

CHORLEYWOOD PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the Parish Council held in the Common Room at the War Memorial Hall, Common Road, Chorleywood, on Tuesday 9th May 2017

MEMBERSHIP & ATTENDANCE

Chair: * Jane White

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

* Denotes Member present

Officers Present	Mrs Y Merritt – Clerk
	Mrs C James – Deputy Clerk
	Mrs M Putman – Admin Officer
	Miss L Hamilton – Assistant Admin Officer

There were two members of the public present and two Police Community support Officers (PCSOs).

17/01 ELECTION OF CHAIR OF THE COUNCIL

Nominations were received for Cllr Jane White, seconded by Cllr Tony Edwards.
With no other nominations

The Council
RESOLVED

That **Cllr Jane White** be elected as Chair of the Council for the Municipal Year 2017/2018.

This was carried unanimously.

(Upon her election the Chair signed her declaration of acceptance of office).

17/02 ELECTION OF VICE-CHAIR OF THE COUNCIL

The Chair asked for nominations for the Vice Chair. The Clerk advised that she had received one nomination for Cllr Steve Watkins seconded by Cllr Jane White. There were no other nominations.

The Council
RESOLVED

That **Cllr Steve Watkins** is elected as Vice-Chair of the Council for the Municipal Year 2017/2018.

This was carried unanimously.

The Chair thanked everyone for selecting her for a second term.

17/03 APOLOGIES FOR ABSENCE

There were no apologies for absence. Cllr David Raw was absent from the meeting.

17/04 DECLARATION OF INTEREST AND DISPENSATION

None received

17/05 MINUTES

Full Council 28th March 2017: Cllr Jane White presented the minutes of the last Full Council Meeting. Cllr Sarah Wright advised that she was incorrectly recorded as attending the meeting when in fact she had been unable to and had offered her apologies in advance, which the Clerk confirmed had been the case.

Planning 4th April 2017: Cllr Raj Khiroya presented the minutes.

Extra Ordinary Meeting P&R 25th April 2017: Cllr Jane White presented the minutes advising that the Confidential Business would be taken at the end of the meeting.

Planning 2nd May 2017: Cllr Raj Khiroya presented the minutes.

17/06 MEMBERSHIP OF COMMITTEES 2017/2018

The Chair welcomed Cllrs Carol Kristian, Stuart Marshall and Sarah Wright to their first full year as Councillors.

The Council

RESOLVED

That the composition of the Committees of the Council in the Municipal Year 2017/2018 (with the addition of the Chairman and Vice-Chairman of the Council being ex officio members of each) be as follows:-

Open Spaces:

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

Councillors

Jo Clark
Tony Edwards
Raj Khiroya
Jill Leeming
Alison Preedy
Martin Trevett
Steve Watkins (ex officio)
Sarah Wright
Jane White (ex officio)

Planning:

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

Councillors:

Raj Khiroya
Rodney Kipps
Geoffrey Liley
David Raw
Steve Watkins (ex officio)

Jane White (ex officio)
Jackie Worrall
2 vacancies

Chorleywood Village Halls Management Trust:

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

Councillors:

Rodney Kipps
Carol Kristian
Stuart Marshall
Ken Morris
Alison Preedy
Martin Trevett
Steve Watkins (ex officio)
Jane White (ex officio)
Jenny Wood

Cricket Club Advisory Committee

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

Councillors:

Tony Edwards
Raj Khiroya
Rodney Kipps
Jill Leeming
Jane White
Jenny Wood

Chorleywood In Bloom Working Party

Those Members to sit on the Chorleywood In Bloom Working Party were as follows:

Councillors:

Tony Edwards
Steve Watkins
Jenny Wood

Website Working Party

Those members to sit on the Website Working Party were as follows:

Councillors:

Stuart Marshall
Jane White
Jenny Wood

Standing orders were then temporarily suspended at 8.11pm to elect the Chair and Vice Chairs of the Committees.

17/07 ELECTION OF CHAIRS AND VICE CHAIRS OF COMMITTEES

(i) Open Spaces

Cllr Tony Edwards was proposed as Chair, seconded by Cllr Jo Clark, Cllr Allison Preedy was proposed as Vice Chair by Cllr Jill Leeming, seconded by Cllr Steve Watkins. There were no other nominations therefore the Committee unanimously agreed to the appointment of

- Cllr Tony Edwards as Chair of Open Spaces and
- Cllr Alison Preedy as Vice Chair of Open Spaces

(ii) Planning Committee

Cllr Raj Khiroya was proposed as Chair, seconded by Cllr Rodney Kipps, Cllr Jackie Worrall as Vice Chair by Cllr Raj Khiroya, seconded by Cllr Jane White. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Raj Khiroya as Chair of Planning
- Cllr Jackie Worrall as Vice Chair of Planning

(iii) Chorleywood Village Halls Management Committee

Cllr Rodney Kipps was proposed as Chair, seconded by Cllr Stuart Marshall, Cllr Carol Kristian as Vice Chair, seconded by Cllr Martin Trevett. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Rodney Kipps as Chair of the Chorleywood Village Halls Management Committee
- Cllr Carol Kristian as Vice Chair of the Chorleywood Village Halls Management Committee

It was noted that the Cricket Club Advisory Committee, the Chorleywood in Bloom and Website Working Parties would require a lead Councillor to be nominated at their next meetings.

Standing Orders were re-instated at 8.17pm

(iv) Policy & Resources Committee

The Council

RESOLVED

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

Chair – Cllr Jane White

Vice-Chair – Cllr Steve Watkins

Chair Open Spaces – Cllr Tony Edwards

Vice-Chair Open Spaces – Cllr Alison Preedy

Chair of Planning – Cllr Raj Khiroya

Vice-Chair of Planning – Cllr Jackie Worrall

Chair of Chorleywood Village Halls Management Committee – Cllr Rodney Kipps

Vice-Chair of Chorleywood Village Halls Management Committee – Cllr Carol Kristian

These positions were unanimously agreed en-bloc.

The Council
RESOLVED

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

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

Chair, Vice-Chair and Clerk.

It was noted that Batchworth Parish Council would be constituted at a meeting on the 18th May 2017. All the other Parish Councils within Three Rivers District had agreed to support the new council through their first municipal year

b) **Chorleywood Youth Club**

Cllr Raj Khiroya.

c) **Chiltern Open Air Museum**

Cllr Steve Watkins

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

Cllr Jane White would be nominated for the vacancy on HAPTC.

e) **Chorleywood Twinning Association**

Cllr Rodney Kipps and Jill Leeming

f) **Herts Association Larger Local Councils**

Cllr Steve Watkins and Jane White

g) **Three Rivers Environmental Forum**

Cllr Tony Edwards

h) **Highways**

Cllr Martin Trevett

These positions were unanimously agreed en-bloc.

17/09 BANK MANDATE

The Council
RESOLVED

That the authorised signatories to the Council's bank accounts remain as previously as Cllrs Tony Edwards, Alison Preedy, Martin Trevett, Steve Watkins and Jane White, the Clerk and the Deputy Clerk.

17/10 GENERAL POWER OF COMPETENCE

Having heard from the Chair what the General Power of Competence was, how it was achieved and how it could be used in the future

The Council

RESOLVED

that as the Parish Council meets the eligibility criteria detailed below as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and it is now entitled to use the above power.

- a. A two thirds electoral mandate.
- b. A qualified Clerk (CiLCA PG2013)

This was proposed by the Chair and unanimously approved.

17/11 EDITORIAL TEAM OF CHORLEYWOOD MATTERS.

The Council

RESOLVED

That the Chorleywood Matters editorial team be made up of Cllrs Jill Leeming and Jackie Worrall for the time being.

Members of the Council were advised that they could put forward articles for publication at any time. The next edition would require a precis of the Annual Report which the Cllr Jane White volunteered to do.

17/12 HUMAN RESOURCES PANEL

The Council

RESOLVED

That although Human Resources was now outsourced to TRDC, the Human Resources Panel was still relevant and Cllrs Raj Khiroya and Ken Morris and Jackie Worrall would remain on the Panel. The Terms of Reference (TOR) to be agreed at the next P&R Committee and Standing Orders to be reviewed by Cllr Jackie Worrall.

This was agreed 15 in favour with one abstention.

17/13 ANNUAL SUBSCRIPTIONS AND DONATIONS

The Council

RESOLVED

To note the Annual Subscriptions and Donations as set out on the schedule (Appendix 1) noting the removal of the Journal of the Association of Small Historic Towns and Villages.

This was proposed by Cllr Rodney Kipps, Seconded by Cllr Steve Watkins and unanimously agreed.

17/14 FUTURE MEETING LOCATION AND RECEIPT OF PAPERS

The Chair advised Members that all future Council and Committee meetings would now be held in the Common Room at the War Memorial Hall. To facilitate this and reduce the current wastage of paper, the following process for receipt of papers was proposed:

All Councilors to get an email of all Agendas and associated papers for every meeting.
Committee members would get a paper copy of the Committee (s) they sit on put in their tray in the Parish Office (unless otherwise requested to be posted)
Spare paper copies would be available at the meetings.

Members were asked to confirm by completion of a form their acceptance of this proposal. All agreed with the exception of Cllr Jill Leeming who would like paper copies of all but would pick these up from the office.

17/15 VILLAGE DAY

It was noted that Village Day had been growing year on year and had now outgrown the staff available. Members were therefore needed to assist on a number of activities on the day. Cllr Jane White agreed to circulate an email with the activities requiring cover.

17/16 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 5 and they are instructed to withdraw.

Before withdrawing, Michael Hyde thanked all the Councilors for volunteering to serve the Community.

CONFIDENTIAL BUSINESS

17/17 ACQUISITION OF ASSETS

Members were advised that a Full report and Feasibility Study would be put to Full Council in June. In the meantime Members were encouraged to visit the asset in question. The Clerk advised that the Auditors had advised that if Councilors did not agree to the acquisition it could be considered as a dereliction of duty.

17/18 CLOSURE

The meeting have commenced at 7.54pm closed at 9.07pm.

These minutes have been checked by the Chairman

SignedChecked via email..... Dated6.6.17.....

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

Signed Dated

Appendix 1

LIST OF ANNUAL SUBSCRIPTIONS AND DONATIONS 2017/18

DONATIONS:

Chiltern Open Air Museum	£250.00
Citizens Advice Bureau	£780.00
Total Donations	£1030.00

SUBSCRIPTIONS:

HAPTC Herts Association of Parish and Town Councils *Includes the subscription to NALC	£1630.47*
National Assoc Rural Community Councils (ACRE)	£10.00
Chiltern Society	£25.00
Society of Local Council Clerks (SLCC)	£284.00
Council for Protection of Rural England (CPRE)	£36.00
Community Development Agency (CDA)	£30.00
Open Spaces Society	£45.00
LCR - The Official Magazine for NALC	£17.00
Conservation Land Management	£16.00
Hertfordshire Building Preservation Trust	£30.00
ICCM Institute of Cemetery and Crematorium Management	£90.00
Country Land & Business Association (CLA)	£289.00
Total Subscriptions	£2502.47
TOTAL DONATIONS & SUBSCRIPTIONS	£3532.47