

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the EXTRA ORDINARY PARISH COUNCIL MEETING held in the Council Chamber, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 6th April 2014

MEMBERSHIP & ATTENDANCE

Chairman: * R Khiroya

Councillors:	Mrs W Boatman	* G Liley
	* T Edwards	* F Mahon-Daly
	M. Green	* K Morris
	Mrs A Hayward	* Mrs A Preedy
	* Miss P Howell	* Mrs L Sutherland
	* Mrs M Jarrett	* S Watkins
	* R Kipps	* Mrs J White
	Mrs V Lantree	Mrs J Worrall

*Denotes Member present.

There were two members of the public present: Guy Davies and John Chadwick

13/79 APOLOGIES FOR ABSENCE:

Cllr Mrs Boatman, Cllr Green, Cllr Mrs Hayward, and Cllr Mrs Lantree

13/80 CLASSIC CAR SHOW ON CHORLEYWOOD COMMON

Mr Davies explained about the Car Show and the benefit to the Community. Mr Chadwick emphasised the financial position of the Cricket Club and the need to generate more revenue for the club.

Councillors explained that they fully supported the event but that as owners of the Common it was necessary to seek permission for the event every year.

Following discussion

The Council
RESOLVED

To permit the Classic Car Show on Chorleywood Common on 26th July, subject to receipt of the Public Liability insurance and Risk Assessments.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs White and unanimously approved.

7.45pm Cllrs Kipps and Mrs Sutherland joined the meeting.

13/81 CURRENT BANKING ARRANGEMENTS

The Clerk advised that she had concerns with the current provider of banking facilities banking with the CO-OP Bank which was receiving rather bad press. The Council had over the £85,000 threshold in the bank and wanted to share her concerns with the council.

There was a problem in the fact that only one of the current signatories was standing for re-election. She advised that she had contacted NATWEST Bank to see if she

could transfer money into the account held there, but was told that this was not possible as the money was an investment bond and could not be added to. To change bank accounts took at least one month, which would be after the election when there would need to be new signatories. The Council were therefore in a difficult position.

The Chairman stated that as Councillors they had a duty of care to protect Council assets and work in the best interests of the community therefore he felt that something should be done at the earliest opportunity.

The Council
RESOLVED

In view of the forthcoming elections, the Council is unable to take action to change bank accounts at this time, therefore the Clerk is to contact NATWEST to obtain the necessary paperwork with a view of changing the account at the earliest opportunity.

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

13/82 CLOSE

There being no further business the meeting having started at 7.30pm closed at 8 pm.

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the, Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 8th April 2014

MEMBERSHIP & ATTENDANCE

Chairman:	* R Khiroya	
Councillors:	* Mrs W Boatman	G Liley
	* T Edwards	* F Mahon-Daly
	* M. Green	* K Morris
	* Mrs A Hayward	* Mrs A Preedy
	Miss P Howell	* Mrs L Sutherland
	* Mrs M Jarrett	* S Watkins
	* R Kipps	* Mrs J White
	* Mrs V Lantree	* Mrs J Worrall

*Denotes Member present

13/65 PUBLIC FORUM

There were four members of the public present

13/66 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

There were no reports from District or County Councillors

13/67 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Miss Howell, Cllr Liley was representing the Parish Council at a Highways Meeting

13/68 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/69 APPROVAL OF MINUTES

Cllr Mrs Sutherland had apologised for absence at the previous meeting which had been omitted from the minutes

Cllr Mrs White had apologised for absence but was attending the Highways Meeting on behalf of the Council.

The Council

RESOLVED

To approve the minutes of the meeting dated 11th February 2014 as true and correct

These were duly signed by the Chairman

13/70 MATTERS ARISING

13/53 Shepherds Bridge – The Clerk advised that she had received no formal information with regard to Shepherds Bridge.

13/60 - 13/45 Purchase of South Lodge – The Clerk advised that this item had been deferred by TRDC until after the election.

13/71 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that the Annual Report was due to be published after Easter and therefore could all Members send their reports to the Clerk no later than 22nd April. Copies of last year's reports could be forwarded upon request.

The Chairman advised that since the last meeting he had attended two official functions. He and the Vice Chairman, Cllr Mrs Sutherland had attended the Brownies Sleepover in the War Memorial Hall. He stated that he had swapped his chain of office for the Brownie Sash and believed he was now an honorary Brownie. Sweets and biscuits had been supplied by the Parish Council for the Brownie Midnight Feast.

He had also attended a Q&A session with the Archbishop at Christ Church, this was filmed and would be shown on TV. He said it was well attended and very interesting.

13/72 QUESTIONS UNDER STANDING ORDER 9

There were no questions under Standing Order 9.

13/73 COMMITTEE REPORTS

Planning 4th March 2014 –It was noted that there was a full investigation into the flooding of Green Street, lasting six weeks.

Open Spaces 11th March 2014

13/94 Parking Enforcement – The timings for the parking enforcement were discussed. Officers explained the scheme as agreed by the Open Spaces Committee, however it was felt that this needed adjusting as concern had been expressed from interested parties. Officers explained the new proposals and also the costs involved in changing the signage and machines.

The Council
RESOLVED

That whilst the Council had acted in good faith, they agreed to accept the new proposals but that associated costs should be borne by the Golf Club.

This was proposed by Cllr Mrs Lantree, seconded by Cllr Mrs Hayward and unanimously agreed.

Village Halls 18th March 2014

13/035 Hall Refurbishment – The Clerk explained that the plans were being drawn up for the hall refurbishment and as the meeting was at the War Memorial Hall, showed Councillors the surveyors proposals. The Plan was agreed and the Clerk advised that the tender process would take place at the same time that planning permission was being sort. She stated however that due to the elections there was unlikely to be a meeting to discuss any issues that may arise in the interim, therefore asked for a small group of Members who were standing again to be appointed as an advisory Committee.

The Council
RESOLVED

To approve the amended plans.

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

The Council

RESOLVED

That Cllrs Kipps, Mrs Preedy, Mrs Sutherland and Mrs White be appointed as an advisory Committee for the Refurbishment of the War Memorial Hall.

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

13/74 ACCOUNTS FOR PAYMENT

The Committee

RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls £9230.60

Parish Council £98498.20

13/75 COMMUNITY PLAN

Cllr Mrs White gave an overview of the work to date on the Community Plan. She felt that overall the project had met with an enthusiastic response and partners were generally enthusiastic. Cllr Mrs White wished to thank Cllrs Mrs Lantree and Mrs Worrall for their work on funding, however it was recognised that it was difficult to estimate costs as the size and format of the questionnaire was not yet known.

It had been agreed that a web page would be set up on the Parish Council website.

The Clerk confirmed that she had spoken to TRDC with regard to the Barcoding the questionnaire they agreed that they would be prepared to help with data base information and equipment. It was agreed that the format and style of the questionnaire would be paramount in obtaining valid and relevant information.

Cllr White stated that as the Parish Council had agreed to set up the Community Plan she was asking for some delegated authority to move this project forward.

The Council

RESOLVED

To confirm the delegated authority given to the Steering Group to continue to work on creating a Community Plan for Chorleywood, in the knowledge that further discussions with the Council will take place as required on matters concerning the Council's assets and interests, and specifically for the expenditure of £150 for the development of a webpage for the Community Plan to be attached to the Parish Council Website.

This was proposed by Cllr Morris, seconded by Cllr Edwards and carried with 14 in favour and 1 abstention.

13/76 CHORLEYWOOD PARISH COUNCIL COMPLAINTS PROCEDURE

The Council

RESOLVED

To approve the Complaints procedure

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

13/77 HR & H&S CONTRACT

It was agreed that recent experience dealing with the current HR Company had proved difficult as the company was so far away, although the contract was marginally more

expensive it was important to have a good working relationship with the provider. Members who had recently dealt with Watford & Three Rivers HR had been extremely impressed.

The Council
RESOLVED

To agree the Contract for HR & H&S from Watford and Three Rivers HR department.

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

Before the meeting closed Cllr Mrs Margaret Jarrett stated that she would be standing down at the next election and as this was the last meeting she wanted to say that she had enjoyed most of the 29 ½ years she had served on the Council. She had had a great experience working with able and interesting people. She wished to thank the Council for an interesting thirty years and that she would miss the people but not the work!

The Chairman Proposed a vote of thanks for Cllr Mrs Jarrett's time and dedication she had devoted to the Parish Council and stated that she would be sorely missed.

The Chairman stated as this was the last full Council meeting before the elections he wished to thank the Council for giving him the opportunity to be Chairman, for all those councillors not standing again he said thank you and to all those seeking re-election thank you and good luck.

13/78 CLOSURE

The meeting have started at 8.00 pm, closed at 9.18 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the ANNUAL PARISH MEETING held in the Council Chamber,
South Lodge, Chorleywood, on Tuesday 6th May 2014

MEMBERSHIP & ATTENDANCE

Chairman:	* R Khiroya	
Councillors:	* Mrs W Boatman	* G Liley
	* T Edwards	* F Mahon-Daly
	M. Green	* K Morris
	Mrs A Hayward	* Mrs A Preedy
	* Miss P Howell	* Mrs L Sutherland
	* Mrs M Jarrett	* S Watkins
	* R Kipps	* Mrs J White
	Mrs V Lantree	* Mrs J Worrall

*Denotes member present

There were five members of the public present

13/83 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Green, Mrs Hayward and Mrs Lantree
Emma Flude from Chorleywood Youth Council and PCSO Cloe Hatch

13/84 NOTICE CONVENING THE MEETING

In accordance with statute the notice convening the meeting had been duly published on the
Council's notice boards and elsewhere throughout the Parish.

13/85 MINUTES

The Council
RESOLVED

That the minutes of the Annual Parish Meeting held on 14th May 2013, having been noted at
the Full Council meeting on 25th June 2013, be adopted and signed by the Chairman as a true
and correct record.

13/86 MATTERS ARISING FROM MINUTES

There were no matters arising.

13/87 ANNUAL REPORT OF THE PARISH COUNCIL FOR THE YEAR 2013/14

Each of the Committee Chairman presented their annual reports.

Each of the Council's representatives on outside bodies presented their Annual Reports.

The following comments were made:-

Chairman's Report – Members wanted to congratulate Cllr Khiroya for his invitation to the
Buckingham Palace Garden Party, something that Cllr Khiroya stated that he was very much
looking forward to.

Planning- Cllr Mrs White wished to publically thank Mrs Putman for all the hard work she had carried out on behalf of the Committee over the past year.

The Chairman also wished to acknowledge and thank the Members of the Planning Committee for what could be an onerous job.

Annual Attendance Record – It was noted that Cllr Watkins had 100% attendance record for the second year running. Cllr Mrs White asked if another column could be attached to the attendance record to show when Members attended meetings with outside organisations. The Clerk advised that she was happy to progress this, however members would need to inform officers when they attended meetings as this was not always apparent.

The Chairman thanked all committee chairman and representatives for their reports

The Council
RESOLVED

To note the Annual Reports of the Parish Council for the Municipal year 2013/14.

13/88 OPEN FORUM

Mr G Hill on behalf of Friends of the Common wanted to thank Chorleywood Parish Council for work carried out on the parking situation on the Common and also the re-introduction of grazing.

Mr M Hyde, local resident wished to thank the Council for their hard work, he said that parishioners would miss those not standing for the next election and wished those well who were seeking re-election.

The Chairman stated that this was the last meeting of the Council; he wished to thank each and every one of the Councillors for their hard work and commitment. He also stated that the work goes on and with every title brings responsibility; this had shown in the last year.

He also wished to thank the Council for electing him as Chairman. He also officially thanked all the staff for their service delivery and support throughout the year.

Finally he wished to thank Cllr Mrs Jarrett who after nearly 30 years was standing down as a Parish Councillor. She had shown commitment of the highest level on an unpaid job well done. He also wished all those seeking re-election good luck.

13/89 CLOSURE

There being no further business, the meeting having opened at 8.05 pm closed at 8.32 pm.

These minutes have been checked by the Chairman

Signed Dated.....

These minutes have been agreed at Committee and signed by the Chairman

Signed Dated

CHORLEYWOOD PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the Parish Council held in the Council Chamber, South Lodge, Chorleywood, on Tuesday 3rd June 2014

MEMBERSHIP & ATTENDANCE

Councillors:	* Cllr Mrs J Clarke	* Cllr K Morris
	*Cllr J Copley	* Cllr Mrs Preedy
	*Cllr H Davies	* Cllr D Raw
	*Cllr Mrs B Dickens	* Cllr M Trevett
	*Cllr T Edwards	* Cllr S Watkins
	* Cllr Mrs B Green	* Cllr Mrs J White
	* Cllr R Khiroya	* Cllr Mrs J Wood
	* Cllr R Kipps	* Cllr Mrs J Worrall
	* Cllr Mrs J Leeming	

* Denotes Member present

There were three members of the public present

14/01 APOLOGIES FOR ABSENCE

There were no apologies for absence

13/02 ELECTION OF CHAIRMAN OF THE COUNCIL

Nominations were received for Cllr Khiroya, proposed by Cllr Morris and seconded by Cllr Mrs White, and Cllr Edwards, nominated by Cllr Watkins seconded by Cllr ?.

The meeting was temporarily suspended for the arrival of Cllr Khiroya at 8.04 pm and was reconvened at 8.06 pm.

Cllr Khiroya joined the meeting and apologised for his delay, having been present at the Buckingham Palace Garden Party, representing our Parish Council. He stated that he deeply appreciated the nomination for Chairman but as many appreciated he had also been elected to the Parish Council and as a result due to time commitments did not feel he would be able to do the Parish Council justice in this position. He stated that he had enjoyed his year as Chairman of the Council but felt that due to circumstances already explained he could not accept the kind nomination.

With no other nominations

The Council
RESOLVED

That **Cllr Tony Edwards** be elected as Chairman of the Council for the Municipal Year 2014/2015.

16 in favour with one abstention

(Upon his election the Chairman signed his declaration of acceptance of office).

The Chairman stated that it is an honor and privilege to have been selected as Chairman of the Council for the forthcoming year and thanked the Council. He also wished to convey this thanks to Cllr Khiroya for his sterling work over the past year.

He Congratulated everyone for being elected or re-elected and sent his commiserations to those non paper candidates who failed to gain selection.

He stated

“ To those of you who are serving their first term as a councillor, welcome, I hope you enjoy your term of office. Please don't hesitate to seek advice from the staff or fellow Councillors should you need it and during the course of our meetings if there is anything you don't understand please say so.

We have a busy year ahead of us. The Planning Committee will probably be dealing with upwards of 250 planning applications. The Village Halls Committee will be seeing through the refurbishment of the Memorial Hall and have the challenge of increasing booking across all three halls. Open Spaces have the launch of the grazing, the Nature Trail and Village Day to look forward to .

In addition to this we will be commemorating the start of the First World War and we can look forward to the successful launch of the Community Plan.

What is my role for the next 12 Months? I intend to continue the tradition of my immediate predecessor and act in a fair, impartial and open minded manner in all my dealings and let us please leave politics out of Parish Council business.

There is a lot to be done in the coming year. We are the people who have been elected to do it so let's work as one harmonious unit and get the job done.

14/03 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman asked for nominations for the Vice Chairman. The Clerk advised that she had received one nomination for Cllr Watkins. There were no other nominations.

The Council
RESOLVED

That **Cllr Watkins** is elected as Vice-Chairman of the Council for the Municipal Year 2014/2015.

This was carried 16 in favour with 1 abstention.

14/04 APPROVAL OF THE MINUTES

The Council
RESOLVED

To formally approve the minutes of the Annual Meeting of 14th May 2013 as a true and correct record, and were duly signed by the Chairman

14/05 MEMBERSHIP OF COMMITTEES 2013/2014

The Council
RESOLVED

That the composition of the Committees of the Council in the Municipal Year 2014/2015 (with the addition of the Chairman and Vice-Chairman of the Council being ex officio members of each) be as follows:-

Open Spaces:

Those members to sit on the Opens Spaces Committee were as follows:-
Councillors

Mrs J Clark
Mrs B Dickens
Mr T Edwards (ex-officio)
Mrs B Green
Mr R Khiroya
Mrs J Leeming
Mrs A Preedy
Mr M Trevett
Mr S Watkins (ex officio)

Planning:

Those members to sit on the Planning Committee were as follows:-

Councillors:

Mr H Davies
Mrs B Dickens
Mr T Edwards (ex officio)
Mr R Kipps
Mrs A Preedy
Mr D Raw
Mr S Watkins (ex officio)
Mrs J White
Mrs J Worrall

Chorleywood Village Halls Management Trust:

Those members to sit on the Chorleywood Village Halls Management Committee were as follows:-

Councillors:

Mr J Copley
Mr T Edwards (ex officio)
Mr H Davies
Mr R Khiroya
Mr K Morris
Mrs A Preedy
Mr S Watkins (ex officio)
Mrs J Wood

Cricket Club Advisory Committee

Those members to sit on the Cricket Club Advisory Committee were as follows:-

Councillors:

Mr H Davies
Mrs B Green
Mr R Kipps
Mr R Khiroya
Mrs J Leeming
Mrs J White

14/06 ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES**(i) Open Spaces**

Cllr Mrs Green was proposed as Chairman, Cllr Trevett as Vice Chairman. There were no other nominations therefore the Committee unanimously agreed to the appointment of

Cllr Mrs Green as Chairman of Open Spaces and
Cllr Trevett as Vice Chairman of Open Spaces

(ii) Planning Committee

Cllr Mrs White was proposed as Chairman, Cllr Mrs Worrall as Vice Chairman. There were no other nominations therefore the Committee unanimously agreed the appointment of

Cllr Mrs White as Chairman of Planning
Cllr Mrs Worrall as Vice Chairman of Planning

(iii) Chorleywood Village Halls Management Committee

Cllr Kipps was proposed as Chairman, Cllr Davies as Vice Chairman. There were no other nominations therefore the Committee unanimously agree the appointment of

Cllr Kipps as Chairman of the Chorleywood Village Halls Management Committee
 Cllr Davies as Vice Chairman of the Chorleywood Village Halls Management
 Committee

(iv) Policy & Resources Committee

The Council

RESOLVED

That the Policy & Resources Committee be made up as follows:

Chairman – Cllr Edwards

Vice-Chairman – Cllr Watkins

Chairman Open Spaces – Cllr Mrs Green.

Vice-Chairman Open Spaces – Cllr Trevett

Chairman of Planning – Cllr Mrs White

Vice-Chairman of Planning – Cllr Mrs Worrall

Chairman of Chorleywood Village Halls Management Committee – Cllr Kipps

Vice-Chairman of Chorleywood Village Halls Management Committee – Cllr Davies

These positions were unanimously agreed en-bloc.

14/07 REPRESENTATION ON OTHER BODIES 2013/2014

The Council

RESOLVED

that the Parish Council's representation in the municipal year should be as follows:

a) **Joint Committee of Parish Councils in TRDC**

Chairman, Vice-Chairman and Clerk.

b) **Chorleywood Youth Club**

Cllr Khiroya.

c) **Chiltern Open Air Museum**

Cllr Watkins

d) **Hertfordshire Association of Town & Parish Councils**

No Nominations

e) **Chorleywood Twinning Association**

Cllr Mrs Clarke and Cllr Copley

f) **Herts Association Larger Local Councils**

Cllr Morris, Cllr Trevett and Cllr Mrs White

g) **Three Rivers Environmental Forum**

Cllr Mrs Green

h) **Highways**

Cllr Mrs J White

i) **Chorleywood Youth Council**

Cllr Kipps

j) **Chiltern Conservation Board**

Cllr Mrs Green

These positions were unanimously agreed en-bloc.

14/08 BANK MANDATE

The Council
RESOLVED

That the authorised signatories to the Council's cheques be Cllrs Edwards, Mrs Preedy, Trevett and Mrs White, the Clerk and the Deputy Clerk.

14/09 EDITORIAL TEAM OF CHORLEYWOOD MATTERS.

The Council
RESOLVED

That the Chorleywood Matters editorial team be made up of Cllrs Mrs Clarke, Mrs Green, Mrs Leeming and Mrs Worrall.

That Members of the Council would be asked to put forward articles for publication.

14/10 HUMAN RESOURCES PANEL

The Council
RESOLVED

That Cllrs Mrs Clarke, Mrs Dickens and Morris make up the Human Resources Panel.

That officers be able to call upon the Committee as required.

14/11 ANNUAL SUBSCRIPTIONS AND DONATIONS

The Council
RESOLVED

To note the Annual Subscriptions and Donations as set out on the schedule (Appendix 1).

This was proposed by the Chairman, and unanimously agreed.

14/12 CLOSURE

The meeting have commenced at 8.00 pm closed at 9.07 pm.

These minutes have been checked by the Chairman

Signed ... Dated

These minutes have been agreed by the Council and signed by the Chairman

Signed Dated

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 24th JUNE 2014**

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr R Kipps

Members: - *Cllr J Copley
* Cllr H Davies
* Cllr T Edwards (ex officio)
Cllr R Khiroya
Cllr K Morris
* Cllr Mrs A Preedy
*Cllr S Watkins (ex officio)
*Cllr Mrs J Wood

Also in attendance: Mr S Manson - Surveyor
*Mrs Y Merritt – Treasurer
Mrs M Putman – Secretary

*Denotes members present

14/ 01 APOLOGIES FOR ABSENCE

There were three apologies for absence: Cllr R Khiroya, Cllr K Morris and Mrs M Putman.

14/02 DECLARATION OF INTEREST

There were no declarations of interest received.

14/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 18th March 2014 were approved as a true and correct record,

14/04 MATTERS ARISING

There were no matters arising.

14/05 SECRETARY'S REPORT

War Memorial Hall

War Memorial Hall 21st May – The Committee wished to publically thank Mrs Putman and her Son for her help with this booking which was over and above the call of duty.

Stage Stair Rail – it was agreed that the rail should be removed immediately whilst someone was found to repair the metal work. – The rail has subsequently been repaired.

New Year's Eve booking. The Chairman explained that the Twinning Association had asked for a booking on New Year's Eve from 9am to 12 midnight. The Officers has charged double time because they assumed the charges would be the same as the bank holidays. The Twinning Association wished the Committee to decide the charges.

The Clerk advised that whilst New Year's Eve was not a bank holiday it was considered to be premium time. It would not be fair as employers to expect the caretaker to open the hall at 9.00pm and close a midnight – without financial remuneration. The Clerk asked for clear guidelines from the Committee, in order that officers could give the correct information at the time of booking.

Different scenarios were discussed and the

Committee

RESOLVED

That bank holidays be charged at double time

That New Year's Eve and Christmas Eve be charged at Double time

That evening booking on any of the above be a minimum charge of six hours at double time.

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

Cleaning up of the Chairs and the boiler room. It was agreed that a date would be set to clear the boiler room and clean the chairs. The Secretary will contact members when a date is confirmed.

The Chairman confirmed that the Horticultural Society would be clearing out their surplus materials on 12th July.

14/06 TREASURER'S REPORT

The Committee looked at the finances and were discussing ways to increase income. It was suggested that the Parish Council may want to put together a package for estate agents to give to people moving into the area. Other suggestions with regard to sponsorship etc were also discussed.

The Committee

RESOLVED

To note the report.

That the marketing of the hall be put on the next agenda.

14/07 WAR MEMORIAL HALL REFURBISHMENT

The Clerk explained the process and drawings updating Councillors on the progress with regard planning permission, removal of the tree and consultation with the golf club.

She explained that someone would need to oversee the contract as she was not qualified to do so. It was agreed that the Council's surveyor would be the project manager and would oversee the project. She also asked that she have Councillors to contact if decisions would be required during the build. Time was of the essence and any delay would probably cause problems. Finally she advised that the tenders would be opened at the parish office on Friday 27th June at 12.30 pm and invited Councillors to attend the opening.

The Committee

RESOLVED

That Alan Manson be appointed as the Building Supervisor and Project Manager

That Cllrs Davies and Mrs Preedy be appointed as contact during the build

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

14/09 CLOSE

The meeting having commenced at 8.00 pm, closed at 9.54 pm

The Committee Chairman has agreed these minutes.

Signed **Date**

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

Signed **Date**

REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 1st JULY 2014
MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr Mrs J White
Councillors: Cllr H Davies
Cllr Mrs B Dickens
*Cllr T Edwards (ex officio)
* Cllr R Kipps
*Cllr Mrs A Preedy
*Cllr D Raw
*Cllr S Watkins (ex officio)
* Cllr Mrs J Worrall

*Denotes members present.

There were four members of the public present.

The Committee received representations from two members objecting to planning number 14/0938 35 Berks Hill

PART 1 MINUTES

14/015 APOLOGIES FOR ABSENCE

There were two apologies for absence received:- Cllr Mr H Davies and Cllr Mrs B Dickens

14/016 DECLARATIONS OF INTEREST

It was noted that application 14/1011 was located next door to a Parish Councillor but as he was not present and the committee has no prejudicial interest comments could be made.

14/017 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting of the 10th June 2014 be approved as a true and correct record.

14/018 MATTERS ARISING

There were no matters arising

14/019 LETTERS OF OBJECTION/EXPLANATION

Letters of objection were received for the following applications

14/0938 – 35 Berks Hill – Two letters received

14/1011 – 131 Quickley Lane

14/1061 – 11 The Mount

14/020 PLANNING APPLICATIONS

The Committee
RESOLVED

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

14/021 PLANNING APPEALS

There were no planning appeals this month.

14/022 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee
RESOLVED
To note the tree applications.

14/023 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee
RESOLVED
To note the planning decisions received for the period ending 20th June, 2014
The Chairman wished to thank Cllr Mrs Worrall for attending the Three Rivers Planning Meeting on her behalf

14/024 URGENT ITEMS

Members discussed development at the Sheratons Site. There was concern that there had still been no applications received for Change of Use and license applications.

Latimer Chase – Complaints had been received regarding the ‘For Sale Board’ on the A404 opposite Green Street which was blocking the sight lines for vehicles.

14/025 COMMUNITY PLAN

The Chairman advised that they had had a good Community Plan Meeting, Vivien Lantree had edited the questionnaire and applied for the first tranche of funding of £2040. They were having talks with a professional consultant to provide the questions.

14/026 LICENCE APPLICATION

None to report

14/027 TRANSPORT

Shepherds Bridge - The Parish Council had not received any formal notification of the meeting regarding the refurbishment of the Bridge, but Members thanked Cllr Mrs Green for her report. There were concerns regarding the estimate of £1 – 2 million and what that money would be spent on. The Committee asked that a letter be written asking how they had come up with the estimate and what it covered. If possible direct 106 money raised in Chorleywood towards this project.

14/028 CLOSURE

The meeting having started at 8.00pm and finished at 9.45pm

These minutes have been read and agreed by the Chairman.

SignedDate

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

Signed Date

Planning Applications Considered

Applications considered on 1-7-14

1 14/0936 01/07/14

Mr and Mrs T Bingam
27 Chestnut Avenue
Chorleywood

Two storey rear extension, single storey rear extensions, two storey side and single storey side extension, single storey front extensions, loft conversion with dormer windows to rear and rooflights to front and side.

Delegated Decision

Ful Application

Planning Officer: Suzanne O'Brien

The Committee had no objections to this application

2 14/0938 01/07/14

Mr M O'Brien
35 Berks Hill
Chorleywood

Two storey and single storey rear extensions, alterations to roof including increase in ridge height and front dormers to provide accommodation in the roofspace, alterations to fenestration, newstorm porch to front and provision of off street car parking bay

Delegated Decision

Ful Application

Planning Officer: Scott Volker

Unless Officers are minded to refuse this application the Parish Council wish this application to be CALLED IN on the following grounds

1. The height of the velux window on the second floor and the flank windows on the first floor will cause a loss of privacy to the immediate neighbours.
2. The damage that will be caused to the mature hedges and protected wildlife (Bats)
3. 45 Degree angle will obscure neighbours property
4. The bulk of the development is out of keeping and over baring
5. There are also strong concerns about the proposed removal of the Laurel Hedge to provide parking which is contrary to conservation guidelines and out of keeping with the street scene.

3 14/1011 01/07/14

Mr and Mrs t Hayter
131 Quickley Lane
Chorleywood

Single storey side and rear extension, first floor rear extension and loft conversion including rear dormer

Committee Decision

Ful Application

Planning Officer: Scott Volker

The Committee understands that this will be Called In, however the Parish Council wish to state that whilst they have no objection to the rear extensions and loft conversions they wish to voice strong concerns about the overbearing effect of the proposed side extension.

Planning Applications Considered

Applications considered on 1-7-14

4 14/1015 01/07/14

Mr P Kennedy
46 Shepherds way
Rickmansworth

Part single part two storey side extension, conversion of garage and alterations to fenestration and canopy to rear.

Delegated Decision

Ful Application

Planning Officer: Jade Clifton-Brown

The Committee had No Objections to this application

5 14/1024 01/07/14

Mr A Lamb
26 Parkfield
Chorleywood

Two storey side and rear extension and single storey front and side extensions and connection of detached garage to dwelling

Delegated Decision

Ful Application

Planning Officer: Rob Morgan

The Committee have No Objections to this application

6 14/1061 01/07/14

Mr and Mrs elowuntie-Okali
10 The Mount
Rickmansworth

Demolition of existing garage, two storey side extension, two storey front extensions and single storey rear extension. Raised patio to rear and alterations to frontage including creation of car port (partially underground)

Delegated Decision

Ful Application

Planning Officer: June Pagdin

The Committee had No Objections to the extension or raised patio, however have concerns about the introduction of a structure to the front garden and potential impact to the street Scene.

Planning Applications Considered

Applications considered on 1-7-14

7 14/1072 01/07/14

Mr and Mrs Fairweather
35 Shire Lane
Chorleywood

Proposed two storey front side and rear extension, single storey rear extension including raising of roof to existing single storey garage and utility area and loft conversion served by rooflights to the front, side and rear.

Delegated Decision

Ful Application

Planning Officer: Claire Williams

The Parish Council have no Objections to this application but request that obscure glass be used in the flank wall windows facing 37 Shire Lane as a planning condition

8 14/1102 01/07/14

Mrs B Slack
5 Ellwood Terrace
Chorleywood Bottom

Installation of four replacement UPVC windows

Delegated Decision

Ful Application

Planning Officer: Claire Williams

The Committee have No Objections to this application but request that as this property is in a conservation area that windows match those of their neighbours in style.

9 14/1103 01/07/14

Mr M Harman
Chess View
Chess Way
Chorleywood

Construction of rear dormer

Delegated Decision

Ful Application

Planning Officer: Ms Joanna Bowyer

The Committee have No Objection to this application

Planning Applications Considered

Applications considered on 1-7-14

10 14/1104

01/07/14

Waitrose Ltd
Car Park - Chorleywood Railway
Station Approach
Chorleywood

Insertion of Waitrose collection lockers within Station carpark.
Delegated Decision
Full Application
Planning Officer: Rob Morgan

The Committee have No Objection to this application

11 14/1123

01/07/14

Mr d Knight
Killowen
Bridle Lane
Loudwater

Single storey side and rear extensions, two storey rear extensions, first floor side and rear extensions, front extension, roof alterations including dormer window and rooflights to front elevation and the creation of a carriage driveway.
Delegated Decision
Full Application
Planning Officer: Suzanne O'Brien

The Committee had No Objection to this application

12 14/1133

01/07/14

Mr L Rach
26 Carpenters Wood Drive
Chorleywood

Retrospective Application. Construction of raised tree house to rear
Delegated Decision
Retrospective application
Planning Officer: Claire Williams

The Committee have No Objections but request that a condition be put on the application so that the natural screening providing privacy to neighbouring properties should be retained.

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 8TH JULY 2014

MEMBERSHIP & ATTENDANCE

Chairman: * Mrs B Green

Councillors * Mrs J Clark
* Mrs B Dickens
* T Edwards (ex officio)
* R Khiroya
* Mrs J Leeming
* Mrs A Preedy
* M Trevett
* S Watkins (ex officio)

* Denotes members present

There were three members of the public present.

14/01 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

14/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting held on 11th March 2014 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

14/04 MATTERS ARISING FROM THE MINUTES

13/91 – 13/76 Open Spaces Officers Report. Members were advised that nothing had been received by the Clerk direct from the Cricket Club regarding their plans although the Council had been copied in to correspondence with Martin Hicks (Herts Biological Records) who had been consulted by the Cricket Club. Cllr Trevett advised that the Cricket Club had contacted him to enquire who they should be speaking to regarding their plans and Cllr Trevett had responded that they should speak to the Parish Council as the Cricket Club's landlords. The clerk reminded Members that a Cricket Club advisory committee had been formed which was a formal committee of the Council and as such any meeting of this committee was a formal meeting and was required to be minuted with an officer present.

13/94 Maintenance of the Horse track: In response to a question from a member regarding why maintenance was necessary, the Ranger present explained that there was an area that had become quite boggy. It had been planned to put down Type 1 aggregates to consolidate the ground but this had been objected to by Natural England who had suggested grasscrete. Grasscrete was felt to be unsuitable for the horses and therefore the item was currently on hold. As a horse rider herself the Member felt that if horse riders needed to slow down to go through this area this was not an issue.

13/94 Height Restriction Barrier at Shepherds Bridge Permissive parking area: Members were advised that no discussion had yet been held with Herts County Council on this subject.

13/94 Christchurch Brick and Flint wall along the A404: Members were advised that works to the Flint and Brick wall along the A404 were due to take place in the School summer holidays, commencing following the last day of term for Christchurch. Both the School and Church have been advised of the works and the Church have been very helpful in agreeing to provide facilities for the workmen.

13/94 Parking Proposals: An update on the parking scheme operation was given to Members. Whilst there had been some initial confusion between the messages on the machine which indicate it is 'Out of Service' when outside the ticket issue times and 'Out of Order' when not working this is now better understood. There had been some vandalism to the machines by people seeking money that is clearly not in these machines and there had been a manufacturers fault with the wiring to the battery which had led to intermittent working. All faults had been fixed and remedial action taken by the enforcement company. Overall the feedback from both Members and parishioners was positive that the system was having an effect on the parking issues with more spaces generally available. There was however an issue with a local company that was abusing the system and it was agreed that the Clerk would write to them.

13/99 Cemetery pots: Members were advised that the Cemetery Administrator was still researching suitable graveside containers for potted plants.

14/05 FINANCIAL COMPARISON STATEMENT 2014/15

The figures and layout of the report was explained to Members. The Clerk advised that more detailed breakdown of the figures could be provided should Members require this outside the meetings.

The Committee
RESOLVED
To note the report.

14/06 HABITATS AND MANAGEMENT OF CHORLEYWOOD COMMON

Members received a presentation by the Parish Ranger on the habitats and management of Chorleywood Common which was well received. The Clerk suggested that if Members wanted a walk on the Common with one of the Rangers this could be arranged through the Parish Office.

14/07 NATURE TRAIL

Members were briefed by the Temporary Research Assistant on the Nature Trail Application to the Heritage Lottery Fund which was well received

Both presentations would be made available following the meeting.

14/08 OPEN SPACES OFFICER'S REPORT

Closed Churchyard at Christchurch: The background to the closing of the Churchyard in the 1980's and the maintenance contract operated by the Church with a contribution from the Parish Council was explained to Members. Officers would be having a meeting with the church office during the summer to discuss this and other matters.

Grazing: Members were advised that the grazing trial had finished and the cattle removed. Officers would be meeting with the grazier in the next few weeks to review the trial and the Clerk was asked to email Members with the outcome of the meeting. It was noted that the vandalism to the fence had stopped following publication of the issue by councillors and Friends of the Common.

The Chairman thanked the Officers for the very full and comprehensive report.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

14/09 OCCUPATION

Members were advised that allotment plots that were not being cultivated were being followed up and the process for this was explained. The position of the waiting lists containing people who now wanted to wait until next year was discussed. An advert had been placed in the Village day brochure inviting new tenants for the vacant allotments.

The Council
RESOLVED
To note the occupation

14/10 WAITING LISTS

The Council
RESOLVED
To note the details on the waiting list

LAWN CEMETERY

14/11 INTERMENTS

The Committee
RESOLVED
To note the number of interments that had taken place.

COMMON AND GROVEWOOD

GENERAL

14/12 CLOSURE

The meeting having commenced at 8.00 pm closed at 9.52 pm.

Signed Agreed by Chairman via email..... Date14/07/14.....

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

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

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 15th JULY 2014

MEMBERSHIP & ATTENDANCE

Chairman: * T Edwards

Councillors: H Davies
* Mrs B Green
* R Khiroya
* R Kipps
M Trevett
* S Watkins
Mrs J White
* Mrs J Worrall

*Denotes members present

Officers Present: Mrs Y Merritt – Clerk to the Council
Mrs C James – Deputy Clerk

RECOMMENDATION

REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk advised Members that it was a requirement to review standing Orders every two years and they need to reflect current legislation. The last review had been in 2012. Members agreed with the recommendation to setup a small working group to review the Council's Standing Orders and Financial regulations but felt that volunteers for this should be sought from the wider Council.

The Committee

RESOLVED TO RECOMMEND

To seek volunteers to review the Council's Standing Orders and Financial Regulations with a view of recommending changes and alterations to the next P&R Committee meeting.

This was proposed by Cllr Watkins, seconded by Cllr Mrs Green and carried unanimously.

14/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Davies, Trevett and White

14/02 DECLARATIONS OF INTEREST

There was one declaration of interest from Cllr Mrs Green as a member of U3A with respect to Agenda Item 9 – Application for Grant Funding from U3A.

14/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 1st April 2014 which had been taken at Full Council on the 8th April 2014 be approved as a true and correct record.

14/04 MATTERS ARISING FROM THE MINUTES

13/53 HR & H&S Contract: Members were advised that the Clerk and Cllr Morris had met with Peninsular but had no success in reducing the six contract notice period, which would expire in December 2014.

13/54 Quarterly Cashbook report: members were advised that account signatories were being changed as part of the new Council and that the National Savings and Investment Account would be included in this change.

13/57 Repeal of s.150(5) of the LGA 1972 – Implementation (England): Members were advised that it was not possible to progress this until Standing Orders were reviewed. The Clerk advised that she was attending a HAPTC workshop the following Friday at which Clerks across Hertfordshire would be attending and that one of the items for discussion was Banking. It was agreed that other Banking options would be explored by the Clerk who would report back at the next meeting.

14/05 FINANCIAL COMPARISON STATEMENT

Members were advised that Village Day receipts and invoices were still coming in so the final position of the budgets was not yet known and a more comprehensive report would be put to the next P&R Committee. It was explained that with respect to the Income and Expenditure for Village Day the aim was to break even with any profit being used for the purchase of something for long term use, this year had been the purchase of the Parish Council Feather Flags. Next year the cost of new banners advertising Village Day would need to be looked at. The Clerk advised that there had been a lot of positive feedback from participants with some learning points to take on board for next year.

Expenditure Line 136 Hanging Baskets was confirmed to cover the planting and maintenance of the Hanging Baskets in the Village for one season only.

The Committee
RESOLVED
To note the report

14/06 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

See Recommendation

14/07 THE LOCAL GOVERNMENT TRANSPARENCY CODE FOR PARISH COUNCILS WITH GROSS ANNUAL INCOME OR EXPENDITURE EXCEEDING £200,00

Members were advised that as a Financial Comparison report was taken at every Committee and the list of cheques raised for the previous quarter at each Full Council meeting, these effectively covered the elements of the Transparency Code. It was suggested that the Working Group that will be set up to look at Standing Orders and Financial Regulations considers the Transparency Code as part of that review.

The Committee
RESOLVED
To note the report

14/08 THE FINAL INTERNAL AUDIT

Members complimented the Officers on the Final Internal Audit report. The Clerk advised that despite the good report the Council will receive a Qualified Audit report this year due to the legislation that meant that the Council had to approve the End of Year Accounts by the 30th June. When the Government had moved the date of the elections this requirement had not been considered and therefore it had not been possible to approve the finances by the due date.

The Committee

RESOLVED

That the Final Internal Audit report be approved.

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

14/09 APPLICATION FOR GRANT FUNDING

The Committee

RESOLVED

That the application for grant funding to the amount of £250 from U3A be approved to research backgrounds to individuals recorded on the WWI War memorial under Local Government Act S111 – Subsidiary powers of Local Authorities.

This was proposed from the Chair by Cllr Edwards and carried with one abstention due to a declaration of interest.

14/10 PARISH COUNCIL INSURANCE

Members considered the cover offered by Came & Company, the Council's current insurers and raised queries on two aspects:

- i) Cover for Office Equipment @ £5,000 seemed low. The Clerk believed this to be per item but would get this clarified
- ii) There was no cover for Gates and Fences. The Clerk was asked to confirm whether the Cemetery Gates were included under the category Street Furniture.

The Clerk advised that the Fidelity Guarantee had been increased to cover the increase in the precept. It was confirmed that if the contract was extended to 2017 in order to receive the discount in contract price, that this did not preclude any element of cover being changed as necessary during that period.

The Committee

RESOLVED

That the extra two years be agreed subject to suitable answers being received on the queries raised.

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

14/11 OFFICE TELECOMS

Members discussed the offer from the Council's existing supplier to replace and upgrade the current office telecoms. This had first been raised in 2011 when a second quote from another company had been received and the existing Supplier had been chosen. The work had however been put on hold at that time due to potential office moves. As there were now no additional costs to be incurred under this current offer for moving accommodation within the building it could now be progressed. With respect to the Halls it was agreed that availability of Wi-Fi at the Halls would be a selling point. The Clerk confirmed that a contract would be signed to ensure that all aspects of supply were covered.

The Committee

RESOLVED

That the Council agree the contract for renewal and replacement of the telecoms system as outlined in the report with the existing Telecoms supplier and it would be reviewed again in two years time at the end of the proposed contract.

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

14/12 CiLCA UPDATE

The Clerk advised that she would be attending her final training session the following day and had five more modules to undertake and was on target to complete the qualification by Christmas this year.

14/13 CLOSURE

The meeting having started at 8.00 pm, finished at 9.35 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

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408428	3386	29/04/14	£66.00	£11.00	£55.00	P & R ARCO Watford	H&S equipment
408429	3387	29/04/14	£232.32	£38.72	£193.60	OS TBS Hygiene Ltd	Dog Bin Maintenance
408451	3398	01/04/14	£17.00	£0.00	£17.00	P & R LCR Magazine	Annual subscription
408452	3399	01/04/14	£1,198.80	£199.80	£999.00	P & R Edge Designs Limited	annual contract for computer software
408453	3400	01/04/14	£2,074.18	£0.00	£2,074.18	P & R The Broker Network (came & Company)	vehicle insurance
408454	3401	01/04/14	£1,485.97	£0.00	£1,485.97	P & R H A P T C	Annual Subscription
408455	3402	01/04/14	£150.00	£0.00	£150.00	P & R Neopost	post credit
408456	3393					OS Watts C	salaries april
408456	3394	16/04/14				OS Watts C	staffing costs
408456	3403	16/04/14				OS Watts C	april salary
408457	3395	16/04/14				OS Palmer P	staffing costs
408457	3404	16/04/14				OS Palmer P	Salary April
408458	3396	16/04/14	Salary costs April £10,142.44			OS Goddard.A	staffing costs
408458	3397	16/04/14				OS Goddard.A	staffing costs
408458	3405	16/04/14				OS Goddard.A	Salary April
408459	3388	16/04/14				P & R Merritt Y D	staffing costs
408459	3389	16/04/14				P & R Merritt Y D	staffing costs
408459	3406	16/04/14				P & R Merritt Y D	salary april
408460	3390	16/04/14				P & R James.C	staffing costs
408460	3391	16/04/14				P & R James.C	staffing costs
408460	3407	16/04/14				P & R James.C	salary april
408461	3392	16/04/14				P & R Putman.M	staffing costs
408461	3408	16/04/14				P & R Putman.M	salary april
408462	3409	16/04/14	£416.79	£0.00	£416.79	OS TRDC	trade refuse fist 1/2 year
408463	3410	29/04/14	£50.00	£0.00	£50.00	P & R H A P T C	training costs
408464	3411	29/04/14	£712.80	£118.80	£594.00	P & R Banham Aegis Alarms	annual alarm invoice
408465	3378	29/04/14	£846.00	£141.00	£705.00	P & R Blitz Advertising Ltd	Chorleywood Matters
408466	3412	29/04/14				OS Bindloss E	salary april
408467	3413	29/04/14	£0.00	£0.00	£0.00	P & R SPOILT CHEQUE	spoilt cheque
408468	3414	29/04/14				P & R Watts L	salary april
408469	3415	29/04/14	£3,319.30	£0.00	£3,319.30	Inland Revenue	Tax & Ni April
408470	3416	29/04/14	£3,579.42	£0.00	£3,579.42	Hertfordshire County Council	superannuation april
408471	3417	16/05/14	£90.00	£15.00	£75.00	OS Wragg Jonathan	Advice in respect of water pipes & compensation
408472	3379	06/05/14	£594.00	£99.00	£495.00	P & R D2DDistribution	distribution of Chorleywood Matters
408473	3418	06/05/14	£71.90	£0.00	£71.90	P & R Fleming P	1.4 - 30.4 Website
408474	3419	06/05/14	£99.59	£16.60	£82.99	P & R Neopost	Franking system
408475	3420	06/05/14	£150.00	£25.00	£125.00	P & R Neopost	Postage recredit
408476	3421	06/05/14	£90.00	£0.00	£90.00	P & R ICCM	Subscription - ICCM
408477	3377	06/05/14	£145.20	£24.20	£121.00	P & R UK Safety Management Systems	PAT Testing
408478	3422	06/05/14	£43.74	£0.00	£43.74	P & R TRDC	Civic Reception payment for Cllr R Khuroya - 26/04/14
408479	3423	06/05/14	£958.00	£0.00	£958.00	OS TRDC	Contribution to Chiltern Conservation Board

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408480	3373	16/05/14	£264.00	£44.00	£220.00 OS	Rainbow Florist Supplies	cemetery vases
408481	3424	16/05/14	£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	Plaque - Q208b
408482	3425	16/05/14	£20,000.00	£0.00	£20,000.00 P & R	Chorleywood War Memorial Hall	WMH Grant from Parish
408483	3426	16/05/14	£45.00	£0.00	£45.00 P & R	Open Spaces Society	Subscription to Open Spaces Society
408484	3368	16/05/14	£276.54	£46.09	£230.45 OS	Falon Nameplates Ltd	Memorial Plaque FN657A
408485	3369	16/05/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	Memorial Plaques A-086A
408486	3372	16/05/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	Memorial Plaque A 202
408487	3374	16/05/14	£666.24	£111.04	£555.20 OS	Falon Nameplates Ltd	memorial Plaque A 220
408488	3375	16/05/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	Memorial Plaques A188E
408489	3427	16/05/14	£355.20	£59.20	£296.00 OS	Shaw & Sons Ltd	Bye Law Posters
408490	3428	16/05/14	£98.04	£16.34	£81.70 P & R	Hertfordshire County Council	Stationery
408491	3371	16/05/14	£251.28	£41.88	£209.40 P & R	Hertfordshire County Council	display board
408492	3429	16/05/14	£141.17	£7.58	£133.59	Petty Cash	
408493	3430	16/05/14	£47.82	£7.97	£39.85	P & R Hertfordshire County Council	Stationery
408494	3431	19/05/14	£202.96	£33.83	£169.13 OS	ARCO Watford	Boots, rain paint, jacket
408495	3432	19/05/14	£328.00	£54.67	£273.33 P & R	Ricoh Uk Ltd	Usage - 01/02 - 30/04
408498	3434	19/05/14	£232.32	£38.72	£193.60 OS	TBS Hygiene Ltd	Collection of Dog Waste
408499	3435	19/05/14	£146.08	£24.35	£121.73 OS	Stocksigns	Clips and post for cattle signs
408500	3436	19/05/14	£17,584.80	£2,930.80	£14,654.00 CNCL	Geo Brown Implements Ltd	New KX019 Kubota
408501	3437	19/05/14	£5,352.28	£892.05	£4,460.23 CNCL	District Enforcement Ltd	Parking enforcement
408502	3442	19/05/14			OS	Goddard.A	salary may
408503	3443	19/05/14			OS	Palmer P	salary may
408504	3444	19/05/14			OS	Watts C	salary May
408505	3445	19/05/14			P & R	James.C	salary may
408506	3446	19/05/14	Total Salary costs for May £10,206.60		P & R	Merritt Y D	salary may
408507	3447	19/05/14			P & R	Putman.M	salary may
408508	3438	21/05/14	£0.00	£0.00	£0.00 OS	SPOILT CHEQUE	spoilt cheque
408509	3448	21/05/14	£0.00	£0.00	£0.00 OS	SPOILT CHEQUE	spoilt cheque
408510	3439	21/05/14			P & R	Watts L	May Salary
408511	3440	21/05/14	£87.60	£14.60	£73.00 OS	ARCO Watford	Gortex safety boots - C.W.
408512	3441	21/05/14	£35.00	£0.00	£35.00 P & R	Ashtav	Subscriptions
408516	3449	03/06/14	£26.10	£4.35	£21.75 OS	ARCO Watford	equipment
408517	3450	03/06/14	£129.62	£21.60	£108.02 OS	New Road Service Station	new batteries for fencing
408518	3451	03/06/14	£139.90	£0.00	£139.90 P & R	Fleming P	website
408519	3382	03/06/14	£4,800.00	£800.00	£4,000.00 OS	Maydencroft Farms	Virtual Fencing
408519	3452	03/06/14	£5,184.00	£864.00	£4,320.00 CNCL	Maydencroft Farms	virtual fencing
408520	3453	03/06/14	£432.00	£72.00	£360.00 P & R	Auditing Solutions	final update year end audit
408521	3454	03/06/14	£58.80	£9.80	£49.00 P & R	ARCO Watford	H&S equipment
408521	3456	03/06/14	£35.93	£5.99	£29.94 OS	ARCO Watford	manhole covers for grazing
408522	3455	03/06/14	£780.00	£130.00	£650.00 P & R	Laurel Garden Services	hanging baskets
408524	3457	03/06/14	£518.02	£0.00	£518.02 OS	Christ Church Chorleywood	grounds maintenance

Parish Council Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408525	3458	03/06/14	£30.00	£0.00	£30.00 P & R	Mills Window Cleaning Services	window cleaning
408526	3459	03/06/14	£720.00	£120.00	£600.00 OS	J Byne	skip and fly tip clearance
408527	3460	03/06/14	£284.39	£47.40	£236.99 OS	Harrisons Packaging	refuse sacks
408528	3461	03/06/14	£23.76	£3.96	£19.80 OS	Travis Perkins Trading Co Ltd	post crete
408529	3462	03/06/14	£295.81	£49.30	£246.51 P & R	Newsquest (Herts And Bucks) Ltd	web advert for assistant ranger
408530	3463	03/06/14	£1,166.75	£194.46	£972.29 P & R	Newsquest (Herts And Bucks) Ltd	advert for ranger and admin post
408531	3464	03/06/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	bronze plaque Q224B
408532	3465	03/06/14	£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	memorial plaque A213
408533	3466	03/06/14	£21.00	£0.00	£21.00 P & R	TRDC	village day licence
408534	3385	05/06/14	£1,060.00	£176.67	£883.33 P & R	Hertfordshire County Council	Chairs
408534	3467	05/06/14	£45.50	£7.58	£37.92 P & R	Hertfordshire County Council	Chairs credit for the remaining R/C see tn3385
408535	3469	06/06/14	£5,220.00	£870.00	£4,350.00 CNCL	Alan manson	Planning permission and Building Regs approval
408536	3468	06/06/14	£172.00	£0.00	£172.00 P & R	H A P T C	Cllr Training 19/06/14
408537	3470	10/06/14	£187.13	£23.04	£164.09	Petty Cash	June Petty Cash
408538	3485	19/06/14			OS	Watts C	Salary June
408539	3486	19/06/14				Palmer P	Salary June
408540	3487	19/06/14				Goddard.A	salary June
408541	3488	19/06/14	Salary Total £12529.66 June		P & R	Merritt Y D	Salary June
408542	3489	19/06/14			P & R	James.C	Salary June
408543	3490	19/06/14			P & R	Hamilton L	Salary June
408544	3484	19/06/14			P & R	Putman.M	Salary June
408545	3471	24/06/14	£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	Memorial plaque Q400
408546	3472	24/06/14	£25.00	£0.00	£25.00 P & R	Chiltern Society	Subscription
408547	3473	24/06/14	£85.00	£14.17	£70.83 OS	New Road Service Station	Battery for Cattle fencing
408548	3474	24/06/14	£35.00	£0.00	£35.00 P & R	H A P T C	Attendance at Chairmanship 26/06
408549	3475	24/06/14	£48.00	£0.00	£48.00 P & R	Hart N	Board Written & Gilded
408550	3476	24/06/14	£96.00	£0.00	£96.00 P & R	TRDC	caddy sacks
408551	3477	24/06/14	£150.00	£0.00	£150.00 P & R	Watford Hospital Radio	hospital radio for village day
408552	3478	24/06/14	£370.00	£61.67	£308.33 P & R	Laurel Garden Services	hanging
408553	3479	24/06/14	£19.75	£3.29	£16.46 P & R	Sos Office Supplies	stationery
408554	3483	24/06/14	£0.00	£0.00	£0.00 P & R	SPOILT CHEQUE	spoilt cheque
408555	3480	24/06/14	£290.40	£48.40	£242.00 OS	TBS Hygiene Ltd	dog bin maintenance
408556	3481	24/06/14	£7,125.00	£0.00	£7,125.00 P & R	Hertfordshire Police Authority	quarterly bill for PCSOs
408557	3491	26/06/14	£0.00	£0.00	£0.00 P & R	SPOILT CHEQUE	spoilt cheque
Total			£127,867.34	£9,033.16	£118,834.18		

Chorleywood Village Halls Cheque list

Start of year 01/04/14

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
W403154	614	16/04/14	£135.48	£22.58	£112.90	WMH Hertfordshire County Council	Stationery
W403155	615	16/04/14	£22.66	£3.78	£18.88	WMH ARCO Limited	Fire exit signs
W403156	620	16/04/14	£336.40	£56.07	£280.33	WMH Right Maintenance Ltd	repairs to Hollybush roof
W403202	625	01/04/14	£0.00	£0.00	£0.00	WMH Spoilt Cheque	spoilt cheque
W403203	622	01/04/14	£1,280.23	£213.37	£1,066.86	WMH Phs Group Ltd	handriers
W403204	623	01/04/14	£117.00	£19.50	£97.50	WMH Edge Designs Limited	computer finance system
W403205	624	01/04/14	£165.24	£27.54	£137.70	WMH Phs Group Ltd	bullsland hall sanitary
W403206	626	16/04/14				WMH Putman.m salary April	
W403207	627	16/04/14	£178.76	£0.00	£178.76	WMH TRDC	trade refuse bullsland
W403208	628	16/04/14	£416.79	£0.00	£416.79	WMH TRDC	trade refuse wmh
W403209	630	16/04/14	£30.00	£0.00	£30.00	WMH CDA Herts	affiliation fee
W403210	629	16/04/14	£985.80	£164.30	£821.50	WMH Prs For Music	music licence
W403211	631	29/04/14				WMH Sears Derek	salary april
W403212	632	29/04/14	Total Salary £1980.55 April			WMH Arnold M	salary april
W403213	633	29/04/14				WMH Watts Mrs L	salary april
W403214	634	29/04/14	£753.34	£0.00	£753.34	WMH Hertfordshire County Council	pension contribution
W403215	635	29/04/14	£455.00	£0.00	£455.00	WMH Inland Revenue	tax & ni april
W403216	616	06/05/14	£157.20	£26.20	£131.00	WMH UK Safety Management	PAT Testing for Village Halls
W403217	636	19/05/14	£65.28	£10.88	£54.40	WMH Hertfordshire County Council	replacement cutlery and crockery
W403218	637	19/05/14	£79.95	£13.32	£66.63	WMH Hertfordshire County Council	stationery
W403219	638	19/05/14	£140.40	£23.40	£117.00	WMH Nelson	repairs to bullsland hall dishwasher
W403220	639	19/05/14	£22.26	£1.06	£21.20	WMH E.on	elec bill Hollybush Hall
W403221	640	19/05/14				WMH Putman.m	salary May
W403222	641	21/05/14	Total Salary £2787.77 May/June			WMH Sears Derek	salary May
W403223	642	21/05/14				WMH Arnold M	salary may
W403224	643	21/05/14				WMH Watts Mrs L	salary may
W403225	644	21/05/14	£97.50	£0.00	£97.50	WMH TRDC	fee for planning application
W403226	645	21/05/14	£452.87	£0.00	£452.87	WMH Inland Revenue	income tax & Ni
W403227	646	21/05/14	£749.94	£0.00	£749.94	WMH Hertfordshire County Council	superannuation
W403228	647	21/04/14	£0.00	£0.00	£0.00	WMH Spoilt Cheque	spoilt cheque
W403229	648	03/06/14	£0.00	£0.00	£0.00	WMH Spoilt Cheque	spoilt cheque
W403230	649	03/06/14	£35.00	£0.00	£35.00	WMH Mills Window Cleaning Services	Window cleaning
W403231	652	24/06/14				WMH Putman.m	Salary June
W403232	650	24/06/14	£54.23	£9.04	£45.19	WMH Hertfordshire County Council	consumables
W403233	651	24/06/14	£62.50	£0.00	£62.50	WMH Mrs I Tracey	refund of hall hire
Total			£11,562.15	£591.04	£10,971.11		

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

CHOULEYWOOD PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2013	31 March 2014	
1 Balances brought forward	278,321	341,101	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	341,850	345,500	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	158,972	96,381	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-196,232	-216,904	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-241,810	-219,606	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	341,101	346,472	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	518,457	351,092	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,743,199	1,756,042	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.
Trust funds (including charitable)	✓	✓	

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		‘Yes’ means that the council	
	Yes	No		
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.	
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.	
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.	
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how the council will address the weaknesses identified.



Chorleywood Parish Council

4 Year Vision

June 2012 – June 2016

Contents

- 1. Introduction**
- 2. People**
- 3. Policy & Resources**
- 4. Halls**
- 5. Open Spaces**
- 6. Planning**
- 7. Review & Evaluation**

Document updated July 2014

1. Introduction

Welcome to the Chorleywood Parish Council (the “Council”) Four Year Vision (the “Vision”). The Vision sets out the objectives the Council wishes to achieve over the next four years. Sections 3 – 6 provides detail of anticipated timings, cost implications and prerequisites in order to deliver each objective.

A bit about the Council

The Council consists of 17 elected members representing the four wards of Chorleywood: North, South, Cedars and Quickwood. Members are elected for a four year term. Working with a team that consists of three officers, three Rangers and two caretakers, led by the Clerk, the Council is responsible for:-

- The Common
- Lawn Cemetery
- Management of three Village Halls – War Memorial, Hollybush and Bullsland Hall
- The management of the Allotment Sites
- Grove Wood and
- Commenting on all planning applications for Chorleywood

Our Mission Statement

To foster the social, economic and environmental welfare of the Chorleywood Parish and to contribute to a sustainable and inclusive community.

Our Strategic Objectives

1. To be responsive to the needs of our Parishioners
2. To liaise and develop working relationships with relevant public sector bodies and private sector organisations in order to benefit the Parish
3. To provide sustainable services to a high quality
4. To be considerate of all Parishioner’s views and act to promote resources for all needs in the Community

2. People

Councillors (June 2012)

Max Green (MG)
Margaret Jarrett (MJ)
Lyn Sutherland (LS)
Stephen Watkins (SW)
Alex Hayward (AH)
Alison Preedy (AP)
Jane White (JaneW)
Vivien Lantree (VL)
Wendy Boatman (WB)

Geoff Liley (GL)
Norman Eve (NE)
Tony Edwards (TE)
Rodney Kipps (RK)
Jackie Worrall (JW)
Raj Khiroya (RCK)
Ken Morris (KM)
Pat Howell (PH)

Councillors (July 2014)

Jo Clarke
John Copley
Harry Davies
Barbara Dickens
Tony Edwards
Barbara Green
Rodney Kipps
Raj Khiroya
Jill Leeming

Ken Morris
Alison Preedy
David Raw
Martin Trevett
Steve Watkins
Jane White
Jenny Wood
Jackie Worrall

Officers

- Clerk – Yvonne Merritt
- Claire James (Deputy Clerk) - Chorleywood Lawn Cemetery, Committee Manager & Website
- Michelle Putman (Admin Officer) - Planning Enquiries & Hall Bookings
- Laura Hamilton (Admin Assistant) - Village Day, Events, Finance & Media
- Chris Watts (Ranger) - Lawn Cemetery, Allotments & Parish Paths
- Andrew Goddard (Ranger) - Common
- Phil Palmer (Assistant Ranger) – Lawn Cemetery, Allotments & Parish Paths
- Mike Arnold (Caretaker) - War Memorial Hall, Hollybush Hall
- Derek Sears (Caretaker) - Bullsland Hall
- Lynne Watts (Cleaner)

3. Policy & Resources

Item	Detail	Other Committees affected	Prioritisation rank 1-5, 1 is the highest priority	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion	Progress
Grants & Funding	A cross Panel to be set up to look at grants and funding to try and get more funding for projects	All	5	2-3 Councillors and an officer to sit on G&F Panel- to access and apply for G & F MJ to link up with Dacorum, working with LS and WB to work through EU and local opportunities	Staff time	June '12	Update and review progress at each P&R meeting	Ongoing. Temporary research assistant appointed – application made for funding from the Heritage Lottery Fund
Property Register	Document all the buildings within the Council's ownership and buildings of significance in the area (Localism Act ref – first refusal) – a Panel to be established to manage this going forward	Planning, Halls	3	Office to commence work on the directory working through leases and other relevant documentation to establish a database that allows the Council to understand when renewals, maintenance etc. are required	Staff time Database software?	June '12	Review in September at P&R	Commenced with working party set up (JaneW,RCK,JW)
Communication	A master document tracking all key decisions made on a topic – eg: Grazing.	All	1	Office to be responsible for maintaining a master copy of selected agenda items collated from both the distributed agenda and minutes. Standing item on the P&R agenda to identify new and review current topics	Staff time	June '12	Update and review progress at each P&R meeting	Ongoing – to be reviewed by Committee

Chorleywood Parish Council
 4 Year Plan
 June 2012 – June 2016

Training	To look at the training needs of Councillors and PC Staff and quality of training to be assessed on a case by case basis	All	2	A Councillor on the HR Panel to liaise with the Clerk to assess what training has taken place and what is required going forward	Staff time	June '12	Review on a case-by-case basis via P&R	Questionnaire Issued to Councillors and responses collated and presented to P&R. May wish to undertake this process again with the New Council.
Appraisals	HR Panel to establish what appraisals would look like and how to implement for PC staff	NA	4	HR Panel		July '12	Autumn '12	TRDC Template used and adapted for CWPC use. First round for Officers completed August 2013. Annual reviews ongoing.

4. Halls

Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External) and next steps	Anticipated Cost	Date work is due to commence	Target date for completion
Hollybush Education Centre	Change of use to an Education Centre	Open Spaces	1	PH has researched ramp access- PC surveyor has been contacted- Michelle to update - PH, RK & JW – to send MP a list of equipment/ refurbishment works needed - Michelle to detail costs of equipment Now incorporated into the plans for the extension to War Memorial Hall to provide a meeting room and refurbishment of the toilets.	Resource time, equipment, refurbishment in kitchen, advertising once ready	Research commenced Q3 11/12. Refurbishment - TBC	To be reviewed
War Memorial Hall site leases	Review and assessment of any actions needed in light of the leasehold status on the War Memorial Site buildings		4	Clerk to supply RK and LS with copies of the leases for review. Correspondence re the Guide Hut ongoing		May '12	Ongoing
Publicity/ Marketing	Review and assessment of any actions needed to amend the marketing of the halls		3	Councillors & Office – advertising refresh of publications, website update and local leaflets/Chorleywood Matters, followed by My Chorleywood News the next month to spread the impact - Marketing Panel –SW, VL, AP, RK & MG - research local competition	Advertising costs	June '12	To be reviewed by Committee

Chorleywood Parish Council
 4 Year Plan
 June 2012 – June 2016

				<ul style="list-style-type: none"> - the Memorial Hall as an alternative to other local wedding reception/party venues – links to local caterers, florists etc <p>rates packages – eg: rate for a wedding rather than per hour</p>			
Relocating meeting venue for all Council meetings	Relocate all Council meetings to the Royal British Legion Hall/another hall	All	2	<p>Councillors & office – equipment needed (collapsible tables and chairs, internet access, phone) P&R – Cllrs Watkins & Lantree to review and report to P&R for what is needed.</p> <p>Trialled Bullsland Hall. TRDC to review PC application to purchase South Lodge. Meanwhile extension works at War memorial Hall will eventually accommodate Council meetings.</p>	Resource time Equipment	June '12	Ongoing

5. Open Spaces

Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion
Hollybush Hall	Change of use to an Education Centre	Halls & Planning	6	Subject to Halls Item – use thereafter will be managed by Halls Committee. See Above	See Halls Item Ongoing maintenance and publicity	Once Halls Item is complete	
Butterfly Survey	Volunteers to be trained by Mr Bill Cattle	NA	2	Friends of Chorleywood Common – to action for volunteers Volunteers now trained by Bill Cattle. Annual surveys undertaken.		June '12	Completed
Establish a 10 year calendar of surveys	Surveys to be undertaken on the Common	NA	5	Consultation required with CMS – type and frequency of surveys needed (Clerk to action) A number of surveys have taken place, grassland, birds, reptiles and annual flower surveys by the Rangers. All catalogued.	TBC with CMS	Summer '12	Ongoing
Investigation of a leisure trail	An informal leisure trail on the Common – feasible and/or in demand	NA	3	WB to research other nature/leisure trails on other commons/similar sites Insurance & DEFRA structure check (Clerk to action) Awaiting outcome of application to the Heritage Lottery Fund. Finance secured for two information boards from Chiltern Conservation Board.	Rangers' time and research	August '12	Imminent

Chorleywood Parish Council
 4 Year Plan
 June 2012 – June 2016

Allotment water harvesting & storing	Facilitating the harvesting and storing of water at the allotment sites	NA	1	Understand costs with Veolia water (Office to action). Nothing available directly through water companies, other avenues being investigated.	TBC with Veolia	June '12	Ongoing
Signs & Lecterns on the Common	Renewal/introduction of information boards and signs on the Common	NA	4	TE and Office to research cost of signs and lecterns of different materials (wood-based preferred). Now incorporated into the Heritage Lottery Fund application.	TBC with Office	July '12	Imminent

6. Planning

Item	Detail	Other Committees affected	Prioritisation Level (rank 1-5, where 1 is the highest priority)	Resource required (PC Staff/Councillors/External)	Anticipated Cost	Date work is due to commence	Target date for completion
Localism Act (LA)	Assess the impact of the LA and whether any changes need to be made to the way CWPC carry out their planning work		1	Three Rivers DC – liaise with and understand changes they are making, if any – MP to report back to Committee MP to send a copy of LA (sections of) to JaneW and GL – then they will review (copy can be found at- http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted)	Resource time		Completed
Parish Plan	Investigate the benefits of creating a Parish Plan	All	2	JW and JaneW – will liaise with Sarratt and Croxley to see what they did. Community Plan instigated and ongoing. Outcome of the neighbourhood Plan area designation awaited from TRDC.			Ongoing
Training	To look at the training needs of Councillors and PC Staff in light of the LA	P&R	3	Follow out of the Community Plan (item above) Access to TRDC and HAPTC training course to follow. (also linked to P&R item on training)			Ongoing

7. Review & Evaluation

The 4 Year Vision establishes what the Council intends to achieve over the next four years. The items identified by each Committee are in line with both our Mission Statement and our Strategic Objectives.

However, as the 4 Year Vision demonstrates a number of things are required in order to make each item a deliverable; in many instances, it will be crucial for the Council and Office to have the support and funding identified in place to make these ideas happen.

The 4 Year Vision shall be reviewed by Full Council at least once a year and amended/updated as and when necessary.

DRAFT HERTFORDSHIRE COUNTY COUNCIL PARISH AND TOWN CHARTER

The aim of this Parish and Town Council Charter is to help enhance the relationship between the County Council and the 124 Parish and Town Councils of Hertfordshire. It will set out how the County Council and the Parish and Town Councils will work in partnership for the benefit of the communities that they jointly serve.

The key principles below encapsulate the areas that the Charter wishes to affect:

- **Trust and mutual respect** – to develop relationships and partnerships that work.
- **Legitimacy** - to work together to demonstrate the relevance of the work carried out by Parish and Town Councils as demonstrated by participation in the electoral process.
- **Communication** – to develop effective ways of communicating to foster good relationships.
- **Consultation and engagement** – to facilitate meaningful and timely consultation whenever possible
- **Collaborative working** – working together to shape and deliver local communities.

1. INTRODUCTION AND VISION

About 41% of the population of Hertfordshire has a three tier local government structure. All of the county's 1.1million residents are represented and served by the County Council and one of the 10 District and Borough Councils. The 124 Parish and Town Councils cover a significant proportion of the land mass of the county. Each council has its own statutory responsibilities and distinct character. It is the responsibility of the Members and staff of these bodies to carry out their separate but complementary responsibilities within the resources available.

Since 2010 the way local government has had to work has changed dramatically. Reduced central government grant and council tax 'capping' has meant that the county and district councils have had to look very carefully at the services they deliver and first tier councils have also recognised the desirability of restricting precept increases.

All tiers of local government are important but, as a result of their local geographic remit, Parish and Town Councils have the opportunity to focus very closely on their own places and communities. The County Council has a strategic role in delivering services but recognises that these impact on the same people, communities and places, so working with the Parish and Town Councils will ensure closer contact with residents and an opportunity to establish mutually beneficial partnerships.

We are fortunate in Hertfordshire to have a strong and diverse community of local councils, supported by an active countywide body in the form of the Hertfordshire Association of Parish and Town Councils ('HAPTC'). We recognise that we achieve more when we work together, complementing one another's strengths, in order to better represent and serve our communities.

2. Localism

Hertfordshire has been in the forefront of initiatives for greater localism in public services and greater self-responsibility of communities for issues in their own area. The County Council sees this as a means of empowering local people to influence and shape local services and solve local problems, working alongside their local elected representatives. In terms of working with Parish and Town Councils on localism, our focus is on enabling elected members across the tiers of local government to bring their different contacts and spheres of influence to bear to broker solutions to local issues and needs.

Given this focus on localism, it will be increasingly important to work with local partners such as Parish and Town Councils to identify local needs and enable solutions to local issues. At the same time though, as a countywide authority, we will also have to balance this with the need to take decisions in the best interests of the whole of Hertfordshire which, sometimes, will be in conflict with the interests of a local community. Whilst we may not always agree, we will endeavour to engage with Parish and Town Councils on both local and countywide matters and to have an open dialogue; and work on the expectation that first tier councillors will be pro-active in raising issues of concern.

Local County Councillors are a key part of the relationship between Parish and Town Councils and the County Council. As elected local representatives, they provide a link between residents in parished areas and the County Council and can support local initiatives through their Members' Locality Budget and Highways Locality Budget

3. Members Locality Budgets

The Members' Locality Budget scheme provides each elected Member of the County Council with £10,000 to spend on worthwhile projects in their Division that promote social, economic or environmental wellbeing. Applications for funding can be submitted by community groups and organisations. However, it should be noted that the scheme is not intended to provide additional funding for other precepting bodies. More information can be found here: <http://www.hertsdirect.org/your-council/councillors/localitybudgetscheme/membrlocalbdgt/>

4. Highways Locality Budgets

The Highways Locality Budget scheme allows each elected Member of the County Council to allocate funding for highway maintenance. This can include road resurfacing, pavement repairs, and drainage clearing. The budget can also be used to support traffic calming schemes and smaller projects, such as hedge trimming, sign cleaning and white line painting. It is expected that local Members will consult before allocating funding, including with Parish and Town Councils. Opportunities for matched funding from District, Parish and Town Councils can be an effective way of promoting schemes of local importance. Further information can be found here: <http://www.hertsdirect.org/your-council/councillors/localitybudgetscheme/highwaysls/>

PRINCIPLES

1. **Trust and mutual respect** – to build relationships and partnerships that work.

Residents expect all tiers of local government to work in harmony together for the benefit of the local good. Better knowledge and understanding of each other's roles and responsibilities together with a willingness to work together to build trust and mutual respect will help.

2. **Legitimacy** - to work together to demonstrate the relevance of the work carried out by Parish and Town Councils as demonstrated by participation in the electoral process.

County Council and Parish and Town Councils acknowledge the value of ensuring that their council representatives are accountable and responsive to the needs of their local communities. Both County Council and Parish and Town Councils will strive to ensure that, wherever possible, councillors are democratically elected.

3. **Communication** – to develop effective ways of communicating to foster good relationships.

The County Council is committed to delivering excellent standards of customer service to all. We recognise the benefits of effective dialogue between the County and Parish and Town Councillors, given their position as local community representatives.

We recognise that many Parish and Town Councils have strong existing working relationships with individual officers across the County Council. Whilst we do not wish to alter these positive individual relationships, Parish and Town Councils' primary contact with the County Council is via their County Councillor. Beyond this, the most efficient and effective way for Parish and Town Councils to contact the County Council on matters for which they do not have an established contact is via the Customer Service Centre.

The County Council will:

- Provide customer services and information through our website, www.hertsdirect.org, our Customer Service Centre, libraries and other appropriate community-based services;
- Adhere to our Customer Service Standards, set out here: <http://www.hertsdirect.org/your-community/havesay/putcustfirst/> ;
- Listen to service users and deal with any complaints promptly and efficiently, as set out in our approach to comments, compliments and complaints here: <http://www.hertsdirect.org/your-community/havesay/commentcomplain/> ;
- Raise awareness of the role of Parish and Town Councils across County Council departments, including with the Customer Service Centre;

- Whilst recognising that the primary point of contact for Parish and Town Councils is their local County Councillor, we will explore additional appropriate channels through which services can communicate with Parish and Town Councils.

Parish and Town Councils will:

- Where they do not have an established contact at the County Council, use online County Council services and, where this is not possible, the County Council's Customer Service Centre for 'day-to-day' issues;
- Contact their local County Councillor regarding any issues that cannot be resolved through the above channels;
- Where possible, help share information about the County Council with local residents.

4. **Consultation and engagement** – to facilitate meaningful and timely consultation whenever possible and strive to work together to demonstrate the relevance of the work carried out by Parish and Town Councils as demonstrated by participation in the electoral process.

We recognise that effective consultation and engagement are vital foundations to closer working between the County Council and Parish and Town Councils. The County Council will:

- Seek to inform Parish and Town Councils on significant matters affecting their localities;
- Provide feedback on consultation processes affecting the area;
- Recognise and work closely with HAPTC as the collective voice of Parish and Town Councils for the County;
- Hold six-monthly Parish and Town Council Conference to discuss matters of mutual interest and identify new ways to work together;
- Invite Parish and Town Councils to the annual Hertfordshire Forward Conference and the annual Community Leaders consultation event on the County Council's budget.

Parish and Town Councils will:

- Invite their local County Councillor to Parish or Town Council meetings, treating them with appropriate respect as a colleague and representative of the community;
- Should County Councillors and County officers agree to attend a Parish or Town Council meeting, give County Councillors and County Council officers as much notice as possible if Parish and Town Councils would like County Councillors or officers to come to a Parish or Town Council meeting and advise them in advance of any key matters that the Parish or Town Council wishes to discuss with them;
- Engage with County Councillors as partners when they attend Parish or Town Council meetings and work together to explore constructive joint solutions to local issues;

- Consult the County Council about decisions made by Parish and Town Councils that affect the County Council, such as decisions about services they deliver jointly with the County Council or which impact on a County Council service;
- Respond to relevant County Council consultations, where their Council has a comment or contribution that they wish to make, and provide the views of as many local people as possible;
- Let the County Council know about any matters they wish to discuss at the six-monthly Parish and Town Council Conferences.

5. **Collaborative working** – working together to shape and deliver local services.

We know that there are many examples of effective joint working between Parish and Town Councils and the County Council to shape and deliver local services and communities. At the same time, we are always keen to hear from communities that want to get more involved in influencing, shaping, and indeed even running, county council services in their area in order to make them more efficient, effective and attuned to local needs.

The County Council will:

- Look for new ways to work closely with Parish and Town Councils across service areas;
- Be open to Parish and Town Councils that approach us to discuss how they can be more involved in specific County Council services, accepting that there may be times when we are not able to agree on how best to deliver a local service or when the County Council has to take decisions based on the interests of the wider county.

Parish and Town Councils will:

- Approach the County Council where this is a local service with which they are interested in being more involved;
- Should it be agreed between both parties that a Parish or Town Council will deliver a local service on the County Council's behalf, ensure that they have appropriate capacity, resources and accountability in place before doing so;
- Details of ways in which Parish and Town Councils can work with specific County Council services are set out in the appendix to this Charter, which will be updated as new ways of working together are developed.

6. **Reviewing and updating this Charter**

This Charter is intended to be a living document that will be updated as circumstances change. This first edition of the Charter sets out how the County Council and Parish and Town Councils will work better together for the benefit of the communities they jointly serve. The appendix sets out specific ways that Parish and Town Councils can work with particular County Council services, where a Parish or Town Council is interested in doing so. We will be looking at whether there are additional service areas which could be included in the appendix and will update this Charter accordingly over time.

Any updates to the Charter will be presented to six monthly Hertfordshire Parish and Town Council Conferences, which will cover different services and topics. These conferences will also be an opportunity for the County Council and the Parish and Town Councils to discuss current challenges and issues.

Signed by