

CHORLEYWOOD PARISH COUNCIL

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

MEMBERSHIP & ATTENDANCE

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

*Denotes Member present

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

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

16/21 PUBLIC FORUM

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

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

16/22 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports received from District and County Councillors.

16/23 APOLOGIES FOR ABSENCE

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

16/24 DECLARATIONS OF INTEREST

There were no declarations of interest.

16/25 APPROVAL OF MINUTES

The Council

RESOLVED

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

These were duly signed by the Chairman

16/26 MATTERS ARISING FROM THE PREVIOUS MEETING

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

16/27 CHAIRMAN'S ANNOUNCEMENTS

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

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

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

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

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

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

16/28 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/29 CLERKS REPORT

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

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

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

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

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

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

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

The Council

RESOLVED

To note the report.

16/30 COMMITTEE MINUTES

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

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

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

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

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

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

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

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

The Council

RESOLVED

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

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

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

The Council

RESOLVED

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

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

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

16/31 ACCOUNTS FOR PAYMENT

The following queries were raised on the Accounts for Payment

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

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

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

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

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

The Council

RESOLVED

To note the report

16/32 INTERNAL AUDIT REPORT

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

The Council

RESOLVED

To note the report and the recommendation implemented.

16/33 END OF YEAR ACCOUNTS

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

The Council

RESOLVED

That the End of Year accounts be accepted.

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

16/34 ILLEGAL OCCUPATION OF TRAVELLERS

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

The Council

RESOLVED

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

This was proposed from the Chair and agreed unanimously.

16/35 COMMUNITY/NEIGHBOURHOOD PLAN

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

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

The Council

RESOLVED

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

16/36 CPZ WORKING PARTY

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

The Council

RESOLVED

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

16/37 HS2

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

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

The Clerk briefed Members on the background to these leases

The Council

RESOLVED

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

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

16/39 EXCLUSION OF PRESS AND PUBLIC – Confidential Business

The Council

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 18 and they are instructed to withdraw.

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

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

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

The Council

RESOLVED

That the Council take on a full time Assistant Ranger

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

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

16/16 **CLOSURE**

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

These minutes have been checked by the Chairman.

Signedagreed via email..... Dated

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

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

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

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

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 8

Date: TUESDAY 18th OCTOBER 2016

Subject: Clerks Report

Quiz Night – This again was a great success, with nearly £7,000 being raised on the night, making a total of over £50,000 in the past 7 years. Our thanks must be given to Bob and Diane Whitney for organising the event.

Montessori School – With the exception of some outside painting which has been delayed due to the weather, the work agreed by the Council has been completed. OFSTED inspections have taken place and the School should open after Christmas

CKTS – The conversion of the Men's Changing Room into office space is going ahead. The structural works have been completed. A meeting has been arranged with the leasee's contractor to discuss the requirements for the new side entrance door mechanisms.

French Student – Following the last report we have had a French Student, Anais Billerot who has been with us for a total of nine weeks. In this time she has carried out a number of very useful tasks which include production of the Asset Register, assistance with the Quiz Night, updating of Burial Records, Cemetery Rules, Village Halls Terms and Conditions, Risk Assessment Register and filing. The experience has been a very positive one from the Council's perspective and I think that both the Student and her College have been pleased with the variety of admin work we have been able to offer.

Office Refurbishment – The Clerk has contacted an architect who is going to assist with the internal design of the refurbishment.

Assistant Parish Ranger – The closing date for this post was 11th December and the applications are currently being reviewed by Watford HR

Nature Trail – The Council has received a very positive response to the proposals for a Nature Trail from Natural England who are fully supportive of the scheme. Copies of the Proposals together with the Scheme of regulation have been forwarded to the Planning Inspector who will advise if a S38 application is required.

Copmans Wick Allotment Site – A meeting has been arranged with TRDC to discuss the fencing between the Copmans Wick Allotment site and Warings Field. Until the Parish Council can secure the allotments with fencing there is little point in clearing the fly tipping.

Chorleywood Matters – The Autumn edition of Chorleywood Matters should soon be hitting your doorsteps. This edition focuses on the action plans from the Community Plan one year on.

CiLCA – The Clerk has finally completed the Certificate in Local Council's Administration which is currently being marked by the Society for Local Council Clerks. All nine elements need to receive at least a pass mark for the qualification to be granted. However if any element does not meet the grade the Clerk will have three months to retake this section. Once CiLCA has been awarded the

Council will be able to declare The General Power of Competence, which allows the Council the power to carry out anything that is legal. More information on the GPC can be obtained from the Clerk.

Groveswood – Following a species survey carried out in Groveswood by representatives from the Herts & Middx Wildlife Trust Groveswood has been designated as a Local Wildlife Site. Arrangements are being made with residents in the area to carry out a working party in the winter to remove some of the invasive Laurel. It may be necessary later to consider writing a new management plan for the site to ensure that it keeps this designation.

By-Election – Following the resignation of Barbara Dickens, 10 residents from Highfield Way have called for an election. Assuming this is to be contested the election will take place on 12th January 2017, and the new Councillor will be accepted onto the Council at the next Full Council meeting being 31st January 2017. The cost of the bye election is likely to be around £2,000.

Performance Development Reviews – PDR's are currently being carried out and the results of these will be discussed at the P&R meeting in the New Year.

Precept – work is ongoing calculating the proposed budgets for 2017/18 this will be presented to the next P&R meeting for consideration before they make a recommendation to the next Full Council Meeting for approval.

Dates for your Diary

The Office will be closed from 23rd December 2016 and will re-open on Tuesday 3rd January 2017.

Internal Audit – 17th January 2017

Village Day – 8th July 2017

Quiz Night 2017 - 18th November 2017

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 8th NOVEMBER 2016**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

Members: -

*Cllr Raj Khiroya
*Cllr Jill Leeming
*Cllr Ken Morris
*Cllr Alison Preedy
Cllr Martin Trevett
*Cllr Steve Watkins (ex officio)
*Cllr Jane White (ex officio)
*Cllr Jenny Wood

Also in attendance

* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary
* Cllr Mike Westacott

16/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Martin Trevett

16/22 DECLARATION OF INTEREST

There were no declarations of interest

16/23 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 27th September 2016 were approved as a true and correct record.

A presentation was made to the Committee from Mrs Emma Donnelly regarding her proposal for a breakfast/after school club in The Common Room. The Committee congratulated Mrs Donnelly on a very thorough business plan and asked a number of questions.

Due to contractual issues the Committee decided to debate the issue in confidential business.

16/24 MATTERS ARISING

Hollybush Montessori School is well underway both within the building and the facilities being enabled for the children outside.

The Clerk advised that the lease for both the Hollybush Montessori School and Josh Sills CKTS Dance School have been forwarded to the solicitor together with the Heads of Terms.

16/25 SECRETARY'S REPORT

War Memorial Hall –

The blinds are being installed on Wednesday 9th November, 2016.

The motorised screen has been order and will be installed as soon as it arrives are the hall,.

Common Room –

Cllr Jane White requested that use of the Common Room by the Council for Committee meetings be implemented at the earliest opportunity.

Planning meetings may have to continue in the Council chamber for a while longer until a screen and projector are purchased.

Cllr Steve Watkins agreed and said that this would enable work to commence on the staff office.

A second door leading from the Common Room into the War Memorial Hall needs investigating further to alleviate the noise from one room to another.

The Committee discussed the proposal following the presentation and voiced their concerns. The Committee felt strongly that the purpose of the newly built Common Room was for the use by the Community, and felt it was not appropriate to allow another hall to be used for Commercial use.

The Committee felt that up to a maximum of 24 children in the Common Room during a session, which could be up to 12 hours would be difficult and overbearing.

One of the main difficulties would be producing food for the children when there is another function booked into the War Memorial Hall.

There were also a number of H&S concerns which would be difficult to overcome
The Committee therefore

RESOLVED

To reject the proposal for a Breakfast and After School Club at the Common Room
That the Clerk writes a detailed letter explaining the Councils concerns.

Bullsland Hall Hollybush Hall

The Council agreed to note the report

Hollybush Hall

The Council agreed to note the report

16/26 TREASURERS REPORT

The Committee
RESOLVED
To note the report

REVISED BUDGET

The Clerk advised the Committee that due to the new finance system she was unable to produce the Revised budget report as per the agenda, however there were no changes to the expenditure but increases in Income changing the deficit from £3100 to £1779 making a net decrease in the budget of £1321.00

The Committee
RES OLVED
To approve the revised budget.

This was proposed by Cllr Rodney Kipps and unanimously agreed.

16/27 MONTESOURI SCHOOL AT THE HOLLYBUSH HALL.

Cllr Rodney Kipps questioned the painting of the steps in white rather than yellow. The Clerk advised that she had checked with Health and Safety and so long as the steps were clearly distinguishable they could be painted either white or yellow.

The Clerk forwarded a request from the Montessori School to place a gate at the side entrance at the bottom of the steps. There was a requirement for OFSTED. Cllr Kipps questioned access for Members of the RBL and it was agreed that the gate should be kept open when the school was closed and that keys should be given to the RBL and the Parish Council.

The Committee

Resolved

To allow construction of the gate at the bottom of the steps but that this should remain open when the School was closed.

That both the RBL and the Parish Council have a key.

This was proposed by the Chair and unanimously approved.

16/29 FOUR YEAR VISION

Cllr Jenny Wood advised the Committee that the Web team had met and gone through a few ideas for producing a more accessible and proactive web site.

The clerk advised that the French student that is currently working for the Council had viewed the web page and come up with a few ideas for the page.

An e-mail was received regarding an online booking systems - Cllr Jane White thought further investigation was needed on this before any action is taken.

16/30 HEALTH AND SAFETY REPORT

Bullsland Hall passed its fire and safety check.

16/31 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.36 pm

SignedAgreed via email..... Date ...21st November 2016.....

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

Signed Date

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 6TH DECEMBER 2016

MEMBERSHIP & ATTENDANCE

- Chair:** * Jane White
- Councillors:** * Tony Edwards
* Rodney Kipps
* Raj Khiroya
Alison Preedy
* Steve Watkins

Also present * Jackie Worrall

*Denotes members present

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

There were no members of the public present

16/33 APOLOGIES FOR ABSENCE

There was one apology for absence from Cllr Alison Preedy .

16/34 DECLARATIONS OF INTEREST

There were no Declarations of Interest

16/35 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 13th September 2016 which had been taken at Full Council on the 18th October 2016 with no amendment and the minutes of the Extra ordinary meeting dated 15th November be approved as true and correct records.

16/36 MATTERS ARISING FROM THE MINUTES

The Clerk advised Members that she had not yet received the tax base for the coming year.
There were no other matters arising.

16/37 FINANCIAL COMPARISON STATEMENT 2016/17

The Committee
RESOLVED
To note the report

16/38 QUARTERLY CASHBOOK

The Committee

RESOLVED

To note the report

16/39 WEBSITE

Members were shown a mock up version of the Parish Council website produced by the current Webmaster based on the observations of the French Student detailed in the report. This had been produced unprompted and Members asked that their thanks be passed on to him for this work. It was noted that Chorleywood Matters needed to be also brought in line with the new website.

The Committee

RESOLVED

- 1) To allow the working group to continue to review and update the website and report back regularly to the committee
- 2) To retain the current webmaster to develop the new site
- 3) As part of the process to review and update the contract with the webmaster.

This was proposed from the Chair and carried unanimously

16/40 PERFORMANCE, DEVELOPMENT AND REVIEW (PDR) PROCEDURE OF PARISH STAFF

It was noted that there was a need to check Standing Orders on this subject and review the process as necessary.

The Committee

RESOLVED

That the PDR process as outlined be adopted.

This was proposed from the Chair and carried unanimously.

16/41 DRAFT BUDGET 2017/18

Discussion covered the capital increase that had taken place two years previously for the War Memorial Hall refurbishment and the proposed allocation of additional monies for

- The resurfacing of the parking areas
- Gateway signs
- Ongoing refurbishment of the halls
- Office refurbishment

It was also noted that election expenses were expected to run at about £20k and therefore additional allocation for this item would be required. It was also agreed that poll cards would be issued for the forthcoming by-election.

The refurbishment of the office was discussed at some length and it was agreed that the budget allocation needed to be increased to cover the additional aspects of the IT requirements and maintenance work required to the outside of the building. Following a suggestion from a member it was agreed that a structural surveyor would be engaged to assess the outside works require. The schedule of works produced could then be used as the basis of the tender for the works. The Clerk advised that she was in contact with an architect and a meeting would be set up with him shortly. A quote for the IT works required with the move was also requested. It was hoped that all three quotes could be progressed independently and brought back to the next meeting. Cllr Raj Khiroya agreed to act as lead Cllr for this project.

The Committee

RESOLVED

To note the draft budget.

16/42 FOUR YEAR VISION

Members were pleased to hear that the Asset Register was now complete and this was down in a major part to the French Student on work experience in the Parish Office. It was agreed that this committee needed a cut down summary of all the individual committee four year visions which they could then use to prioritise across the board. It was agreed that all committee members would consider the priorities and send these in to the Clerk. Cllr Jackie Worrall volunteered to review Standing Orders which was gratefully accepted. Neighbourhood Plan and gateway signs were to be added to the vision.

16/43 APPLICATIONS FOR GRANT FUNDING

Three Rivers Citizen Advice Service: Members sought clarity on some of the information in the application and an understanding of whether this was a one off pump priming grant or an going commitment to an annual grant. It was felt that further information was required in order to make the appropriate grant award. Members were also interested in what contributions other Parish Councils made and what the community had gained.

Chorleywood Film Club: Again Members felt that they needed further information on which to base an award.

In the light of further information being required on both grant applications the decisions would be deferred until the next P&R. In the meantime Members detailed the questions that they needed answering and the Clerk would go back to the application authors.

16/44 HEALTH AND SAFETY

It was noted that again the French student had been busy and had updated all the Risk assessments for review by Officers.

16/45 ACCIDENTS AND COMPLAINTS RECEIVED

The Chair explained why this item was now on the agenda and the Clerk updated the Committee on the two complaints. With respect to the Roadway flooding issue it was noted that a copy of the School Insurer's report had been requested from the School. It was felt that this should identify any remedial action

required, above that that had already been actioned. It was also noted that the Council should have a copy of the School's insurance policy each year given their responsibility for the car park area covered by tarmac and the issues raised by the Church with respect to the potholes in this area. Cllr Raj Khiroya agreed to assist with the insurance documentation aspects of this issue.

16/46 CLOSURE

The meeting having started at 7.30 pm, finished at 9.49 pm

These minutes have been checked by the Chairman.

Signaturethese have not been checked by the Chairman..... Date.....

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

Signature Date

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
PR 16/39	Resolution	1)To allow the working group to continue to review and update the website and report back regularly to the committee 2)To retain the current webmaster to develop the new site 3)As part of the process to review and update the contract with the webmaster.	Website Working Group (Cllrs Jane White & Jenny Wood, Deputy Clerk and Admin Officer)
PR 16/41	ACTION	A structural surveyor to be engaged to assess the outside works required as part of the Office Refurbishment and the quote to be brought back to the next meeting.	Clerk
PR 16/41	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting.	Clerk
PR 16/42	ACTION	To produce a cut down summary of all the individual committee four year visions.	Officers
PR 16/42	ACTION	To consider priorities of the items in the Four Year Vision and advise the clerk	Committee Members
PR 16/42	ACTION	To conduct a review of Standing Orders	Cllr Jackie Worrall
PR 16/43	ACTION	To obtain further information on the grant applications	Clerk
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park	Clerk
PR 16/41 & 45	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues.	Cllr Raj Khiroya

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 22ND NOVEMBER 2016

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors Jo Clark
* Raj Khiroya
* Jill Leeming
* Alison Preedy
* Steve Watkins (ex officio)
* Sarah Wright
Jane White (ex officio)

* Denotes members present

Officers present Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Andrew Goddard – Parish Ranger

There were three members of the public present.

RECOMMENDATIONS:

1. Village Day

To consider the revised plan for Village Day and seek commitment from other councillors to the event and the budget implications.

See Minute 16/60 Summer Event

16/46 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Jo Clarke and Jane White

16/47 DECLARATIONS OF INTEREST

None

16/48 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the Open Spaces Committee meeting held on 20th September 2016 which had been taken at Full council and agreed with one correction to the date of the last minutes to the 19th July 2016 be approved as a true and correct record.

16/49 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes that would not be covered under the agenda.

16/50 FINANCIAL COMPARISON STATEMENT 2016/17

The Chairman advised that the apparent overspend on line 330 / 4705 Grounds Maintenance was due to the fact that the money for the wall at Christchurch had been received in the previous year and therefore showed as an overspend on this current year when the work had been done.

The Committee

RESOLVED

To note the report.

16/51 OFFICER'S REPORT

Recommendation 1 Cemetery Hedge – It was noted that whilst the arch was looking splendid at the current time, it could no longer be cut under safe working practices by the Rangers and other options were cost prohibitive.

The Committee

RESOLVED

To remove the arch and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary.

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

Cemetery – the daily removal of mole hills in the Cemetery and the number of flower vases that were present at any one time were noted. Both of these require daily attention from the Rangers.

Dog Bins – It was noted that since the installation of the additional bins at the War Memorial Hall and Shepherds Bridge permissive parking areas no further overspill had been noted.

Litter Bins - The issue of domestic waste being put in several of the litter bins around the Common was noted. It was noted that unless someone was actually caught in the act of dumping rubbish, there was rarely anything in the rubbish to identify the household responsible and therefore there was little that could be done. Different types of litter bin were however being considered that might help alleviate the problem.

The Committee

RESOLVED

To note the report

16/52 REVISED BUDGET 2016/17

The Clerk briefed Members on the contents of the report highlighting several points. The urgent works on the trees at Christchurch and the laying of the gravestones that had failed the stress testing this year were additional costs. With a further two year programme of tree work resulting from the survey, it was suggested that further ongoing provision for this would now need to be made with a proposed three year cycle of surveys to be established. In response to a Member's question the Clerk advised that the Council had taken on the maintenance of the Closed Churchyard in the mid eighties by agreement of the Chair of the Council at that time. The operation of the maintenance contract for the

churchyard was discussed and it was noted that this was due to be re-negotiated shortly with the Church and the results of this would be brought back to the next Open Spaces.

It was noted that there was an overall net increase of £12433 on the year.

The Committee

RESOLVED

To accept the revised budget for 2016/17

This was proposed from the Chair and carried unanimously.

16/53 DRAFT FEES AND CHARGES 2017/18

The Committee

RESOLVED

To accept the 2017/18 Fees and Charges as detailed in the report.

This was proposed from the Chair and carried unanimously.

ALLOTMENTS

16/54 OCCUPATION

It was noted that there had been no issues with the trial of the bees at The Swillett allotment site that had now been running for over a year. It was agreed that should a bee keeper approach the Council to install bees hives at Copmans Wick Allotment site this was acceptable subject the same provisions as the introduction at The Swillett.

The Committee

RESOLVED

To note the occupation

16/55 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

LAWN CEMETERY

16/56 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

16/57 REVISION OF LAWN CEMETERY RULES

The revised wording that had been agreed at a previous meeting had been put into booklet format with a different approach to the cover and back page. This had been designed by the French student currently on work experience in the Parish Office.

The Committee

RESOLVED

To accept the newly designed brochure containing the Lawn Cemetery Rules.

COMMON AND GROVEWOOD

16/58 WINTER WORKS PROGRAMME 2016 - 17

The Clerk advised that the priority for the Winter was the tree work and May bushes. When ground conditions prevented this work the other jobs listed would be tackled. The main issue with the May bushes was the difficulty and therefore the safety issues of getting the tractor in to move the wood. If the weather stays wet the Rangers may fell the trees but leave the wood there until they can get in with the machinery. It was noted that work on the May bushes was behind target and as a key element of the Stewardship agreement it needed to be brought back in line. The agreed programme would go on the website and the committee would be updated in the Spring on progress on the programme of works.

The Committee

RESOLVED

To agree the Winter Works Programme 2016-17.

This was proposed from the Chair and agreed unanimously.

16/59 GOLF CLUB WINTER WORKS 2016 - 17

The Clerk advised members that criticism was often levelled at the Council questioning why the Council spent money on the Golf Club. It should be made clear that the Golf Club seek permission for the works programme from the Council but then undertake the works themselves, it is not done by the Parish Rangers. It was noted that the Golf Club were concerned with the height and invasion of the gorse near the 9th tee. However it was noted that removal of this would upset many parishioners. It had been suggested that if the Golf Club wanted to remove this they should consider establishing an area of equal size elsewhere and the Common Ranger outlined how this could be done. The idea of reducing the height was raised. It was agreed that as a first step the height should be reduced by a third. It would then be revisited next year to re-assess the Health and Safety issues and general reaction to the work and review the best way forward.

The Committee

RESOLVED

To agree the Golf Club Winter Works 2016 – 17 with the amended treatment of the Gorse near the 9th Tee

This was proposed from the Chair and agreed unanimously.

16/60 SUMMER EVENT

The Committee had been asked to look at

1. The consequences of combining Village Day and the best of Commons Day
2. Budget and staffing implications
3. The appointment of a lead councillor for the event.

The Chair advised that such events took considerable officer time and cost to arrange and an extra event such as commons Day multiplied this by an order of magnitude. He felt that combining the events was therefore the best way forward. A report by Friends of Chorleywood Common on the subject had been circulated to Members prior to the meeting and was covered under the discussion that then took place.

It was suggested that the two most popular items from Commons Day were the Birds of Prey display and the outdoor screening of the film. Whilst all who had attended the outdoor screening agreed that it had been very good, the practicalities of adding this to Village Day were too great and the organisation of such an item would need to be taken on by someone other than the officers. Members wondered whether the Film Club would wish to take on. There were however issues regarding security of the Common and litter picking following such an event. It was felt that perhaps this should be a separate event, not combined with Village Day.

On the subject of introducing Country Crafts to Village Day it was noted that the Council would need to pay some to attend rather than the current situation where most stalls pay the council to attend. It was noted that a budget in the order of £2.5K would probably be required. Ideas included blacksmiths, lathe turners and chainsaw carvers

The Dog Show was agreed to be a good attraction and it was felt that the Tug of War would also pull people in. The idea of separating the different activities/stalls into Zones was well received.

On the subject of nominating a lead Councillor to work with officers to keep Councillors informed, Cllr Tony Edwards felt that the Chair of Open Spaces should take the lead and therefore offered to act in this role for the coming year. Cllrs Steve Watkins and Raj Khiroya also volunteered to assist.

Parking control for the day was discussed and the Clerk would attempt to find out the costs of bringing an outside company in as an alternative to the people currently employed.

It was suggested that the food outlets could be increased.

Charges were reviewed and the following increases agreed:

Commercial/Business stalls - increase to £35

Food – increase to £85

Charities to remain at the current charge of £15

The Committee

RESOLVED to recommend

To Full Council

To consider the revised plan for Village Day and seek commitment from other councillors to the event and the budget implications.

16/61 FOUR YEAR VISION

Permissive Parking Areas - The Clerk brought Members up to speed on the current situation on the ramps at the War Memorial Permissive parking area and advised that she was still trying to get the company who potentially had a surfacing material that could be used in the parking areas out to view the area.

The Clerk advised that a very positive response had been received back from Natural England with respect to the Nature Trail and that this would be going off to the Planning Inspector with a copy of the Common's Scheme of Regulation to advise if a Section 38 application is needed for the Nature Trail.

GENERAL

16/62 HEALTH AND SAFETY

Members were advised that the French Student currently on work experience in the Parish Office was undertaking work on the Risk assessments to put them into a new format which would then be reviewed by the appropriate officers before adoption.

16/63 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.49pm.

Signedagreed via email..... Date28.11.16.....

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

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

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

See Next page

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
OS 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary.	Parish Rangers
OS 16/52	ACTION	The maintenance contract for the churchyard to be re-negotiated with the Church and the results brought back to the next Open Spaces.	Officers
OS 16/58	Action	The agreed Winter Works programme 2016-17 to be put on the website.	The Clerk
OS16/58	Action	To update the committee in the Spring with progress on the Winter Works 2016 - 17 programme of works.	The Clerk
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day.	The Clerk

REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 29th NOVEMBER 2016
MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr Raj Khiroya
Councillors: *Cllr Rodney Kipps
*Cllr Geoffrey Liley
Cllr Alison Preedy
Cllr David Raw
*Cllr Steve Watkins (ex officio)
*Cllr Mike Westacott
*Cllr Jane White (ex officio)
Cllr Jackie Worrall

*Denotes members present

Officers Attending: * Michelle Putman - Admin Officer

There were three members of the public present

Part 1 RECOMMENDATIONS.

TRDC Councillor, Angela Killick was asked to address the committee.

Cllr Angela Killick advised the Committee that the subcommittee investigating parking issues within Chorleywood, chaired by Angela Killick, and members include Geoffrey Liley and David Hiddlestone, are details have been forwarded to TRDC.

Investigation is ongoing regarding the extension to the station car park to increase parking spaces. The Committee will look at Kings Langley Station where a new car park has been erected. Once information has been received then pressure can be applied to London Transport to extend Chorleywood Station car park. Cllr Angela Killick advised that this is a feasible idea to bring to the table, and that the working party needs to focus on what is achievable. TRDC have been looking into parking issues within Chorleywood since June and have hired a consultant.

The Committee was asked to provide further suggestions re parking issues to assist the consultant.

Cllr Angela Killick said maybe investigation is needed to look at Commuter parking at the Ferry car park, and to encourage local businesses to purchase parking permits to park at the Ferry car park. Other areas for discussion were to look at minimizing the stay outside Andrew Flemings to 30 mins and to stop parking outside the shops for the owners and staff and to possibly look at getting rid of the 2 hour parking and reducing to 1 hour.

Cllr Raj Khiroya advised the Committee that we need to ensure that the parking issues are acceptable for Chorleywood, especially as parking was a prevalent topic in the Community Plan.

Cllr Steve Watkins commented that parking in Chorleywood and Three Rivers was currently free and that a charge should be placed on parking within the car parks.

It was noted that all roads around Chorleywood Station have restrictions to stop commuter parking.

Cllr Jane White thanked the working party for putting together the information.

It was suggested that we consider putting the S106 monies towards the parking issues.

Cllr Geoffrey Liley praised Cllr Angela Killick for all her hard work.

The Committee

RECOMMEND to Full Council

That all Parish Councillors are asked to provide further suggestions and support re parking problems to assist the TRDC consultant in resolving the parking issues within Chorleywood.

This was proposed by Cllr Geoffrey Liley seconded by Cllr Raj Khiroya and unanimously agreed.

MINUTES

16/108 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Alison Preedy and Cllr Jackie Worrall. Cllr David Raw was absent.

16/109 DECLARATIONS OF INTEREST

There were three declarations of interest received:

Cllr Jane white - 16/2246 - 10 Whitelands Avenue

Cllr Jane White - 16/2328 - 47 Hill Rise

Cllr Steve Watkins - 16/2191 – 32 Clements Road

16/110 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 1st November 2016 be approved as a true and correct record.

16/111 MATTERS ARISING FROM THE MINUTES

Cllr Raj Khiroya attended the Development Control Meeting at TRDC on the 17th November, 2016 regarding two applications that the Parish had called in.

Cllr Raj Khiroya asked if the Officer could investigate and report back the procedure for attending and speaking at TRDC Development Control Meetings, as the Chairman of this Committee had recently been denied the opportunity to make representation on behalf of the Parish Council.

16/112 LETTERS OF OBJECTION/EXPLANATION

There were no letters received

16/113 PLANNING APPLICATIONS

The Committee

RESOLVED

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

16/114 PLANNING APPEALS

There were no planning appeals this month.

16/115 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

16/116 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 17th November, 2016.

16/117 URGENT ITEMS

None to report

16/1118 COMMUNITY PLAN & NEIGHBOURHOOD PLAN

Neighbourhood Plan - Cllr Steve Watkins advised that he, Vivian Lantree and Gareth Hunt, (Neighbourhood Committee members) had met with Claire May from TRDC regarding the Neighbourhood Plan. There is a lot more work and information that is required to be done, including the information from the Community Plan to be placed in the Neighbourhood Plan before it can be presented to TRDC. It was originally anticipated that the referendum would possibly be next May. A meeting is to be organised between the Committee and the Clerk, to take place before Full Council to discuss the Neighbourhood Plan and decide if it is going ahead. It was suggested that the Committee involve other local parties to work on the Neighbourhood Plan, as per the Community Plan.

16/119 LICENCE APPLICATION

None to report

16/120 TRANSPORT

See recommendation.

16/121 REPORTING OBJECTIONS TO TRDC.

The Committee were advised that the Local Development Plan Guidance which gives reasons for and against development need to be looked at to enable the Committee to put the Policy codes on all the plans to which the Committee have concerns or that are called in to TRDC. The Development Management Policies will be forwarded to all Committee members to look at and decide which Policies apply to Chorleywood, these will then be written down and presented to all Committee members to be used at the Planning Meetings.

16/122 FOUR YEAR VISION

15/145 - Gateway Signs

The Committee was advised that we had received approval of the new gateway signs for Chorleywood. Highways will require a map of the precise locations for each sign and they will then provide the Council with a cost of putting up the signage.

15/123 ATTENDANCE AT TRDC DEVELOPMENT MEETING

Cllr Raj Khiroya will attend the Development Control Meeting on Thursday 15th December, 2016, at Three Rivers District Council.

16/124 CLOSURE - The meeting having started at 7.37pm and finished at 10.07pm

SignedAgreed via e-mail.....Date6th December, 2016.....

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

Signed Date

At : 11:01

Current Account

List of Payments made between 29/09/2016 and 06/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
29/09/2016	BT Retail	DD	30.60		Parish Line Rental
30/09/2016	BT	DD	76.80		Internet Services Office
03/10/2016	British Gas	DD	25.42		DD- Gas Service Contract
03/10/2016	Shire Leasing PLC	DD	237.41		Lease of Bt Phone Equip- DD
03/10/2016	Affinity Water	DD	120.21		DKL Allot- Water 29/01-30/09
03/10/2016	Affinity Water	DD	130.26		Allot Water SW- 04/02-30/09
04/10/2016	Blains Trailers & Tyres	410051	60.00		Pucture Repair Mower
04/10/2016	Sarratt Office supplies	410052	83.23		Dynmo Labels for Printer
04/10/2016	Falon Nameplates LTD	410053	57.66		Mccaffery Bench Mem Plaque
04/10/2016	Falon Nameplates LTD	410054	57.66		Bench Mem Plaque - Murphy
04/10/2016	Falon Nameplates LTD	410055	301.32		Mem Plaque- Poole
06/10/2016	Bank Instant Access Account	Trans 4	114,935.89		Precept
10/10/2016	CASH	410057	191.05		Petty Cash
10/10/2016	D .J Hall	410058	660.00		Cut & Lift Larks Meadow
10/10/2016	Three Rivers District Council	410059	517.16		Trade Refuse Lawn Cem
10/10/2016	Hertfordshire County Council	410060	49.71		Stationary Office
10/10/2016	Bank Instant Access Account	Trans	9,931.58		TMP
10/10/2016	Eon	DD	37.20		Gas South Lodge
10/10/2016	Co-op Credit Card	DD	236.22		Credit card Sep
10/10/2016	Three Rivers District Council	410059	96.00		Caddy Bags
11/10/2016	Davies Brothers Nursery LTD	410061	916.36		Winter Planting - CWIB Baskets
11/10/2016	Sundown Screens - bank Error	409636	1.00		Bank Error - Processed for £1
13/10/2016	Earth Anchors LTD	410062	509.94		Dog Bins
13/10/2016	Right Maintenance LTD	410064	2,546.40		Hollybush - Floor Covering
13/10/2016	Neopost Finance LTD	410065	164.58		Franking System
13/10/2016	Mr C Watts	410066			Salary
13/10/2016	Mr P Palmer	410067			Salary
13/10/2016	Mrs Y Merritt	410068			Salary
13/10/2016	Mrs C James	410069	12,904.64		Salary
13/10/2016	Miss I Hamilton	410070			Salary
13/10/2016	Mr A Goddard	410071			Salary
13/10/2016	MRs M Putman	410072			Salary
13/10/2016	Mrs L Watts	410073			Salary
17/10/2016	TRDC	DD	81.00		NNDR- Cem
17/10/2016	Bt Group	DD	26.99		Parish Office Broadband Rent
17/10/2016	Bt DD	DD	433.81		Parish Office
18/10/2016	TBs Hygiene LTD	410074	330.00		Dog Bin Emptying
18/10/2016	Goodman Nash Property Audit	410077	4,783.54		Business Rates Recovery
18/10/2016	Lyn Sutherland	410078	15.77		CWIB Expenses
18/10/2016	Inland Revenue	410075	5,362.27		Tax & NI
18/10/2016	Herts County Council	410076	5,053.06		Superannuation
21/10/2016	Herts County Council	4140060	9.94		Input Mistake
24/10/2016	e.on	DD	35.46		Elec- South Lodge
24/10/2016	Affinity Water	DD	25.71		South Lodge Water
24/10/2016	Affinity Water	DD	34.11		Cem Water
31/10/2016	Bt Retail	DD	30.60		Mobile Broadband
31/10/2016	Bt group PLC	DD	136.01		Parish Fax Line & Broadband

At : 11:01

Current Account

List of Payments made between 29/09/2016 and 06/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
31/10/2016	Bank Instant Access Account	trans1	3,836.54		TMP
01/11/2016	Falon Nameplates LTD	410079	691.53		Q808 White
01/11/2016	George Browns LTD	410080	65.11		Tractor Parts & Maint
01/11/2016	Peter Fleming	410081	139.50		October Website Invoice
01/11/2016	Neopost Finance LTD	410083	150.00		Postage Re credit
01/11/2016	Earth Anchors LTD	410084	261.54		Replacement Dog Bin - BH
01/11/2016	Brenda Harold	410082	100.00		Botanical Survey Larks Meadow
01/11/2016	WMH	409705	745.13		Vat Refund
01/11/2016	Affinity Water	DD	189.52		Water Copmans Wick
03/11/2016	British Gas	DD	25.42		dd Gas Service - Office
08/11/2016	Falon Nameplates LTD	409629	691.56		Mem Plaque - Lawrence
08/11/2016	CSC Corporate domains inc	409690	16.00		Domain for website
08/11/2016	HAPTC LTD	409691	35.00		Effective Meetings training
08/11/2016	Falon Nameplates LTD	409693	691.56		Mem Plaque - Munday
08/11/2016	Christchurch PCC	409694	549.00		Maint Period Oct-Dec 16
08/11/2016	Earth Anchors LTD	409695	62.34		Replacement Bin Lid
08/11/2016	Twin Systems PLC	409696	834.16		Quarterly Support
08/11/2016	Falon Nameplates LTD	409697	57.66		Q875 Bench Plaque
08/11/2016	Co-op	DD	290.78		Credit Card
10/11/2016	bt	DD	170.60		Internet Services
15/11/2016	Royal British Legion	409760	75.00		Poopy Wreaths
15/11/2016	Falon Nameplates LTD	401702	334.56		Mem Plaque - Mackie Q 849
15/11/2016	Hertfordshire Constabulary	409698	7,125.00		PCSO Quarter 2 July- Sept
15/11/2016	Laurel Garden Services	409699	540.00		Hollybush Work
15/11/2016	Falon Nameplates LTD	409701	334.56		Mem Plaque - Scard Q -910
15/11/2016	Falon Nameplates LTD	409703	334.56		Mem Plaque- Donald Mackie Q-77
15/11/2016	Falon Nameplates LTD	409704	334.56		Mem Plaque- Young Q909
15/11/2016	PHILEC	409706	65.00		Supply & Fit light - SL
15/11/2016	PHILEC	409707	157.00		Supply & Fit Light Office
15/11/2016	TRDC	DD	81.00		Cem Rates
16/11/2016	BT	DD	26.76		Broadband line Parish Office
16/11/2016	Falon Nameplates	410079	0.03		Input Mistake - Adjustment
17/11/2016	Mr C watts	409708			Salary - Nov
17/11/2016	Mr P Palmer	409709			Salary Nov
17/11/2016	Mr A Goddard	409710			Salary Nov
17/11/2016	Mrs I Watts	409711			Salary Nov
17/11/2016	Mrs Y Merritt	409712	12739.56		Salary Nov
17/11/2016	Mrs C James	409713			Salary Nov
17/11/2016	Mrs M Putman	409714			Salary Nov
17/11/2016	Miss L Hamilton	409715			Salary Nov
17/11/2016	Inland Revenue	409718	5,331.81		Tax & NI
17/11/2016	Herts CC	409719	5,050.65		Superannuation
17/11/2016	TBs Hygiene LTD	409716	288.00		Dog Bin Maint Oct
17/11/2016	Mills Window Cleaning Services	409717	30.00		Window Cleaning Office
Total Payments			203,687.77		

At : 11:26

Current Bank Account

List of Payments made between 27/09/2016 and 06/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
03/10/2016	Thames Water	DD	17.91		Waste Water Charge
03/10/2016	Affinity Water	DD	193.78		Affinity Water
04/10/2016	MR J Ruth	W403694			Salary
04/10/2016	CASH	W403695	33.53		Petty Cash
07/10/2016	E.on	DD	0.36		Elec Bullsland
10/10/2016	R Kipps	W403699	30.51		Hanging Basket Hooks
10/10/2016	Three Rivers District Council	W403693	187.81		Bullsland Trade Refuse - HY
10/10/2016	Hertfordshire County Council	W403697	38.58		Mops, Bin, Cloths
10/10/2016	Three Rivers District Council	W403698	646.29		Trade Refuse collection- WMH
10/10/2016	E.on	DD	36.52		Gas Bullsland
10/10/2016	Co-op	DD	52.32		Credit Card
12/10/2016	Nelson LTD	W403700	150.00		Dishwasher Callout & Labour
13/10/2016	Mr M Arnold	W403701			Salary
13/10/2016	Mr D Sears	W403702			Salary
13/10/2016	Mrs L Watts	W403703	2216.24		Salary
13/10/2016	Mrs M Putman	W403704			Salary
17/10/2016	TRDC	DD	17.00		Bullsland Hall NNDR
17/10/2016	TRDC	DD	22.00		NNDR Holly
17/10/2016	TRDC	DD	144.00		NNDR WMH
18/10/2016	Inland Revenue	W403706	427.82		Tax & NI
18/10/2016	Herts County Council	W403707	749.20		Herts County Council
18/10/2016	Lyco Group LTD	W403705	11.72		Light Blub - Gent Toilets
19/10/2016	Mrs L Watts	W403703			Salary
24/10/2016	E.on	DD	5.25		Elec- Hollybush
24/10/2016	E.on	DD	12.12		Elec Bullsland
24/10/2016	E.on	DD	52.94		Elec- WMH
24/10/2016	Bt Group	DD	26.71		Bullsland Hall WIFI
24/10/2016	Affinity Water	DD	65.53		Clean Water - HB
31/10/2016	Bt Group PLC	DD	76.32		WMH WIFI
31/10/2016	BT	DD	167.46		Halls Booking Line
01/11/2016	Mr J Ruth	W403709			Salary
01/11/2016	Arco LTD	W403708	115.62		Toilet Rolls WMH
15/11/2016	Three Rivers District Council	W403710	70.00		Annual Prem Licence BH
15/11/2016	Three Rivers District Council	W403711	180.00		Annual Prem Licence- WMH
15/11/2016	Philec	W403712	99.56		Replacement Porch Light
15/11/2016	Philec	W403713	125.43		Replacement of Light - BH
17/11/2016	Mrs M Putman	W403714			Salary
17/11/2016	Mrs L Watts	W403715			Salary
17/11/2016	Mr D Sears	W403716	1947.24		Salary
17/11/2016	Mr M Arnold	W403717			Salary
17/11/2016	Inland Revenue	W403719	456.30		Tax & NI
17/11/2016	Herts CC	W403720	822.34		Superannuation
17/11/2016	Mills Window Cleaning Services	W403718	35.00		WMH Window Cleaning

Total Payments	<u>9,233.41</u>
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