

## 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 7<sup>th</sup> May 2019

#### MEMBERSHIP & ATTENDANCE

Chair: \* Steve Watkins

<b>Councillors:</b>	Iain Blythe	* Stuart Marshall
	* Harry Davies	* Ken Morris
	* Janet Davies	Colin Payne
	* Tony Edwards	* Alison Preedy
	* Raj Khiroya	* Debbie Rosario
	* Richard Killick	Jane White
	* Rodney Kipps	* Jackie Worrall

\* Denotes Member present

**Officers Present**  
Mrs Y Merritt – Clerk  
Mrs C James – Deputy Clerk  
Mrs M Putman – Admin Officer

There were no members of the public present.

#### **19/01 ELECTION OF CHAIR OF THE COUNCIL**

Nominations were received for Cllr Steve Watkins with no other nominations

The Council  
RESOLVED

That **Cllr Steve Watkins** be elected as Chair of the Council for the Municipal Year 2019/2020.

This was carried unanimously.

The Declaration of Office was signed. The new Chairman thanked Cllrs for their confidence in him and he advised them that he would continue to do his best as he had done over the previous year.

#### **19/02 ELECTION OF VICE-CHAIR OF THE COUNCIL**

There was one nomination for Cllr Jackie Worrall with no other nominations.

The Council  
**RESOLVED**

That **Cllr Jackie Worrall** is elected as Vice-Chair of the Council for the Municipal Year 2019/2020.

This was carried unanimously.

Members thanked both the Chair and Vice Chair for their work to date and continued work for the Council

**At 7.34pm Cllr Raj Khiroya joined the meeting**

#### **19/03 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Iain Blythe and Colin Payne. Cllr Jane White was absent from the meeting.

#### **19/04 DECLARATION OF INTEREST AND DISPENSATION**

There were no declarations of interest and dispensation received.

#### **19/05 MINUTES**

**Annual Parish 16<sup>th</sup> April 2019:** Cllr Steve Watkins presented the minutes which were then signed.

**Full Council 16<sup>th</sup> April 2019:** Cllr Steve Watkins presented the minutes of the last Full Council Meeting which were then signed.

**Planning 23<sup>rd</sup> April 2019:** Cllr Raj Khiroya presented the minutes. In answer to a query raised against one of the Planning Applications considered, the Member was advised that there were no comments as there were no planning reasons to refuse the application. All previous issues and objections had been covered and no letters of objection had been received on this submission of the application. It was noted that the Planning Applications to be considered at each planning meeting are circulated to all Members and it was suggested that if anyone had any issues they should be raised with the Planning Chairman. It was however noted that for the planning application in question Members could still write to TRDC if they so wished. The minutes were then agreed.

#### **19/06 MEMBERSHIP OF COMMITTEES 2019/2020**

The Council

##### **RESOLVED**

That the composition of the Committees of the Council in the Municipal Year 2019/2020 (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

Janet Davies  
Tony Edwards  
Richard Killick  
Rodney Kipps  
Stuart Marshall  
Colin Payne  
Alison Preedy  
Steve Watkins (ex officio)  
Jackie Worrall (ex officio)

##### **Planning:**

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

Councillors:

Iain Blythe  
Harry Davies  
Colin Payne  
Debbie Rosario  
Steve Watkins (ex officio)  
Jane White  
Jackie Worrall (ex officio)  
2 vacancies

**Chorleywood Village Halls Management Trust:**

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

Councillors:

Harry Davies  
Raj Khuroya  
Rodney Kipps  
Ken Morris  
Alison Preedy  
Debbie Rosario  
Steve Watkins (ex officio)  
Jackie Worrall (ex Officio)  
1 Vacancy

**Cricket Club Advisory Committee**

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

Councillors:

Harry Davies  
Tony Edwards  
Raj Khuroya  
Rodney Kipps  
Steve Watkins  
Jackie Worrall

In response to a Member's question regarding the Roles and Responsibilities of this committee given the bigger plans of the Cricket Club, the Clerk advised that the committee would still be required in the forthcoming year.

**Chorleywood In Bloom Working Party**

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

Councillors:

Tony Edwards  
Steve Watkins

**HR Panel**

Those Members to sit on the Human Resources Panel were as follows:

Councillors:

Janet Davies  
Tony Edwards  
Ken Morris  
Debbie Rosario

**Standing orders were then temporarily suspended at 7.50pm to elect the Chair and Vice Chairs of the Committees.**

## **19/07 ELECTION OF CHAIRS AND VICE CHAIRS OF COMMITTEES**

### **(i) Open Spaces**

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

- Cllr Tony Edwards as Chair of Open Spaces

and following a vote of seven to one in favour of Cllr Allison Preedy agreed to the appointment of

- Cllr Alison Preedy as Vice Chair of Open Spaces

### **(ii) Planning Committee**

Cllr Jane White was proposed as Chair, Cllr Harry Davies as Vice Chair. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Jane White as Chair of Planning
- Cllr Harry Davies as Vice Chair of Planning

### **(iii) Chorleywood Village Halls Management Committee**

Cllr Debbie Rosario was proposed as Chair, Cllr Raj Khiroya and Cllr Rodney Kipps as Vice Chair. Cllr Raj Khiroya then withdrew his nomination. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Debbie Rosario as Chair of the Chorleywood Village Halls Management Committee
- Cllr Rodney Kipps as Vice Chair of the Chorleywood Village Halls Management Committee

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

**Standing Orders were re-instated at 7.55pm**

### **(iv) Policy & Resources Committee**

The Council

RESOLVED

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

Chair – Cllr Steve Watkins

Vice-Chair – Cllr Jackie Worrall

Chair Open Spaces – Cllr Tony Edwards

Vice-Chair Open Spaces – Cllr Alison Preedy

Chair of Planning – Cllr Jane White

Vice-Chair of Planning – Cllr Harry Davies

Chair of Chorleywood Village Halls Management Committee – Cllr Debbie Rosario

Vice-Chair of Chorleywood Village Halls Management Committee – Cllr Rodney Kipps

These positions were unanimously agreed en-bloc.

**19/08 REPRESENTATION ON OTHER BODIES 2019/2020**

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.

b) **Chorleywood Youth Club**

Cllr Raj Khiroya.

c) **Chiltern Open Air Museum**

Cllr Stuart Marshall

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

Cllr Jane White had been elected for three years and would therefore continue as the representative vacancy on HAPTC.

e) **Chorleywood Twinning Association**

Cllr Rodney Kipps and one vacancy

f) **Herts Association Larger Local Councils**

Cllr Ken Morris and Jane White

g) **Three Rivers Environmental Forum**

Cllr Tony Edwards

h) **Highways**

Cllr Harry Davies

i) **Friends of Chorleywood Common**

Richard Killick

These positions were unanimously agreed en-bloc.

**19/09 BANK MANDATE**

The Council

**RESOLVED**

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

**19/10 GENERAL POWER OF COMPETENCE**

Following an explanation of what was meant by a two thirds electoral mandate  
The Council

**RESOLVED**

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

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

This was proposed by Cllr Jackie Worrall, seconded by Cllr Harry Davies and unanimously approved.

**19/11 EDITORIAL TEAM OF CHORLEYWOOD MATTERS.**

The Council

**RESOLVED**

That the Chorleywood Matters editorial team be made up of Cllrs Debbie Rosario, Stuart Marshall and Jackie Worrall.

**19/12 ANNUAL SUBSCRIPTIONS AND DONATIONS**

The Council

**RESOLVED**

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

This was proposed from the Chair and unanimously agreed.

**19/13 CLOSURE**

The meeting having commenced at 7.30pm closed at 8.07pm.

These minutes have been checked by the Chairman

Signed ... **not checked**..... Dated .....

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

Signed ..... Dated .....

**Appendix 1**

**LIST OF ANNUAL SUBSCRIPTIONS AND DONATIONS 2019/20**

**DONATIONS:**

Chiltern Open Air Museum	£250.00
Citizens Advice Bureau	£800.00
Total Donations	£1050.00

**SUBSCRIPTIONS:**

<b>HAPTC</b> Herts Association of Parish and Town Councils *Includes the subscription to NALC	£1645.97*
National Assoc Rural Community Councils ( <b>ACRE</b> )	£10.00
Chiltern Society	£30.00
Society of Local Council Clerks ( <b>SLCC</b> )	£299.00
Council for Protection of Rural England ( <b>CPRE</b> )	£36.00
Community Development Agency ( <b>CDA</b> )	£35.00
Open Spaces Society	£45.00
<b>LCR</b> - The Official Magazine for NALC	£17.00
Conservation Land Management	£16.00
Journal of the Assoc of Small Historic Towns & Villages	£35.00
Hertfordshire Building Preservation Trust	£30.00
<b>ICCM</b> Institute of Cemetery and Crematorium Management	£95.00
Country Land & Business Association ( <b>CLA</b> )	£306.00
National Allotment Society	£67.00
Total Subscriptions	£2666.97
<b>TOTAL DONATIONS &amp; SUBSCRIPTIONS</b>	<b>£3716.97</b>