

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 23rd June 2015

MEMBERSHIP & ATTENDANCE

Chairman: * **Tony Edwards**

Councillors: **Barbara Dickens**
* **Barbara Green**
* **Rodney Kipps**
* **Alison Preedy**
* **Martin Trevett**
Steve Watkins
Jane White

*Denotes members present

Cllr Jackie Worrall attended for the Digital Mapping Presentation and discussion of the Performance Development Review – Four Year Vision Agenda Item.

Officers Present: * **Yvonne Merritt - Clerk**
* **Claire James – Deputy Clerk**

There were no members of the public present

A presentation on Digital Mapping software was made at the start of the Meeting from a representative from Pear Technologies.

RECOMMENDATION

1 DIGITAL MAPPING:

Members had received a very informative presentation at the start of the meeting on a software package that would provide many opportunities for the better recording of data on the Common, Cemetery and Allotments and which would provide useful tools for the Planning Committee to use when considering planning applications. Concerns raised prior to the meeting by Cllr Barbara Dickens with respect to ongoing expenditure and upgrade liabilities had been addressed satisfactorily by the presenter during the presentation. Possible time efficiencies resulting from the software were discussed which should be achievable over time as the software was picked up, populated and used, although these were unlikely to be significant in the first year. It was noted that there would be set up costs to populate the data but that this could only sensibly be done by the officers who understood the data. Previous exercises many years ago to populate databases used by the Council had resulted in a mixed quality of data being recorded which was still be corrected by Officers. The use of the software in conjunction with a hand held GPS tool for tree surveys etc. was noted and the longevity of this data once recorded understood. The benefits of the tools with the Rural Payments Agency and Higher Level Stewardship returns were also noted. It was clear that there are many possible uses and applications for the software which will be of benefit to the Council. It was agreed that the Officers would report back to the next meeting with a budget proposal for the data input and cleanse exercise to be undertaken.

The Committee

Resolved to Recommend

That the Council agree to purchase the Mapping System and the Hand Held computer from Pear Technologies and takes £5,000 out of reserves for the set up costs and equipment, with the annual maintenance costs coming out of the revenue budget.

This was proposed by Cllr Martin Trevett, seconded by Cllr Tony Edwards and carried unanimously.

2 BOUNDARY REVIEW – FINAL RECOMMENDATIONS

Members were advised that Sarratt Parish Council had put a formal complaint regarding the proposed name of Three Rivers Rural for the Division covering Chorleywood and Sarratt, suggesting the alternative of Chorleywood, Loudwater and Sarratt Division. The Clerk advised that she had reviewed the Boundaries map for Hertfordshire and this was the only area that had no identification with the area it covered by name. There was some discussion about the boundary changes which resulted in the number of wards being increased back to five having only recently been reduced to four. Whilst some members wanted this to be challenged, others felt that it was unlikely to be changed at this stage. It was noted that the Council did not object at the initial stages of the consultation process.

The Committee

Resolved to Recommend

That two letters be written, the first formally objecting to the ward division name of Three Rivers Rural with the alternative proposal of Chorleywood and Sarratt, the second objecting to the change in number of wards, requesting that this remain at the existing four wards.

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

3 LAND AND PROPERTY ACQUISITION FROM TRDC

There were two properties identified on the TRDC list for Chorleywood – Warings Field and the Parish Offices. Discussion took place on the history behind the purchase of these properties from TRDC being considered, the current lease arrangements of the Parish Offices and the likely values. Cllr Martin Trevett advised that he would be declaring an interest at TRDC when it was discussed there which allowed him to take part in discussions on the subject at Parish level.

The Committee

Resolved to Recommend

That the report be brought to the attention of the Full Council for consideration.

This was proposed by Cllr Trevett, seconded by Cllr Edwards and unanimously agreed.

15/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens, Steve Watkins and Jane White.

15/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 31st March 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/04 PERFORMANCE DEVELOPMENT REVIEW – AND THE FOUR YEAR VISION

With the agreement of the Committee this agenda item was moved forward to allow Cllr Jackie Worrall to address the Committee. She proposed that the Committee supported the need for the four year plan but that the detail was deferred until the Community Plan was published which was expected to happen by the next Policy and Resources Committee meeting.

The Clerk raised the issue that the Staff Performance Development Reviews were now well overdue but in order to progress them she needed to have targets and direction from the Council to benchmark performance. She also advised Members that at Full Council she would be giving a presentation on the Community Infrastructure Levy (CiL) and its effect on the Council which would therefore also affect the four year vision of the Council. Cllr Martin Trevett offered to work with the Clerk with respect to his knowledge of CiL from a District perspective. The Clerk thanked him for this offer and advised that the presentation would be an overview of the process and less about what money might be available to the Parish Council at this stage.

The Committee
RESOLVED

That the need for four year vision was accepted and each committee would consider ideas to be brought back to the next P&R meeting, but that decisions would be deferred until the Community Plan was available. In the meantime Cllrs Tony Edwards and Jane White would get together to establish some interim short term targets to enable the PDR process to proceed.

Cllr Jackie Worrall left the meeting.

15/05 MATTERS ARISING FROM THE MINUTES

14/61 Building on Chorleywood in Bloom: The Deputy Clerk gave an update on Chorleywood in Bloom advising members that both the Hanging baskets and the sponsored planters were now in place. The Office had received two complaints about the height of some of the Hanging baskets which had resulted in one being moved and the others would be reviewed. It was explained that advice had been taken on this aspect but that they also needed to be at a height that they could be safely watered by the shopkeepers. Cllr Tony Edwards advised that while the Planters were being planted, the Chorleywood in Bloom Volunteers had received some very positive comments and enquiries as to whether more planters would be placed in the Village. It was also noted that the Station Master had got involved with beds being planted up which the Horticultural Society had kept watered during his two week holiday. Members proposed a vote of thanks to Lyn Sutherland, without whom the project would not have happened. It was also agreed that the Rangers would be asked to carve a couple of chainsaw sculptures as a thank you for the considerable effort she had put in.

Members were also advised that the project was gaining momentum and it was possible that the Parish Council would receive a request with respect to the two flower beds in Main and New Parade. These were currently the responsibility of Three Rivers District Council but there may be possible avenues to explore. All agreed that this project for the Community was the sort of project that Parish Councils should be doing.

14/60 LOCAL COUNCIL AWARD SCHEME: The need to progress this was discussed and it would now tie in with the Clerk's personal target to complete her CiLCA which was very close to completion this summer.

15/06 FINANCIAL COMPARISON STATEMENT 2015/16

One question was raised with respect to Income Item 10 which was understood to be the income from sponsorship from Chorleywood in Bloom which did not currently have an income budget head set up. As no-one was present with knowledge of the current situation with respect to grant funding for the Community Plan it was not possible to update the Committee on this item.

The Committee
RESOLVED
To note the financial comparison statement.

15/07 QUARTERLY CASH BOOK

The Committee
RESOLVED
To note the quarterly cashbook figures.

15/08 DIGITAL MAPPING

See Recommendation 1

15/09 BOUNDARY REVIEW – FINAL RECOMMENDATIONS

See Recommendation 2

15/10 NOTICE BOARDS

Cllr Martin Trevett advised other member of the Committee of the discussion with TRDC regarding the possible parish use of TRDC notice boards. The Clerk advised that this had been in place in the past but could not be guaranteed. Therefore as notice of Parish Meetings was a legal requirement and non display could call into question the validity of a meeting called, this could not therefore be relied on as a solution.

The various quotes were discussed and the different boards available. It was noted that the Chorleywood Residents had offered a contribution of £700 towards a three sided board and that a further contribution had been promised from County Councillor Chris Hayward if the community board was included.

The Committee
RESOLVED
That the triple sided notice board mounted on a single post be purchased from Company A to include the Parish Council and Chorleywood Residents Association Logos in Black and Gold.

This was proposed by Cllr Barbara Green, seconded by Cllr Allison Preedy and carried unanimously.

15/11 INTERNAL AUDIT REPORT 2014-15 (Final)

The Clerk wished to record her thanks to the Officers as the accounts had been one of the best set to close this year which given her absence in the early part of the year was commendable.

The Committee

RESOLVED

To note the Final Internal Audit report

This was proposed from the chair by Cllr Tony Edwards and carried unanimously.

15/12 LAND AND PROPERTY ACQUISITION FROM TRDC

See Recommendation 3

15/13 CILCA UPDATE

This had been debated as part of 15/04 Performance Development review and Four Year vision and no further discussion was held.

15/14 HEALTH AND SAFETY

Nothing to report

15/15 CLOSURE

The meeting having started at 7.30 pm, finished at 10.02 pm

These minutes have been checked by the Chairman.

Signatureagreed via email..... Date.....25th June 2015.....

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

Signature Date