

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 1st December 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors:

* Jo Clarke	* Ken Morris
* John Copley	* Alison Preedy
Harry Davies	* David Raw
* Barbara Dickens	Martin Trevett
* Barbara Green	* Steve Watkins
* Raj Khiroya	* Jane White
* Rodney Kipps	Jenny Wood
* Jill Leeming	* Jackie Worrall

*Denotes Member present

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

15/35 PUBLIC FORUM

There were four members of the public present, none wished to address the Council.

15/36 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports from District or County Councillors.

15/37 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Martin Trevett and Jenny Wood

15/38 DECLARATIONS OF INTEREST

Cllr Jackie Worrall declared that she does not attend Friends of Chorleywood Common Committee meetings when the play area is under discussion by that committee.

15/39 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 15th September 2015.

These were duly signed by the Chairman

15/40 MATTERS ARISING FROM THE PREVIOUS MEETING

In response to a question from a member, the Clerk advised that there had been no further contact or progress on the demolition of the Guide Hut.

15/41 CHAIRMAN'S ANNOUNCEMENTS

19th September – the Chairman had attended the Horticultural Society Meeting to present the Allotment Competition Winners prizes.

1st October – Presentations were made to the winner and runners up of the Chorleywood in Bloom Best hanging basket. The winner was Chorleywood Sports Shop with the runners up Chorleywood Bookshop and Eden Rose.

12th October – the Chairman had attended the Local Area Forum held at Sarratt.

21st October – the Chairman and the Clerk attended a meeting with Chorleywood Golf Club. The meeting is an annual meeting, the purpose of which is to go through any plans the Golf club have for tree works etc. Nothing contentious was raised and a tree work report was put to Open Spaces at the November meeting and the works had been approved.

8th November – a number of Councillors had attended the Remembrance Day service at Christchurch.

21st November - the Chairman's Annual Charity Quiz night was held which this year had raised over seven and a half thousand pounds for local charities. It was agreed that Bob Whitney does an excellent job for the Council and with the auctioneer and quiz presenter make a good team.

22nd November – the latest Indoor car boot sale at the War Memorial Hall had raised over £300 for the Hall.

15/42 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

15/43 CLERKS REPORT

The illuminated Christmas trees, which this year had replaced the usual lights on the lamp columns, were going down well with the Community. The Clerk suggested that all Councillors make a point of viewing them, to compare with the more traditional lights. The contract had only been let for one year and the decision would need to be made whether to continue with the trees or revert back to the more standard lights in the coming year.

The Council

RESOLVED

To note the report.

15/44 COMMITTEE MINUTES

Open Spaces 22nd September 2015 – Cllr Barbara Green presented the minutes highlighting the permission given for seating outside the Old Shepherd Public House. The Clerk advised that she would be attending a meeting regarding travellers in the next couple of weeks with other Parish Clerks to discuss how to proceed given that TRDC may not be able to help in the future.

Planning 6th October 2015 – Cllr Steve Watkins presented the minutes with no questions raised

Village Halls 13th October 2015 – Cllr Rodney Kipps presented the minutes with no questions raised.

Play Area in Chorleywood Advisory Group 15th October 2015 – Cllr Barbara Green presented the minutes explaining the verbatim format of them is to give all members of the Group and Councillors the full flavour of the discussion that takes place at the meetings. She reported that the Issues table was part way through completion. There was discussion over the issue of the TRDC confirmation of the partial area of Chorleywood that in their view should be covered by the play area, with Cllrs agreeing that the remit of the Parish Council was to look at the whole of Chorleywood

Planning 27th October 2015 – Cllr Steve Watkins presented the minutes with no questions raised.

Cricket Club Advisory committee 2nd November 2015 – Cllr Barbara Green presented the minutes explaining that this committee had not met for some time but had been convened to discuss the proposed Cricket Club

pavilion. She had been expecting a formal proposal to come forward perhaps to this meeting but the Clerk advised that she had not yet received a formal approach from the Cricket Club. It was not possible to accept the terms outlined in the minutes until the Cricket Club tell the Council what they propose. Cllr Jackie Worrall requested that as a previous member of the Advisory committee, one of the conditions that should be put in place was that if the Cricket Club was to go out of Business they could not sell the property without it coming back to the Parish Council. It was suggested that at the time of the lease negotiations the Council would have legal representation which would offer further protection on such issues as these.

Play Area Advisory Group 3rd November 2015 – Cllr Barbara Green presented the minutes. In response to a question regarding the close vote that had been taken on the request for a report from the Ranger, Cllr Barbara Green responded that it had been stated at the previous meeting that no further reports would be called for and she also felt that a report had already been done by the Ranger. The Clerk clarified that the report mentioned had been a response to the other reports. Cllr Barbara Green felt that the group could go on ad infinitum and it was under time constraints. She clarified that she felt that asking for further information at this stage would add delay. She added that the Group had received a full independent report on all sites and that an additional report from the Ranger would not add and she felt it would duplicate.

There was further debate on the clarification of the area of the parish to be covered by the play area which Cllr Barbara Green confirmed she had requested from TRDC. It was suggested that the terms of reference of the Group clarified that the Parish Council was looking at the whole of the Parish.

In response to a procedural question from a Member, it was confirmed that if issues were raised on a set of minutes which had been agreed by the Chairman of a particular committee or Advisory Group, any changes were recorded as part of the next set of minutes, the original agreed minutes were not altered.

Policy & Resources 3rd November 2015 Cllr Tony Edwards presented the minutes with a question being raised as to why the acceptance of the Standing Orders was not a recommendation to Full Council. The Clerk confirmed that the Standing orders had already been agreed at Full Council, there were no material changes to this agreement, just a couple of anomalies that had been ratified by the Policy and Resources Committee. She further advised that she had checked this approach with the Auditor. It was therefore confirmed that the responsibility taken on by Cllrs Barbara Green and Jackie Worrall for the updating of the Standing Orders was now complete, with all Councillors in receipt of the agreed copy. A formal vote of thanks was given to both of them for the completion of the work

Open Spaces 10th November 2015 – Barbara Green presented the minutes highlighting the priorities for the Four Year vision. It was clarified through discussion that although everyone agreed that the top priority whad been seen as the Security Improvements to the Common, the numbering of the other items inferred a priority which had not been agreed. Cllr Barbara Green agreed that perhaps bullet points rather than numbers should have been used. This would be minuted and ratified at the next Open Spaces Meeting.

The Clerk took the opportunity to update Members on the current situation regarding the log pile at the top of Larks Meadow. She advised that she had been approached by Micklefield Hall to use the wood for their Biomass incinerator and had agreed to sell the wood for £500. It was hoped that the wood would be removed by Christmas and the money received could then be used to source someone to make the posts etc that had been the original intention for some of the wood.

Cllr Tony Edwards advised that in the Clerk's absence the previous week he had agreed to the spending of £200 to get some fly tipping at Shepherds Bridge removed.

Cllr Jackie Worrall thanked Members of Open Spaces for rejecting the proposed plan by London Underground at Shepherds Bridge.

Planning 17th November 2015 – Cllr Steve Watkins presented the minutes. Cllrs Barbara Dickens and Steve Watkins had attended the TRDC meeting at which the development at Clover Court had been refused permission as it was viewed as back land development.

Village Halls 24th November 2015 – Cllr Rodney Kipps presented the minutes and the Recommendation made to Full Council by the Committee that:

A Working Group be set up to carry out regular inspections of all the Council Buildings to set up a schedule of works for each building.

The Council

RESOLVED

To adopt the recommendation with membership to be agreed.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Raj Khiroya and carried unanimously.

The Clerk advised that Cllr Jenny Wood had already put her name forward for such a working Group. Cllrs Alison Preedy, Raj Khiroya and Tony Edwards added their names with Cllr David Raw being suggested by Cllr Jane White who agreed to his name being added.

The Clerk advised Members that the council surveyor, who had worked for the Council for many years was retiring and the Council therefore needed to appoint a new Surveyor. She asked that if anyone knew of a local surveyor who would be willing to help the Council that they let her know. A vote of thanks was proposed to the current surveyor and it was agreed that his retirement would be recognised at the end of the financial year when the outstanding contracts at the Hall had been completed.

A request was made with respect to the purchase of new small tables that they be 'Bridge friendly' to accommodate the possibility of a Bridge club starting to operate at the Halls at a future date.

15/45 ACCOUNTS FOR PAYMENT

The Council

RESOLVED

To note the report

15/46 ANNUAL RETURN 2014/15

The unqualified audit was noted and the Clerk was congratulated on this achievement.

The Council

RESOLVED

That the external Auditors report be approved.

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

15/47 INTERNAL AUDIT REPORTS (FIRST INTERIM) 2015 – 16

It was confirmed that the formal update of governance and accountability was now in the Council's Financial Regulations. Members were informed that anything over £25K now going out to contract had to go out to Europe which would add three months to the procurement process

The Council
RESOLVED
To note the report.

15/48 COMMUNITY PLAN

Cllr Jane White updated Members on the Community Plan which was due to be discussed at an Extra Ordinary meeting of the Council the following Tuesday (8th December). A copy of the draft Community Plan was in all Councillors trays. She advised that the purpose of the meeting was to present the findings of the Community Plan Steering Group. She asked Members to look specifically at those items falling under the remit of the Parish Council. She further advised that the meeting was a Public Meeting, members of the Steering Group will attend and possibly other members of the public. If Members had any questions on the plan it would be helpful if she could have these in advance in order that a full answer may be given at the meeting. It was to be noted that the document for discussion was only a draft, the final one would be professionally published.

15/49 PLAY AREA OPEN MEETING

Cllr Tony Edwards explained the reason for calling the Play Area Public Forum meeting. The last time the Play Area had been discussed by the Council, the Council received criticism that people did not have sufficient chance to address the Council in the Open Forum agenda item at the start of the Full Council meeting. The opportunity for a Public Forum for the Play Area had been suggested by Cllr Jane White to address this criticism. With the current programme of Council meetings, the first available date for this meeting was the 19th January 2016 and this date, and format of the meeting, now needed to be agreed. In response to a Member's question it was confirmed that a request had been made that the Forum have an independent chairman.

The Council
RESOLVED

That an independent Chairman for the Play Area Public Forum be sought from HAPTC.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried unanimously

Discussion took place on the format that the meeting should take and who should answer any questions. A suggestion was made that the Authors of the independent reports ie CMS, Police and TRDC should be present at the meeting to answer questions. The Clerk advised that the Ranger would not be available for the meeting due to family reasons. It was felt by some that the Advisory Committee should not be put in the position of answering questions due to the differing views within the Group that could potentially confuse. It was confirmed that this meeting was intended to be a Public Forum and therefore Councillors were not formally summoned to attend. All Questions and Answers would be recorded. It was agreed that there was a need to have a presentation on how the Group has worked through the information and reached their conclusions, whatever they may be. It was noted that Members of the Press may well be present at such a meeting. The proposed timing of the meeting and how this fitted in with the next planned meeting of the Advisory Group for the completion of their deliberations was discussed and the amount of preparation required for this date given the Christmas Holiday in between now and the proposed date of the meeting and Cllr Barbara Green did not wish to see things rushed.

The Clerk advised Members on a point of order – that at a public forum Cllrs must be very careful not to express an opinion and thereby invite a suggestion of 'predetermination' which would then exclude them from voting when the recommendation of the Group was presented to the appropriate Full council meeting.

Cllr Barbara Green felt that if she was to prepare a presentation on the process, she would first want to present this to the Advisory Group and then to the Council. The proposed date for the Full Council meeting where the recommendation of the Advisory Group would be taken was the 23rd February, this being the only date that was available and fitted in with the Council's Calendar of meetings that would allow presentation of the Council's decision to the appropriate meeting at TRDC. She advised that she had been going to propose the 23rd February for the Public Forum. Discussion followed on the possibility of getting the presentation done in time, using the Open Spaces Meeting on the 12th January to present this to Councillors, in order that the 19th January date could then be made for the Public Forum. It was further suggested that the three report authors be contacted to see if they are available for that date. Cllrs Barbara Dickens and Jane White offered their help to Cllr Barbara Green with putting together the presentation into the appropriate format for presentation and the Chairman suggested that she call on other Councillors to assist if needed. It was also noted that Officer time would be required.

Further discussion took place on the possible outcome of the council vote. It was clarified that if a decision was made by the parish council and presented to TRDC, they (TRDC) could override the decision and choose another site but that this site could not be on Parish Council land. It was also noted that any site chosen would have to go through the full planning process

The Committee

RESOLVED

That the three authors of the Reports (CMS, Police and TRDC) be approached to see if they are available on the 19th January, if not the 23rd February be offered and all Councillors to be advised if the Authors are available.

15/50 CHORLEYWOOD MATTERS

Before the meeting concluded Cllr Ken Morris made the statement that the Autumn edition of Chorleywood Matters that had gone out this month had been an extremely good publication and thanked those responsible.

15/51 CLOSURE

The meeting have started at 7.30 pm, closed at 9.10pm

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

FULL COUNCIL MEETING

Agenda Item 9

Date: TUESDAY 1st December 2015

Subject: Clerks Report

VILLAGE HALLS – Following the refurbishment of the War Memorial Hall, the internal painting has now been completed. External painting will take place in the near future. During half term the floors will be sanded down and re-polished. This will complete the refurbishment of the War Memorial Hall. The Bullsland Hall has lost the booking from the RVS for meals on wheels, although the lunch club will continue. Work continues to try to generate more bookings and increase revenue, with a few promising new activities currently being negotiated. The Guide Hut at the rear of the War Memorial Hall has been demolished.

NOTICE BOARD – The new noticeboard has been erected outside the Parish Office which matches the planter nicely.

CHORLEYWOOD IN BLOOM – A meeting has taken place with the County Councillor Chris Hayward to discuss the future maintenance of Main and New Parades. There is a number of avenues currently being explored, and a full report will be forwarded in the spring.

INDOOR BOOT SALES – continue to gain momentum with plenty of tables being sold, however there still appears to be an issue with visitor numbers.

AUDIT – There will be a new audit regime commencing from the start of the 2017/18 financial year with a sector led body who will procure authority audit services, which claim will simplify arrangements and reduce the burden to the local authorities. At present there is no information available on what this will cost. The board of the new body will comprise of an individual chair, two independent members, and representations from NALC, SLCC and ADA. The new body will have a Memorandum of Understanding with DCLG, who will have observer status. The new Sector Led Body (SLB) will appoint auditors. There is no need at present for the Council to do anything, but Members need to be aware of the new regime.

CLEAN FOR THE QUEEN – The Parish Council have been approached by David Cansdale in his role as Deputy Lieutenant for Hertfordshire to see if the Council would support the Clean for the Queen campaign. The idea is to encourage the community to come together in a co-ordinated litter pick of local areas. The Parish Council are co-ordinating this and have invited all known voluntary organisations and local schools to take part.

The event will take place for schools during their normal working day on Friday 4th March, and the main event will take place from 2 – 4pm on Saturday 5th March. County Councillor Chris Hayward has donated £250 towards the scheme and TRDC have donated five 1100 ltr bins for the collected rubbish. So far Russell and St Clements Dane schools have signed up, with Connect Church, RVS, and Christchurch have so far confirmed.

THE QUEEN'S 90TH BIRTHDAY BEACONS - The matter of the Queen's 90th birthday celebrations was discussed at a meeting of the Policy & Resources Committee on Monday 25 January at TRDC, and whilst it was decided that no beacon-lighting event would be organised by the District Council,

other organisations in Three Rivers are encouraged to organise an event as deemed appropriate, although no financial or resource support will be available from TRDC. Cllr Trevett has passed on information with regard to Beacon Lighting and suggested that the Parish Council may wish to participate using an area near Shepherds Bridge. This will have legal and staffing implications and will need to be investigated further should the Council wish to pursue this suggestion.

A404 CROSSING – Confirmation has been received from HCC that the work will commence on phased lights for the A404 crossing on 11th March 2016. As promised that work should be completed before the end of the financial year.

CHORLEYWOOD MATTERS – work is underway for the next edition of Chorleywood Matters which will go out towards the end of the month.

STAFFING MATTERS – The Deputy Clerk is taking extended leave and will be absent for nearly four weeks. Office staff will cover her work during her absence.

CHORLEYWOOD COMMON –

- **TREES** – Contractors have successfully carried out the works on the boundary with the railway line. Some work has been delayed due to the proximity of the badger sets but this will be carried out later
- **TOP COMMON POND** – The work commissioned for the clearance of Top Common Pond South has been successfully carried out. The silt and other extracted materials are currently being stored on the Common whilst drying out before being taken off site.
- **FILMING** – Negotiations are on-going for filming on Chorleywood Common. If this goes ahead preparation and filming will take place over a period of 10 days. More information will follow.

Dates for your Diary

21st February 2016 – Indoor Boot Sale

23rd February 2016 – Play Space for Chorleywood Open Forum WMH

4th March 2016 - Clean for the Queen

20th March 2016 – Indoor Boot Sale

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the EXTRA ORDINARY MEETING OF THE PARISH COUNCIL held in the Common Room Hall, Common Road, Chorleywood, on Tuesday 8th December 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors: * Jo Clarke * Ken Morris
* John Copley * Alison Preedy
Harry Davies David Raw
* Barbara Dickens Martin Trevett
* Barbara Green * Steve Watkins
Raj Khiroya * Jane White
Rodney Kipps * Jenny Wood
Jill Leeming * Jackie Worrall

*Denotes Member present

Officers Present: Yvonne Merritt - Clerk
Michelle Putman - Admin Officer
Claire James - Deputy Clerk

The Chairman opened the meeting by confirming the reason for calling the meeting and welcomed the members of the public

PUBLIC FORUM

There were 12 members of the public present.

The Council heard representations from

- Greg Hill - Friends of Chorleywood Common
- Michael Hyde - Friends of Chorleywood Common

15/52 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Rodney Kipps, Raj Khiroya, and Jill Leeming
Cllrs David Raw and Martin Trevett were absent.

15/53 CHORLEYWOOD COMMUNITY PLAN

The Chairman welcomed everyone to the meeting and passed over to Cllr Jane White, Chairman of the Community Plan Steering Group.

Cllr White Opened the meeting with the following statement 'What is a Community Plan?'

She went on to advise the following

A Community Plan is:-

- Statement of wishes from residents about the community in which they live.
- It is not a Neighbourhood Plan, which is a legal document concerned solely with planning and development. The Community Plan Group is currently investigating whether Chorleywood will benefit from a Neighbourhood Plan from the results gathered, and will report back to Council on that point in due course. This is a Community Plan; it is not legally binding and covers a

wide range of topics. It is hoped it will form the basis for the Community Groups to work more closely together and have more shared projects.

How did we get to this point?

- Not everyone now on the Parish Council was present back in October 2013 when it was first decided to do this. It started off as a presentation from TRDC following introduction of the Localism Act 2011, which gives communities a greater degree of control about the look and development of their area.
- The Parish Council decided that Chorleywood was going to have a Community Plan. A Steering Group was formed to manage this project – to work alongside but separately from, the Parish, & other Community groups were invited to join our first meeting in December 2013.
- These were:
 - Friends of Chorleywood Common
 - Residents' Associations of Chorleywood & Loudwater
 - Chorleywood Mums
 - Neighbourhood Watch
 - Chorleywood Care & RVS
- In addition to those listed, Chorleywood Youth Council and the Business Association were invited but for various reasons they did not want to be involved.
- In order to draw up a Community Plan the Group needed to know what residents felt. So each Group put forward a series of questions, which they felt might be worth investigating further. The help of a Market Research consultant was enlisted who turned these into a formal questionnaire, which was hand-delivered to all the 4,485 households in the Parish in December 2014. An online version was also available. The questionnaire contained 30 plus questions covering pretty much every area of life in Chorleywood.
- The results were collated in January of this year, and from those results the group have been able to determine which bits of Chorleywood life people like and also draw out the areas where improvements could be made.

Action Points

There were 26 questions, delivered to 4485 households which meant the potential for 116,600 individual answers.

From these answers there were 27 action points, 19 involving the Parish Council. Ten of which the Council is already doing, which leaves 9 new action points to consider:

What the Parish Council is already doing

1. Chorleywood in Bloom

61% said they'd like to see flowerbeds and troughs in the village.

- The Council has agreed to an ongoing commitment to this successful initiative.

2. Library & Post Office

91% and 97% respectively felt these assets were important to Chorleywood.

- The Council is already supporting the Library Volunteers Initiative & in Planning Councillors have agreed to compile a register of Local Assets to monitor the provision of these services. If the future of either the Library or the PO is threatened there are steps the Parish can take to protect the asset for the community. It is not necessary at this stage but the situation will be monitored.
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3. The Common
81% say they visit at least monthly. 96% wish to see it protected for future generations – The Parish manages the Common sensitively already
4. Planning matters
59% requested a better mix of shops; 23% want more NHS dentists, and 35% improved mobile communications. These are already handled as they arise by Planning.
5. Protection of Green Belt
Similarly 94% want the Green Belt to be strictly protected and an overwhelming number want future development to be restricted to brownfield sites. These figures, plus specifics about which types of housing are desired, are useful to Planning Committee when considering new planning applications. Councillors can use this information to shape decisions as to which applications are likely to be supported or resisted.
6. Play Area
Of those expressing an opinion, 48% felt there were sufficient play facilities in Chorleywood. 52% felt there were not. The Play Area Advisory Group is already ably handling this matter.
7. Community Centre
33% of respondents felt Chorleywood would benefit from a new “Community centre” – as a consequence the Council is now issuing feedback forms to users of the Parish’s Village Halls to gauge their level of satisfaction, and to see where improvements, if any, can be made.
8. Promotion of events
Parish Officers do this already on the website and using the new Community Notice board
9. Crossing at the A404/Common Road
68% agreed that this was needed, and indeed funding is in place and work on this crossing will commence in early next year.
10. Bus services
Of those expressing an opinion, only 20% felt there were good bus services in and around Chorleywood. The Council (through Planning) is actively involved in the Herts CC consultation process and will continue to make representations as required, stressing the importance of these services.

What is the Community Plan proposing the Parish should do?

1. Public loos
70% felt a public loo in Chorleywood was important. The Parish can promote the facility at the Library using the new noticeboard, websites.
2. Protection of Woodlands & open spaces
When asked which features should be protected for future generations, the 3rd most popular response (after The Common & River Chess) was Woodlands & Open Spaces. It is suggested that the Council audits the Parishes green spaces, and considers whether they are under threat, and whether measures to protect them (for example, registering them as a Village Green) are required.
3. Maintenance of the Lawn Cemetery
63% said they were ‘very dissatisfied’ with the upkeep of the Lawn Cemetery. This was both a surprise and a disappointment and the Community groups all agree it is unjustified. The Parish Council need to investigate why this is the case, and to see whether it was a misunderstanding

(were they thinking of Christchurch cemetery) or whether there is a lack of understanding as to why the Lawn Cemetery is maintained as it is.

4. Cycle paths

48% felt Chorleywood would benefit from having cycle paths & 41% said the lack of cycle paths discourages them from getting out on their bikes more often. It is proposed that the Parish Council form a working party to investigate the feasibility of introducing cycle paths to the Parish.

5. GP surgeries.

Generally speaking, most were happy with the provision of GPs services within the Parish. But there is a spike in dissatisfaction in the 25-34 age groups and it is proposed that the Parish Council feeds these results back to GPs to see if they are aware of it, and to give them the opportunity to investigate further should they wish.

6. Parking

62% said there are insufficient parking spaces serving Chorleywood's medical facilities; 52% said there was insufficient parking for shoppers; and 48% said there was insufficient capacity at Chorleywood Station for commuters. The Community Plan group proposed that the Parish Council lobbies TRDC for more designated spaces by medical facilities, and that – perhaps under Planning – the Parish Council resists the erosion of spaces in the Ferry carpark, and at Chorleywood Station for alternatives uses such as supermarket pick-up points etc. The Parish Council might also contact TfL to investigate whether there is any additional capacity at Chorleywood station carpark.

7. Speed Limits

72% wish to see a reduction in speed limits outside schools and in the main shopping roads. St Clement Danes school has a 40mph limit outside it and it is proposed the Parish Council lends its weight to the campaign by CAIRS and the CRA and Neighbourhood Watch to lobby Highways to reduce this limit, and to support any other speed reductions in the areas highlighted.

8. Street lighting audit

28% were concerned about the lack of street lighting after dark. It is proposed the Parish Council works in conjunction with Neighbourhood Watch and CRA to determine if there are specific areas of the village that might benefit from all-night lighting to alleviate some of these concerns, and to lobby HCC accordingly.

9. Fast off-peak Met Line trains

In response to 54% of respondents stating that there are insufficient fast Met Line trains to London, it is proposed that the Council, alongside CRA, lobby David Gauke MP to try and get this service increased.

Of the remaining action points owned by the other groups, CRA, Neighbourhood Watch and Chorleywood Mums have adopted the plan.

Cllr White stated that she thought it was fantastic news that everything contained within this document is - broadly speaking - minor - we must celebrate the fact that when we asked the residents what they wanted, in the main, they were broadly happy with the way things are.

Cllr White advised that assuming the Parish Council adopted the plan, it would be reproduced professional in colour and be delivered to every household. Cllr Worrall advised that funding for this would be attained through grant funding.

The Chairman suspended the meeting at 7.50pm and opened up the room for questions.

Miss Howell wanted to comment on publicity of events – there are no parish noticeboard in Cedars ward and to engage with the public in this area was difficult. She suggested that Email lists whilst onerous in the initial setup would be efficient over time. Cllr White advised that there was a suggestion that the Steering Group set up a Survey Monkey as a one off exercise to enable people to sign up for whatever group they wished. Due to data protection these could not be shared between groups but members of the public would be able to sign up to whatever group took their interest at one signing up point.

Cllr Dickens also advised that the Parish Council had a Facebook page where general information and publicity was published.

Lyn Sutherland asked about the Freedom Pass, a question had been asked in the questionnaire with regard to free travel, and this had not been addressed in the summing up document. Cllr White agreed to address this situation.

Cllr Green asked a number of questions

1. With regard to the dissatisfaction of the lawn cemetery – she wished to know what question was asked, it was suggested that rather than a satisfaction survey an article be written in Chorleywood Matters asking for feedback. The Deputy Clerk confirmed that very rarely did she receive complaints. The Clerk suggested that there may be some confusion between the Lawn Cemetery and Christchurch and Chorleywood Road Cemeteries.
2. It was understood that Budgens had initially agreed to have a public toilet available and had received funding from TRDC towards costs etc. If this was now no longer the case where TRDC still making payments? Cllr White agreed to follow this up.
3. With regard to the community centre – she felt there was a difference between a community centre and what the Village Halls had to offer. In her opinion, a community centre had a bar and was open all day as a drop in centre with classes and play groups etc. It was agreed that further investigation was required to find out what was wanted and if the Parish Council were able to provide such services. Owen Edis suggested that perhaps the new cricket pavilion would be able to fit these criteria.
4. Speed limits – it was felt that more pressure should be put on HCC to enable the speed limits to be reduced. John Sheldon from NHW advised that the Police were currently undertaking random speed checks in Shire Lane, Green Street and Valley Road, with a view of getting drivers to slow down in these areas. Initially offenders were sent a letter but if drivers were caught a second time the Police could take action. It was suggested that the Parish Council talk to Little Chalfont as they had successfully reduced speed limits within their village.

Cllr Dickens noticed that the CRA were looking at street furniture and signage within the Parish. She advised that Parish Councillors were also looking at Gateway signs, therefore it was agreed that the CRA and Parish Council should work together on this and share information.

Cllr Copley stated that the quality and speed of WIFI and mobile covered had decreased in some areas. However he had discovered WIFI hotspots at the Stag, the Gate and at the Station. It was noted that other Parish Councils had been very successful in getting better coverage. It was noted that a high percentage of people living in Chorleywood work from home and therefore there was plenty of evidence to back up the request for faster broadband and mobile coverage.

Angela Killick, representing Chorleywood Library Volunteers advised that there was WIFI and a public toilet at the library and this would be publicised. She also gave names of people who may be able to help with regard to information about lobbying for better WIFI services.

The Chairman reconvened the meeting at 8.20pm

The Chairman wished to publically thank John Sheldon who had recently required as the Senior NHW co-ordinator. John had served the community for 21 years and had attained 100% coverage in the NHW scheme for Chorleywood West.

The Council

RESOLVED

To formally adopt the Community Plan for Chorleywood as laid out.
To Accept the tasks allocated and set up work programmes to see these achieved.

This was proposed by the Chairman and unanimously approved.

John Sheldon wished to publically thank Cllr Jane White for being a fantastic Chairman who controlled meetings well and always finished on time!

15/54 CLOSURE

The meeting have started at 7.30 pm, closed at 8.26 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.....

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 15TH DECEMBER 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green (BG)

Members: * Cllr Alison Preedy (AP)
* Cllr Martin Trevett (MT)
* Cllr Steve Watkins (SW) (Vice Chairman)
* Michael Hyde (MH) - Friends of the Common
* Maria Larkin (ML) – Chorleywood Residents Association
* Doug King (DK) - Friends of the Chorleywood House Estate
Cllr Chris Lloyd - TRDC
* Substitute Cllr Chris Whately-Smith (CWS) - TRDC
Simone Tyson (ST) - Chorleywood Mums
* Substitute Myfanwy Ronchetti (MR) – Chorleywood Mums
* David Hiddleston (DH) – Friends of Grovewood
*Denotes members present

Officers in Attendance: Clerk to the Council Yvonne Merritt
Deputy Clerk Claire James

Also in attendance: Alison Rubens, Cllr Tony Edwards, David Walker.

Secretaries Note: Due to the nature of the meeting, these notes are more of a verbatim report than is usual for minutes of a committee meeting. It has been done this way to properly record all the views expressed and statements made and to give all Councillors the background to the debate and how decisions were reached.

15/27 APOLOGIES FOR ABSENCE

There were apologies for absence from Chris Lloyd (substitute Chris Whately-Smith present) and Simone Tyson (substitute Myfanwy Ronchetti present).

15/28 MINUTES OF THE LAST MEETING

The minutes of the meeting held on the 9th December issued just prior to the meeting were discussed. MR raised an issue on behalf of ST with recorded ranking of Impact on Fauna of 2,1,1,1 (Page 6 of the minutes) but it was confirmed that this was what had been agreed at the meeting. As the minutes had been issued just prior to the meeting some attendees had not had time to consider them fully. Time was therefore set aside for them to be read at the meeting. The minutes were then agreed and signed by the Chairman of the Advisory Group.

15/29 MATTERS ARISING

MT advised that not only the common was under Higher Level Stewardship but also Chorleywood House Estate (CWHE).

YM raised that in addition to the Tree Preservation orders in Grovewood, a blanket TPO also covered the Common, she was not aware of the position with respect to CWHE.

MH raised issues under the Special Features category suggesting that in the same way as we have ancient woodland under Grovewood, there is unimproved grassland at both sites under consideration on the Common. BG suggested that this was covered but MH disagreed further stating that if the ancient woodland is so special then grassland should also be identified as special as comparable features, further stating that Site 15 is special grassland and Site 13 has special grassland surrounding it. The chairman stated that the comments were not intended to be exhaustive. MH replied that he appreciated that but there was a need to pick up the points raised. AP raised the fact that Site 15 had been brought to the table in the last look at a play area provision and dismissed. She questioned what had changed. MT clarified that previously no specific site was covered and the Common was thrown out, not a specific site on the Common. YM advised she would check this. AP felt that this made MH's comments more important. MT stated that these could be elaborated on in the report.

SW raised the fact that on the 3rd November the committee had taken the vote that no further reports would be accepted and therefore questioned the additional report undertaken by Brenda Harold that had been circulated. ML stated that the additional report being voted on at the 3rd November meeting was the Ranger's report. MT stated that as far as the red list was concerned, none of the group had heard of it before. DK felt that the group were struggling with the red list and that the clarifications that Brenda Harold set out were useful and it would be remiss of the group if they were not taken on.

The Chairman BG stated that she did not want to go through it all again, the weightings were to remain. Scorings were not to be revisited otherwise the group could go on ad infinitum. There was a need to go with what had been agreed and move on. MR stated that the group had made a decision that it wanted clarification and therefore the report should be taken. It was then agreed to revisit the 'Impact on Flora' category. ML suggested that Dog Fouling also ought to be reconsidered in the light of the decisions by TRDC on the Public Space Protection Orders (PSPO) to be introduced. Particular species on the common sites vs what was mainly Lawns at the CWHE site were then discussed. SW questioned whether the author of the report had visited the sites which YM confirmed that she had.

There was then further debate on the ranking and the understanding of it which BG clarified. She then requested a show of hands on whether the two items – Impact on Flora and Dog Fouling should be reviewed in the light of the new information received. AP stated that the Ranger knew the information and therefore there should be a report from him. BG stated that the Group had received a report from the Ranger. YM stated that no, the report received had been comments on TRDC's report, i.e. a supplementary report to TRDC's and not a Rangers report. ML stated that the red list had only been brought to the table the

previous week. It was the red list that the Group wanted clarification on. It was stated that the red list was mentioned regularly in the Open Spaces Officers report. YM stated that the Common Ranger would do a full report to Full council.

A vote was then taken to review the two items which was carried with all in favour bar one abstention.

Impact on Flora Review: DH proposed a ranking of 4,2,3,1 which MT agreed with. DH explained why Grovewood (GW) was so significantly impacted on Flora, further advising that it was ancient semi natural woodland, protected by legislation and would fail any planning application. BG interjected that legislation covered all the sites. DH suggested that if the GW and site 15 were made the same, the size of the sites needs to be looked at. GW being much smaller would be impacted to a greater extent in comparison to the larger site 15.

YM raised the fact that Area 15 would require the translocation of grassland and that it was important if talking about planning applications it would be the same. MR stated that the grass could be moved, trees cannot be moved. YM advised that the subject had been raised as she needed to make the group aware. DK suggested that whether the site was small or large the value was in the rarity of the species. The differences between Sites 13 and 15 were then debated and different rankings suggested and debated. BG suggested that Site 13 should be a 2 as there was not much there. MH challenged this suggesting the if there was a near threatened species present then surely this was significant and required significant consideration. BG suggested that the only species in this category was the Bluebell. MH challenged that there were 2 others. ML suggested looking at the CMS report and questioned why they had not included these facts.

Based on the debate that had taken place BG suggested a '4' for GW and Site 15 and CWHE which was agreed with a show of hands.

The need to cut down trees at Site 13 was then discussed and in response to a question YM confirmed that under a blanket TPO trees could be cut down but were subject to the planning process.

BG then asked for a show of hands on leaving Site 13 as a '3' which had 3 votes. A show of hands was then requested for making Site 13 a '2' which was carried with 6 votes for.

The ranking of 4,2,4,1 was therefore agreed.

BG stated that she personally felt that this gave a better indication of what there is in terms of Flora at the sites under consideration

Dog Fouling: ML referred to the meetings that had taken place at TRDC with respect to the PSPO's and it was confirmed that there was not a date of the 1st April for implementation. ML then read out the PSPO principles. There was discussion about the placing of tethering posts around a play area whether there was fencing or not. BG stated that GW and CWHE could be fenced. It was noted that at Site 13, because it is so close to the parking area, dogs just jump out of cars even if PSPOs were in place. ML suggested that someone could be placed there to enforce the Dog Fouling laws. MR stated that people would not let dogs into the play area to foul. ML stated that keeping a dog on a lead does not mean that it

does not foul. She then proposed a revised ranking of 1,2,2,1. MT stated that whilst the play was in use it would be self-policing. YM raised the concern that Area 13 is referred colloquially as the Dog walker's car parking. ML stated that children walk and play on the common and dog fouling is an issue all over. BG suggested that the relative ranking should not change with Site 15 a '2', site 13 a '3' as it was still the worst site. MR stated that the fact that there was a play area would reduce the fouling. ML suggested that if TRDC had the powers to fine and every now and again there was a focus on the area, people would stop allowing their dogs to foul and not clean up afterwards. SW stated that he had been walking dogs for 36 years and whilst the introduction of additional dog bins had helped, people still let dogs foul without clearing up after them. MT said that this was a valid point and there was a different attitude on the Common. On a pavement a dog owner would usually clear up after the dog, the common was seen to be different. However, he asked, were people really not going to pick up after their dog in a playground? ML stated that the site should be a '3' not a '4'. DK stated that he was not a dog owner but it would be a period of time before the orders come in and meanwhile there as a great deal of concern being expressed about keeping the play area clean. He suggested that the group was talking about 1 point. BG asked for a show of hands to decide whether the scores should stay the same ie 1,4,2,1 for which there were three in favour. She then requested a show of hands for changing the ranking to 1,3,2,1 for which there were 6 in favour.

MH then stated that whilst the agreement had been to restrict the debate to two areas of discussion, there was a small but significant question on pedestrian access, for which all were ranked as '1'. BG stated that she was also uncomfortable but following discussion by the group had agreed to disagree. MT raised the point that the group had taken a vote to revisit only 2 areas. The group had gone through those and now needed to move forward. MH suggested a ranking of 1,2,2,1 for pedestrian access which prompted a number of people to suggest that voting had taken place, democracy had been served and nothing new had come to the table on the item. BG stated that she did not want to accept any more changes and wished to go with what had been agreed with the two concessions made at this meeting. She asked for a show of hands for whether this category should be revisited, with only one vote to revisit, the decision was therefore made not to revisit this category.

15/30 RANKING EXERCISE RESULTS

Prior to the two items being revisited at the meeting the rankings had been worked out prior to the meeting as follows:

GW	48
Site 13	43
Site 15	41
CWHE	39

With the revised rankings the new weightings results were

GW	50
Site 13	41

Site 15	41
CWHE	39

This translates as CWHE being the most favourable site, the two commons sites equal and GW highest scoring and therefore least favourable. It was therefore proposed that this meeting now excluded Grovewood from any further debate. This exercise had confirmed that GW was not suitable. BG then asked for a show of hands to exclude GW on the grounds of the score being substantially higher indicating the site as least favourable. SW requested that her Council extend their apologies for the anxiety and anguish caused to residents. DH asked for a letter to residents be sent by the Council. YM confirmed that this would have to be considered by Full Council as this committee was only an advisory committee and as such did not have any decision making authority. BG confirmed the proposal by a show of hands which was unanimous and it was to be taken to Full Council that evening.

15/31 ADVISORY GROUP RECOMMENDATIONS

DK made some recommendations on his view of what the report from the Advisory Committee to Full Council should include. He felt that return on investment would be one of the considerations for TRDC. MT suggested that the committee could not second guess what TRDC would want to consider. BG confirmed that the committee could not second guess, it would be down to the Members, not the officers. All this committee could do is recommend, as the groups best shot, where the play area should be. Even with the tweaking, CWHE was still the most favourable site. ML asked whether the group had agreed to only put forward one site. BG stated that there was no point going through this again, personally she did not want to only put one site forward, it was her personal crusade to get a playground and did not want it rejected. MR suggested that the parish Council agree to more than one site being put forward. YM clarified that the committee could not decide to do this but could recommend to the Council that this be done. Further debate followed on what should be put forward. BG stated that the whole point was to give clear recommendations and that the decision had to come from Full council. On the basis of the analysis, CWHE comes out the most favourable, the 2 common sites coming out equally makes it more difficult. She further stated that she was clear in her mind that on the basis of what the group had, that CWHE goes forward. ML stated that on the last round it had been requested that a second site be looked at but this was pulled out, had there been a second site we would not be where we are now..

BG asked if the group had a 1st choice and second choice did they wish to differentiate between the two Common sites. SW suggested that to do this the rankings would need to be revisited and the group had agreed not to do this. DK suggested that on the figures CWHE had come out as the most favourable, on the comments however there was a big issue with location. There was further debate on what the group would put forward. BG pointed out that MT had stated that he did not want 2 sites going forward. MT stated that he had hoped that there would be a clear winner and did not think that the group could only make one recommendation, further adding that it was just a small group, not qualified. AP retorted that this was insulting on the time that had been spent by the group. The debate then went back to GW which it was stated had been fairly and justly removed after full

consideration alongside the other sites. BG suggested that maybe it should be up to the Council to decide if a second site be put forward to TRDC. MT stated that the group had not taken into account the public. YM suggested that if there was to be a public forum that this could perhaps be a good barometer. She further suggested that there were other implications that the group had not taken into account such as time factors and type of equipment. There are perceptions of what the play area may look like from illustrations on the Chorleywood Mums website and at TRDC. She asked how the group was going to manage expectations.

BG raised the size of the play area seeking clarification. 1161sq m had been requested which CWHE would accommodate comfortably, both common sites would be difficult and GW would have been impossible. Even if just this one element was looked at. It was stated that three years ago TRDC had planned to put this play area in Chorleywood. The concerns for the common sites was whether there was room for enough equipment to make a reasonable play area without cutting down even more trees than planned. DW put the size being requested in the context of the existing tennis courts in the grounds, stating that the area requested for the play area was about four and a half times the tennis court area. DK suggested that the Asheridge site was closest in size to that being requested. YM advised that the translocation of the grassland might wipe out the budget. ML suggested that if it was CWHE, 20% of the budget would be spent on fencing. MR said that something had to be done or the funding would be lost. CWS stated that the important thing was that one it built. CWHE would not have been his first choice before coming to the meetings but it was the one that had come out of the analysis as the most favourable. If TRDC agreed then Chorleywood would have a new play area, if not the sites on the common may have to be revisited and therefore the group may wish to refer to the other two sites in the report.

Debate then centered on the budget. CWS suggested that legal costs may not be part of the allocation. YM advised that Geoff Muggerridge had initially suggested that there was no money for any public inquiry but that this issue would be raised with TRDC Members the following week. YM advised that when she had gone to Peter Brooker at TRDC in 2011 with respect to a possible Public Inquiry at that time, she had been advised that it would be in the order of £15K for a 2 day inquiry.

SW asked if TRDC say no to CWHE did they have to give their reasons. CWS stated that it would be a public meeting. DK suggested that the group decide on the proposal with CWHE as 1st choice with attention drawn to the reasons and factors and make proposals on what else could be considered if the first site was rejected by TRDC.

DH stated that there was a lot of knowledge in the room about the common with the councillors present, if a choice had to be made between site 13 and 15 what would it be. BG advised that it was difficult for Councillors to answer this due to the issues of predetermination. MH was then asked for his views as representative of FoCC which MH said was difficult and went through his thoughts for both sites, each site having different issues. Mt sought clarification on the issue of pre-determination and YM responded that it was in terms of the direct question asked, the group needed to be transparent. Further discussion ended with BG stating that the group was not voting on costs.

BG stated that MH was right trying to weigh up safety and environmental factors, site 15 was better, site 13 was previously rejected. In her view the most important factor was the safety of children. Environmental factors were important but at the end of the day they can be moved. For that reason, site 15 was the preferred common site, it may be that Full Council decided CWHE. SW stated that if the group made this recommendation he could not see Full Council turning it down.

At 11.50 MR advised that she had to leave at 12 (as had been previously agreed), BG asked her for her views on which site on the common should be recommended and went on to ask other members of the group their views with reasons being expressed as to how individuals came to their conclusions. Issues and reasoning covered the safety and security of the sites, parking, the flora elements, the costs of moving the grassland, the common experience that could be had in conjunction with a play area on the common, the possibility of links to the nature trail, horses, the fact that bunding only rather than fencing was possible at the common sites, visual impact to residents and the significant groundwork that would be required at site 13.

Having sought everyone's views, BG summarized that Site 13 was coming across with the majority view. She suggested that it may not come to it and Full council may decide to put it on CWHE but that therefore mention should be made of the choice if a choice had to be made. MT asked if there was any point in getting an indication from the Planning department on the 3 sites. YM advised that this would be done as part of the report to Full Council.

15/32 AGREEING HOW TO REPORT TO FULL COUNCIL

BG outlined how she would draft the report which she would then want all group members to comment on. ML suggested that it was worth BG looking at the original document produced by ST. YM interjected that there was already a standard report format in place for reports to Council which should be used. BG thought this was for Officers reports but would have a look at the format. She advised the Group that she would circulate a format in terms of headings etc to be used in the New Year. The question was asked whether the report needed to be completed before the proposed public forum which it was felt would help. BG stated that it was therefore even more important that the meeting did not take place on the 19th January. MH suggested that on the subject headings, one of the most important was Planning and Legal. BG felt that this would be covered in the Officer's report.

ML stated that a little while previously she had requested a link on the PC website with all the reports on it. YM stated that she hoped that the link would be in place before Christmas.

DK suggested that whenever the public forum happens, there needed to be discussion on the management of the meeting. BG agreed that there was a need to meet in the new Year to discuss the Public Forum. DK suggested that whatever the groups individual views were, everyone was bound by the decision made by the group and therefore could not comment individually at the Public Forum. BG enforced this by saying that she did not want people

saying that they personally did not agree with the decision. YM stated that the Parish Councillors absolutely must not give their personal views.

MT stated that he wanted to hear feedback from the public. YM suggested that he came into the Parish Office to see the files.

There was further debate on the importance of having a strong chair of the meeting and there was a suggestion that there was an opportunity given to the public due to attend the public forum to raise points in advance that could then be answered at the meeting.

DH suggested that the format of the Public Forum be deferred until the report was in place. BG suggested rough format of a PowerPoint presentation on the process, where the Group had got to and why and then open the floor to questions. If possible information would be made available round the room for maps, process, rating scale etc. She would like the group to see the presentation in advance. There was then some debate about the document control for the report.

BG then took the opportunity to thank the entire group for their efforts on what had been a very difficult, very time consuming and very strenuous task; she felt the group had done a good job. MH thanked BG for chairing the committee of what had been a very difficult task. DW passed on his thanks to the minutes takers.

15/33 CLOSURE

The Meeting, having commenced at 9.30am closed at 12.27pm

These minutes have been checked and signed by the Chairman

SignedAgreed by Email Barbara Green.. Date ...26/01/16.....

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

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

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the EXTRA ORDINARY MEETING OF THE PARISH COUNCIL held in the Common Room Hall, Common Road, Chorleywood, on Tuesday 15th December 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors:

Jo Clarke	Ken Morris
* John Copley	* Alison Preedy
Harry Davies	* David Raw
* Barbara Dickens	* Martin Trevett
* Barbara Green	* Steve Watkins
* Raj Khiroya	Jane White
Rodney Kipps	* Jenny Wood
* Jill Leeming	Jackie Worrall

*Denotes Member present

Officers Present: Yvonne Merritt - Clerk

The Chairman opened the meeting by confirming the reason for calling the meeting and welcomed the members of the public

PUBLIC FORUM

There were no members of the public present.

15/55 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Rodney Kipps, Jane White, and Jackie Worrall
Cllrs Jo Clarke and Ken Morris were absent.

15/56 TO DECIDE ON A DATE FOR THE EXTRA ORDINARY MEETING TO DISCUSS THE PLAY SPACE IN CHORLEYWOOD.

The Chairman welcomed everyone to the meeting and advised that the Play Space Advisory Group had come to a conclusion.

Having spent a considerable time scoring and ranking each site under different categories the scoring had been calculated as follows:-

1 st Chorleywood House Estate	39 points
Joint 2 nd Area 13 and 15 Chorleywood Common	41 points
4 th Grovewood	50 points

The advisory Committee had decided to agree a second choice and Area 13 was their preferred choice.

The Chairman advised that there was a request from the Advisory Group to remove Grovewood from the process at this stage.

Cllr Raw questioned why this should happen. Cllr Barbara Green, Chair of the Advisory Committee advised that before the process started there was a suggestion that Grovewood should be removed from the process. However it was agreed at Full Council to keep it in. Following the professional reports, rating and scoring issues it was obvious that Grovewood would not be chosen as it was the least favourable option. In order for the Residents to move on it was only fair and proper to exclude the option at this stage. She also advised that the Council had given the Advisory Group the mandate to make recommendation.

Cllr Trevett stated that TRDC has only passed opinion on one site and they felt that it was unlikely to grant planning permission on this site as the scheme would not be deliverable.

The Council

RESOLVED

To remove Grovewood from the process to find a suitable site for a play space in Chorleywood

This was proposed from the Chair and carried unanimously.

It was also agreed that the Clerk would send out a letter informing residents of the Council's decision.

The Chairman advised that the original date for the Open Forum had been agreed for 19th January 2016, however to give the Advisory Committee enough time to complete their report and to publish the meeting the next available date would be 23rd February 2016.

The Council

RESOLVED

That a new date for the Open Forum to discuss the Play Space Advisory Groups results would be Tuesday 23rd February 2016 at the War Memorial Hall.

This was proposed by the Chairman and carried unanimously.

The Chairman explained the importance of everyone attending the meeting where the decision would be taken on the play space site and therefore asked everyone to bring their diaries to the Full Council meeting on 9th February 2016. If Councillors could not attend this meeting they were requested to send Tuesday dates that they would be available. The date of the extra ordinary meeting would then be decided.

Cllr Trevett confirmed that it was important that all Councillors were able to attend and that TRDC had already agreed to change the date of their decision making meeting therefore there was no pressure to call a meeting immediately.

It was also agreed that Cllr Barbara Green would show the Councillors her proposed presentation for the Open Forum before the Full Council meeting on the 9th February 2016.

7.29 pm Cllr Raj Khuroya joined the meeting.

15/54 CLOSURE

The meeting have started at 7.00 pm, closed at 7.31 pm

These minutes have been checked by the Chairman.

SignedAgreed Via Email Dated23rd December 2015.....

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

SignedDated.....

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 12TH JANUARY 2016

MEMBERSHIP & ATTENDANCE

Chairman: Barbara Green

Councillors

- * Jo Clark
- * Barbara Dickens
- * Tony Edwards (ex officio)
- * Raj Khuroya
- * Jill Leeming
- * Alison Preedy
- * Martin Trevett
- * Jane White (ex officio)

* Denotes members present

Officers present Yvonne Merritt – Clerk
Claire James – Deputy Clerk

There were four members of the public present.

15/66 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Barbara Green and in her absence Cllr Martin Trevett chaired the meeting.

15/67 DECLARATIONS OF INTEREST

There were no declarations of interest

15/68 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 10th November 2015 be approved as a true and correct record, subject to the changes agreed at Full Council on the 1st December 2015 relating to the incorrectly implied prioritisation of the Four Year vision items.

15/69 MATTERS ARISING FROM THE MINUTES

15/50 - 15/37 Travellers

Cllr Edwards asked for an update on the meeting that the Clerk had attended with other Clerks from the Hertfordshire area affected by Traveller incursions. The Clerk advised that a useful session had been held but debate had not yet concluded and she would update the council as soon as there was anything to report.

15/52 Allotments – the visit by a number of Councillors to the Copmans Wick allotment site was discussed. The visit had been organised to inspect the issue of the dumping of allotment arisings and garden waste at the edge of the site. A number of Councillors felt that the problem was not that bad and had identified two main issues:

- Some residents dumping garden waste over their fence into the site and
- Allotment holders not composting arisings on their plot or removing them from the site but dumping them instead at the edge of the allotment site in the wooded area.

Councillors were sympathetic with new allotment holders and had suggested that a spare plot be used for a 'communal' compost heap. The Clerk asked who would manage this as the Rangers did not have the time to do this. She also raised the issue of the fencing at the side of the site near the wooded area which allowed people to enter the allotment site from the public area of Warings Field. It was pointed out that both Copmans Wick and the Swillett were marketed as secure sites with key access, for which the tenants paid a key charge.

The Committee

RESOLVED

That:

- 1) Notices be put up advising that the dumping of rubbish and garden waste was not permitted in the allotments and Fly tippers would be prosecuted
- 2) A strongly worded letter be sent to residents backing on to the site advising the above and that if it was to continue the Council would be within their rights to block the access gates at the end of some of the properties bordering the allotments
- 3) A statement be added on the subject to the Allotment Holders tenancy renewal letter which would be going out in the next few months
- 4) Costings be obtained for suitable replacement fencing to secure the site and brought back to the next committee.

15/70 FINANCIAL COMPARISON STATEMENT 2015/16

The Clerk explained that the miscellaneous budget still contained the insurance money for the wall repairs at Christchurch which Councillors had been made aware had been unavoidably delayed and would not now take place until the Spring. The money would therefore be carried over to next year.

The Committee

RESOLVED

To note the report.

15/71 OFFICER'S REPORT

Standing orders were suspended to allow a member of the Public to speak on a number of items in the report and raise the issue of a possible Beating of the Bounds on Rogation Sunday, which this year was Sunday 1st May. Standing orders were then reconvened.

Recommendation 1 Dog Kennel Lane Traffic proposals – there was general agreement that the proposals were an improvement on previous ideas but from a Council perspective concern was raised over the resulting height of the hedge if taken down the level required by HCC and resulting Health and Safety issues for Dog Kennel lane allotment holders and walkers. Concern was also raised that the Cattle sign, that was required for the Parish Council insurance, was being removed.

The Clerk advised that she had already responded to HCC on both these issues and sought a compromise of the hedge only being reduced in the immediate vicinity of the signs and not along the whole length. It was also felt that a perhaps a compromise could be reached with the signs being placed a little higher on the post if the Council in turn agreed to step down the hedge at these points. The matter of whether the hedge was in the conservation area and would therefore require planning permission was also raised.

The Committee

RESOLVED

That the proposals be agreed in principle, but a visit with the relevant Highways Officers, the Clerk and some Councillors (to include Cllr Martin Trevett) be requested to discuss and agree the detail.

This was proposed from the Chair by Cllr Martin Trevett and agreed unanimously.

Recommendation 2 Pond Works – The Common Ranger explained the process that would be undertaken for Top Common pond, advising that the quotes in the report did not include the removal of the silt from site as it was not possible for this to be made until the volume of material to be removed was known. He further advised that this pond had not been touched for 30 years and was approaching 100% vegetation cover, the ideal being 20-25%, adding that the newts needed open water in which to hunt. The timing of the works had to be in the December/January period and the contractors had confirmed that only a week's notice was required for them to start. In order for the works to take place he would be undertaking three surveys. If Great Crested Newts were found during any of these surveys then the works would have to be postponed until next year. Natural England had been happy with the plan as outlined.

The Committee

RESOLVED

That the quote of £3,700 plus VAT from Company A be accepted and if no Great Crested newts were found in the surveys that the work go ahead within the required timeline.

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

Recommendation 3 Trees adjacent to London Underground Tracks – The Common Ranger explained that three contractors had been approached but that only two had chosen to visit and quote for the work. Company A had recommended that a survey be undertaken that would then highlight any licences that would be required for the work to be undertaken which would add a further £400 - £1000 to the quote.

The Committee

RESOLVED

That as both contractors were from a recommended list provided by London Underground that the cheapest quote from Company A be chosen noting the additional money that would be required for the survey and possible licences.

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

Recommendation 4 FLORA: Bee Orchids – The background was explained by the Common Ranger. Concern was expressed that drawing attention to the specific location of individual plants could have potential for harm. Views were also expressed that highlighting the presence of the bee orchids could bring more foot traffic to the area resulting in harm to the plants.

The Committee

RESOLVED

That signs with positive wording be placed at the three points of entry to the area containing the bee orchids. The numbers would then be reviewed next year to see if there had been a detrimental effect on the numbers by this course of action.

The Clerk took the opportunity at this point to advise Members that the Office had received an unannounced visit from a Natural England Inspector the previous week. The Inspector had expressed delight with the work being done on the Common and the intricate knowledge of the Common on the part of the Common Ranger. It had been stated that the Common was being maintained to a superb standard and was becoming a very important area in Hertfordshire. The Inspector had been impressed with the Council spending money on the Common to achieve the results. The Clerk advised Members that much of this was down to the Common Ranger and the Committee expressed their praise and appreciation of his work, care and attention. In response to a Member's question the Clerk advised that she had asked the Inspector for a report that could be put on the website which might help inform and educate members of the public of the work and reasons for the work being undertaken. It was also suggested that an article be written for the next edition of Chorleywood Matters.

Recommendation 5 Installation of new tee markers by the Golf Club - The Common Ranger confirmed that it was his understanding that the markers would be flush with the grass and should not therefore present a trip hazard. It was also preferable to the current system of temporary tees anchored with a large pin which were removed by youths and then presented a potential hazard to people and machinery.

The Committee

RESOLVED

To accept the proposal from the Golf Club for the additional tees as specified by the Golf Club in the report.

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

The rest of the report was then reviewed.

Coppicing of Ditch at War Memorial Hall: Cllr Barbara Dickens expressed her appreciation of the coppicing of the ditch at War Memorial Hall Permissive parking area stating that it was a good job and had made a fantastic difference to the area. The Ranger pointed out that he had been assisted by the work placement student. The provision of the hurdle to replace the broken handrail was noted and it was agreed that if sufficient material could be found then this would be extended.

Butterflies: The Clerk advised that the butterfly presentation that had been made by the Ranger to the Friends of Chorleywood Common would be made available on the website.

Filming: The Clerk advised members of an approach that had been made that day by a filming company wanting to use some of the parking areas on the Common for vehicles whilst filming in Chorleywood in April.

Horse Track signs: It was agreed that some work needed to be undertaken to assess the condition of the signs following the recent fall of one of the signs, but that this needed to be managed with the appropriate publicity explaining the reasons for the work.

The Committee
RESOLVED
To note the report

ALLOTMENTS

15/72 OCCUPATION

The Committee
RESOLVED
To note the occupation

15/73 WAITING LISTS

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

LAWN CEMETERY

15/74 INTERMENTS

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

COMMON AND GROVEWOOD

15/75 FOUR YEAR VISION

The Clerk advised that the Auditor had suggested that all the individual Committee Four Year visions be put together to form a Strategic Plan for the Council. This would be put to the next Policy and Resources Committee in two weeks' time. Under signage it was agreed that the Clerk would do some research into suitable signage for the Horse track. It was noted that the wording needed to be positive on such signs. The Clerk advised that she could seek advice from the Country Land Association (CLA) of which the Council was now a member. Cllr Tony Edwards offered to assist with previous work that he had undertaken on signage and potential suppliers. Proposals would be brought back to the next meeting.

15/76 WEBSITE

The Clerk explained the reason for bringing the website to the committee's attention and advised that this was being done for all committees. The website content had been established a number of years ago and whilst specific content was updated as appropriate, the majority of it was as originally set up. It was agreed that there were items that needed to be added in a positive manner with more up to date information required. The idea of a Ranger's page or 'Blog' was raised which could provide details of what to look out for in the next couple of months on a rolling basis and links provided to other websites which explained the reasons for some of the actions being taken on the Common.

The addition of a 'Frequently asked Questions' page was suggested. All Members, and members of the public present, were invited to come up with questions to be answered on such a page. Cllr Jane White offered to produce a first cut of ideas for the Open Spaces elements of the Website for Members to consider.

The Committee

RESOLVED

To note the report and the offer of Cllr Jane White to produce a first cut of ideas for the Open Spaces elements of the website.

15/77 RESULTS OF THE 2015 BUTTERFLY SURVEY

Standing orders were suspended to allow a member of the public to address the committee in praise of the Common Ranger and standing orders were then reconvened.

The Ranger in turn credited the volunteers advising they were essential to the survey work and the Committee passed on their thanks to them. He further advised in response to a question from a Member that it had been a very on/off year for the butterflies and moths this year but most of the usual suspects were present. He singled out the 5 spot Burnett moth as missing this year.

15/78 ENTRANCE TO THE COMMON FROM OPPOSITE COLLEYLAND

Standing orders were suspended to allow a two members of the public to address the committee on the agenda item and reconvened following the addresses.

A number of Councillors advised that they had walked the route in question to assess the issues raised. It was noted that the rules applying to the management and maintenance of the Common prevented any materials being imported which had been pointed out to the complainant. The record breaking rainfall levels of the recent months were also noted and the current conditions were therefore felt to be of a temporary nature. It was felt that the type of sub soil now visible in this area might lead to the assumption that gravel had been imported to create a path in this area. This is not the case but is naturally occurring gravel and sand at sub soil level. After due consideration and debate of the issues the Committee agreed that it was unable to accede to the request made by the complainant as detailed in the report and correspondence made available to the Councillors prior to the meeting.

The Committee

RESOLVED

That the Clerk would draft a letter for Cllr Martin Trevett to agree and sign to send to the complainant explaining why the Council could not accede to his request.

15/79 PURCHASE OF TWO NEW ROUGH TERRAIN VEHICLES IN PART EXCHANGE

It was noted that the good trade in prices were down to the good maintenance of vehicles and equipment by the Rangers.

The Committee

RESOLVED

To approve the purchase of two new rough terrain vehicles (RTVs) in part exchange for the existing RTV and small tractor at the prices quoted in the report, subject to sight of a second quote being received by the Clerk and discussed with the Chairman of the Council.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Jane White and carried unanimously.

GENERAL

15/80 HEALTH AND SAFETY

The Committee noted that the provision of the personal protective equipment had been covered under the Officers report.

15/81 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.36pm.

Signed Agreed by email – Cllr Martin Trevett Date 14/01/16

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 26th JANUARY 2016

MEMBERSHIP & ATTENDANCE

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

*Denotes members present

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

There were no members of the public present

15/50 APOLOGIES FOR ABSENCE

There were no apologies for absence.

15/51 DECLARATIONS OF INTEREST

There were no Declarations of Interest

15/52 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 3rd November 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/52 MATTERS ARISING FROM THE MINUTES

15/44 Renewal of the Photocopier – The Clerk confirmed that the new machine had been installed but official training had not yet taken place.

15/47 New Office Noticeboard –The Clerk confirmed that the new notice board was being installed the following day.

15/54 FINANCIAL COMPARISON STATEMENT 2015/16

The Clerk advised that the deficit showing on the budget statement for Quiz Night was because cash had been paid in after the paper was produced and two invoices for sponsorship were still outstanding.

The Committee

RESOLVED

To note the financial comparison statement.

15/55 QUARTERLY CASH BOOK

Cllr Jane White questioned the deficit in the cash book of £93,730.78. The Clerk advised that the cashbook was a snapshot in time and on the day the paper was printed the cheques had been released for the War Memorial Hall refurbishment and also a salary run had also taken place. Any deficit would be negated from the Instant Access Account on the next day of trading.

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/56 WEBSITE

Cllr Trevett stated that the information provided about the website was out of date. The Clerk acknowledged this advising this was why it had been brought to committee. Cllr Dickens asked once the website had been updated would the officers take control of data input. The Clerk responded stating that the webmaster was quick and efficient and he could update the website probably quicker than officers would be able to do. He also added value by keeping the scroller and photos up to date. It was acknowledged however that the entire website needs to be reviewed. Cllr White had already agreed to look at the Open Spaces pages, and Cllr Green advised that she also wanted to become involved.

Cllr White advised that she had been looking at other parish websites and would prepare a mock up with headings and a layout for the next meeting. Cllr Green advised that she would look at the content and make suggestions regarding headings and organisation of materials.

15/57 DRAFT CAPITAL AND REVENUE BUDGET 2016/17

Members agreed the revenue budget for 2016/17. Discussion took place with regard to the capital funding. The Chairman stated that in his opinion the committee needed to put aside £25,000 for the refurbishment and maintenance of South Lodge. Cllr Trevett advised that TRDC were putting together a formula to calculate the value of transfer of community assets, and whilst this did not help at present it may do in the future. The Clerk advised that the Council had a legal obligation to maintain the building but also as employers had to ensure safe working conditions. Councillor Trevett also advised that the Council would be getting approximately £14,000 from the Community Infrastructure Levy which members may wish to use in refurbishing the building. The Clerk reminded members that any CIL money had been earmarked for the Nature Trail, and it was argued if refurbishing a building in the ownership of TRDC would benefit the Chorleywood Community. The Clerk also advised that present Members had to create a wish list and that once all the figures had been calculated it would be down to Full Council to decide the size of the precept.

Cllr Jane White advised that she had a contact who dealt with office refurbishment who would be happy to give some advice. She also advised that someone on the Community Plan Group may be interested in becoming the Council's Surveyor following the retirement of Alan Manson in the next financial year. It was

agreed that Cllr White would contact the person who dealt with office refurbishment and the Clerk the potential replacement surveyor.

The Committee

RESOLVED

To accept the draft revenue budget for 2016/17

To put forward a proposal for £25,000 capital toward the maintenance and refurbishment of South Lodge.

This was proposed by the Chair and unanimously approved.

15/58 THE FOUR YEAR VISION

The Committee reviewed the current entries on the Four Year vision and decided to take out the Grants and Funding Item, which was covered by the new finance and media post. It was also agreed that this Committee should continue to set up the Property Register of Council owned assets, with regular assessments of maintenance requirements. It should also oversee the work carried out on the Neighbourhood Plan with regard to the registering of Community assets.

The Refurbishment of South Lodge would become the top priority assuming that the Capital funding was made available.

It was also agreed that the updating of the website and the possibility of property acquisition should be added to the list.

The Committee

RESOLVED

That the four items to be included in the four year vision from the Policy and Resources Committee would be

- South Lodge refurbishment
- Property Register and Maintenance schedule
- Website Update
- Property Acquisition.

This was proposed by the Chairman and unanimously agreed.

The completed four year vision for all committees would be put forward onto the next Council meeting for approval as part of the Councils Strategic Plan.

15/59 HEALTH AND SAFETY

The Clerk advised Members that the H&S Officer from HCC would be coming to carry out a risk assessment of all aspects of the office and the building in March.

15/60 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 12 and they are instructed to withdraw.

CONFIDENTIAL BUSINESS

15/61 IT CONTRACT

See the confidential business minutes

15/62 CLOSURE

The meeting having started at 7.30 pm, finished at 9.37 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

Chorleywood Parish Council

Internal Audit Report 2015-16 (Interim update)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to apply an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process at the outset of the updated Regulations, appointing Auditing Solutions Ltd to provide its internal audit service.

This report sets out those areas examined during the course of our visits for the financial year 2015-16 to date, which took place on 16th September 2015 and 6th January 2016. At our first visit we also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2014-15, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

Internal Audit Approach

As previously, we have employed a combination of selective sampling techniques (where appropriate) and detailed checks on a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls continue to be appropriate and fit for the purposes intended.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will be undertaken at our final visit for the year.

In continuing out our review for 2015-16, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. We have reviewed a selection of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that forms the statutory accounts.

Overall Conclusion

We are pleased to record that, in the areas examined to date, the Council continues to operate effective controls systems that should help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use Edge software to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structure remains in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2014-15;
- Reviewed the current account bank reconciliations as at 30th April, 31st July 2015 and 30th November 2015, ensuring that no long-standing "out-of-date" cheques or other anomalous entries exist;
- Reviewed transactions on the Council's other accounts to date where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to date between the cashbook and Co-op bank statements, inter account transfers and for the War Memorial Hall account; and
- Checked and agreed each "sweep" transfer between the current and business premium account for the year to 30th September 2015.

Conclusions

We are pleased to report that no significant issues have been identified in this area at present: we shall undertake further testing in this area at our final visit, including ensuring the accuracy of the year-end bank reconciliations on each account and accurate disclosure of the combined year-end balances in the Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

- We have continued our review of the full Council and Standing Committee minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We note that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and approved by Full Council in November 2015 to include the new Procurement Guidelines (Issued April 2015).

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment. We will continue to review the minutes of the various committees at future visits, also considering the Council's approach to corporate governance.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to November 2015 including all those individually in excess of £2,000, together with every 30th other non-pay related payment. Our test sample totals £39,578 and equates to 70% of total non-pay related expenditure to date.

Conclusions

We are pleased to report that the controls in place relating to the payment of invoices continue to operate effectively. We shall examine future payments covering the remainder of the year applying similar criteria at future visits, also ensuring the accurate disclosure of the year-end VAT reclaim in the year-end Accounts and Annual Return.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment, which was approved by Council in February 2015, also noting that it will be reviewed by Full Council in February 2016; and
- At our first visit for 2015-16 we examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area which includes Public Liability and Employers Liability at £10million respectively and Fidelity Cover at £150,000. We note that Fidelity cover will be reviewed in February 2016 once the precept determination and budget setting has been completed.

Conclusions

No issues have been identified in this area currently: we shall continue to assess the appropriateness of the Council's approach to risk management at future visits.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority and that effective arrangements are in place to monitor budgetary performance throughout the financial year. We will also confirm that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council has commenced this process and will consider the action taken and outcome, also ensuring the formal approval and adoption of the 2016-17 precept, at our final visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process currently.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

We have examined the controls in place over the identification and recovery of income due to the Council from the 3 allotment sites, examining receipts from the plot holders, the recording of rents due and subsequent banking of income received, also ensuring that the appropriate fees have been charged and recovered within a reasonable time frame.

In relation to burials, we have reviewed the Interment Register, Exclusive Rights of Burial and Memorials records examining a sample of entries, relating to each area, to ensure that each is supported by all the relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period.

Conclusions

We are pleased to report that no issues have been identified in the areas of our review process. We shall examine further income streams at future visits and report our conclusions accordingly.

Petty Cash Account

We are required, as part of the annual Internal Audit reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for both the Parish Council and the maximum of £50 held in respect War Memorial Hall at this visit to ensure that the systems continue to operate effectively, also verifying the physical cash held against the control records maintained.

Conclusions

No matters arise warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in August 2015;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by duly authorised timesheets.

Conclusions

We are pleased to report that no significant issues have been identified in this area:

Investments and Loans

The Council "invests" surplus funds in a Co-op Instant Access account, National Westminster account and a Scottish Widows "60 day investment account". We have reviewed and verified detail of these deposits and their subsequent repayment to the Council for the year to date, together with accumulated gross interest for the year to date with no issues arising. The Council has no loans either repayable to or by it.

Conclusions

No issues have been identified in this area to date: we shall extend our examination of the deposits/investments again at future visits, also ensuring the accurate and appropriate disclosure of any such funds in the year-end Accounts and Annual Return.

Chorleywood Parish Council

FULL COUNCIL MEETING

Agenda Item 12

Date: TUESDAY 9TH FEBRUARY 2016

Subject: PRECEPT 2016/17

Committee Members:

Officer Contributors : Yvonne Merritt, Parish Clerk

Status (public or exempt) : Public

Wards affected : All

Enclosures: Appendix 1 - 3

Contact for further information: Clerk

1. RECOMMENDATIONS

1.1 That the Full Council the precept for 2016/17

2. RELEVANT PREVIOUS DECISIONS

2.1 15/42 Budget Strategy 2016/17

The Committee
RESOLVED

To advise all Committees to look at an inflationary increase of 1% on the budgets for 2016/17 for income and expenditure, informing Committees of the target of a zero increase on the precept. Spending Committees are also asked to consider any capital project for inclusion.

This was proposed by Cllr Jane white, with the amendment from Cllr Martin Trevett regarding the zero increase on the precept aim, seconded by Cllr Barbara Dickens and carried unanimously.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 None specific

4. RISK MANAGEMENT ISSUES

4.1 None Specific

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Within the report.

6. LEGAL ISSUES

6.1 The Council is duty bound to set a precept which should reflect the aims and objectives of the forthcoming year, and if necessary following years.

7. BACKGROUND INFORMATION

- 7.1 Each Committee have adopted the strategy for the 2016/17 budget as outlined in the recommendation from P&R for their revenue and capital requirements.
- 7.2 The budget comparison for the first nine months is attached in Appendix 1 which includes the revised budget for the current year and the budget for 2016/17 which has been agreed by each Committee.

7.3 **Revenue Budgets**

The net revenue budgets are detailed below and take into account increases in budgets agreed by each individual Committee.

Committee	Revised 2015/16	£
Policy and Resources	260,355	259,055
Open Spaces	90,855	110,391
Chorleywood Village Halls Trust	937	3,610
Total	£352,147	£373,056

NB

- **There is an increase from the revised budget for 2015/16.**
- **This figure takes into account the changes in employer National Insurance contributions due to the abolition of contracted out payments resulting in an increase of an additional 3.8% in contributions.**
- **It is assumed that there will an increase of salaries of 1%**
- **The Open Spaces revised budget includes income for the repair of Christchurch Wall which is yet to be started and inflates the revised figures. The 2016/17 budget for Open Spaces falls in line with the budget strategy using the original budget figures for this year.**
- **These budget figures also include new services which have been agreed by Committees this year which have ongoing revenue costs, including the Mapping System, new IT and Chorleywood in Bloom.**

7.4 **Capital/ Repairs and Renewals**

Appendix 2 shows there is currently a reserve fund of £426471. It should be noted that the Instant Access and current accounts will diminish over the next three months as these are the accounts that the precept is paid into and monies to fund the revenue budget is taken out of. (The closing balance for last year’s fund was £343,350), therefore the estimated closing balance fund for the capital budget is likely to be £320,450 of which £82,518 has been allocated for capital funding or repairs and renewals. There is also £5400 allocated to the Charity, Chorleywood Village Halls Trust, and £7720 remaining in the Common Ring Fenced Account. Finally the £10,000 contribution toward the A404 lights has to be taken from reserves as the Council made no financial provision in the budget last year, reducing the reserves further.

The likely result is that there will be a fund balance of unallocated reserves of £214812 which is down on last year by £2958. This is just within the auditor’s recommendations for reserve balances being at least half a year’s precept.

Appendix 3 gives the breakdown of allocations between capital and repairs and renewals for each Committee. Details of this year’s capital bids are listed in this appendix, and have been increased by inflation.

Total Capital fund	£ 19,075
Total Revenue Budget	£373,056
Total costs	£392,131

7.5 It has been possible to create a budget within the scope suggested by the P&R Committee. The Village Halls account is a standalone account and cannot go into deficit. This Committee grant funds the charity to ensure that this happens. There have been a number of significant changes in hall bookings which may affect the income, however the amount of the grant will not need to increase and can remain at £20,000. This is reflected in the budget figures. This figure will need to be reviewed midway through the next financial year.

7.6 Other capital projects that have been approved by Committees/Council are as follows

Village Halls Maintenance fund	£10,000.00
Open Spaces Refurbishment of Parking Areas	£20,000.00
P&R Refurbishment of South Lodge	£25,000.00
Planning Gateway Signs	£ 5,000.00
Total	£60,000.00

7.6 Members will be aware that there has been a change in how the Council tax base is calculated. Last year Three Rivers District Council made grant funding to the Parish Council for the half the amount of the revenue grant last year's figure of £4212, this year the grant of £2137 has been reduced to by another 50% making a shortfall of £2075

7.7 This year the Band 'D' equivalent tax base has been increased from 6080.31 for 15-16 to 6166.38 for 2016/17 an increase of 86.07 this will mean that the council can collect an additional £5860 without having to increase the precept and the costs are shared between more people.

7.8 Listed below are the suggestions with regard to the precept

1. Total capital and revenue figures plus total capital projects would equate to a precept of $£392131 + 60000 = £452131$ or £73.32 per Band D equivalent an increase of 8.65% which equates to £5.39 per annum or 10 pence per week
2. Reduce the total capital figures.
 - P&R reduce the capital figure to £15000, taking the £5000 already allocated to make a total of £20,000 and phase the proposed work over two years.
 - Open Spaces reduce the capital to £10,000 as the refurbishment is likely to be carried out over a number of years and use the ring fenced easement money of £7720 to top up the budget.
 - Reduce the Village Halls budget to £5,000 as the majority of the work required in the War Memorial Hall has been carried out and re-evaluate the situation during the next financial year, taking into account the findings from the advisory committee looking at all the buildings.
 - Planning reduced the budget to zero and try to attain sponsorship for the signs.

$£392131 + £35000 = £427131$ and increase of 3.3% or £69.27 per Band D equivalent an increase of £1.33 per annum or 2.5p per week.

3. Increase the precept to £418900 (an additional £5760) and take the remaining balance of
 - £8231 (£35000 capital) from reserves
 - £33231 (£60,000 capital) from reserveskeeping the precept the same £67.93 per band D.

NB Any of the above suggestions can be altered and a precept figure can be calculated on the night if required.

8. LIST OF BACKGROUND PAPERS

- 8.1 Parish Accounts
- 8.2 Three Rivers Tax Base Calculation

Parish Council Financial Budget Comparison

Agenda item 12 Appendix 1

Comparison between 01/04/15 and 01/02/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/15

	2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17	
Policy & Resources						
Income						
7	Chorleywood in Bloom	£0.00	£3,000.00	£3,076.00	£76.00	£1,500.00
8	Chorleywood Library Volunteers	£0.00	£1,000.00	£1,000.00	£0.00	£1,000.00
9	Community Plan	£0.00	£0.00	£0.00	£0.00	£0.00
10	Other	£580.00	£750.00	£859.42	£109.42	£750.00
11	Grants	£0.00	£0.00	£0.00	£0.00	£0.00
12	Chairman Charity	£400.00	£400.00	£449.00	£49.00	£400.00
13	Village Day	£3,700.00	£5,275.00	£5,376.00	£101.00	£5,000.00
14	Sale of Parish Map	£50.00	£50.00	£0.00	£-50.00	£50.00
15	Insurance Contribution	£2,600.00	£0.00	£0.00	£0.00	£0.00
16	Quiz Night	£0.00	£0.00	£10,442.20	£10,442.20	£0.00
17	Caddy Sacks	£250.00	£250.00	£276.00	£26.00	£250.00
18	Contribution from WMH for Computer	£1,325.00	£1,325.00	£1,325.00	£0.00	£1,340.00
19	Bank Interest	£50.00	£50.00	£-119.77	£-169.77	£50.00
Total Income	£8,955.00	£12,100.00	£22,683.85	£10,583.85	£10,340.00	
Expenditure						
100	Salaries	£76,650.00	£83,000.00	£68,550.35	£14,449.65	£80,085.00
101	Inc Tax & NI	£30,660.00	£33,650.00	£26,971.07	£6,678.93	£34,000.00
102	Superannuation	£28,650.00	£32,000.00	£26,434.85	£5,565.15	£32,500.00
103	Travelling Expenses	£2,200.00	£2,200.00	£1,672.81	£527.19	£2,225.00
104	Rates	£4,500.00	£4,500.00	£4,416.00	£84.00	£4,545.00
105	Services	£4,000.00	£4,000.00	£2,613.94	£1,386.06	£4,050.00
106	Telephone	£4,000.00	£4,000.00	£3,433.44	£566.56	£4,550.00
107	Audit	£3,000.00	£3,000.00	£2,407.00	£593.00	£3,000.00
108	Chairman's Allowance	£450.00	£450.00	£66.00	£384.00	£450.00
109	Chorleywood Matters	£4,000.00	£5,100.00	£2,895.00	£2,205.00	£5,150.00
110	Computer	£4,200.00	£4,200.00	£4,287.11	£-87.11	£4,500.00
111	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
112	Grants	£500.00	£500.00	£0.00	£500.00	£500.00
115	Insurance	£10,300.00	£10,300.00	£5,633.24	£4,666.76	£10,500.00
116	Legal Expenses & Professional Fees	£1,500.00	£1,500.00	£1,360.00	£140.00	£1,500.00
118	Miscellaneous	£1,000.00	£1,000.00	£1,049.23	£-49.23	£1,000.00
119	Office Cleaning	£500.00	£500.00	£314.20	£185.80	£500.00
120	Office Maintenance	£1,700.00	£1,700.00	£1,193.81	£506.19	£1,725.00

		2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17
Policy & Resources						
121	PCSOs	£28,500.00	£28,500.00	£14,250.00	£14,250.00	£28,500.00
122	Photocopying	£2,425.00	£3,800.00	£2,135.86	£1,664.14	£3,800.00
123	Postage	£1,325.00	£1,325.00	£985.81	£339.19	£1,340.00
125	Stationery & Off equip	£1,580.00	£1,580.00	£782.80	£797.20	£1,600.00
126	Subscriptions & Donations	£2,500.00	£2,500.00	£2,108.77	£391.23	£2,500.00
127	Training & Conferences	£1,350.00	£1,350.00	£670.83	£679.17	£1,350.00
128	Village Day	£2,100.00	£2,500.00	£2,545.67	£-45.67	£2,500.00
129	Website	£1,175.00	£1,175.00	£584.00	£591.00	£1,200.00
130	War Memorial Hall Grant	£20,000.00	£20,000.00	£20,000.00	£0.00	£20,000.00
131	HR Service Contract	£3,750.00	£4,500.00	£4,500.00	£0.00	£4,500.00
132	Christmas Lights	£3,000.00	£3,000.00	£3,040.00	£-40.00	£3,000.00
133	Health And Safety	£1,000.00	£1,000.00	£177.76	£822.24	£1,000.00
134	Quiz Night	£0.00	£0.00	£10,374.34	£-10,374.34	£0.00
135	Purchase of Caddy Sacks	£200.00	£200.00	£288.00	£-88.00	£200.00
136	Chorleywood in Bloom	£2,100.00	£4,700.00	£4,697.15	£2.85	£3,000.00
137	Chairman Charity	£400.00	£1,000.00	£1,175.31	£-175.31	£400.00
138	Community Plan	£0.00	£0.00	£0.00	£0.00	£0.00
139	Chorleywood Library Volunteers	£0.00	£1,000.00	£300.00	£700.00	£1,000.00
140	Mapping System	£0.00	£2,725.00	£2,725.00	£0.00	£2,725.00
Total Expenditure		£249,215.00	£272,455.00	£224,639.35	£47,815.65	£269,395.00

		2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17
Open Spaces						
Income						
20	Allotment Rents	£3,650.00	£3,720.00	£4,045.70	£325.70	£3,760.00
21	Grants	£5,800.00	£5,800.00	£2,460.35	-£3,339.65	£5,800.00
22	Interment Charges	£33,660.00	£33,660.00	£26,322.00	-£7,338.00	£34,000.00
23	Memorial Plaques	£28,650.00	£28,650.00	£23,244.33	-£5,405.67	£28,950.00
24	Miscellaneous	£250.00	£10,250.00	£12,931.12	£2,681.12	£250.00
26	Trade Concessions	£0.00	£250.00	£250.00	£0.00	£250.00
27	Wayleaves/Easements	£50.00	£5,000.00	£5,793.50	£793.50	£50.00
28	Allotments Keys	£25.00	£25.00	£0.00	-£25.00	£25.00
29	Parish Paths Grant	£2,000.00	£2,000.00	£1,599.00	-£401.00	£2,000.00
30	Common Lettings	£1,750.00	£5,000.00	£3,736.25	-£1,263.75	£1,770.00
31	Memorial Benches	£0.00	£0.00	£0.00	£0.00	£0.00
32	Admin Fees	£50.00	£50.00	£0.00	-£50.00	£50.00
Total Income		£75,885.00	£94,405.00	£80,382.25	-£14,022.75	£76,905.00
Expenditure						
200	Salaries	£65,500.00	£65,500.00	£51,937.39	£13,562.61	£66,200.00
201	Income Tax & NI	£22,500.00	£22,925.00	£17,642.95	£5,282.05	£22,780.00
202	Superannuation	£24,500.00	£26,250.00	£21,638.29	£4,611.71	£26,525.00
203	Travelling Expenses	£1,550.00	£1,550.00	£970.85	£579.15	£1,550.00
204	Cemetery Rates	£975.00	£975.00	£804.00	£171.00	£975.00
205	Allotment Services	£1,500.00	£1,500.00	£662.97	£837.03	£1,515.00
206	Allotment Maintenance	£1,225.00	£1,225.00	£396.00	£829.00	£1,240.00
207	Cemetery Maintenance	£1,225.00	£1,225.00	£350.97	£874.03	£1,240.00
208	Cemetery Services	£55.00	£55.00	£49.44	£5.56	£56.00
209	Christchurch Cemetery	£4,200.00	£4,200.00	£1,647.00	£2,553.00	£4,250.00
210	Contribution to Funds	£0.00	£0.00	£0.00	£0.00	£0.00
211	Dog Bin Maintenance	£3,775.00	£3,775.00	£2,306.00	£1,469.00	£3,800.00
212	Equipment & Tools	£1,020.00	£1,020.00	£450.83	£569.17	£1,030.00
213	Seats	£0.00	£0.00	£99.36	-£99.36	£0.00
214	Grass Cutting/Grazing	£6,120.00	£6,120.00	£5,969.45	£150.55	£6,180.00
215	Skip Hire	£1,635.00	£1,635.00	£920.00	£715.00	£1,650.00
216	Tree Surgery & Inpection Reports	£5,100.00	£5,100.00	£200.00	£4,900.00	£5,150.00
217	Ground Maintenance	£5,100.00	£5,100.00	£1,792.85	£3,307.15	£5,150.00
218	Groewood & Tree Inspection	£1,530.00	£1,530.00	£0.00	£1,530.00	£1,545.00
219	Legal fees	£2,000.00	£2,500.00	£2,398.50	£101.50	£2,000.00
220	Maintenance of Horse track	£500.00	£500.00	£0.00	£500.00	£500.00
221	Memorial Plaques	£16,700.00	£16,700.00	£13,701.55	£2,998.45	£17,000.00
222	Miscellaneous	£1,500.00	£1,500.00	£996.83	£503.17	£1,500.00

		2015/2016	Rev 2015/2016	Actual Net	Balance	2016/17
Open Spaces						
223	Refurbishment of Plaques	£0.00	£0.00	£0.00	£0.00	£0.00
224	Refuse Collection	£875.00	£1,300.00	£1,291.43	£8.57	£885.00
225	Mobile Telephone	£400.00	£400.00	£315.00	£85.00	£400.00
226	Vehicle Maintenance	£5,350.00	£5,350.00	£3,362.67	£1,987.33	£5,400.00
227	Litter Bins	£1,000.00	£1,000.00	£828.00	£172.00	£1,000.00
228	Chiltern AONB & CMS	£1,900.00	£975.00	£974.00	£1.00	£1,925.00
229	Health & Safety	£2,000.00	£2,000.00	£1,237.40	£762.60	£2,000.00
230	Parish Paths	£500.00	£500.00	£0.00	£500.00	£500.00
231	Allotment Competition	£350.00	£350.00	£345.27	£4.73	£350.00
232	Parking Meters	£1,580.00	£2,500.00	£2,097.90	£402.10	£2,500.00
233	Surveys	£0.00	£0.00	£0.00	£0.00	£500.00
Total Expenditure		£182,165.00	£185,260.00	£135,386.90	£49,873.10	£187,296.00

Village Halls Financial Budget Comparison

Comparison between 01/04/15 and 01/02/16 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/15

	2015/16	Rev 2015/2016	Actual Net	Balance	2016/17	
Chorleywood Village Halls						
Income						
30	WMH Lettings	£32,500.00	£32,500.00	£19,784.24	-£12,715.76	£32,825.00
31	Bullisland Lettings	£12,750.00	£12,750.00	£9,012.42	-£3,737.58	£10,000.00
32	Hollybush Lettings	£1,000.00	£2,000.00	£1,767.50	-£232.50	£2,000.00
33	Other	£0.00	£0.00	£192.50	£192.50	£0.00
34	Grants	£20,000.00	£20,000.00	£20,000.00	£0.00	£20,000.00
35	Bank Interest Current Account	£35.00	£35.00	£9.26	-£25.74	£35.00
36	Parish Events	£800.00	£800.00	£650.60	-£149.40	£800.00
	Total Income	£67,085.00	£68,085.00	£51,416.52	-£16,668.48	£65,660.00
Expenditure						
300	Salaries	£26,575.00	£26,575.00	£19,796.99	£6,778.01	£26,850.00
301	Income Tax & NI	£6,255.00	£6,355.00	£4,529.73	£1,825.27	£6,320.00
302	Superannuation	£9,200.00	£9,800.00	£8,129.13	£1,670.87	£9,900.00
303	Travelling Expenses	£800.00	£800.00	£618.39	£181.61	£810.00
304	Rates	£0.00	£0.00	£0.00	£0.00	£0.00
305	War Memorial Services	£6,500.00	£7,500.00	£5,419.19	£2,080.81	£7,560.00
306	Bullisland Services	£1,600.00	£1,600.00	£926.98	£673.02	£1,600.00
307	Hollybush Services	£530.00	£530.00	£328.97	£201.03	£535.00
308	Audit	£370.00	£370.00	£189.00	£181.00	£370.00
309	Consumables	£950.00	£950.00	£405.81	£544.19	£950.00
311	Hall Cleaning	£735.00	£735.00	£857.04	-£122.04	£745.00
312	Hall Maintenance	£4,000.00	£4,000.00	£5,991.61	-£1,991.61	£4,000.00
313	Hand Drier & Sanitary Rental	£1,200.00	£1,372.00	£1,371.59	£0.41	£1,390.00
314	Insurance	£1,550.00	£1,840.00	£1,836.40	£3.60	£1,565.00
315	Licences	£1,500.00	£1,500.00	£1,242.14	£257.86	£1,550.00
316	Minor Improvements	£1,000.00	£1,000.00	£511.33	£488.67	£1,000.00
317	Miscellaneous	£200.00	£200.00	£205.00	-£5.00	£200.00
318	Post & Stationery	£400.00	£400.00	£102.77	£297.23	£400.00
319	Trade Refuse	£1,225.00	£1,415.00	£1,414.39	£0.61	£1,430.00
320	Affiliation Fee CDA	£35.00	£35.00	£0.00	£35.00	£35.00
321	Annual Safety Inspection	£120.00	£120.00	£0.00	£120.00	£120.00
322	Bank Charges	£50.00	£50.00	£218.50	-£168.50	£50.00

2015/16		Rev	Actual Net 2015/2016	Balance	2016/17	
Chorleywood Village Halls						
323	Computer Services	£1,325.00	£1,325.00	£1,325.00	£0.00	£1,340.00
324	Health& Safety	£500.00	£500.00	£473.48	£26.52	£500.00
325	Parish Events	£50.00	£50.00	£9.98	£40.02	£50.00
326	Refunds of Hall Hire	£0.00	£0.00	£80.75	-£80.75	£0.00
Total Expenditure		£66,670.00	£69,022.00	£55,984.17	£13,037.83	£69,270.00

Capital Allocation of Funds for 2015/16

Agenda item 12 Appendix 2

28th January 2016

	2015/16 Budget	Balance B/F	Total	Spent	Remaining Balance	Comments
P&R						
Elections	1,755	7940	9,695		9,695	
Replacement IT	1,820	11989	13,809	2725	11,084	Pear Technology Mapping
Office Painting		5000	5,000		5,000	
Replacement boiler	170	940	1,110		1,110	
Open Spaces						
Replacement Equipment	12,540	25140	37,680	6,766	30,914	Replacement RTV's
Village Halls						
Hall Capital	52,730	32430	85,160	75,941	9,219	£71731 whm refurbishment 4209.93 hall painting
Bullisland Hall		7776	7,776		7,776	
Easement money ring fenced for the common					£7,720.00	
			Total balance fund		82,518	

COUNCIL RESERVES

28th January 2016

	£
NATWEST	71507
COIF	5400
Bank Instant Access Account	247720
Scottish Widows 60 Day Account	81685
Current Account	20159
TOTAL	426471

CHORLEYWOOD PARISH COUNCIL

OPEN SPACES MACHINERY

Agenda item 12 Appendix 2

	Replacement Cost	YEAR 8 2008/09	YEAR 9 2009/10	YEAR 10 2010/11	YEAR 11 2011/12	YEAR 12 2012/13	YEAR 13 2013/14	2013 valuation Excl VAT	YEAR 14 2014/15	YEAR 15 2015/16	YEAR 16 2016/17
Tractor	£22500	£2175	£2250	replaced	£2250	£2250	£2345	20,000.00	£2415	£2465	£2490
SideArm Flail Hedgecutter	£5,600	£600	£620	£620	£620	£620	£645	4000.00	£665	£675	£685
Major Flail/Topper	£					Replaced 2500	£250	2250.00	£260	£265	£270
Kubota Tractor									Replaced 18500.00	£1890	Sold
Harrows		£280	£290	£290	£290	£290	£300	450.00	£310	£315	£320
Trailers		£165	£170	£170	£170	£170	£180	1000.00 850.00	£185	£190	£195
Replacement Buildings Costs		£1085	£1125	£1125	£1125	£1125	£1175	Review?	£1210	£1235	£1250
Bomford Rear flail mower		£420	£435	£435	£435	£435	£450	1750.00	£465	£465	£470
Kubota Ride On	£10,000	£1055	£1090	£1090	£1090	£1090	£1135	3650.00	£1170	£1170	£1185
Grave Digger	£15,000	£1630	£1690	£1690	£1690	£1690	£1760	7000.00	Replaced 15,000	£1530	£1545
RTV x 2	14000.00	NEW	£1000	£1000	£1000	£1000	£1050	6850.00	£1080	Replaced £28000	£2800
Heavy Duty Flail Collector	9000.00							9000.00	Replaced £5500	£560	£565
Shoring	6884.00								NEW £6885.00	£700	£710
Car Park refurb											
Total						£9595	£10540		£11270	£12540	£12485

CHORLEYWOOD PARISH COUNCIL

POLICY & RESOURCES

	Replacement Cost	YEAR 8 08/09	YEAR 9 09/10	YEAR 10 10/11	YEAR 11/12	YEAR 12/13	YEAR 13/14	YEAR 14/15	YEAR 15/16	YEAR 16/17
Election Expenses	£3,500	£1550	£1600	Election £1600	£1600	£1600	£1670	£1720	£1755	£1775
Replacement Boiler		£150	£155	£155	£155	£155	£160	£165	£170	£175
Replacement I.T.	£1,000	£1085	£1660	£1660	£1660	£1660	£1730	£1785	£1820	£1840
Office refurb			5000							
Total		£2785	£8415	£3415	£3415	£3415	£3560	£3670	£3745	£3790

VILLAGE HALLS CAPITAL GRANT

	Capital Replacement programme	YEAR 8 08/09	YEAR 9 09/10	YEAR 10 10/11	YEAR 11/12	YEAR 12/13	YEAR 13/14	YEAR 14/15	YEAR 15/16	YEAR 16/17
Replacement Roof										
Replacement Windows		£5,000								
Capital Repairs			£5,000	£2500	£2500	£2500	£2600	£2675	£2730	£2800

Parish Cheque list

Agenda item 10

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409261	4340	01/12/15	£50.00	£0.00	£50.00 P & R	Royal British Legion	Donation /Poppy Wreaths
409262	4341	01/12/15	£88.00	£0.00	£88.00 P & R	Fleming P	Website
409263	4342	07/12/15	£66,402.18	£11,067.03	£55,335.15 CNCL	Right Maintenance Ltd	War memorial Hall refurb
409264	4354	15/12/15	£3,086.30	£203.62	£2,882.68 P & R	R L H Whitney	Quiz Night Expenses
409265	4355	15/12/15	£175.00	£0.00	£175.00 OS	Mr J D O Thomas	Construction of bench on Common
409266	4356	15/12/15	£280.15	£46.69	£233.46 P & R	Ricoh Uk Ltd	Copy Charge - 01/08/15-31/10/15
409267	4357	15/12/15	£3,648.00	£608.00	£3,040.00 P & R	Plantscape	Christmas Trees
409268	4358	15/12/15	£0.00	£0.00	£0.00 P & R	Society Of Local Council Clerks	Annual Membership
409269	4359	15/12/15	£3,570.00	£595.00	£2,975.00 CNCL	Right Maintenance Ltd	Memorial Hall Maintenance works
409270	4360	15/12/15	£16,105.04	£2,684.17	£13,420.87 CNCL	Right Maintenance Ltd	WMh Works additional over & Above Works
409271	4361	15/12/15	£424.88	£0.00	£424.88 CNCL	War Memorial Hall	VAT Repayment
409272	4362	15/12/15	£35.00	£0.00	£35.00 P & R	Mills Window Cleaning Services	Window Cleaning Parish Office
409273	4363	15/12/15	£73.70	£0.00	£73.70 P & R	Sos Office Supplies	Address Labels
409274	4364	15/12/15	£240.00	£40.00	£200.00 OS	J Byne	4 Yard Grab- Fly tipping at Shepherds bridge
409275	4365	15/12/15	£594.00	£99.00	£495.00 P & R	D2DDistribution	Chorleywood Matters- Autumn 2015
409276	4366	15/12/15	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Mem Plaques - Q88
409277	3972	15/12/15	£700.00	£116.67	£583.33 OS	Geo Brown Implements Ltd	chainsaw & bar
409277	4367	15/12/15	£539.00	£89.83	£449.17 OS	Geo Brown Implements Ltd	Chainsaw
409277		15/12/15	£1,239.00	£206.50	£1,032.50		
409278	4368	16/12/15	£100.00	£0.00	£100.00 P & R	Mr John Ross	CLV - petty Cash
409279	4369	16/12/15				Palmer P	Salary
409280	4370	16/12/15				Goddard.A	Salary
409281	4371	16/12/15				Watts C	Salary
409282	4372	16/12/15				Merritt Y D	Salary
409283	4373	16/12/15				James.C	Salary
409284	4374	16/12/15				Hamilton L	Salary
409285	4375	16/12/15				Putman.M	Salary
409286	4376	16/12/15				Watts L	Salary
409287	4387	05/01/16	£390.00	£0.00	£390.00 P & R	Arnett Hills School	Quiz Night
409288	4388	06/01/16	£390.00	£0.00	£390.00 P & R	Chiltern Open Air Museum	Quiz Night
409289	4389	05/01/16	£390.00	£0.00	£390.00 P & R	CADS Chorleywood	Quiz Night
409290	4390	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Care	Quiz Night
409291	4391	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Choral Society	Quiz Night

Parish Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409292	4392	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood CY Football Club	Quiz Night
409293	4393	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Community Arts	Quiz Night
409294	4394	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Parish Council	Quiz Night
409295	4395	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Friends of Prostate Suffers	Quiz Night
409297	4397	05/01/16	£390.00	£0.00	£390.00 P & R	CPADS	Quiz Night
409299	4398	05/01/16	£390.00	£0.00	£390.00 P & R	1st Chorleywood Scouts	Quiz Night
409299	4399	05/01/16	£390.00	£0.00	£390.00 P & R	Christ Church Chorleywood	Quiz Night
409300	4400	05/01/16	£390.00	£0.00	£390.00 P & R	Friends of Chorleywood House	Quiz Night
409301	4401	05/01/16	£390.00	£0.00	£390.00 P & R	Hurstleigh	Quiz Night
409302	4402	05/01/16	£500.00	£0.00	£500.00 P & R	Mount Vernon Cancer Centre	Quiz Night
409303	4403	05/01/16	£390.00	£0.00	£390.00 P & R	St Clement Danes School PA	Quiz Night
409304	4404	05/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood W I	Quiz Night
409306	4405	05/01/16	£132.00	£0.00	£132.00 P & R	Demeinta Friendly Chorleywood	Quiz Night chairman's charity
409307	4406	05/01/16	£360.00	£0.00	£360.00 P & R	Wellers Law Group	Legal fees- Easements Ruardean & Hillview Cottages
409308	4407	05/01/16	£60.00	£0.00	£60.00 P & R	Fleming P	Website
409309	4408	05/01/16	£4,486.40	£0.00	£4,486.40	Inland Revenue	Income tax & Ni
409310	4409	05/01/16	£4,830.38	£0.00	£4,830.38	Hertfordshire County Council	Superannuation
409311	4410	05/01/16	£701.34	£116.89	£584.45 OS	Falon Nameplates Ltd	Mem Plaque - Q878 Brock
409312	4411	05/01/16	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Mem Plaque- Q822- Marks
409313	4412	05/01/16	£641.34	£106.89	£534.45 OS	Falon Nameplates Ltd	Q971- Wall - Mem Plaque
409314	4413	05/01/16	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Mem Plaque - Q931-Billing
409315	4414	05/01/16	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Q885 Cooper - Mem Plaque
409316	4415	05/01/16	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Mem Plaque - Q818
409317	4416	05/01/16	£2,438.40	£406.40	£2,032.00 CNCL	Alan manson	Phase 2 WNh- Final Account
409318	4417	05/01/16	£4,347.91	£724.65	£3,623.26 CNCL	Mr John Ruth	Re-decoration of WMH
409319	4396	14/01/16	£390.00	£0.00	£390.00 P & R	Chorleywood Bookshop	Quiz Night
409320	4418	14/01/16			OS	Watts C	Salary
409321	4419	14/01/16				Palmer P	Salary
409322	4420	14/01/16				Merritt Y D	Salary
409323	4421	14/01/16				James.C	Salary
409324	4422	14/01/16			P & R	Hamilton L	Salary
409325	4423	14/01/16				Goddard.A	Salary
			Total Salaries £11546.15				

Parish Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409326	4424	14/01/16				Putman.M	Salary
409327	4425	14/01/16	£157.02	£15.00	£142.02	Cash	Petty Cash
409328	4426	14/01/16	£641.34	£106.89	£534.45	OS Falon Nameplates Ltd	Beckenham Q 764
409329	4427	14/01/16	£693.18	£115.53	£577.65	OS Falon Nameplates Ltd	Borke Mem Plaque Q886
409330	4428	14/01/16	£641.34	£106.89	£534.45	OS Falon Nameplates Ltd	Mem Plaque- Corby Q1004
409331	4429	14/01/16	£442.80	£73.80	£369.00	P & R Auditing Solutions	Interim Visit 15/16 6th Jan
409332	4430	15/01/16				P & R Watts L	Salary
409334	4438	15/01/16	£116.16	£19.36	£96.80	OS ARCO Watford	Toilet Rolls
409335	4439	15/01/16	£16.20	£2.70	£13.50	P & R Putman.M	thumb pins
409336	4440	15/01/16	£73.02	£12.17	£60.85	P & R Hertfordshire County Council	Pens, Paper, Laminating Pouches
409337	4441	15/01/16	£36.79	£6.13	£30.66	P & R Hertfordshire County Council	mugs & drawing Pins
409338	4442	15/01/16	£316.80	£52.80	£264.00	P & R Hertfordshire County Council	Steam Cleaner
409339	4437	15/01/16	£101.38	£0.00	£101.38	P & R Neopost	Franking Machine Credit
409339	4443	15/01/16	£99.59	£16.60	£82.99	P & R Neopost	Franking System Rental
409340	4448		£174.80	£29.13	£145.67	OS ARCO Watford	PPE Clothing for Rangers
409341	4449		£601.80	£100.30	£501.50	OS Honey Brothers Ltd	PPE Clothing for Rangers
409342	4450		£834.16	£139.03	£695.13	P & R Twin Systems Plc	Quarterly System Report
409343	4451		£96.00	£0.00	£96.00	P & R TRDC	Caddy bags x 3 boxes
409344	4452		£3,868.11	£0.00	£3,868.11	Inland Revenue	
409346	4454		£818.40	£0.00	£818.40	OS District Enforcement Ltd	Patrol of Parking areas- Aug-Dec
Total			£157,162.40	£18,076.35	£139,086.05		

Parish Direct Debit List

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd- 12/01/12	4385	01/12/15	£30.60	£5.10	£25.50	P & R Bt Payment Services	Line Rental Office - Nov
DD 12/8/15	4444	08/12/15	£84.44	£13.74	£70.70	Co-Op. Bank	Credit card
dd-12/03/15	4386	03/12/15	£24.38	£4.06	£20.32	P & R British Gas Services (Commercial) Ltd	Gas Service- Dec
dd-12/15/15	4431	15/12/15	£80.00	£0.00	£80.00	OS TRDC	Cem Rates-Dec
dd-12/15/15	4432	15/12/15	£442.00	£0.00	£442.00	P & R TRDC	Office Rates- Dec
dd-12/15/15		15/12/15	£522.00	£0.00	£522.00		
dd-12/16/15	4433	16/12/15	£23.98	£4.00	£19.98	P & R Bt Payment Services	Broadband Office -Dec
dd-12/21/15	4436	21/12/15	£275.33	£45.89	£229.44	P & R E.on	Elec for Office - 01/11/15-06/12/15
dd-12/29/15	4435	29/12/15	£76.80	£12.80	£64.00	P & R Bt Payment Services	internet services Dec
dd-12/31/15	4434	31/12/15	£30.60	£5.10	£25.50	P & R Bt Payment Services	Fax Line Rental Dec 15
dd-16/01/04	4446	04/01/16	£24.38	£4.06	£20.32	P & R British Gas Services (Commercial) Ltd	Gas Service Contract
dd-16/01/04	4447	04/01/16	£237.41	£39.57	£197.84	P & R Shire Leasing PLC	rental of BT Phone Equip
dd-16/01/04		04/01/16	£261.79	£43.63	£218.16		
dd-16/01/11	4445	11/01/16	£28.88	£4.48	£24.40	Co-Op. Bank	
dd-16/01/15	4455	15/01/16	£80.00	£0.00	£80.00	OS TRDC	Cem Rates
dd-16/01/15	4456	15/01/16	£442.00	£0.00	£442.00	P & R TRDC	Office Rates- Jan
dd-16/01/15		15/01/16	£522.00	£0.00	£522.00		
dd-16/01/18	4457	18/01/16	£23.98	£4.00	£19.98	P & R Bt Payment Services	Office Line Rental - Jan
dd-16/01/18	4458	18/01/16	£357.04	£59.51	£297.53	P & R Bt Payment Services	Parish Line & Alarm Monitoring
dd-16/01/18		18/01/16	£381.02	£63.51	£317.51		

Chorleywood Village Halls Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
403506	1007	01/12/15	£67.75	£0.83	£66.92	CASH	Petty Cash
403511	1013	15/12/15	£55.00	£0.00	£55.00	WMH Aaron Piano Company	Tuning One Piano
403513	1021	16/12/15				Arnold M	Salary
403518	1026	05/01/16	£873.59	£0.00	£873.59	WMH Hertfordshire County Council	Superannuation
403522	1029	15/01/16	Total Salaries £2129.30			Putman.m	Salary
403523	1030	15/01/16				Arnold M	Salary
403524	1031	15/01/16	£27.00	£0.00	£27.00	WMH Putman.m	Door Mats for Common Room
403525	1032	15/01/16	£93.78	£15.63	£78.15	WMH Hertfordshire County Council	Rinse Aid,Dustpan,WD40,Hammer,Floor Polish
403526	1033	15/01/16	£82.40	£13.73	£68.67	WMH Hertfordshire County Council	Teaspoons, dishwasher Salt, First Aid Kit
403527	1034	15/01/16	£282.00	£0.00	£282.00	Sears Derek	salary
W403503	1004	01/12/15	£1,325.00	£0.00	£1,325.00	WMH Chorleywood Parish Council	Contribution to Computer Services
W403504	1005	01/12/15				WMH Mr J Ruth	Salary
W403505	1006	01/12/15	£94.80	£15.80	£79.00	WMH Right Maintenance Ltd	Bullsland Hall -Toilet
W403507	1009	15/12/15	£34.78	£5.80	£28.98	WMH Hertfordshire County Council	Watering Can ,Key tags
W403508	1010	15/12/15	£70.00	£0.00	£70.00	WMH TRDC	Annual Prem Licence Dec15-Nov 2016
W403509	1011	15/12/15	£114.00	£19.00	£95.00	WMH Hertfordshire County Council	Vacuum
W403510	1012	15/12/15	£30.00	£0.00	£30.00	WMH Mills Window Cleaning Services	window Cleaning WMH
W403514	1022	16/12/15				Sears Derek	salary
W403515	1023	16/12/15	Total Salaries £1957.50			Putman.m	Salary
W403516	1024	16/12/15				WMH Watts Mrs L	Salary
W403517	1025	05/01/16	£477.23	£0.00	£477.23	WMH Inland Revenue	Tax & Ni
W403520	1027	05/01/16	£3,868.80	£644.80	£3,224.00	WMH Right Maintenance Ltd	Memorial Hall, North Wall Fire Door
W403521	1028	05/01/16	£270.00	£0.00	£270.00	WMH Oven Clean Commercial Ltd	Oven Clean Bullsland & War Memorial Halls
W403529	1035	15/01/16				WMH Watts Mrs L	Salary
W403530	1036	15/01/16				WMH Mr J Ruth	Salary
W403531	1046		£175.36	£29.23	£146.13	WMH ARCO Limited	Shelving for War Memorial Hall
W403532	1047		£720.28	£0.00	£720.28	WMH Hertfordshire County Council	Superannuation
W403533	1048		£359.59	£0.00	£359.59	WMH Inland Revenue	Tax And NI
Total			£13108.16	£744.82	£12363.34		

Village Halls Direct Debit List

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd15/12/08	1037	08/12/15	£210.99	£34.83	£176.16	WMH Co-Op. Bank	Credit Card-Nov
dd15/12/23	1038	23/12/15	£23.99	£0.00	£23.99	WMH Bt Payment Services	broadband Bullsland
dd-15/12/21	1039	21/12/15	£30.09	£1.43	£28.66	WMH E.on	Elec Bill - Hollybush -01/11/15-06/12/15
dd-15/12/21	1040	21/12/15	£31.49	£1.50	£29.99	WMH E.on	Elec Bullsland-01/11/15-06/12/15
dd-15/15/01	846		£610.44	£29.07	£581.37	WMH British Gas Business	Elec-20/09/14-20/12/14
dd-16/01/11	1041	11/01/16	£2.00	£0.00	£2.00	WMH Co-Op. Bank	Bank Charges- Credit card Dec
dd-16/01/12	1042	12/01/16	£574.67	£27.37	£547.30	WMH British Gas Business	Elec- WMH- 20/09/15-20/12/16
dd-16/01/14	1044	14/01/16	£6.00	£0.00	£6.00	WMH Co-Op. Bank	Bank Charge- Unpaid Cheque- Woodoaks
dd-16/01/14	1045	14/01/16	£192.50	£0.00	£192.50	WMH Co-Op. Bank	Unpaid Cheque- Woodoaks
dd-16/01/18	1043	18/01/16	£23.24	£1.11	£22.13	WMH E.on	Elec - Bullsland hall -04/10/15-30/12/15