withdraw.

**9.30pm the two remaining Member so the public left the meeting**

**17/52 CLOSURE**

The meeting started at 7.30pm, closed at 8.47pm

These minutes have been checked by the Chairman.

Signed ..... Dated .....

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

Signed .....Dated.....

## 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.<br><i>Superseded:<br/>Cllr Raj Khuroya appointed as lead councillor for the project.<br/>Now superseded by the resolution under 17/50</i>   | The Clerk  |
| FC 16/65 Committee Mins<br>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.<br><i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i>   | Clerk  |
| FC 16/76 Matters Arising<br><br>FC 17/28 Committee Minutes Open Spaces<br>16.05.17 | Action              | <b>Minute16/57</b> Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and requested that he be reminded for the information.<br><i>Ongoing The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.</i> | The Clerk<br><br>Cllr Martin Trevett               |
| FC 17/28 Committee Minutes Open Spaces<br>16.05.17 <b>Minute 17/06</b>             | Action              | Cllr Martin Trevett to follow up the availability of surveillance equipment for the monitoring of the cattle fencing.<br><i>Completed: surveillance equipment was not available from TRDC.</i>  | Cllr Martin Trevett                                |
| FC 17/28 Committee Minutes Open Spaces<br>16.05.17 <b>Minute 17/06</b>             | Action              | The availability of parking permits for purchase from TRDC for the Ferry Car Park in the Village to be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse at WMH PPA.<br><i>Ongoing</i>  | The Clerk  |
| FC 17/28 Committee Minutes Planning<br>06.06.17                                    |                     | Cllr Martin Trevett advised that he would take the non-availability of plans for some planning application up at TRDC.<br><i>Completed – email sent and explanation from TRDC rec'd</i>   | Cllr Martin Trevett                                |
| FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 1<br>Grant Funding    | Resolution          | That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a  | Policy & Resources Committee / Cllr Jackie Worrall |

|   |            |   |   |
|---|------------|---|---|
|   |            | report back to the next P&R Committee with Cllr Jackie Worrall as the Lead Councillor<br><i>Ongoing: Cllr Jackie Worrall and the Clerk had met and a report would be presented to the October P&amp;R meeting</i>                       |   |
| FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme                                     | Resolution | That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor<br><b>Ongoing</b>   | Cllr Jane White ,<br>Officers                     |
| FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 3 Amendment to Standing Orders to reflect Change in HR Provision | Resolution | That the footnote as documented be added to Standing Order 1<br><b>Completed</b>  | The Clerk   |
| FC 17/30 Height Barriers at WMH PPA   | Resolution | To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces.<br><b>Completed</b>                                  | The Clerk, Chair of Open Spaces                   |
| FC 17/33 Neighbourhood Plan Terms of Reference  | Resolution | Cllrs Jane White and Steve Watkins together with the Clerk to work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September.<br><b>Completed</b> | The Clerk, Cllrs Jane White and Steve Watkins     |
| FC 17/40 Neighbourhood Plan Advisory Committee  | Action     | Minutes and schedule of Neighbourhood Plan advisory committee meetings be added to website.   | The Clerk   |
| FC 17/42 Matters Arising  | Action     | The appreciation of the Council was to be conveyed to Cllr Martin Trevett for expediting the completion of the fence  | The Clerk   |
| FC 17/43 Chair's Announcements  | Action     | The Deputy Clerk to circulate the proposed structure of the new Website out to all Cllrs.   | Deputy Clerk                                      |
| FC 17/46  | Action     | Requests for Parish Path volunteers and the Community Infrastructure Levy (CIL) article by Cllr Raj Khiroya be included in the next issue (November) of Chorleywood Matters.  | Cllr Raj Khiroya and the Deputy Clerk             |
| FC 17/46  | Resolution | That the paper put forward by Cllr Stuart Marshall in response to the Local Plan issues and Options and Call for sites be adopted by Full Council as the Council's formal response to the consultation.                                 | The Clerk   |
| FC 17/52  | Resolution | That a working party of Cllrs Tony Edwards, Raj Khiroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study   | Cllrs, Edwards, Khiroya, Kipps, Leeming and White |

|  |  |  |  |
|--|--|--|--|
|  |  | and come up with recommendations reporting in the first instance to the P&R Committee. |  |
|--|--|--|--|

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

## **CHORLEYWOOD PARISH COUNCIL**

### **FULL COUNCIL MEETING**

### **Agenda Item 10**

**Date: TUESDAY 5<sup>th</sup> JANUARY 2018**

**Subject: CLERKS REPORT**

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**General Data Protection Regulations** – Work is ongoing with the project. At present the Joint Parish Council of TRDC are looking at coming together as a group to find economies of scale, similar to that of the internal audit.

**Elections** – The Clerk has been advised that the next election will be for one year only. There will be another election with the new boundary structure in May 2019. No notification has yet to be received regarding who will pay the costs incurred for the second election.

**Remembrance Weekend 2018.** – Work on this project will commence in the near future.

**Website** – work is underway on the new website which will go live around the 1<sup>st</sup> April 2018. We ask all those who are putting together information to forward this as soon as possible.

**South Lodge** – TRDC have sent a surveyor to inspect the building and draw up a proposal for the renewal of the lease. The application for planning permission has been submitted.

**Computers** – The Clerks Computer had a major glitch, despite being renewed in the latter part of last year. This took nearly three weeks to fix. A large number of emails were lost but the data was recovered during the backup recovery process. The Clerk has now been tasked with looking at a new system for the office and will report back accordingly.

**Staffing** – the Deputy Clerk is still recovering following an operation. The Parish Council said goodbye to the War Memorial Hall Caretaker who retired after 14 years loyal service.

The Parish Office will be closed on Friday 9<sup>th</sup> February as mark of respect for our colleague Daniel Dynes who passed away suddenly on the 19<sup>th</sup> January aged 38. Our thoughts are with his wife and children at this sad time.

**Common** – The Clerk has met with contractors before work commences on checking inspection pits for the water course along Common Road. This work will be carried out over a period of two to three days.

The Clerk visited three sites on the Common where damage has been caused by construction vehicles. Reinstatement works have been agreed at all three sites which will be carried out once the weather dries out.

The yellow lines in Christchurch parking area have now been painted which should stop parking on the entrance and exits to the area.



**Green Space Action Plan** – work continues on this project and it is hoped that the draft plan will be open for consultation within the next week or so.

**Play Space** – The Clerk has engaged with officers at TRDC on a number of occasions over the past month regarding their plans and method statement. Copies of all correspondence have been forwarded to all councillors for consideration. A site meeting will be arranged in the near future.

**Internal Audit** – The interim internal audit has been undertaken with no issues arising.

**Nature Trail** – more carving have appeared over the Christmas period with the final phase starting towards the end of the month, when it is hoped the Common has dried out enough to enable work to commence.

**Village Day** – application forms have been sent out and advertising started for this year's event. Pear mapping will be coming to the office on 8<sup>th</sup> February to create a map for the stalls. This should make stall allocation much easier.

#### **Dates for your Diary**

**Office Closed 9<sup>th</sup> February 2018**

**Election 3<sup>rd</sup> May 2018**

**Village Day 14<sup>th</sup> July 2018**

**Remembrance Weekend 8<sup>th</sup> – 11<sup>th</sup> November 2018**

**Quiz Night 17<sup>th</sup> November 2018**

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE  
HELD ON 12<sup>th</sup> DECEMBER 2017**

**MEMBERSHIP & ATTENDANCE**

Chairman: \* Vivian Lantree (VL)

Councillors \* Steve Watkins (SW)  
\* Jackie Worrall (JW)

**Committee Members**

\* Jon Bishop (JB)  
Peter Dixon (PD)  
\* Gareth Hunt (GH)  
\* Robert Mann (RM)  
\* Alan Manson (AM)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk (YM)

**17/18 APOLOGIES FOR ABSENCE**

There were apologies for absence from Peter Dixon.

**17/19 APPROVAL OF THE MINUTES**

The minutes of the meeting dated 15<sup>TH</sup> November 2017 were approved as a true and correct record.

**17/20 MATTERS ARISING FROM THE MINUTES**

There were no matters arising

**17/21 POLICY FOCUS – TO REVIEW THE FOLLOWING POLICIES**

JB presented the project plan together with estimated timescales which he has tried to make realistic together with information about the completion plan. It included sensible consultation times.

Funding was discussed and it was agreed that this should be looked into.

It was also agreed to ask TRDC for a meeting to update officers and keep them in the loop. It was agreed that co-operation between the two authorities was important and at an early stage to ensure the smooth running of the project. With the necessary feedback the plan could be changed to ensure that risks, assumptions and dependences were taken into account.

## **Policy 2**

SW advised that he had started to take photographs of good and bad examples of planning. YM agreed to produce a 'To Whom It May Concern' letter on headed paper, so if challenged SW had evidence of why he was taking photos.

GH – was to include the retention of bungalows within policy 2

## **Policy 4**

RM & JW – JW agreed to draft a policy regarding the impact from development on the street scene. Wording from other authorities documents were available. RM to look at properties outside the conservation area which still have characteristics of importance which should be retained within the policy.

Discussion took place regarding the asset lists – which should be retained as locally listed or community asset – this should include the library and also support for the farming community from development of farm building. RM agreed to take on this part of the project.

## **Policy 5**

GH agreed to look at the wording of this policy and pull out references from the local plan. A slot should be put in regarding the need for social and affordable housing. This should be evidenced with photos from SW.

## **Policy 6**

JB has data and statistics for this policy for evidence.

## **Policy 7**

The variety of retail needed to be considered. VL had issued a letter to all shops and business outlets within the parish to gauge their views, aims and aspirations and problems they currently had which may be addressed within the plan.

## **Policy 9**

Good and bad examples of signage and street furniture needed to be evidenced including phone masts with photos from SW

## **Policy 10**

VL to redraft

## **Policy 11**

YM putting together a document to include all listed buildings and local assets inside and outside the three conservation areas.

JB to define safe routes within the policy

*The action points have been defined in greater detail in appendix 1 of these minutes.*

**17/22 CLOSURE**

The meeting having commenced at 7.30 pm closed at 9.30pm.  
The date of the next meeting was set for 17<sup>th</sup> January 2018 at 7.30pm, South Lodge.

Signed .....These minutes have not been checked by the Chairman..... Date .....

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

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

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 9<sup>th</sup> JANUARY**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Tony Edwards

**Councillors** \* Jo Clark  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
\* Martin Trevett  
\* Steve Watkins (ex officio)  
\* Sarah Wright  
\* Jane White (ex officio)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk

There were three members of the public present.

**17/65 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Raj Khiroya

**17/66 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/67 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the Open Spaces Committee and Allotment Users meetings held on 7<sup>th</sup> November 2017, be approved as a true and correct record.

**17/68 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**17/69 FINANCIAL COMPARISON STATEMENT 2017/18**

It was noted that £3500 of the money in Misc Income had come from a donation towards way markers for the nature trail.

The Committee

**RESOLVED**

To note the report

**17/70 OFFICER'S REPORT**

The report was considered in detail.

**Christchurch Car Park-** The Clerk advised the current situation with regard to the use of the tarmac area formally used as a playground for Christchurch School. It was agreed that a meeting should be set up with the School, Church and the Parish Council to see what was needed and how it could be funded. Cllrs Trevett and Wright offered to attend the meeting.

**Virtual Fencing Replacement:** The Clerk confirmed that the virtual fencing was in place for the next season of grazing.

**Nature Trail:** The Chairman commented that during the Christmas period he had walked the common on a number of occasions and received very positive comments about the sculptures, these included a vote of thanks to the Parish Council for the trail.

The Clerk explained the ethos of the Memorial Tree and advised that 12 spaces had initially been set aside for memorial plaques. Currently there were nine enquiries being dealt with.

**Green Space Action Plan:** The Chairman advised that a site meeting had been held with the CMS. He had received a number of comments to the first stage of the plan – most of which were constructive. The main area of general concern was the golf course fairways. It was suggested that could be maintained differently by allowing the grass to grow slightly longer creating a rough and semi rough around the perimeter of the fairway therefore creating habitat for butterflies, reptiles and small mammals. The Golf Club has agreed to meet with the CMS to discuss these proposals.

It was agreed that more emphasis would be on the education and information on and about the Common – this would be helped with new signage and the information on line about the nature trail.

The Committee  
RESOLVED  
To note the report

## **ALLOTMENTS**

### **17/71 OCCUPATION**

The continued availability of allotment plots at all sites was noted.

The Committee  
**RESOLVED**  
To note the occupation

### **17/72 WAITING LISTS**

The Committee  
**RESOLVED**  
To note the details on the waiting list.

## **LAWN CEMETERY**

### **17/73 INTERMENTS**

The Committee

**RESOLVED**

To note the number of interments that had taken place.

**COMMON AND GROVEWOOD**

**17/74 BUTTERFLY AND MOTH SURVEY**

The Chairman asked Michael Hyde to speak regarding the butterfly survey. It was noted that there were two new species found on the Common in the last year. Numbers were down on previous years, this however appeared to be a nation trend.

The Chairman thanked Michael Hyde and the volunteers for the continued supported and advised that this information would be forwarded to the Herts Biological Records Centre and the Butterfly Conservation Board.

The Committee

**RESOLVED**

To note the report.

**17/75 ICE CREAM CONCESSION ON CHORLEYWOOD COMMON**

Councillors considered the details within the report and agreed that the ice cream concession probably had run its course. They did however suggest that a position for a refreshment van to be located on the common could be advertised on Social Media to see if anyone was interested. Once the information is available Members could review the information and consider offering a new concession.

The Committee

**RESOLVED**

That the vacancy for a Refreshment Concession be advertised on Social Media and that officers report back any interest.

This was proposed by Cllr Preedy, seconded by Cllr Edwards and unanimously approved.

**GENERAL**

**17/76 FOUR YEAR VISION**

Nature Trail – it was noted that the British Horse Society had responded to an email in October 2017, however due to IT issues the Clerk confirmed that she had not received it . It was acknowledged that a copy had been forwarded and the Clerk agreed to respond accordingly. Other areas regarding the Nature Trail had already been discussed elsewhere in the agenda.

Parish Paths – The Chairman advised that most of the paths had now been walked and areas of interest were being collated. Cllr Watkins was also taking photographs of area of interest. The Chairman advised that the written information about the paths together with instruction would need to be tested. A number of Councillors volunteered to audit and test the information before publication.

The Chairman also advised that there was a meeting to be held on 23<sup>rd</sup> January to move this forward.





| REFERENCE        | RESOLUTION / ACTION | ACTION REQUIRED   | BY WHOM                     |
|------------------|---------------------|---|-----------------------------|
| 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.<br><i>Ongoing: target the Spring issue of Chorleywood Matters</i>   | Cllr Raj Khuroya            |
| OS 16/89 & 17/06 | Action              | To arrange a parish paths meeting to move the leaflet forward.<br>A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood.<br><i>Ongoing: Action points combined and progress update to be given at next meeting</i>   | Deputy Clerk                |
| OS 17/06         | Action              | Formal letters to be sent to <b>Sky Vision</b> and the <b>local Taxi company</b> that were abusing the parking arrangements in the permissive parking areas.<br><i>Ongoing: The Clerk advised that the taxi company had been approached and were no longer parking at Shepherds Bridge. Cllr Martin Trevett advised that he was trying to get the parking restriction signage replaced outside the station.</i> | Clerk / Cllr Martin Trevett |
| 17/35            | Action              | To advise and explain the legislation covering cycling on the common to local schools for further dissemination and use social media and the Parish Council website to further support this action to discourage cyclists from using the Common.<br><i>Ongoing</i>  | Clerk                       |
| 17/35            | Action              | A tool to report issues with Parish Paths be built into the new Parish Council website currently under development. <i>Ongoing</i>  | Deputy Clerk                |
| 17/70            | Action              | Clerk to arrange a meeting with the Church and School to discuss the tarmac area on the Common  | Clerk                       |
| 17/74            | Action              | Send the information from the Butterfly and Moth Survey to the HBRC and Butterfly Conservation.   | Deputy Clerk                |
| 17/75            | Action              | Advertise for a refreshment concession for the Common on Social Media Outlets   | Admin Officer               |



**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 16<sup>th</sup> JANUARY 2018**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \* Cllr Rodney Kipps

Members: -

- \* Cllr Carol Kristian
- Cllr Stuart Marshall
- \* 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

**17/42 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Stuart Marshall, Cllr Martin Trevett and Cllr Jane White

**17/43 DECLARATION OF INTEREST AND DISPENSATION**

There were no declarations of interest

**17/44 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 14<sup>th</sup> November 2017 were approved as a true and correct record.

**17/45 MATTERS ARISING**

There were no matters arising.

**17/46 SECRETARY'S REPORT**

**War Memorial Hall**

The notice board signage outside the War Memorial Hall - Members looked at the two designs and agreed that company 1 should be used. It was agreed that two layouts would be asked for which will be circulated to all Members showing the different colour combinations. The sign would be ordered with the combination with the most votes. The wording was also agreed.

The Committee

RESOLVED

That planning permission be applied for

Once agreed to place an order with Company 1 for the new signage with the colour combination to be agreed.

This was proposed by Cllr Morris, seconded by Cllr Watkins and unanimously agreed.

Hollybush WIFI – it was agreed that Hollybush Montisorri School be permitted to use the WIFI from the War Memorial Halls.

This was proposed by Cllr Preedy, seconded by Cllr Watkins and unanimously agreed.

### **BULLSLAND HALL**

Internet – It was suggested that officers investigate getting a modem with a mobile simcard for internet at the Bullsland Hall. Depending on usage this was considered to be cheaper than that suggested in the report. Coverage needed to be considered together with eligibility.

The Committee

RESOLVED

That the Secretary investigate options relating to the provision of internet at the Bullsland Hall.

### **COMMON ROOM**

Nothing to report

### **17/47 TREASURERS REPORT**

The Committee

RESOLVED

To note the report

### **17/48 FOUR YEAR VISION**

**Publicity and Marketing** – The Clerk advised that she had spoken to the organisers of the Litfest and Bookshop evenings regarding the use of the WMH. They confirmed that they were happy with the hall but could not usually get the times and dates they needed. There was nothing wrong with the hall or the service provision – merely availability.

The Clerk reported that she had contacted Sarratt Village Hall asking to talk to them about their online booking system and would report back to a future meeting with more details.

**Maintenance Programme** – Prices were being obtained for the works required.

**Website** – There was no new information to report – work is still on-going

### **17/49 HEALTH AND SAFETY REPORT**

Nothing specific to report

### **17/50 CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 8.18 pm

Signed .....These minutes are draft and have been approved..... Date .....23.1.18.....

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

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

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

| REFERENCE | RESOLUTION / ACTION | ACTION REQUIRED   | BY WHOM                 |
|-----------|---------------------|---|-------------------------|
| 16/35     | Action              | Leases for the Hollybush and CKTS Ongoing   | Clerk                   |
| 16/36     | Action              | Report back to the next meeting on the changes/improvement required from the website meeting Ongoing  | Secretary               |
| 17/06     | Resolution          | Advise contractor that Company A be awarded the electrical contract to include the stage lights and external lights and to obtain a quotation for category C2 and 3 from the electrical inspection                        | Secretary<br>Completed  |
| 17/06     | Action              | Re-look at the storage areas for bin sheds at the WMH Ongoing   | Clerk                   |
| 17/06     | Action              | To look into CCTV for the War Memorial Hall Ongoing   | Secretary               |
| 17/08     | Action              | Update conditions of hire for the WMH – with insurance and flame information together with photos Ongoing   | Clerk                   |
| 17/09     | Action              | Obtain quotations for works identified from surveyors reports for the next meeting Ongoing  | Secretary               |
| 17/17     | Action              | To create a user guide for the dishwasher at both halls, including photos, and laminating them for display at the halls   | Secretary/Cllr<br>Kipps |
| 17/17     | Action              | To include works to the parapet walls at the WMH on the works schedule out for quotation  | Secretary               |
| 17/19     | Action              | Investigate the need for planning permission and/or conservation area consent for a new notice board and obtain quotations for a notice board in a similar design to those ordered for the village and cemetery Completed | Secretary               |
| 17/21     | Resolution          | Investigate on line booking systems for the halls Ongoing   | Clerk                   |
| 17/21     | Resolution          | Investigate the promotions of the halls using social media and other free outlets Ongoing   | Clerk                   |
| 17/25     | Resolution          | Investigate the role of a Venue Manager, including Job descriptions and costings Ongoing  | Clerk                   |
| 17/33     | Action              | Advise contractor that Company A be awarded the hearing loop installation. Completed  | Secretary               |
| 17/46     | Resolution          | Apply for planning permission and get mock up of design for the new sign  | Secretary               |
| 17/46     | Resolution          | Investigate alternative suppliers for internet at the Bullsland Hall  | Secretary               |

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE  
HELD ON 17<sup>th</sup> JANUARY 2018**

**MEMBERSHIP & ATTENDANCE**

Chairman: \* Vivien Lantree (VL)

Councillors \* Steve Watkins (SW)  
\* Jackie Worrall (JW)

**Committee Members**

\* Jon Bishop (JB)  
Peter Dixon (PD)  
\* Gareth Hunt (GH)  
\* Robert Mann (RM)  
\* Alan Manson (AM)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk (YM)

Action Points and updated Draft Plans are issued with each set of minutes.

**17/23 APOLOGIES FOR ABSENCE**

There were apologies for absence from Peter Dixon.

**17/24 APPROVAL OF THE MINUTES**

The minutes of the meeting dated 12<sup>th</sup> December 2017 were approved as a true and correct record.

**17/25 MATTERS ARISING FROM THE MINUTES**

There were no matters arising

**17/26 POLICY FOCUS – TO REVIEW THE FOLLOWING POLICIES**

**Policy 3**

It was agreed that the TRDC policies are placed in the appendices with reference to them in the policy.

The general consensus was designs for new development should focus on the architectural detail and character of the area within the conservation areas to be in keeping with the street scene.

**Policy regarding protection of greenbelt.**

It was agreed that the content of the draft was very factual and gave positive information. There was confusion regarding the AONB and Chorleywood Parish Councils position, especially the Common. YM agreed to contact Chiltern Conservation Board.  
It was agreed that RM should use the draft to enhance current policies and explore what is needed to protect local facilities and areas of value.

**Policy 6**

It was noted that this policy should include electric charging points in key areas to support the shops.

**Policy 11**

VL will use the statistics provided from JB which were really interesting and gave a great insight into the demographics of Chorleywood, when producing this policy.

General discussion took place regarding the timescales and when it would be appropriate to contact TRDC with the drafts.

It was agreed that the Housing needs assessment should be included within the NDP.

**17/27 CLOSURE**

The meeting having commenced at 7.30 pm closed at 9.00pm.  
The date of the next meeting was set for 31st January 2018 at 7.30pm, South Lodge.

Signed .....These minutes have been checked by the Chairman..... Date .....25.1.18.....

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

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

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 23<sup>rd</sup> JANUARY 2018**  
**MEMBERSHIP & ATTENDANCE**

- Chair:** \* Jane White
- Councillors:** Tony Edwards  
\* Rodney Kipps  
\* Raj Khiroya  
Carol Kristian  
\* Alison Preedy  
\* Steve Watkins  
\* Jackie Worrall

\*Denotes members present

**Officers Present:** Yvonne Merritt – Clerk

*The Chairman opened the meeting and advised Councillors of the sudden death of Daniel Dynes the Parish Ranger. A minutes silence was held.*

**RECOMMENDATION 1**

**17/59 PRECEPT 2018/19**

Members considered the details within the report. It was noted that within the next year there were a number of uncertainties which had not been included in the budget provision, namely, South Lodge and a second election. It was therefore necessary to be prudent with the finances and have some in reserves to cover these issues. It was also noted that whilst money had been set aside for the GDPR it was hoped that not all this would be required, and therefore could offset any potential shortfalls.

Members stated that the decision regarding the precept had sound financial reasons but it was important that the public be advised the reasons behind the decision making.

Members  
The Committee

**RESOLVED TO RECOMMEND**

To increase the precept by the 4% suggested to £468,705 putting the additional £5,000 towards the immediate costs of the new asset. This equated to £75.66 per band D equivalent, and increase of £2.91 per annum or 5.6p per week.

**17/48 APOLOGIES FOR ABSENCE**

There were apologies from Cllrs Edwards and Kristian.

**17/49 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.



**17/50 APPROVAL OF MINUTES**

The Committee

RESOLVED

That the minutes of the meeting dated 21st November 2017 be approved as a true and correct record.

**17/51 MATTERS ARISING FROM THE MINUTES**

17/36 Budget Comparison

Cllr Worrall asked if the backup on the Computers had been tested since using the new system. The Clerk confirmed that this was the case.

**17/52 FINANCIAL COMPARISON STATEMENT 2017/18**

The Chair advised that all balances from the Chairman's Allowance at year end would be put towards the Defibrillator scheme which was the Chairman's Charity this year.

The Committee

RESOLVED

To note the report

**17/53 QUARTERLY CASHBOOK**

The Committee

RESOLVED

To note the report

**17/54 CHRISTMAS LIGHTS**

Members discussed the details within the report and agreed that more traditional lights should be investigated. They suggested a budget of £4,000 and asked officers to report back with suggestions.

**17/55 APPLICATION FOR GRANT FUNDING**

Members considered the details within the application. Discussion took place regarding the use of Russell School rather than the War Memorial Hall; however the makeup of hall was not suitable for this activity. The Clerk advised however that the Orchestra used the hall for their concerts and were supporting the venue in this way. It was noted that the event was inclusive with opportunities for adults as well as children.

It was also suggested that the Orchestra be asked to attend Village Day.

The Committee

RESOLVED

To grant fund Chorleywood Music the sum of £650.00

That Chorleywood Music acknowledges the grant application and use the parish logo in all publicity

This was funded under LGA 1972 S145, Localism Act 2011 ss1-8

This was proposed by Cllr Worrall, seconded by Cllr Watkins and unanimously approved.

#### **17/56 GENERAL DATA PROTECTION REGULATIONS**

The Chair stated that these were regulation for large organisations and therefore Chorleywood Parish Council was low risk. Many of the documents were paper and therefore did not cause an immediate risk. Any actions taken by the Council should be proportionate to the risk, taking note of the law. It was felt that the £11,000 estimated to implement the legislation appeared very high, however making budget provision, did not mean that this amount should be spent.

The Clerk confirmed that the Joint Parish Councils were looking at ways to reduce costs such as shared services with all the parishes similar to the arrangement for the Internal Auditor contractor.

The Committee

Resolved

That Budget provision of £11,000 be set aside for implementation of GDPR

That the Clerk explores the opportunity of shared services with the other Parishes within Three Rivers.

This was proposed by Cllr Watkins, seconded by Cllr Worrall and unanimously approved.

#### **17/57 INTERNAL AUDIT REVIEW**

Thanks were expressed to the Officers for another splendid internal audit with no issues raised.

The Members wished to congratulate the Admin Assistant for the excellent report of the administration of Village Day.

The Committee

**RESOLVED**

To note the report.

This was proposed from the Chair and carried unanimously

#### **17/58 QUIZ NIGHT**

Concern was raised regarding putting the cost up to £20.00 per ticket as it was felt this could affect the number of attendees. However it was acknowledged that the organisation of the bar was time consuming. It was generally felt that perhaps the Council should take a more active role in helping with the setup of the event. Other ideas were discussed.

It was agreed that the item would be deferred to the next meeting, and that the Clerk get the breakdown of costs for the bar and food with profit margins in order that Members could consider the item further.

**17/59 PRECEPT 2018/19**

See Recommendation 1

**17/60 THE FOUR YEAR VISION**

Details within the four year vision were discussed.

**Property Register** – it was agreed that all the information should be placed on a data base, which should be brought back to this committee in March. This was tasked to the Deputy Clerk. This was tasked as a level 1.

**Website** – The Deputy Clerk to get all the information together for the next meeting with a view of going live on 1<sup>st</sup> April 2018. This was tasked as a level 1

**South Lodge** – The Clerk confirmed that the alterations had been forwarded for planning permission. This should be on the February Planning schedule. Assuming a positive decision is made the Clerk is tasked with going out to tender on the alterations. The lease was also discussed. The Clerk advised that she had had a meeting with TRDC surveyor regarding the lease and that this was slowly moving forward. Legal advice had also been obtained regarding the Parish Council position. This was tasked as a level 2

**Requisition of Assets** – The Clerk advised that the transfer of the asset was in the hands of the solicitors. A meeting had been arranged between those on the working party to discuss what should happen to the building in the short, medium and long term. In the meantime the Surveyor would be asked to make recommendation on the immediate works. This was tasked as a level 4

**Strategic/Succession Planning** – Cllr Worrall suggested a scheme like ‘Friends of the Council’ where councillors who had decided to stand down or were not re-elected could offer help, advice and background information to new councillors. The Chair and Clerk would put together a paper for a future meeting. This was tasked at a level 3

**IT** – This was added to the Four Year vision as a new item. The Chair explained that the IT in the office was not fit for purpose and the amount of officer time lost due to IT failures was now serious. The Clerk was tasked to speak to Cllr Marshall to put forward a strategy for a new IT system. This was tasked as a level 2

**17/61 HEALTH & SAFETY**

Nothing to report

**17/62 ACCIDENTS AND COMPLAINTS RECEIVED**

The item detailed on the agenda was noted.

**17/63 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 17 and they are instructed to withdraw.

**CONFIDENTIAL BUSINESS**

**17/64 STAFFING MATTERS**

**Long Service Policy** – Members considered the details within the report and

The Committee  
RESOLVED  
To adopt the Long Service Policy

This was proposed from the Chair and unanimously agreed.

**Parish Ranger** – The Committee expressed their deepest sympathy to the family of the Parish Ranger who had recently passed away. The Clerk advised that HR had spoken to the staff and that the Council was offering support .

The Committee  
RESOLVED  
That the Clerk be given permission to employ temporary staff as and when required.  
As mark of respect a plaque in memory of the Parish Ranger would be placed on the Memorial Tree on the Common.

This was proposed from the Chair and unanimously agreed.

**17/65 CLOSURE**

The meeting having started at 7.30pm closed at 9.34 pm

These minutes have been checked by the Chairman.

Signature ..... Date.....

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                      |
|-----------|---------------------|--|------------------------------|
| 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.<br><i>Ongoing</i>           | Clerk                        |
| 17/11     | Action              | The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works.<br><i>Ongoing</i>   | Clerk                        |
| 17/29     | Action              | To invite a number of alarm companies to review existing system and advise on replacement options.<br><i>Ongoing</i>   | Deputy Clerk                 |
| 17/35     | Action              | To arrange a test of the new IT Back up arrangements in due course - <b>Completed</b>  | Clerk                        |
| 17/41     | Action              | To update the Grievance policy in line with the HR Terms of reference - <b>Completed</b>   | Clerk                        |
| 17/43     |                     | To amend the Sick Absence policy with the Clerk instead of Line Manager as appropriate - <b>Completed</b>  | Clerk                        |
| 17/54     | Action              | Prices be obtained for Christmas lights  | Admin Assistant              |
| 17/58     | Action              | Quiz Night statistics and information be brought forward to the next meeting   | Clerk                        |
| 17/60     | Action              | Property Register – create a spreadsheet with the data for the Properties to bring back to next meeting  | Deputy Clerk                 |
| 17/60     | Action              | Website – bring forward the final draft for the website to the next meeting with a view of going live on 1 <sup>st</sup> April   | Deputy Clerk                 |
| 17/60     | Action              | South Lodge – once planning permission is received to go out to tender for the works.  | Clerk                        |
| 17/60     | Action              | South Lodge – continue with the process of renewing the lease  | Clerk                        |
| 17/60     | Action              | Requisition of Assets – once the handover of the asset agreed, ask the surveyor to create a schedule of immediate works.<br>Cllrs to meet to decide on the future of the building in the short medium term | Clerk<br>Cllrs working party |
| 17/60     | Action              | Strategic Planning – Chair and Clerk to meet to discuss this further   | Chair, Clerk                 |
| 17/60     | Action              | IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender  | Clerk – Cllr Marshall        |
| 17/64     | Action              | Ordering of a Memorial Plaque  | Deputy Clerk                 |

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

At : 09:54

## Current Account

## List of Payments made between 18/11/2017 and 30/01/2018

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|------------------|--------------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 20/11/2017       | E.ON                           | DD                | 51.45              |                       | Gas South Lodge               |
| 20/11/2017       | E.On                           | DD                | 121.10             |                       | Elec South Lodge              |
| 27/11/2017       | castle Water                   | DD                | 9.95               |                       | SL Dirty Water                |
| 28/11/2017       | Inland Revenue                 | 410323            | 5,740.26           |                       | Tax & NI                      |
| 28/11/2017       | Herts County Council           | 410324            | 5,524.59           |                       | Superannuation                |
| 28/11/2017       |                                | 410325            | 114.48             |                       | Refund of Petty Cash          |
| 28/11/2017       | Cash                           | 410326            | 126.93             |                       | Petty Cash                    |
| 28/11/2017       |                                | 410327            | 3,188.60           |                       | Quiz Night Costs              |
| 28/11/2017       | Falon Nameplates LTD           | 410321            | 356.46             |                       | Mem Plaque Corrie             |
| 28/11/2017       | Falon Nameplates LTD           | 410322            | 738.48             |                       | Mem Plaque - Kelly            |
| 28/11/2017       | Minatol LTD                    | 410328            | 140.14             |                       | Paper Roll - Mess room        |
| 28/11/2017       | Maydencroft farm               | 41033             | 1,020.00           |                       | Fell Tree- Copmans Wick Allot |
| 28/11/2017       | Maydencroft farm               | 410332            | 1,620.00           |                       | Tree Fell - Grovewood Close   |
| 28/11/2017       | Banham Aegis Security          | 410334            | 162.00             |                       | Alarm Service                 |
| 28/11/2017       | Electrical testing LTD         | 42281             | 767.42             |                       | Street Lighting Inspection    |
| 01/12/2017       | Cj Birds of Prey               | 410341            | 123.00             |                       | Deposit CW Village Day 18     |
| 04/12/2017       | British Gas service            | DD                | 27.53              |                       | British Gas                   |
| 04/12/2017       | Input Mistake                  | 410327            | -5.10              |                       | 410327 RL Whitney             |
| 05/12/2017       | SLCC                           | 410365            | 308.00             |                       | membership renewal            |
| 05/12/2017       |                                | 410366            | 116.42             |                       | Refund of Petty cash          |
| 05/12/2017       | Land Registry                  | 410367            | 40.00              |                       | Transfer of Grovewood         |
| 05/12/2017       | COAM                           | 410342            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CADS                           | 410343            | 500.00             |                       | Quiz Night                    |
| 05/12/2017       | CW Choral Society              | 410344            | 400.00             |                       | CW Choral Society             |
| 05/12/2017       | CCYFC                          | 410345            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CCAS                           | 410346            | 400.00             |                       | CCAS                          |
| 05/12/2017       | FOPS                           | 410347            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CWIB                           | 410348            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | Cw Library Vol                 | 410349            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | Cw Litfest                     | 410350            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CPADS                          | 410351            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | 1st Cw Scouts                  | 410352            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CW Twinning                    | 410353            | 400.00             |                       | Quiz night                    |
| 05/12/2017       | ChristChurch School            | 410354            | 400.00             |                       | Quiz night                    |
| 05/12/2017       | Friends of Carpenders Wood     | 410355            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | FOCHE                          | 410356            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | hurstleigh                     | 410357            | 400.00             |                       | Quiz night                    |
| 05/12/2017       | Paul Strickland Scanner Centre | 410358            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | Russell School PTA             | 410359            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | St Clement danes PA            | 410360            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | Watford Mencap                 | 410361            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | CW evening WI                  | 410362            | 400.00             |                       | Quiz Night                    |
| 05/12/2017       | PHILEC                         | 410335            | 220.00             |                       | Replacement office Emer Light |
| 05/12/2017       | Peter Fleming                  | 410336            | 76.50              |                       | Website Updates Nov           |
| 05/12/2017       | TBs Hygiene LTD                | 410338            | 338.10             |                       | Dog Bin Collection Nov        |
| 05/12/2017       | Twin Sysytems PLC              | 410339            | 30.00              |                       | Windows 7 pro Upgrade         |
| 05/12/2017       | Twin Sysytems PLC              | 410340            | 853.54             |                       | new Processor                 |

At : 09:54

## Current Account

## List of Payments made between 18/11/2017 and 30/01/2018

| <u>Date Paid</u> | <u>Payee Name</u>             | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>     |
|------------------|-------------------------------|-------------------|--------------------|-----------------------|-------------------------------|
| 05/12/2017       | Konica Minolta                | 410363            | 328.14             |                       | Photocopying Lease amount     |
| 11/12/2017       | Co-op Bank                    | DD                | 33.98              |                       | Credit Card- Nov              |
| 12/12/2017       | Sp Services Uk LTD            | 410385            | 476.82             |                       | First Responders kit          |
| 12/12/2017       |                               | 410369            |                    |                       | Salary December               |
| 12/12/2017       |                               | 410370            |                    |                       | Salary                        |
| 12/12/2017       |                               | 410371            |                    |                       |                               |
| 12/12/2017       | Staff Salaries                | 410372            | 13308.47           |                       | Salary Dec                    |
| 12/12/2017       |                               | 410373            |                    |                       | Salary December               |
| 12/12/2017       |                               | 4110374           |                    |                       | Salary Oct                    |
| 12/12/2017       |                               | 410375            |                    |                       | Salary                        |
| 12/12/2017       |                               | 410376            |                    |                       | Salary Dec                    |
| 12/12/2017       |                               | 410377            |                    |                       | Salary Dec                    |
| 12/12/2017       | East Of England Ambulance Ser | 410379            | 1,600.00           |                       | First Responders              |
| 12/12/2017       | Blains Trailers & Tyres       | 410378            | 9.60               |                       | Tyre Rpair                    |
| 12/12/2017       | Twin Systems PLC              | 410380            | 115.20             |                       | Online Backup                 |
| 12/12/2017       | Herts County Council          | 410381            | 11.99              |                       | White Envelopes               |
| 12/12/2017       | Hertfordshire County Council  | 410382            | 64.34              |                       | Lam Pouches & Stationary      |
| 12/12/2017       | Hertfordshire County Council  | 410383            | 13.56              |                       | Stapler & Highlighters        |
| 12/12/2017       | Falon Nameplates LTD          | 410584            | 738.48             |                       | Mem Plaque Walker             |
| 15/12/2017       | TRDC                          | DD                | 87.00              |                       | NNDR Cem                      |
| 18/12/2017       | EON                           | DD                | 55.71              |                       | Gas South Lodge               |
| 18/12/2017       | Bt Group PLC                  | DD                | 28.44              |                       | Broadband Line                |
| 18/12/2017       |                               | 410375            | -0.60              |                       | Input Error                   |
| 18/12/2017       |                               | 410377            | -0.60              |                       | Input Mistake                 |
| 19/12/2017       | War Memorial Hall             | 410389            | 140.00             |                       | Hall Hire for Quiz night      |
| 19/12/2017       | YODO CREATIVE LTD             | 410386            | 846.00             |                       | CW M Production Autumn 17     |
| 19/12/2017       | EAS LTD                       | 410387            | 519.00             |                       | Hearing Loop Installation and |
| 19/12/2017       | CSC Corporate domains inc     | 410388            | 319.34             |                       | Domain Hosting                |
| 19/12/2017       | Maydencroft farm              | 410390            | 5,616.00           |                       | Invisible Fencing             |
| 22/12/2017       | EON                           | DD                | 157.14             |                       | Elec South Lodge              |
| 27/12/2017       | Castle Water                  | DD                | 9.95               |                       | South Lodge Water             |
| 28/12/2017       | TBS Hygiene                   | 410338            | 0.30               |                       | Input Mistake                 |
| 03/01/2018       | Herts County Council          | 410391            | 5,026.92           |                       | Herts County Council          |
| 03/01/2018       | Inland Revenue                | 410392            | 5,101.66           |                       | Tax & NI                      |
| 03/01/2018       | Konica Minolta                | 410393            | 202.82             |                       | Copies 17/09/17-16/12/17      |
| 03/01/2018       | TBs Hygiene LTD               | 410394            | 423.00             |                       | Dog waste Collection          |
| 03/01/2018       | Konica Minolta                | 410395            | 328.14             |                       | Lease for Photocopier         |
| 03/01/2018       | Falon Nameplates LTD          | 410396            | 738.48             |                       | Mem Plaque Q829               |
| 03/01/2018       | Falon Nameplates LTD          | 410397            | 356.46             |                       | Mem Plaque Q167               |
| 03/01/2018       | Falon Nameplates LTD          | 410398            | 356.46             |                       | Mem Plaque FN 1121- Webster   |
| 09/01/2018       | J. Byne Haulage LTD           | 410399            | 240.00             |                       | 04/01 Skip Hire               |
| 09/01/2018       | George Browns LTD             | 410400            | 361.93             |                       | repairs to Trailer            |
| 09/01/2018       | Isulpt LTD                    | 410402            | 8,922.00           |                       | Common sculptures             |
| 09/01/2018       | Neopost Finance LTD           | 410403            | 100.00             |                       | Postage reaccredits           |
| 09/01/2018       | Twin Systems PLC              | 410404            | 54.00              |                       | Panda Cloud Office protection |
| 09/01/2018       | Peter Fleming                 | 410405            | 27.00              |                       | Website Updates               |
| 09/01/2018       | Hertfordshire County Council  | 410406            | 29.94              |                       | Zip wallets ,hoover bags,     |

At : 09:54

## Current Account

## List of Payments made between 18/11/2017 and 30/01/2018

| <u>Date Paid</u>      | <u>Payee Name</u>            | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|-----------------------|------------------------------|-------------------|--------------------|-----------------------|---------------------------|
| 09/01/2018            | Hertfordshire County Council | 410407            | 25.98              |                       | A4 Paper                  |
| 09/01/2018            | Twin Systems PLC             | 410408            | 115.20             |                       | Online Back up service    |
| 09/01/2018            | PHILEC                       | 410409            | 3,497.16           |                       | Memorial Hall Lighting    |
| 16/01/2018            | Neopost Finance LTD          | 410410            | 164.58             |                       | Lease of Franking Machine |
| 16/01/2018            | Hertfordshire Constabulary   | 410411            | 7,125.00           |                       | PCSO                      |
| 16/01/2018            | Auditing Solutions Ltd       | 410412            | 453.60             |                       | Internal Audit Jan 2018   |
| 16/01/2018            | Hertfordshire County Council | 410413            | 4,610.03           |                       | Superannuation            |
| 16/01/2018            | Inland revenue               | 410414            | 2,711.36           |                       | Tax & NI                  |
| 16/01/2018            | Inland Revenue               | 4110414           | 2,032.30           |                       | Taxx & NI                 |
| 16/01/2018            |                              | 410416            |                    |                       | Salary                    |
| 16/01/2018            |                              | 410418            |                    |                       | Salary                    |
| 16/01/2018            |                              | 410419            |                    |                       | Salary Jan                |
| 16/01/2018            | Staff Salaries               | 410420            | 12057.43           |                       | Salary                    |
| 16/01/2018            |                              | 410421            |                    |                       | Salary                    |
| 16/01/2018            |                              | 410422            |                    |                       | Salary Jan                |
| 16/01/2018            |                              | 410423            |                    |                       | Salary Jan                |
| 16/01/2018            |                              | 410424            |                    |                       | Mr C Watts                |
| <b>Total Payments</b> |                              |                   | <u>109,850.97</u>  |                       |                           |



At : 09:56

## Current Bank Account

## List of Payments made between 18/11/2017 and 30/01/2018

| <u>Date Paid</u> | <u>Payee Name</u>             | <u>Cheque Ref</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|-------------------------------|-------------------|--------------------|-----------------------|--------------------------------|
| 20/11/2017       | EON                           | DD                | 16.64              |                       | Gas Bullsland                  |
| 20/11/2017       | E.ON                          | DD                | 54.14              |                       | Elec Hollybush                 |
| 20/11/2017       | E.ON                          | DD                | 144.51             |                       | Gas WMH                        |
| 22/11/2017       | E.ON                          | DD                | 20.11              |                       | Elec Bullsland                 |
| 24/11/2017       | BT Group                      | DD                | 28.44              |                       | Bullsland Hall                 |
| 28/11/2017       | Inland revenue                | W403959           | 396.06             |                       | Tax & NI                       |
| 28/11/2017       | Herts County Council          | W403960           | 743.78             |                       | Superannuation                 |
| 28/11/2017       | E.ON                          | DD                | 124.44             |                       | Elec WMH                       |
| 30/11/2017       |                               | W403951           | -59.60             |                       | Input Error                    |
| 30/11/2017       | Herts County Council          | W403940           | 27.00              |                       | Input Mistake - Amount Amended |
| 01/12/2017       | Castle Water                  | DD                | 17.91              |                       | Hollybush Water                |
| 05/12/2017       | Miscounted CO-OP              | W403961           | 14.90              |                       | Miscounties Co-OP              |
| 05/12/2017       | Midcounties co-op             | 403962            | 200.00             |                       | Refund of Hall Deposit         |
| 05/12/2017       | Philec                        | 403963            | 762.00             |                       | External Flood Lights          |
| 05/12/2017       | Philec                        | W403964           | 687.33             |                       | Front External FL              |
| 05/12/2017       |                               | W403966           |                    |                       | Salary                         |
| 05/12/2017       | CWPC                          | W403965           | 1,659.88           |                       | Recharge of Buildings insurer  |
| 11/12/2017       | Co-op                         | DD                | 12.00              |                       | Credit Card                    |
| 12/12/2017       |                               | W403968           |                    |                       | Salary Dec                     |
| 12/12/2017       |                               | W403969           |                    |                       | Salary Dec                     |
| 12/12/2017       | Staff Salaries                | W403970           | 2820.22            |                       | Salary Dec                     |
| 12/12/2017       |                               | W403974           |                    |                       | Salary Dec                     |
| 12/12/2017       | Hertfordshire County Council  | W403971           | 55.45              |                       | Stationery                     |
| 12/12/2017       | Hertfordshire County Council  | W403972           | 29.26              |                       | Floor Cleaner & Washing up liq |
| 12/12/2017       | Three Rivers District Council | W403973           | 70.00              |                       | Annual Prem Licence            |
| 15/12/2017       | TRDC                          | DD                | 13.00              |                       | Bullsland Hall NNDR            |
| 15/12/2017       | TRDC                          | DD                | 18.00              |                       | Hollybush Hall Rates           |
| 15/12/2017       | TRDC                          | DD                | 77.00              |                       | WMh Rates                      |
| 18/12/2017       | EON                           | DD                | 21.02              |                       | Gas Bullsland                  |
| 18/12/2017       | EON                           | DD                | 204.19             |                       | Gas WMH                        |
| 19/12/2017       | EON                           | DD                | 81.52              |                       | Elec WMH                       |
| 19/12/2017       | EON                           | DD                | 177.78             |                       | Elec Hollybush                 |
| 27/12/2017       | BT Group                      | DD                | 28.44              |                       | WMH WIFI                       |
| 09/01/2018       | Petty Cash                    | W403975           | 53.99              |                       | Petty Cash                     |
| 09/01/2018       | Herts County Council          | W403976           | 4.16               |                       | Consumables                    |
| 09/01/2018       | Herts County Council          | W403977           | 799.32             |                       | Superannuation                 |
| 09/01/2018       |                               | W403978           |                    |                       | salary                         |
| 16/01/2018       | Herts County Council          | W403979           | 756.82             |                       | Superannuation                 |
| 16/01/2018       | Inland Revenue                | W403980           |                    |                       | Tax & NI                       |
| 16/01/2018       |                               | W403981           |                    |                       | Salary                         |
| 16/01/2018       | Staff Salaries                | W403982           | 2116.07            |                       | Salary Jan                     |
| 16/01/2018       |                               | W403983           |                    |                       | Salary Jan                     |
| 16/01/2018       |                               | W403984           |                    |                       | Salary Jan                     |

|                       |                  |
|-----------------------|------------------|
| <b>Total Payments</b> | <u>12,299.36</u> |
|-----------------------|------------------|



**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

| Activity: Business & Financial Assessment  |  |                                 | Assessment Date: 30.1.18  | Review Date: 30/11/18  |                                  |
|--|--|---------------------------------|---|--|----------------------------------|
| Hazard   | Risk arising from hazard                 | Who is at risk                  | Existing Controls   | Further action required to reduce risk to an acceptable level  | Target date & by whom            |
| Loss of physical assets owned by Parish Council.   | Business continuity                      | Staff, customers and residents. | Asset registers, serial and identification number tracking of key assets.<br>Photographic evidence<br>Insurance cover in place.   | Annual update as part of stock taking exercise.  | 30.8.18<br>Councillors and Staff |
| Damage to third party property, injury to individuals from council provided amenities or services. | Damage, loss, injury to staff or public. | Staff, customers and residents. | Risk assessment of service delivery and amenities.<br>Regular inspection and maintenance of physical assets and amenities. Timely remedial action taken when problems discovered, or asset is taken out of use until actions can be taken.<br>Insurance cover in place.<br>H&S Officer to give overall advice | Ongoing Risk Assessment update and review. All Risk rolling programme to review and update during 2017/18. | 31.12.2018– Staff                |
| Inadequate insurance cover.  | Unrecoverable losses.                    | Parish Council                  | Insurance cover reviewed by P&R committee, on advice from officers.<br>Update of insurance cover done annually  | Insurance premium reviewed March 2018 with insurance company<br>Renewal on 1 <sup>st</sup> August 2018     | 30/06/2018 - Staff               |

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

| Hazard                            | Risk arising from hazard   | Who is at risk | Existing Controls   | Further action required to reduce risk to an acceptable level                              | Target date & by whom       |
|-----------------------------------|--|----------------|---|--|-----------------------------|
| Loss through theft or dishonesty. | Financial  | Parish Council | Fidelity insurance in place.<br>Regular reconciliations of cash and bank a/cs. Independent internal auditor, with access to all staff, systems and members.<br>Necessary policies in place. | Annual update of fidelity insurance to take into account increase in precept.              |                             |
| Robustness of audit processes     | Financial  | Parish Council | Independent qualified auditors appointed, with experience of LG sector.<br>Updated Standing Orders and Financial Regs in Place.<br>Annual review of effectiveness of internal auditors.     |  | Annually<br>Staff & Council |
| Professional services             | Poorly informed decision making if incorrect or misleading advice is received.   | Parish Council | Long term relationship with solicitors. Other professional services covered by TRDC for HR and H&S services engaged. Following advice from LG contacts, such as HAPTC & SLCC                |  |                             |
| Procurement                       | Excess or inappropriate expenditure, waste council resources.  | Parish Council | Standing orders and financial regulations deal with the award of contracts for services and the purchase of equipment.  |  | September 2018              |
| Financial record keeping.         | Poorly informed decision making if incorrect, out of date or misleading financial information is used. Exposure to penalties from statutory bodies like HMR&C. | Parish Council | RFO with considerable commercial and business experience.<br>Purchasing and payment procedures adhered to.<br>Policy and Resources Committee providing oversight.<br>Internal auditors      | New Financial Control system being introduced, to include online banking and BACS payments | September 2018              |

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

| <b>Hazard</b>  | <b>Risk arising from hazard</b>                | <b>Who is at risk</b>    | <b>Existing Controls</b>  | <b>Further action required to reduce risk to an acceptable level</b>  | <b>Target date &amp; by whom</b>                          |
|--|--|--------------------------|---|---|---|
| Ensuring all requirements are met under HMR&C notices and regulations.       | Penalties from HMR&C                           | Parish Council           | Timely submission of all returns.<br>Appropriate training for Finance Officer.  | Update training as required.  |   |
| Ensuring all activities are within legal powers for the Council.             | Qualified audit return.                        | Parish Council           | Good knowledge of regulations and powers.<br>Defined process for grant funds application, delegated to P&R committee, within budget but with additional funds from Full Council upon approval<br>Advice from Auditors, emailed changes via HAPTC, NALC and SLCC | Clerk/RFO attends SLCC & HAPTC training to ensure currency on legislative changes.<br>Other external training as appropriate. |   |
| Ensuring that all requirements are met under employment law and regulations. | Claims from staff, industrial tribunal action. | Parish Council and Staff | All staff issued with up to date contracts of employment,<br>Council has engaged a HR consultant and has a contract with TRDC. All contracts of employment to be reviewed   | HR updating employment policies as and when required  | HR Committee referred to P&R                              |
| General Data Protection Regulations  | Failure to adhere to regulations               | Parish Council           | Staff undergoing training, Clerk working with TRDC parishes to contract work to reputable company   | Admin systems and collection of data being reviewed   | Legislation come into force May 2018. Data review ongoing |

**CHORLEYWOOD PARISH COUNCIL  
Risk Assessment**

| Hazard         | Risk arising from hazard | Who is at risk                                 | Existing Controls   | Further action required to reduce risk to an acceptable level   | Target date & by whom |
|----------------|--------------------------|--|---|---|-----------------------|
| Communications | Business continuity      | Parish Council staff, customers and residents. | BT Telephone system<br>Answer machine.<br>Mobile phone allowances provided to grounds staff when lone working.  | New telephone system installed<br>Four lines into Parish Office |                       |
| Pandemic       | Business Continuity      | Parish Council staff, customers and residents. | If operations were affected by a pandemic officers would have to decide priorities on a day to day basis, based on resources available.<br>Liaison would take place with District and County services to ensure optimum use of available resources.<br>Good advice and guidance available from organisations such as LGE already available.<br>LGE: Swine Flu – HR implications document contains key HR advice, guidance & FAQs. |   |                       |