

## CHORLEYWOOD PARISH COUNCIL

### MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 27<sup>th</sup> March 2018

#### MEMBERSHIP & ATTENDANCE

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

\*Denotes Member present

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

#### **17/84 PUBLIC FORUM**

There were two members of the public present.

One member of the public wished to speak at the meeting.

Michael Hyde, the new Chairman of Friends of Chorleywood Common (FoCC) addressed the Council on the subjects of the Green Space Action plan for the Common presentation to the Friend's AGM, TRDC's proposal for a play area on the Common and the Neighbourhood Plan. He addressed Cllr Martin Trevett in his role as a TRDC District Councillor. Cllr Martin Trevett responded to Michael Hyde to reassure him and FoCC that he was cognisant of the special status of the Common.

#### **17/85 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

TRDC Cllr Angela Killick was present at the meeting and addressed Members raising four points:

- Possible funding availability for WW1 commemoration activity which the Clerk was now following up
- Additional election issues from the boundary commission led changes
- South Lodge rent issues and notification timetable
- Neighbourhood Plan – complimenting the huge effort and thought that had clearly been put in to the draft

Cllr Jane White responded to the last point to thank Cllrs Steve Watkins and Jackie Worrall and the Working Group for their considerable efforts in the production of this document.

#### **17/86 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Geoffrey Liley and Jackie Worrall.

#### **17/87 DECLARATIONS OF INTEREST AND DISPENSATION**

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

## **17/88 APPROVAL OF MINUTES**

It was noted that there were 68 members of the public at the last meeting.

The Council

### **RESOLVED**

That subject to the amendment above the minutes of the Full Council Meeting of the 6<sup>th</sup> February 2018 be approved as a true and correct record .

These were duly signed by the Chair

## **17/89 MATTERS ARISING FROM THE PREVIOUS MEETING**

### **17/78 Committee Minutes**

#### **Planning 30<sup>th</sup> January 2018 17/154 – 336 Bus Route – Cedars Village**

The Clerk advised that she had received a detailed letter from the Bus Company advising that they stood by their statistics, however they suggested that once the roadworks were completed in Watford they would consider re-instating a smaller bus service to Cedars Village. Cllr Martin Trevett advised that he had also had correspondence with the Managing Director of the Bus Company and had received a similar update.

## **17/90 CHAIR'S ANNOUNCEMENTS**

The Chair congratulated Michael Hyde on his election as Chairman of FoCC and voiced her thanks to Greg Hill for his huge contribution as Chair of the Friends and the support given to the Council in his time as Chair.

She advised Members that she had attended the Joint Parish Meeting with the Vice Chair and the Clerk. Five out of the six parishes were now signed up to the GDPR company. The Clerk advised that Berkhamsted Town Council had also asked to join in which would reduce the individual costs further.

The Chair outlined the benefits gained from being elected to the HAPTC in terms of discussing matters of interest and the swapping of information.

She asked the Vice Chair to update members on the recent meeting with the Chorleywood Residents Association (CRA). The CRA planned to adopt a piece of land outside Hetheringtons in the Village. They had been given permission from Herts County Council to develop it using a legacy of about £3K left to them. The area would be cultivated and planted and ongoing maintenance would be undertaken by a Contractor. In response to a question as to whether it was a memorial garden it was noted that there would be a bench in the garden with a memorial to the person who had left the legacy. It was also noted that the same family had given a similar amount to the Parish Council for the Common.

It was noted that plans for the refurbishment of the Cricket Club Pavilion were available for viewing at the meeting.

The Chair advised that they had met with the Chorleywood First Responders to see the equipment purchased with the grant funding from the Parish Council. Photos had been taken and an article would be appearing in a future issue of MyNews.

The Chair advised the sad news of the passing of John Copley earlier this month who many present would remember as a past Parish Councillor. She voiced her condolences to the family.

## **17/91 QUESTIONS UNDER STANDING ORDER 9**

There were no questions under Standing Order 9.

## **17/92 CLERKS REPORT**

The Clerk highlighted the following items:

**Elections:** The Clerk had written to MP David Gauke regarding the election situation and the payment of fees but had only received a holding reply to date. Cllr Martin Trevett advised that the TRDC Community Governance Working Party was being reconvened and that the views of the Parish Council on whether the next election should be for three or four years would be useful. There was some debate about the reasons for being out of step with other parishes in terms of elections as this saved the parish on election costs as these were shared with the District or County when elections were run at the same time. The Clerk advised that confirmation in writing would be needed from TRDC that Chorleywood Parish would not find itself footing the bill for an election on its own if terms of office were changed. The Clerk suggested that as some sitting round the table may not be standing or perhaps be elected to the next Council and therefore a more appropriate meeting for this to be discussed would be at the first meeting of the new Council.

**Website** – The Chair advised Members that the final editing of this was taking place and the new website was due to go live in early April.

**Staffing** – The Clerk advised that there had been a good response to the adverts with 13 applications received for the Conservation Ranger and 10 for the Ranger post with a much better calibre of applicants by using the technical websites. The applications were being reviewed by the interview panel and the interviews were due to take place on the 10<sup>th</sup> and 11<sup>th</sup> April.

**Tractor Shed** - The Clerk advised Members of the current situation with the doors of the tractor shed and the Health and Safety issues that had arisen and therefore needed addressing. It was noted that it was specialist work and therefore it was difficult to get a number of quotes for comparison. The quote on the table was from a fabricator used for other work by the Council. In answer to questions from Members the Clerk advised that the insurers approved the work and that the condition of the walls that the doors were attached to were acceptable.

The Council

**RESOLVED**

To go ahead with the works to the Tractor Shed Doors as per the quote at a cost of £3480 plus VAT.

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

**Green Space Action Plan** – Members were advised that was currently being signed off by CMS and would be available after Easter.

**Village Day** – The clash of Village Day and the Classic Car show had been discussed at the last meeting of the Policy and Resources Committee. It was noted that following an amicable discussion with the organiser he had said he would cancel the Classic Car show but this had not yet happened.

**Neighbourhood Plan** – the first consultation had closed and the comments received were due to be discussed at a meeting of the working group the following evening.

The Council

**RESOLVED**

To note the report.

## 17/93 **COMMITTEE MINUTES**

The minutes were agreed as per the reports with additional comments on the minutes below

**Neighbourhood Development Plan 7<sup>th</sup> February 2018** – The document had gone to the TRDC Planning Officer for comment

**Planning 27<sup>th</sup> February 2018 - Minute 17/169** should read 17<sup>th</sup> April not 19<sup>th</sup> April

**Open Spaces 6<sup>th</sup> March 2018 – Minute 17/82 – 17/75 Ice cream Concession on Chorleywood Common** : It was noted that although there had been some enquires about the concession, none had materialised into a tender for the concession.

**Village Halls Trust 13<sup>th</sup> March 2018.** – Cllr Rodney Kipps explained the presence of the sample chairs available at the meeting. These were possible replacement for the existing chairs at the War Memorial Hall and offered a more comfortable option for the longer events held at the Hall. For the budget available it was possible that in the region of 160 chairs could be ordered depending on the cost and Members were invited to try out the chairs at the end of the meeting to make their preferences known. It was noted that the Caretaker had been involved in the presentation by the supplier earlier in the day and was happy that the stacking and moving of the chairs was a better prospect than the existing chairs. The Clerk confirmed that the existing chairs would be sold and a number of organisations had already expressed an interest.

**Policy and Resources 20<sup>th</sup> March 2018 – Minute 17/72 Christmas Lights.** Members were advised that views of parishioners were being sought through the CRA on four designs for Christmas Lights shortlisted by the Committee

**17/94 ACCOUNTS FOR PAYMENT**

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

**17/95 DRAFT COUNCIL CONSTITUTION**

The Chair explained that the Policy and Resources Committee had been slightly puzzled over the need for the Constitution and asked the Clerk to explain which she did. It was noted that the word ‘expected’ in para 4 needed to change to ‘required’ and that a change of order of the paragraphs might be beneficial.

The Council  
**RESOLVED**  
That subject to the above alterations that the Council Constitution be adopted.

This was proposed by the Chair and carried unanimously.

**17/96 ADOPTION OF BT PHONE BOX**

The Council discussed the proposals for the BT phone box in the Village which was to be de commissioned by BT and could be purchased by the Council for £1.

The Council  
**RESOLVED**  
That in principle the Council agreed to purchase the Phone box from BT to be used for the display of art.

This was proposed by Cllr Martin Trevett, seconded by Cllr Jane White and carried with fourteen votes for and one objection.

**17/97 CLOSURE**

The meeting started at 7.30pm, closed at 8.33pm

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 16/65 Committee Mins OS 17/1/17  | Resolution          | Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy.<br><i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i> | Clerk   |
| 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><i>Ongoing</i>   | Cllr Jane White , Officers                        |
| 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 and come up with recommendations reporting in the first instance to the P&R Committee. <i>Ongoing</i>   | Cllrs, Edwards, Khiroya, Kipps, Leeming and White |
| FC 17/78  | Resolution          | That the Clerk notify TRDC regarding the precept. <i>Completed</i>  | The Clerk   |
| FC 17/79  | Resolution          | That the Clerk write to Carousel regarding the 336 bus route to Cedars Village and to the County Councillors. <i>Completed</i>  | The Clerk   |
|   |                     |   |   |

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