

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road,
Chorleywood, on Tuesday 18th October 2016**

MEMBERSHIP & ATTENDANCE

Chairman:	* Jane White	
Councillors:	Jo Clarke	* Alison Preedy
	* Barbara Dickens	* David Raw
	* Tony Edwards	Martin Trevett
	Raj Khiroya	* Steve Watkins
	* Rodney Kipps	* Mike Westacott
	* Jill Leeming	* Jenny Wood
	* Geoffrey Liley	* Jackie Worrall
	* Ken Morris	* Sarah Wright

*Denotes Member present

Officers Present: **Yvonne Merritt – Clerk to the Council**
 Claire James – Deputy Clerk
 Michelle Putman – Admin Officer
 Laura Hamilton – Admin Assistant

The Chair opened the meeting advising that due to the confidential nature of the personal staff matters that were to be discussed under Agenda Item 18, this item would be taken under Part 2

16/21 PUBLIC FORUM

There were three members of the public present, two addressed the Council on the following subjects:

Robert Mann – Warings Field
Greg Hill – Village Day and Commons Day

16/22 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports received from District and County Councillors.

16/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Raj Khiroya and Martin Trevett.

16/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

16/25 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 28th June 2016 and the extra Ordinary Meeting 8th September 2016.

These were duly signed by the Chairman

16/26 MATTERS ARISING FROM THE PREVIOUS MEETING

In response to a question from a member, the Clerk confirmed that there was no need to declare an interest if a Councillor was a member of the Residents Association, only if they became a member of the Residents Association Executive Committee.

16/27 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Vice Chair and the Clerk to the Council had attended two meetings of the Joint Parishes.

The Vice Chair Cllr Steve Watkins had attended a Strawberry tea celebrating 50 years of Hurstliegh Home in Chorleywood.

The Chair, together with a number of Councillors and Officers had attended the Funeral of Max Green, an ex Parish councillor.

The Chair advised she had attended the autumn meeting of the Horticultural Society to present the allotment winners with their prizes. She had also presented the winners and two runners up of the Chorleywood in Bloom (CWIB) best Summer Hanging Basket with a cup and certificates. The Vice Chair Cllr Steve Watkins and member of the CWIB working group, Lyn Sutherland was also present.

The Chair announced the sad news that Henry Goldberg, a previous chairman of the Residents Association and a major contributor to the Village had passed away recently. The Parish Council would be sending condolences and a contribution to the charity chosen by the family.

The Chair took the opportunity to wish Cllr Ken Morris a Happy Birthday which was on the day of the meeting.

16/28 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/29 CLERKS REPORT

Chorleywood in Bloom: The Clerk thanked the team of Councillors and Volunteers who had been involved in the changeover of the summer and Winter baskets.

Village Day & Commons Day: A member raised the idea that at non council events she had attended there had always been professionals directing traffic. She was concerned that payments had been made to young people for this and suggested that the Council consider a professional company for the next Village Day which was likely to be a comparable cost. Cllr Mike Westacott raised an issue that he had volunteered for parking duty on Commons Day only to find out he was not needed when he had turned up which had wasted his time. The Clerk explained that due to the inclement weather on the day it was difficult to judge whether there would be a lot of members of the public attending and therefore impossible to advise the volunteers in advance whether they would be needed or not. It was noted however that a message on the Office answer machine advising that the event was going ahead would have been useful.

Finance System: It was understood that considerable time had been invested in the training for the new finance system but that there were still issues. Cllr Barbara Dickens asked whether the Council was sure that the correct coding structure was in place and asked whether there were standard reports set up that the committee could have access to. Cllr Jane White suggested that further questions regarding Overtime, Contractors and Building costs could be brought up at Policy and Resources.

At 7.55pm Cllr Mike Westacott left the meeting feeling unwell. Cllr Sarah Wright temporarily left the meeting to ensure that he was well enough to get home and Cllr Sarah Wright then rejoined the meeting at 7.58pm

Office Refurbishment: In response to a question from a member, the Clerk advised that she was the lead officer for the Office refurbishment. A project plan for the planned activities was then requested.

Commons Day: The Chair thanked officers for their work on Commons Day.

Dates for Diaries: The Chair reminded members of the dates for Remembrance Day service at Christchurch and Quiz night. The question was raised whether charities who benefit from Quiz night advise the Council what the money they receive has been spent on. The Clerk responded that they did not but reminded Members that they were all local Chorleywood charities. The Chair asked for a list of the charities and how much they had received to be added to the next agenda.

The Council

RESOLVED

To note the report.

16/30 COMMITTEE MINUTES

Planning 5th July 2016: Cllr Steve Watkins presented the minutes in the absence of the Chair of Planning Cllr Raj Khiroya and no issues were raised

Policy and Resources 12th July 2016: Cllr Steve Watkins presented the minutes as he had chaired the meeting in the absence of the Chair of Policy and Resources Cllr Jane White and no issues were raised

Open Spaces 19th July 2016: Cllr Tony Edwards presented the minutes and no issues were raised.

Village Halls 26th July 2016: Cllr Rodney Kipps presented the minutes and no issues were raised

Planning 2nd August 2016: Cllr Steve Watkins presented the minutes in the absence of the Chair of Planning Cllr Raj Khiroya and no issues were raised

Planning 6th September 2016 Cllr Steve Watkins presented the minutes in the absence of the Chair of Planning Cllr Raj Khiroya and no issues were raised

CPZ Working Party 13th September 2016: Cllr Geoff Liley presented the minutes. Cllr Jane White advised that Cllr Angela Killick had heavily edited the minutes of the Clerk and sought Cllr Geoffrey Liley's views on the minutes which he confirmed he was happy with. The comment was made that if the Ferry Car Park was in profit why did TRDC want rid of it.

Policy and Resources 13th September 2016: 16/23 Office Refurbishment: It was suggested that if the office was to be refurbished then it should have facilities for a disabled member of staff. The Chair then presented the recommendation from the minutes to propose that a flagpole be installed outside the Parish Office with estimated costs in the region of £300 for the flags and pole. It was noted that planning permission was not required.

The Council

RESOLVED

To install a flagpole outside the office at the estimated costs in the region of £300 for the flags (Union flag, Parish Council Logo, and St Georges) and the pole.

This was proposed from the Chair by Cllr Jane White and carried with eleven in favour, one against and one abstention.

Open Spaces 20th September 2016: Cllr Tony Edwards presented the minutes and the recommendation from that meeting for Full Council to consider the two events of Village Day and Commons Day, whether to combine the two events or not and if established as two events, what the optimum timing of an annual Commons Day would be. He suggested that for the time being the Council should combine the best of Commons Day with Village Day. Until the manpower to take on second event was available it would not be in the interests of the Council to take it on. It was clarified that the Commons Day in question was not the Commons Day organised by the Chiltern Conservation Board which was hosted by Chorleywood on rotation with other Commons. Costs of the Commons Day event were discussed. Several members expressed the view that the best of the two events should be combined into one for next year.

The Council

RESOLVED

To consider the best points of Commons Day and combine these with Village Day
This was proposed by Cllr Tony Edwards, seconded by Cllr Steve Watkins and carried with eleven in favour and two abstentions.

Village Halls Trust 27th September 2016: Cllr Rodney Kipps presented the minutes. In response to a Member's question, the Clerk advised that she had advised the Film Club that the committee had approved the purchase of a motorised screen. She added that the current screen had been in place for about 40 years and as films were now in metric measurements some of the edges of films shown were outside the current screen.

Planning 4th October 2016: Cllr Steve Watkins presented the minutes in the absence of the Chair of Planning Cllr Raj Khiroya. Cllr Geoffrey Liley advised that he did not recall making the comment under Minute 16/89. Cllr Jackie Worrall advised that she recalled the point being made and that although the wording may not be correct the sentiment was correct. It was confirmed that the Register of Community Assets was part of the Community Plan Cllr Jane White advised Members that the Business Rates recovery exercise undertaken on behalf of the Council by Goodman Nash had raised a sum in excess of £13k of which 30% had been negotiated as the fee for doing this work. It was noted that as the Halls were rated as commercial property rather than a business property and recent Government legislation had decreed that any property with a rateable value under 12K will not pay Business rates, it would only be the War Memorial Hall that would be paying Business rates next year. It was suggested that this was probably worth putting in Chorleywood News.

16/31 ACCOUNTS FOR PAYMENT

The following queries were raised on the Accounts for Payment

Cheque 409548 Opinion in respect of Byelaws – it was noted that this was what the Council have to pay to get opinion on what the Council already knows but is needed formally to answer a question raised by a member of the public.

Cheque 409558 5334/50/DJ Hall – it was clarified that this was for the cut and lift

Cheque 409567 Herts Constabulary – the Clerk explained the funding by the Council of the Chorleywood PCSOs

Cheque 409600 Chorleywood Library Volunteers – The Clerk explained that under a minuted Council agreement (Full Council 30.06.15 Minute 15/12) the Council had held money on behalf of the Library volunteers until they were up and running and that this was the refund of the money remaining in the account. It was noted that this money had never been shown in the Parish Accounts

Cheque 4096002 Black bags – it was explained that this was a large amount as black bags were bought in bulk.

The Council

RESOLVED

To note the report

16/32 INTERNAL AUDIT REPORT

The auditor had noted the problems being experienced with the new accounting system and had facilitated an extra days training for officers with only expenses to be charged to the Council. The Clerk advised that the only recommendation in the report was in respect to the Bank Reconciliation process which had already been put into practice.

The Council

RESOLVED

To note the report and the recommendation implemented.

16/33 END OF YEAR ACCOUNTS

The Clerk advised that a qualified audit had been received due to the end of March deadline for completing the Financial Risk Assessment not being met by 2 days due to the timing of the Council meetings. It was purely a timing issue, there was nothing wrong with the accounting process.

The Council

RESOLVED

That the End of Year accounts be accepted.

This was proposed from the Chair, seconded by Cllr Ken Morris and carried unanimously.

16/34 ILLEGAL OCCUPATION OF TRAVELLERS

The Clerk reminded Members that the Council had fallen victim the previous year to three incursions on the Common by travellers and had been able to use the TRDC legal team to facilitate their removals. TRDC had however now stated that this was no longer possible. Through the Joint Parishes meeting it was proposed to pool resources and to hire a solicitor to act on behalf of all the parishes should the situation arise in any of the parishes. It was noted that the Council had done all that it could to protect the Common against incursion by travellers.

The Council

RESOLVED

1. That the Parish Council agrees to join the other Parish Councils within TRDC to attain legal help in the event of illegal occupation of travellers on Parish Council owned land
2. That the Council agrees to place £100 on deposit with the Solicitor to initiate immediate eviction action with the courts
3. That the Parish Council agrees to replace the whole £500 in the event of having to use the fund.

This was proposed from the Chair and agreed unanimously.

16/35 COMMUNITY/NEIGHBOURHOOD PLAN

Neighbourhood Plan: Cllr Steve Watkins briefed other members on the progress to date of the Neighbourhood plan. Communication had been made with TRDC and a meeting was being arranged in the near future with TRDC to go through the plan. It was noted that agreement of the draft Neighbourhood Plan by TRDC is a requirement. It was hoped that the referendum on the plan would coincide with the elections in May. It was further noted that the adoption of the plan would give rise to an increase in the percentage of the Community Infrastructure Levy (CIL) money that the Parish would receive. It was likely that £34k would be received this year which was to be used on Capital community projects. Cllr Jane White recorded her thanks to Members of the Council who give their time to this important activity. Whilst a draft was currently available, more work was required and it was hoped that it would be brought to the December meeting of the Full Council or latest by the January meeting in order that overall deadlines could be met.

Community Plan: Cllr Jane White had provided a suggested allocation of the Community Plan activities to Committees. It was suggested that committees consider using the working party process to progress tasks. The chairs of the respective committees confirmed the allocation pertinent to their committees. The Library protection item was moved to P&R. It was noted that the comments on Warings Field that had been raised by a Member of the Public under the Open Forum agenda item at the start of the meeting would be taken on board under Open Spaces Item 1 - To carry out an audit of Open Spaces within the Parish and to consider the level of protection thereof. The issue of the path under Berry Lane back to the Common had not been raised under the Community Plan and would be taken under the Four Year Vision. It was noted that for Planning a lot would be picked up as part of the Neighbourhood Plan.

The Council

RESOLVED

That the progress on the Neighbourhood Plan be noted and
The allocation of activities from the Community Plan to committees be agreed as above.

16/36 CPZ WORKING PARTY

It was noted that the working party had been set up broadly at the behest of one of the Members to look at parking provision in Chorleywood with membership consisting of Parish Cllrs Mike Westacott, and Geoffrey Liley and District Councillor Angela Killick. Cllr Mike Westacott had resigned after one meeting as he felt that it did not give him the freedom to pursue his ideas. It was noted that Cllr Martin Trevett with his District responsibilities was involved in a District wide initiative and the question was asked as to whether the Parish Council still wish to be involved. A number of points were raised both for and against continuation and the purpose and possible outcome of such involvement. It was suggested that Cllr Martin Trevett be invited to give an update to the Planning Committee every month on the progress of the District initiative. The question was also raised as to the makeup of the District working party and whether they were public meetings. Cllr Geoff Liley would ask Cllr Angela Killick to advise on this aspect. It was noted that there were severe parking issues all over the Three Rivers District not just in Chorleywood.

The Council

RESOLVED

To defer the decision on continuation of the Working party until the next Full Council meeting in December. This was proposed from the Chair and carried unanimously.

16/37 HS2

Cllr Steve Watkins gave a verbal report to Members, aided by a display of maps, on the potential impact of HS2 on Chorleywood. The presentation was well received by Members

16/38 RENEWAL OF LEASES FOR CHRISTCHURCH SCHOOL AND THE ROYAL BRITISH LEGION

The Clerk briefed Members on the background to these leases

The Council

RESOLVED

To confirm the renewal of the two leases with no alterations for a period of two years and seven years respectively

This was proposed by Cllr Ken Morris, seconded by Cllr Tony Edwards and carried unanimously.

16/39 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 agenda item 18 and they are instructed to withdraw.

Before leaving Greg Hill, a member of the Public, asked for confirmation that the paper on the website on the subject was in the public domain which was given.

16/40 CONSIDERATION OF A NEW ASSISTANT RANGERS POST FOR THE COMMON

After due consideration under Confidential Business of the meeting of the circumstances that had led to this proposal for an additional Parish Ranger

The Council

RESOLVED

That the Council take on a full time Assistant Ranger

That the workload is reviewed going forward and that an analysis of effort required for projects taken on be made.

This was proposed from the Chair and carried with 9 votes in favour, one vote against and one abstention (Cllr David Raw had left the meeting at 10.25pm)

16/16 **CLOSURE**

The meeting have started at 7.30pm, closed at 10.37pm

These minutes have been checked by the Chairman.

Signedagreed via email..... 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	ACTION	Any questions regarding Overtime, contractors and building costs to be brought up at Policy and Resources.	Members
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided	The Clerk
FC 16/29 Dates for Diaries	Action	List of the Charities benefiting from the Parish Council Quiz night in November and the amount received to be provided following the event	The Clerk
FC16/30 P&R 13.09.16	Resolution	To purchase and install a flagpole and flags for outside the Parish Office	Officers
FC16/30 OS 20.09.16	Resolution	To consider the best points of Commons Day and to combine these with Village Day – to put to the next Open Spaces committee	The Clerk
FC16/30 P 04.10.16	Action	To put the result of the Business Rates recovery exercise in Chorleywood News	Chorleywood News Committee
FC16/34	Resolution	To place £100 on deposit with the Solicitor	The Clerk
FC16/36	Action	To invite Cllr Martin Trevett to give an update on the District parking initiative working party	Chair of Planning – Cllr Raj Khiroya

		to planning every month	
FC 16/36	Action	To ask Cllr Angela Killick to advise on the makeup of the District Parking Initiative working party.	Cllr Geoffrey Liley